

2017/2018 Housing Terms and Conditions:

This document is part of a LEGALLY BINDING CONTRACT. If you are a First-Time Freshman or are in the first two years of your academic program, you are required to live on campus and have a meal plan regardless of prior transfer credits or academic class standing. All students living in University housing are required to have a meal plan.

The following Terms and Conditions explain the details of the contract which includes occupancy dates, housing deposit, housing assignment, overnight guests, pets, drug and alcohol policies, smoking, liability, student conduct, refund policy, cancellation policy, residency requirements, room consolidation, and other University policies. Upon completion of this CONTRACT you will be RESPONSIBLE for the ENTIRE academic year's rent, meal plan, and fees. Failure to complete the 2 year residency requirement will result in forfeiture of the \$200 housing deposit.

Housing assignments for new incoming students will be made by June 30 or earlier. Your room assignment will be sent to your FIT email account.

Section 2

RESIDENCE HALLS/APARTMENTS TERMS AND CONDITIONS:

The following are the Terms and Conditions for the Housing and Meal Plan. Students should consult the Student Handbook available on-line and other official University publications for a complete set of policies and further details.

A. ELIGIBILITY: To be eligible for on-campus housing you must; be: a currently enrolled student at Florida Institute of Technology, be in good financial standing, academic standing, disciplinary standing with the University and Housing. Students must be registered as a full-time student for classes to remain in good standing for their Housing and Meal Plan Agreement unless approved by The Director of Campus Services or designee. Students who are academically dismissed, withdrawn, or have not registered for classes may be removed from housing or transferred from their current housing assignment until their status has been restored. Upon restoration, students will be required to meet the terms of this agreement. Returning to housing does not guarantee the same assignment.

B. TERM OF AGREEMENT: This agreement is for BOTH Fall and Spring Semesters or any portion remaining at time of occupancy. This agreement may not be terminated or nullified prior to the official end of the academic year.

Fall Semester 2017 occupancy and meals for New Students (freshmen, transfers and grads) start Tuesday, August 15, 2017. Fall semester meal plans for continuing students begin Saturday, August 19, 2017. Fall semester meal plans for all students will end Saturday, December 17, 2017 at noon. Spring Semester 2018 occupancy and meals for New Students start Saturday, January 4, 2018. Spring semester continuing student meal plans begin Saturday, January 6, 2018. Spring semester meal plans for all students will end Saturday, May 5, 2018 at noon. All resident students must depart their assigned housing by 12 Noon Sunday, May 6, 2018.

If you wish to reside on campus during the December 2017 winter break period, please complete and submit a Housing Extension form available on-line or at the Campus Services office. All housing extension forms must be submitted to the the Campus Services office no later than December 1, 2017. Failure to submit a winter break Housing Extension form may result in charges to your student account for the weeks of stay.

Section 3

C. HOUSING DEPOSIT: A \$200 Housing Deposit must be on file in the student's account prior to the student receiving a room or apartment assignment. The Housing Deposit will remain on file for as long as the student lives in University housing. The deposit cannot be covered by any scholarship and cannot be waived. All students who no longer enroll in on-campus housing must request their housing deposit refund at the Campus Services Office. Failure to complete the 2 year residency requirement will result in forfeiture of the \$200 housing deposit.

D. HOUSING ASSIGNMENT: A signed paper copy or electronically verified copy of the Freshman/Returning Student Housing and Meal Plan Contract must be on file with the Campus Services Office to be assigned a room. Florida Institute of Technology is an equal housing institution; assignments are made without regard to race, color, creed, national origin or sexual orientation. Housing assignments are all single gender; there are no coed assignments allowed. The University makes every attempt to grant assignment requests; however acceptance of this agreement does not guarantee assignment to a specific type of accommodation, building, room or roommate. Room/apartment assignments may be changed or canceled by the University in the interest of order, health and safety issues, discipline, and maximize the utilization of facilities.

E. CONSOLIDATION AND ASSIGNMENT OF ROOMS: The University reserves the right to administratively reassign, consolidate, or move student rooms as deemed necessary. Students who are consolidated will be refunded the prorated amount of rent monies for the portion of time that their assignment was altered. When possible, as determined by the Director of Campus Services or designee, students may be given the option of paying for a single room on a prorated basis for the remainder of their time in that assignment.

F. OCCUPANCY DATES: The dates shown under Section B TERM OF AGREEMENT will be used to determine room opening and closing (for occupancy purposes). Students needing to move in earlier must receive permission in writing from the Campus Services Office. The deadline for check-in is 5 PM. the day prior to the beginning of classes unless approved by Campus Services in writing. Failure to do so

may result in the loss of assignment, however; the contract will remain in force. Prior written notice is required to hold a reservation after the deadline. The student may be reassigned to another room, with no refund of housing charges. Note: Students will be charged for their room/apartment assignment whether or not they actually occupy the assignment, unless the assignment is officially canceled. Please refer to Section B TERM OF AGREEMENT for the official opening and closing of the halls/apartments. The University reserves the right to modify opening and closing dates. The University reserves the right to grant or revoke occupancy and assess additional charges to the student during these periods. Closing times at the end of each semester are for those students participating in commencement exercises. All other residents are expected to vacate within 24 hours of the end of their last examination. Rooms/apartments may be occupied only by the student to whom they are assigned. Rooms/apartments may not be sublet to other persons. Room/apartment changes may be made only after receipt of written approval from the Office of Residence Life. Room/apartment changes may not be made until the third week of any term. There is a fine of \$150 for improper room changes.

Section 4

It is your responsibility to read this document and all other University policies. You will be held responsible and accountable. Failure to read or 'not know' is still your responsibility.

G. OVERNIGHT GUESTS: Are only allowed with the permission of roommates and must be in keeping with the University's guest policy as outlined in the Student Handbook.

H. PETS: For reasons of health, sanitation and public safety, NO PETS ARE ALLOWED, with the exception of fish, this must be contained in a tank no larger than 10 gallons or University registered Service or Support animals.

I. DRUGS AND ALCOHOL: In accordance with State of Florida Law, you must be 21 years of age to purchase, possess and/or consume any alcoholic beverage. Illicit drugs are not permitted on University property. Illegal use of controlled substances may constitute grounds for dismissal from the University.

J. SMOKING BAN: In accordance with the Florida Clean Indoor Air Act, there is NO SMOKING permitted in any University facilities. Smoking is prohibited within 25 feet of any residential facility. Smoking does include electronic devices.

K. LIABILITY: The University is not liable for damage to or loss of personal property, or for failure or interruptions of public utilities. Personal property/liability insurance is highly recommended.

L. CONDUCT IN UNIVERSITY FACILITIES: Florida Institute of Technology is dedicated to fostering and maintaining an educational environment on campus. As such, the University reserves the right to take whatever action deemed appropriate to maintain an educational atmosphere and the safety of all residents.

M. STUDENT RESPONSIBILITIES: It is each student's responsibility to keep his/her room/apartment clean and orderly. Charges will be assessed for damages to or unauthorized use of residence hall rooms/apartments and equipment including alterations made to a room or building, and/or for special cleaning the University feels is necessary. All students are responsible for properly disposing of their

garbage in the appropriate waste receptacles. Charges will be assessed to any student who does not comply with this requirement. Students living in the residence halls and apartments are responsible for knowing and observing all University regulations and policies as set forth in official publications.

N. COMMON AREA DAMAGES: Damages to the common areas may be charged to all residents in that area, suite, wing, floor, or building. Payment will be required upon billing. The University may withhold all grades and/or transcripts until all monies due are paid in full.

Section 5

O. RIGHT TO INSPECTION: Authorized University personnel may enter and inspect a student's room/apartment to ensure the health and safety of the residents, to make needed repair/maintenance or for any other official and lawful purpose. Additionally, periodic health and safety inspections will be conducted by Resident Assistants or other University officials (room inspections will be conducted by University staff between the fall and spring semesters).

P. FRESHMAN AND SOPHOMORE RESIDENCE REQUIREMENT: All students who have: 1.) earned less than 56 credits hours or, 2.) were admitted in the 2016-2017 term or, 3.) are under 21, or 4.) are a First-Time Freshman or are in the first two years of your academic program (regardless of prior credits earned), are required to reside on campus and have a meal plan. Academic class standing including any transfer or other earned credits prior to enrollment at Florida Tech does not exempt a student from this requirement. Students who meet the following criteria MAY be exempt from the Freshman and Sophomore Residency Requirement: 1.) Veteran of military service (two years or more), 2.) are married (proof required), 3.) are the primary care giver for dependent children, 4.) are 21 years of age or older, 5.) reside with immediate family within 50 miles of the Florida Institute of Technology campus (immediate family is defined as parents, grandparents, legal guardian, or sibling over age 21 not also enrolled at Florida Institute of Technology) or 6.) Participate in a university-approved off-campus internship that requires living outside of the 50 mile perimeter area. Students who meet at least one of the above criteria must complete an application with the Office of the Dean of Students. Cancellation of the Housing and Meal Plan Contract is not permitted unless the student does not enroll or officially withdraws from the University.

Q. HOUSING DEPOSIT REFUND: To receive a refund of a housing deposit, complete the "Housing Deposit Checkout-Out" form at the Campus Services Office.

R. RETURNING STUDENT: Returning students (Junior, Senior, Graduate) are defined for purposes of Housing and Meal Plan Contracts as any student: who has completed 56 or more earned semester credits at Florida Institute of Technology or has completed the Freshman Sophomore 2 Year Residency Requirement.

S. RETURNING STUDENT CANCELLATION POLICY: Junior, Senior, Graduate students submitting the Housing and Meal Contract may cancel ONLY within the first five (5) business days after receipt by the University. After the cancellation period expires, the contract cannot be cancelled.

T. REFUND POLICY: Students who officially withdraw from the University after the beginning of each term will have their housing and meal plan charges pro-rated and applied to their student account based upon the University's Official Refund Policy. Students who withdraw from the University as a result of judicial sanction are not eligible for a refund.

Section 6

MEAL PLAN TERMS AND CONDITIONS:

A. ELIGIBILITY: Participants in any of the Meal Plan options must be either a currently enrolled student (or intern/co-op student from another campus officially assigned to Florida Tech) at the University. All students living in University housing are required to have a meal plan. If a student fails to enroll in a plan, Meal Plan A1 will automatically be billed to the student's account.

B. TERM OF AGREEMENT: This agreement is for BOTH Fall Semester and Spring Semester or any portion remaining at time of sign-up. This agreement may not be terminated or nullified prior to the official end of the academic year.

Fall Semester 2017 occupancy and meals for New Students (freshmen, transfers and grads) start Tuesday, August 15, 2017. Fall semester meal plans for continuing students begin Saturday, August 19, 2017. Fall semester meal plans for all students will end Saturday, December 17, 2017 at noon. Spring Semester 2018 occupancy and meals for New Students start Saturday, January 4, 2018. Spring semester continuing student meal plans begin Saturday, January 6, 2018. Spring semester meal plans for all students will end Saturday, May 5, 2018 at noon. All resident students must depart their assigned housing by 12 Noon Sunday, May 6, 2018.

Section 7

FlexCredit is available on August 8, 2017 for all students having the matching Meal Plans. FlexCredit will carry forward from Fall Semester to Spring Semester only with a Spring meal plan. FlexCredit is part of your meal plan and provides access to services only. It has NO RESIDUAL CASH VALUE. Any FlexCredit remaining after the end of Spring Semester will be zeroed out. The Last day for Fall is Dec. 31, 2017 and last day for Spring is May 5, 2018 at noon.

C. MEAL PLAN LIMITS: Meal Plans may be utilized only by the student to whom it is registered. Meal Credits can be used by the Meal Plan owner without limit, up to the weekly number of credits in his/her plan. Cashiers are instructed to confiscate any ID card used by someone other than the assigned individual.

D. SMOKING BAN: Under the Florida Clean Indoor Air Act, smoking is not permitted in any University facility including dining venues. This includes electronic smoking devices.

E. LIABILITY - The University is not liable for damage to or loss of personal property, or from failure or interruptions of public utilities. Personal property and liability insurance are highly recommended.

F. CONDUCT IN UNIVERSITY FACILITIES - The University is dedicated to fostering and maintaining an educational environment on campus. As such, the university reserves the rights to take whatever action they deem appropriate to maintain and promote an educational atmosphere and safety of all students, faculty, staff and the general public.

G. STUDENT RESPONSIBILITIES: It is each student's responsibility to safeguard his/her FLORIDA TECH ID CARD. Meal Plan access is controlled by the magnetic strip on the back of the card. Make sure that the card is not damaged and is kept in a safe and secure place. Your FLORIDA TECH ID CARD must be presented to the cashier each time it is used. If you lose your card, or it becomes damaged, report it immediately to the Campus Services Office, located on the ground floor of Evans Hall. A replacement charge of \$20 will be assessed if your card is lost or stolen. Students are responsible for knowing and observing University regulations and policies as set forth in official publications. Upon signing this agreement, the student shall become liable for all required payments and charges as they come due. The University reserves the right to withhold all grades and transcripts until all monies due are paid in full.

H. RIGHT TO INSPECTION: Authorized University personnel may request to inspect your FLORIDA TECH ID CARD and check it for damage or to ascertain if it has been tampered, altered or to replace it if needed.

I. CHANGING MEAL PLAN: Students who want to change their Fall meal plan must apply at Campus Services Office before 5 PM, Friday, August 25, 2017. Students who would like to change their Spring meal plan must apply at Campus Services Office before 5 PM, Friday, December 15, 2017. Canceling or changing meal plans after the cut-off date will not be granted. However, students may opt to enroll or increase their meal plan at any time.

J. CANCELLATION POLICY: Students submitting the Meal Plan Contract may cancel ONLY within the first five (5) working days after receipt by the university. There is no cancellation of the contract once the student has used their meal plan.