



We are delighted to welcome you to our vibrant academic community and are pleased to offer you housing in our on-campus residence for the upcoming academic year. Please carefully review the terms and conditions outlined in this housing contract.

## HOUSING CONTRACT

Alvernia University (“the University”) recognizes the critical role that a supportive living environment plays in the overall success and well-being of its students. In an effort to enhance the academic and personal growth of our students, the University adheres to a four-year housing agreement for eligible students. University owned residence hall housing is guaranteed to first year students who participate in established housing processes, assuring that deadlines are met. University owned residence halls for all remaining eligible students are based on availability of spaces.

Returning students may seek an exemption from the four-year housing requirement by submitting the *Petition to Commute* Form in the ARC Portal to the Office of Residence Life. The form should include a detailed explanation of the reason for the request and any supporting documentation. Please review this [page](#) to understand the acceptable reasons to be granted the Petition to Commute.

Students who meet the following criteria may be exempt from the housing requirements:

- **Commuter student:** Residing with parent(s) or guardian, within 40-mile radius of campus (Required Information: Must provide documentation and off-campus address)
- **Off campus/Commuter student:** Residing in own residence (apartment or home on own, with roommate(s) or with spouse/significant other), within 40-mile radius of campus (Required Information: Must provide documentation and off-campus address)
- Responsible for dependent child
- Age 23 or older
- Married
- Completed 90 or more academic credits
- Need for special accommodations for medical reasons that Alvernia is unable to meet

Incoming first-year and transfer students should indicate their request to commute via their incoming application to Alvernia University. This will then prompt incoming new and transfer students to submit their petition to commute through their New Student Checklist found in their application portal. Returning students should visit the Office of Residence Life Housing Policies Website for details on how to petition to commute.

### Housing Deposit:

Incoming Residential Students:

- Housing deposits (\$250) are required for all first-year students to secure a student’s spot in our residential facilities. This housing deposit will be applied to the students first semester charges. If a student chooses to cancel their enrollment prior to May 1, the housing deposit will be refunded to

the student. If a student chooses to cancel their enrollment after May 1, the housing deposit is forfeited.

### **Commuter Students:**

- A housing deposit will be required of any non-residential students (commuter/off-campus) who wish to apply for housing at any point. Commuter/off-campus students who desire on-campus housing must first pay a \$250 housing deposit in the [MyAlvernia portal](#) in order to complete a housing application in the Alvernia Residential [Communities Portal](#). A commuter/off-campus student will be assigned housing only after room selection for current resident students is complete and pending space availability. In the event there is lack of room availability, housing deposits will be refunded. If a student requests placement on a housing waiting list, the deposit will not be refunded or applied to current debt until removal from the housing waiting list is requested. After a commuter/off-campus student is assigned housing, if a student chooses to cancel their housing request prior to May 1, the housing deposit will be refunded to the student. If a student chooses to cancel their enrollment after May 1, the housing deposit is forfeited. If the commuter/off-campus student is offered housing, the deposit will be applied to the students first semester charges.

### **Agreement entered into between Alvernia University of Reading, PA and housing applicant (student):**

#### **UNIVERSITY RESPONSIBILITIES**

1. Assign living accommodations for the undersigned student in accordance with the following residence housing contract. It should be understood that the agreement of housing assignment is based on an assigned space, not an assignment to a specific residence hall, townhouse and/or room. It is understood that this agreement will be in effect as long as the student is a registered student who is enrolled in a minimum of 12 credit hours in a given semester.
2. Provide a furnished room, which will include a bed, desk with chair (except in the Residences at John R. Post Center at Reading CollegeTowne), closet/wardrobe and dresser.
3. Provide custodial and maintenance services of all public and common areas of the residence halls except Townhouses. All areas within University-owned townhouses are the students' responsibility.
4. Provide students with a board (meal) plan. Meal services will be provided seven days a week during the contract period except for specified holidays breaks and summer.
5. Notify students regarding room and board rates for the next academic year by April 1 and/or when approved by the Board of Trustees.

#### **STUDENT RESPONSIBILITIES**

1. Initial occupancy is required on the first day of classes. Assigned spaces unclaimed by this time may be forfeited and reassigned to another student unless a written request for late arrival has been made to the Executive Director of Residence Life. A student who is late without notification may lose their previous assignment and/or may be reassigned to whatever room assignment is available. If housing is not available, the student will be placed on a wait list.
2. Protect the safety and welfare of the entire campus community, students will be housed after submitting the following documents: a completed Alvernia University Medical History form, a Meningitis Waiver, Authorization for Release of Medical Information, Proof of medical insurance, and an official record of all required immunizations. Failure to comply with these requirements may result in removal from the residence halls.
3. Maintain occupancy in campus housing for a full academic year unless approval is granted to withdraw from University housing. A written request is required, via the Release from Housing

Contract form housed in the ARC portal, to the Executive Director of Residence Life, to be released prior to completion of terms of contract. Requests for release from the housing contract will only be considered for the following reasons: documented change in financial status, change in marital status, birth/acquiring of a dependent, University approved academic assignment more than 20 miles from campus (student teaching, OT/PT internship, study abroad), need for special medical accommodations which University is unable to meet. In all cases, supporting documentation must be included. Any student who is granted a release from their housing contract must check-out of their campus residence in the appropriate manner and return their room key(s) or improper check-out charges will be billed to their student account. Students approved to be released from their housing contract during the fall or spring semester will not receive a prorated portion of their housing charges, but may receive a prorated portion of their remaining meal plan. Any student who is not approved to be released from the housing contract by Alvernia University is responsible for continual assessment of housing and board fees on their student account.

4. Students residing in campus housing must be duly enrolled, matriculated full time students who have paid for campus accommodations; any resident who fails to register for a given semester or who withdraws from the University during a semester must vacate the living unit within twenty-four hours after the start of classes or the withdrawal action, whichever is applicable.
5. All resident students are required to participate in one of the University's food service meal plan options. The student is allowed to change their meal plan beginning on the first day of classes of each semester and ending by the last day of the drop/add period. First-year students are required to participate in the "All U Can Eat" meal board plan or the 14 meals/week block.
6. The resident recognizes that a room assignment change is permitted only as space, or circumstance allows. Students may not move to a new space without prior authorization.
7. The University reserves the right to consolidate vacant spaces, assign new resident students and/or make changes in housing assignments when it deems necessary. Students, who find themselves in a room with vacant spaces, are asked to keep the vacant space free of their belongings as to accommodate a newly assigned student. When overall occupancy allows, students may be offered, for an additional charge, the opportunity to keep their room as a single.
8. The student understands that they are held liable for damaging, or defacing University property. The University will assess charges against the individual student account. Damages in areas other than individual rooms will be charged on a prorated basis to all students of a townhouse, floor, wing, or entire residence hall as determined by the University.
9. The student understands that they must vacate University housing during specified breaks and holidays. At the close of the fall and spring semesters, the student understands that they must properly checkout of the residential facilities within 24 hours after their last final exam.
10. The student understands that they are expected to comply with all housing and University policies. The Office of Residence Life maintains that one student's right to social interaction extends only as far as another student's right to a peaceful and undisturbed living environment. Students will be expected to be aware of and subsequently comply with the policies and guidelines of the University and the Office of Residence Life. Such policies and guidelines are outlined in Alvernia University's Student Handbook that is - available to all students on-line.
11. The student agrees to make timely payment to the University for all room and board fees.

**Other:**

1. Non-compliance or violation of any of the foregoing statements in this housing contract or statements in official Alvernia University publications will subject the student to disciplinary action and/or removal from University housing when appropriate.
2. Inspection of residence hall rooms and University-owned townhouses for health, safety, or maintenance reasons will be made during vacations and will occur at any other time with advance notice (except an emergency). Searches may be conducted, however, under the guidelines as outlined in the Student Handbook.
3. The University will not be responsible or liable to refund, reimburse or credit the student for any room, board or meal fees due to circumstances or conditions beyond the University's reasonable control including, without limitation, war or other violence (whether declared or not), invasion, act of a foreign enemy, civil war, riot, rebellion, insurrection, civil commotion or disorder, act of civil disobedience, act of terrorism, plague, epidemic, pandemic, outbreaks of infectious disease or any other public health crisis, including quarantine or other health restrictions, act of authority, whether lawful or unlawful, compliance with any law or governmental order, rule, regulation or directive, curfew restriction, act of God or natural disaster, and general labor disturbance such as boycott or strike. In the event of any such circumstances or events, the University may, but shall not be required to, credit or reimburse the student for the value of meals not purchased or consumed by the student during the period of such circumstance or condition.
4. The University does not accept responsibility for the theft, damage, or loss of property of the student. The University strongly recommends that students seek private insurance coverage.
5. The student understands that they must meet established criteria to possess an emotional support animal/service animal as outlined in the Student Handbook for the safety of the student body and approved emotional support animals/service animal

The undersigned agrees to and accepts all terms and conditions of this housing contract.

**Please read the terms and conditions stated above.**

**Mary-Alice Ozechoski**

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Sr. Vice President for Enrollment  
Management and Student Affairs

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Student Signature