

# St. Olaf College

# Housing Occupancy Agreement

2025-2026

## Introduction

This document is the Housing Occupancy Agreement (the “Agreement”). The purpose of this document is to establish the terms and conditions of the Housing Occupancy Agreement for Residence Life at St. Olaf College. This policy applies to all St Olaf College Students residing in campus housing which includes residence halls, townhouses, houses, master lease spaces, and other other housing properties. This document constitutes an agreement between the College and the student towards their residential requirement unless a written exemption is provided. The college will provide the necessities as outlined in this agreement to provide reasonable housing accommodations and support.

Students who live in campus housing may be referred to as Residents in this document (and other housing related documents).

Students are required to comply with the terms of this Agreement. Completing and signing (including online acknowledgement) this Agreement establishes an understanding between the Resident and the College of their expectations of living in the residence halls. It is the Resident’s responsibility to read all terms, conditions, procedures and policies described herein and to abide by them.

This document will be referred to as the Agreement from hereafter.

## Non-Discrimination Policy

Roommates are assigned without regard to race, color, sexual orientation, gender identity/expression, disability, national origin, veteran status, age, political affiliation, or religion. Discriminatory practices and/or behavior that violates this policy within any program, service or program, service or property of St. Olaf College is prohibited.

## Residency Requirement

St. Olaf College is a residential college. All enrolled students live on campus. The residence hall staff, building inventory, and event programming is structured to support students throughout the students' academic career.

Enrolled students at the college are financially obligated to the room fee for the academic year:

- Students may apply for residential exemption through the Residential Housing Exemption Request process. The exemption must be provided in writing.
- Students are responsible for paying the room fee on or before the first day of classes.
- Students are responsible for the room fee on the first day of class.
- Students enrolled mid-year are responsible for the January Term/Spring Semester room fee.
- Students who transition from full-time to part-time status are financially obligated to the room fee.

Occupancy is defined by enrollment for the academic term or issuance/access to a specified room and does not require actual physical presence by the student or their possessions.

## Meal Plan Requirement

All Residents must select a meal plan. Only students with an approved accommodation are exempt from the meal plan requirement. Students may select from a variety of meal plan options. Students sign up for a meal plan through their Student Information Systems (SIS) profile.

## Eligibility

The Resident must be an enrolled student or be determined as eligible by Residence Life. Residence Life reserves the right to terminate this agreement at any point. Students can not terminate the agreement unless they are no longer enrolled for the academic year/semester.

While living in the residence halls, all Residents are responsible for their own self-care including appropriate personal hygiene, physical and mental health, management of medical conditions or illnesses, and other personal needs. Residents are expected to utilize various resources

available to them to provide this care for themselves. Residents with an inability or perceived inability to meet these self-care expectations and/or who cause disruption to themselves or others may be required to adhere to an action plan and/or leave the residence halls.

Student's whose residency is removed are still responsible for room fees.

## St. Olaf College Agrees

The College with this grants the student a limited license to occupy College housing facilities under the terms and conditions stated herein. The College and Resident agree that this agreement creates no lease or landlord-tenant relationship.

## Resident Agrees

The Resident agrees to:

1. Make complete payments of all housing charges according to the College's billing schedule for the academic year of residency.
2. Abide by all rules, regulations and policies posted by the College and Residence Life office which are incorporated by reference and made a part of this Agreement.
3. Honor the terms and conditions of this Agreement.
4. Read and act upon all electronic communications sent by the Residence Life.

## Agreement Term

This Agreement is for the entire 2025-2026 academic year, which consists of Fall Semester, January Term, and Spring Semester, or if entered after the beginning of the academic year, for the remainder of the academic year. This Agreement cannot be terminated or canceled except under the conditions cited in the cancellation and termination sections of this agreement.

This Agreement does not create a landlord/tenant relationship between the College and the Resident. The Resident's campus housing assignment cannot be reassigned by the Resident to another party.

## Agreement Changes

The College reserves its right to change the provisions of this Agreement at any time during the academic year. The College will strive to notify the Residents of any changes to the Policy prior to the changes becoming effective.

Such changes will be published through St. Olaf email notifications prior to the changes becoming effective, unless the health and safety of people using the facilities may be adversely affected by the delay; then implementation will be immediate.

## Students with Disability Housing Accommodation Needs

Students with documented disabilities who require reasonable accommodations in their residence hall room should start the accommodation request process by contacting the Disability and Access office ([dac@stolaf.edu](mailto:dac@stolaf.edu)) regarding their request. The Disability and Access staff will respond to the request and begin the accommodations process with the student. Residence Life will make every effort to provide reasonable accommodation assignments based on the accommodation granted by Disability and Access.

To initiate a request for accommodation, students should follow the instructions found at <https://wp.stolaf.edu/academic-success/dac/registration/>.

## Rates and Payments

The housing and meal plan rates are determined annually. The Resident agrees to pay the rates as established and announced by the Student Accounts office. For more information about billing and payments, please visit the [Student Accounts Office webpage](#). Failure to satisfy the financial obligation accrued under this agreement may result in the denial of issuance/transfer of grade transcripts and/or enrollment and/or removal from campus housing, pursuant to College rules and regulations governing the imposition of these sanctions.

The College does not guarantee an uninterrupted supply of utilities or other important services, especially in the case of unanticipated disasters or catastrophes. If such should occur, the College reserves the right to adjust rates or allow them to remain in full effect.

## Agreement Cancellations

The Resident may terminate this agreement by giving written notification to the Residence Life Office under certain circumstances (see “Termination of Housing by Resident” below). If the student has occupied the assigned space, they must follow proper move-out instructions. Failure to checkout may result in improper checkout and/or damage fees being applied to the student’s account.

## Termination of Agreement by St. Olaf College

The College may terminate or temporarily suspend performance of any part of this Agreement without notice in the event of an emergency which would make continued operation of the residence halls unfeasible. There shall not be any liability on the part of the College for the refund of any payments in the event the Agreement is terminated for this reason.

The College may cancel or terminate any part of this Agreement if the Resident fails to meet the full terms and conditions stated herein or for violation of University and Residence Life policies.

Examples of good cause include, but are not limited to:

- A change in student status, including academic or disciplinary sanctions
- Failure to attend classes
- Failure to remain a degree seeking student
- Failure to make payment of required charges by announced deadlines
- Failure to comply with state or federal laws, College, or Residence Life policies and regulations
- Engaging in conduct that threatens the health or safety of other Residents in campus housing, and/or conduct that interferes with the quiet enjoyment of campus housing by other Residents.

Should a Resident be removed from campus housing, the student will be required to vacate campus housing immediately unless an extension, in writing, is granted, which will not exceed 72-hours from Residence Life/designee.

## Termination of Housing by Resident

Termination of Housing Agreement by Resident does not exempt the Students from room fee for that academic year/semester. Termination by Resident is through not being enrolled in class/departure from the College.

The College does permit students to request an exemption to the residential requirement. Each academic year the eligible exemptions are reviewed. Students eligible for exemption must apply each academic year to be exempt from the residential housing requirement.

St. Olaf College takes pride in its status as a residential college. Combining residence hall staff, building inventories, and event programming, St. Olaf residence halls are structured to support student development. During a time when many students are transitioning to the management of their own living space, the on-campus residential experience assists in the development of heightened responsibility and preparedness for life after college through assigned living spaces and programming.

Any student departure from St. Olaf college is still financially responsible for the total room fee.

## Meal Plans

Residents are required to select a meal plan. Residents who do not select a meal plan, or select a meal plan that they do not qualify for, will be placed on the default meal plan which currently is the STS1 21-Meal Plan option.

For more information regarding meal plans, please visit <https://wp.stolaf.edu/stuacct/boardoptions/>.

## Room Assignments

Housing assignments are conditioned upon the availability of housing space in either permanent or temporary rooms. The College will strive to honor assignment preferences but cannot guarantee all preferences can be supported.

**Administrative Room Changes:** Residence Life reserves the right to alter room assignments by administratively reassigning Residents within and between Residence Halls, assigning roommates, and consolidating vacancies by requiring Residents to move from single occupancy of double rooms to double occupancy within and between Residence Halls.

There is no guarantee of retaining the same room between semesters or beyond the current academic year.

## Damage Charges

Students are responsible for loss or damage to furnishings or equipment in campus housing. When damage occurs to any part of the public area (i.e., hallway, lounges, bathrooms, etc.), residents will be notified and held responsible for the cost of the repair. Students will be billed for the replacement or repair of any property they damage or lose.

At the time a student occupies a room, a Room Condition Report must be completed by the deadline given.

This form establishes student responsibility for the room condition, furnishings, and room key/Ole Card. Students vacating rooms are required to remove all trash and personal belongings from rooms.

Any damages beyond normal wear and tear, upon check-out, will be charged to the student. Final billing will be assessed by the Residence Life Department once rooms are vacated.

## Occupancy

A room may only be occupied by the person(s) assigned to the room by Residence Life. Room assignments are not transferable and occupancy by a student or other person without authorization is not permitted. Occupation of a different space that you are not assigned to may result in administrative fees being placed on your account.

## Keys

Students are issued a key at the time of occupancy at no charge. If this key is lost, the student will be charged to replace the core and cut the new key. When a room is vacated, it is the responsibility of each student to turn in any room key(s), where applicable, to the Residence Hall staff. If a key is not returned by the Resident, it is considered an improper checkout and the lock will be automatically charged at the student's expense.

It is the responsibility of the Resident to keep their key(s) with them at all times.

## Ole Cards

Students are issued an Ole Card at no cost once affiliated with the College. Ole Cards are not transferable and may not be loaned. Residents must report any lost or stolen Ole Cards online and will be charged an administrative fee to replace the ID card.

It is the responsibility of the Resident to keep their Ole Card with them at all times.

## Consolidation

Students who are in a double, triple, or quad occupancy room and do not meet full occupancy of that space for whatever reason, may be required to consolidate. Consolidation involves either:

- Moving into another room
- Moving to another building
- Finding someone else to move in with you or vice versa
  - Permitted if it fits the timeline of placements by Residence Life

### Expanded Housing (Placement)

The agreement of housing supervised by the College remains during any Expanded Housing period. Expanded Housing may include building(s) and/or spaces within a building that may not be part of the general housing inventory. Expanded Housing may occur during various periods including but not excluded to: placement while on a wait list, break periods, and addressing a facility/maintenance issue.

## Housing Options During Break Periods

Residence Halls remain open during the following break periods:

- Fall Break
- Thanksgiving Break
- Winter Break
- Spring Break

Residents desiring to remain on campus during break periods may be asked to sign up for break housing. When sign-up is required, card access will be limited to those who register by the deadline.

Summer break housing is available for enrolled students at the College at an additional cost to the Resident. Enrollment is defined as:

- Students who are actively taking a summer course
- Students who are enrolled during the Fall Semester that follows the summer stay.

## Residence Life Policies and Procedures

Policies and procedures have been established to provide an appropriate living-learning environment. Residence Life policies and procedures are outlined in [The Book](#)

(<https://wp.stolaf.edu/thebook/reslife/>). All Residents are responsible for reviewing, understanding, and adhering to the policies and procedures listed.

Residents are held responsible for the behavior of their guests and all activities originating from their assigned rooms.

Students shall have equal rights to use lounge areas, hallways, baths, and other common spaces and agree to respect the rights of other students in such areas. These facilities include, but are not limited to, study lounges, main lounges, recreation rooms, laundry rooms, bathrooms, etc.

## Room Entry

Entry may take place by a college staff member without prior notification for repair, maintenance or its assessment, or when there is suspicion of an imminent danger to the health or welfare of the student(s).

Persons explicitly authorized by the Dean of Students may enter a room when there is suspicion of violations of College Policy. Persons entering Resident's rooms shall knock, and, if requested, identify themselves before entering.

The Dean of Students has given authority to the area coordinators, public safety and associate

deans to inspect a room. If present a resident will be asked to voluntarily open any container/closures that do not reveal items in plain view. If such requests are not followed, the room may be searched by designated staff.

Persons authorized by the dean of students may also enter a room to recover stolen college property. If an occupant is not present during a room check/entry authorized persons will be accompanied by another individual.

Whenever entry is obtained by use of a pass key except for repair, maintenance or its assessment, or for health and welfare reasons, a written report shall be submitted to the dean of students. A room door found unlocked will be locked after exiting by the authorized person.

## Liability

St. Olaf College, its officers, employees, and agents have no legal obligation, nor any ability to provide reimbursement for the Resident's individual property resulting from loss, theft, damage, vandalism, or any other perils, unless damage results from the negligence of a specific College employee.

Accordingly, by occupying campus housing, the Resident agrees to hold harmless and indemnify St. Olaf College, and its regents, officers, employees, and agents, for any loss, theft, or damage sustained to the Resident's individual property.

Furthermore, Resident agrees to hold harmless and indemnify St. Olaf College and its regents, officers, employees, and agents from any claims arising out of Resident's acts or omissions relating to any changes or modifications made by the Resident to their campus housing, such as the configuration of loft beds, bookshelves, partitions, or other structures.

This means the Resident is financially responsible for injury to another party, or damage to their property, because of any equipment or items the Resident has constructed, created, purchased, or used improperly, and that the Resident will be solely responsible for any resulting claims.

Residence Life and its Officers, employees, and agents, for damage sustained by the Resident or others, because of the Resident's acts or omissions, relating to any changes or modifications made by the Resident to their room or furnishings, such as the configuration of loft beds, bookshelves, partitions, or other structures. This means the Resident is financially responsible for injury to another party, or damage to their property, because of any equipment or items the Resident has constructed, created, purchased, or used improperly, and that the Resident will pay any resulting claim on behalf of the College.

## Personal Property Coverage/Insurance

The college suggests that students check the coverage provided through family insurance policies and, if necessary, purchase private personal property insurance from a reliable insurance company. Additional information on property coverage/insurance can be found on here: <https://wp.stolaf.edu/residencelife/residential-services/>