Residential Life Student Occupancy Contract

The final assignment of rooms will be made at the University's discretion. Efforts will be made to accommodate each student's request of hall, non-traditional housing, or roommate preference. For additional information, contact the Residential Life office at (636) 949-4848 or ResLife@lindenwood.edu.

Deposit/Refund

An initial $200 housing deposit is required to reserve campus housing for residential students. By making the housing deposit, the student and the student’s parent or guardian indicate acceptance of the terms and conditions of the University. No refund of this housing deposit will be granted to any student who withdraws from the University after making this deposit, but prior to the start of an academic term. The housing deposit becomes a refundable room-damage deposit once the student has attended classes, and the semester charges have been paid. This deposit remains on the student's financial account at the University for as long as the student resides in University housing. The cost for any damages to the student's University housing will be deducted from the deposit.

Students are eligible for a refund of the room-damage deposit upon departure from campus housing (coinciding with graduation or any move from University housing). In order to qualify for this refund, students must meet all financial obligations to the University, satisfy all outstanding debts, and complete the residential check-out process. Any student wishing to move off-campus and receive a housing deposit refund must also complete a Change of Status Form in the Office of Student and Academic Support Services, which is located in the Library and Academic Resources Center, room 354. Failure to complete the Change of Status Form by January 1 for the spring semester or by June 1 for the fall semester will result in forfeiture of the deposit.

Application materials for the refund of the room-damage deposit are available in the Student Portal.

General Housing Guidelines

- Each resident is expected to complete the check-in process at the beginning of each term.
- Each resident is expected to complete the checkout process at the term’s end and return his/her key to residential staff. Should a student not complete this process or return his/her
key, a charge of $135 ($35 for the key and $100 for lock replacement) will be applied to the student’s account.

- In order for a room assignment to be processed, a new student must sign his/her Enrollment Financial Aid agreement/award and pay the $200 housing deposit.
- This signed electronic application must be received in the Office of Residential Life before a housing assignment will be made.
- To remain in university housing, all residential students must (1) enroll in classes at the designated times, (2) maintain full time enrollment status, and (3) be in good financial standing.
- The assignment of rooms will be made at the discretion of the university. No room change may be made without the approval of the Residential Life Office. The student agrees that the university may reassign or adjust the occupancy of rooms and may permit other uses of rooms during official recesses. The university will make every attempt to notify the student prior to the use of the room.
- If the student has not officially checked in or has not made arrangements for a late arrival with the Office of Residential Life, then the university may reassign a room 48 hours after the first day of classes.
- Each student is liable for all damages to his or her room.
- All university residence furniture must remain in the residence at all times. Removal of or damage to university furniture will result in charges made to the student’s account. Any additional furniture brought in to residence halls must be approved in advance by the Area Coordinator of the hall, and MUST be removed at the end of the spring term.
- Emotional Support Animal applications must be received by the Student Support and Accessibility Coordinator by November 1 for the spring semester and June 1 for the fall semester. Applications will not be accepted past these dates for the following term.
- The residence may not be altered in any way (painting, wallpaper, carpet addition or removal, etc.) without the permission of the Director of Campus Facilities.
- Food and facilities to be furnished under this contract are for the use of the person to whom this contract is issued. Transfer to any other person is not permitted.
- If a residence key is lost, there will be a $35 charge to replace the key. If it is necessary to replace the lock, there will be a $100 charge.
- Any student changing his/her housing assignment without prior approval of the Residential Life Office will be assessed a $250 fine.
- Once a student has taken possession of his/her assigned residence for the term, and then elects to withdraw prior to the end of that term, the student will remain responsible for his/her residential charges. An appeal can be submitted to the Business Office if there are mitigating circumstances that could warrant consideration for a refund of charges.
Closings

For security reasons, the residences are closed and locked at noon on Saturday of final exams week for the fall and spring semesters. Campus housing will reopen on the day before classes resume. Food service stops after lunch on the last day of final exams week and resumes for dinner the evening before the first day of semester classes. All residences are closed for winter break. These dates are posted in the Academic Services Office and on the student’s portal. Failure to leave by the designated time or returning before the halls reopen may result in charges to the student’s account. Special circumstances must be addressed in writing to the Office of Residential Life at least two weeks prior to the date in question. There will be a weekly room fee charge made to the student’s account. Students approved to remain on campus during these breaks may be required to relocate to other residences.

Limit of Liability

The University does not assume responsibility for any losses, damages, or personal injury of any sort occurring to persons or private property. Property loss or damage should be covered by personal homeowner’s or rental insurance or other protective policies available to students or their parents/guardians.

Prompt Payment Required

The student promises to pay promptly at the scheduled time(s). Failure to make prompt payment can result in dismissal from University housing. Students with delinquent accounts will be in jeopardy of losing their housing assignment. Charges will be as stated in the catalog enforced at the time the charges are incurred.

Dismissal from University Housing

Dismissal from University housing for disciplinary reasons does not release the student from his or her financial obligations.

Roommate Agreement

All students are required to fill out and sign a roommate agreement within seven days of occupying their housing assignment. If a student wants to make a change to the agreement during the course of the year, he/she must contact their Area Coordinator to update the roommate agreement. Failure to agree to and sign a roommate agreement will result in loss of visitation privileges and the student(s) will be subject to being relocated.
Rates

Residential charges include the cost of room, board, and communication fee. There is not an option for a resident student to live on campus without a meal plan. The costs below apply to residence halls and non-traditional houses:

Semester Students
- Doubles and triples $4,600/semester $9,200/year
- Single room (Residence Halls) $4,900/semester $9,800/year
- Single room (Houses) $5,000/semester $10,000/year

MBA Students
- Doubles and triples $2,300/term
- Single room (Residence Halls) $2,450/term
- Single room (Houses) $2,500/term

Quarter Students
- Doubles and triples $3,450/term
- Single room (Residence Halls) $3,675/term
- Single room (Houses) $3,750/term

New pricing reflects previous separate fee for Communications (i.e. wireless network upgraded performance); all rooms in the houses were converted to singles responding to student demand; cost differentiation for houses and residence halls was added based on the different level of amenities provided, and a modest increase to cover maintenance upgrades.

When a student is switched from a double to a single room at any point within a term, the student will assume the single room rate. After the second week of the term, if a student is switched from a single to a double, there will be no rate adjustment.

The undersigned student has read and understands the Residential Life Student Occupancy Contract and acknowledges that this contract is the personal obligation of the student and shall become legally binding upon the signing date. Your Student ID Number can be located in your Student Portal.