

Please read carefully the terms of this contract before signing. Return all copies to the Residential Living Office, 1801 SW Jewell, Topeka, KS 66621 with your \$79.00 prepayment (\$109.00 if applying for a private/single room). Enclosed is the nonrefundable deposit of \$79.00 (\$109.00 for private/single room), payable to Washburn University.

Washburn University
Washburn Village
Summer Housing Contract
 (This contract does not include meals.)

I, _____, hereby certify that I (check the statement that applies) have applied and have been accepted by the Director of Admissions to Washburn University as a student for the summer session; or, am a new/continuing student who will be enrolled in the Fall semester and have signed a contract to continue housing accommodations for the following academic year.

All summer students will be housed in the **Washburn Village**. There is limited space, filled on a first-come first served basis. Please indicate 1st and 2nd choice. Double rooms are contingent upon space availability.

Double (\$79 per week) Single (\$109 per week)

1. COSTS OF ACCOMODATIONS: The charge of this contract for a room will be at the rate of \$79.00 per week based upon double occupancy and \$109.00 per week based upon private or single occupancy. Costs are determined on a weekly basis, beginning on Friday and ending on Thursday. Costs cannot be prorated on a daily basis or for partial weeks. All residence hall costs are due at the time of occupancy. Listed below is a billing detail for the summer session. Students are required to indicate the number of weeks for summer occupancy.

Washburn Village officially opens for Summer School May 29, 2009 at 9:00 a.m. and closes July 31, 2009 at 5:00 p.m. Students who are interested in staying during interim breaks, days in which classes are not in session, will need to pay additional costs for housing.

Break Housing		Double	Single	Check and Initial
May 15 – May 21	Interim Week 1	\$ 79.00	\$ 109.00	<input type="checkbox"/> _____
May 22 – May 28	Interim Week 2	\$ 79.00	\$ 109.00	<input type="checkbox"/> _____
July 31 – August 6	Interim Week 3	\$ 79.00	\$ 109.00	<input type="checkbox"/> _____
August 7 – August 11	Interim Week 4	\$ 79.00	\$ 109.00	<input type="checkbox"/> _____

Summer School Housing (Classes are in session)

May 29 – June 4	Week 1	\$ 79.00	\$ 109.00	<input type="checkbox"/> _____
June 5 – June 11	Week 2	\$ 79.00	\$ 109.00	<input type="checkbox"/> _____
June 12 – June 18	Week 3	\$ 79.00	\$ 109.00	<input type="checkbox"/> _____
June 19 – June 25	Week 4	\$ 79.00	\$ 109.00	<input type="checkbox"/> _____
June 26 – July 2	Week 5	\$ 79.00	\$ 109.00	<input type="checkbox"/> _____
July 3 – July 9	Week 6	\$ 79.00	\$ 109.00	<input type="checkbox"/> _____
July 10 – July 16	Week 7	\$ 79.00	\$ 109.00	<input type="checkbox"/> _____
July 17 – July 23	Week 8	\$ 79.00	\$ 109.00	<input type="checkbox"/> _____
July 24 – July 30	Week 9	\$ 79.00	\$ 109.00	<input type="checkbox"/> _____

Number of weeks _____ **X cost of room (double or single)** _____ = **Total Cost** _____

2. PAYMENT SCHEDULE: If the occupant is not enrolling for the summer, residence hall costs are due upon move-in. If the occupant is enrolling for the summer session he/she will be billed for residence hall charges at the time of Summer enrollment. Students who are unable to pay the total cost at the time of move-in may arrange a deferred payment plan with the Business Office. All payments, other than the prepayment, are to be made to the Business Office, Morgan Hall, Room 205, Washburn University. The deferred payment plan will follow the regular University plan established for the Summer session. Please visit www.washburn.edu/business-office for more information on payment dates and schedules.

3. CONTRACT TERMS: This contract term is for the period commencing at 9:00a.m. on _____ and ending at 5:00p.m. on _____. The University reserves the right to remove any student from University owned residence hall facilities. Students who withdraw from the residence halls during the contract term shall be responsible for the number of weeks and partial weeks of residency, plus a cancellation fee equal to 35% of the charges applicable to the remaining contract term. This Summer Contract is not subject to termination by the student after the first day of contract term unless the student does not enroll or ceases to be enrolled as a student during the Summer Session and/or decides not to enroll for the Fall semester. Cancellation of this contract is not automatic and should not be assumed. Students requesting to cancel should indicate such by submitting the request in writing to the Residential Living office. Cancellation charges shall be imposed for the student's termination of this contract after the first day of the contract term.

I understand and agree that this contract is in force for the entire period of time indicated above and that I am financially responsible for meeting its terms. I also understand that the room assigned to me will not be held after the first day of the contract period unless the Residential Living Office is notified and I agree to comply with and abide by all the terms and conditions which are part of this contract. This contract shall become effective, and binding upon the student, when accepted by the Director of Residential Living.

Applicant Name: _____ WIN _____

Current Address _____ Tele. No. _____

Home Address _____ Tele. No. _____

Cell Phone No. _____ E-mail address _____

Date _____ Applicant Signature _____

Signature of Parent or Guardian--(only required if Applicant is under 18)

Date _____ Parent/Guardian Signature _____

Do Not Write Below This Line

Dir. Residential Living

Date

Dir. Business Services

Date

White Copy- Business Office

Yellow Copy- Residential Living

ADDITIONAL TERMS AND CONDITIONS OF THIS CONTRACT

1. **OCCUPANCY:** Rooms may be occupied at or after 9:00a.m. on the first day of the contract term and vacated no later than 5:00p.m. on the last day of the contract term. For students not signed up for break housing, move in day is Friday, May 29, 2009 at 9:00 a.m. and move out day is Thursday, July 30, 2009 at 5:00 p.m.
2. **ASSIGNMENTS:** Room and roommate assignments are made without regard to race, color, creed or national origin in conformance with the University's EEO policy.
 - A. The University reserves the right to make assignments and reassignments of accommodations as it deems necessary or appropriate.
 - B. The University reserves the right to consolidate spaces. Consolidation may require students who have contracted for a double room, but do not have a roommate for whatever reason to move to another assignment with another half filled room. If there is sufficient space available, students may elect to pay the difference for a private room. Consolidation may also occur when a suite is not full and space is needed to accommodate other students. These moves must be completed in accordance with the procedures determined by the Residential Living Office.
 - C. Students may request a specific roommate and/or suitemate. These requests must be reciprocal in order to be granted. In order to avoid possible confusion on roommate/suitemate during the selection process the requests should be turned in together.
3. **FOOD SERVICES:** Meals are not included in the cost of summer housing contracts. Dining services may be open limited hours during the summer session and students can either use Bod Bucks money or cash for food items purchased in the Union Market.
4. **ROOMS AND FURNISHINGS:** The student shall be responsible for all fixtures and furnishings in the room, and all fixtures and furnishings shall be returned in as good of condition as received; ordinary wear and tear expected. The University reserves the right and privilege to enter a student's room for the purpose of making inspections or performing maintenance.
5. **ROOM DAMAGES:** Students are responsible for completing the *Room Condition Report* given to them at the time of move in. Students who have not completed this form will be charged for any damages noted at the time of move out. Any damages noted during a student's occupancy or after vacating will be billed to the student at the end of his/her contract term.
6. **FIRE, THEFT, DAMAGE, or ABANDONED PROPERTY:**
 - A. The University shall accept no responsibility for the theft or loss of money, valuables, or personal property of a student and shall not be responsible for any damage to a student's personal property from any cause whatsoever. Students and their families are encouraged to carry appropriate insurance.
 - B. Furthermore, the University will not be liable for any property left in the building once a student vacates or is expected to vacate. The University reserves the right to dispose of property left by the student through sale, donation, or any other manner in which it deems appropriate. The student will be responsible for any moving and/or storage costs incurred while belongings are still in the building.
 - C. The University is not liable for any injuries which occur in its buildings or on the property. Once again, students and their families are encouraged to carry appropriate insurance.
7. **IMPOSSIBILITY OF PERFORMANCE:** Partial or complete destruction of the premises by any means whatsoever rendering the room and common areas habitable shall terminate this agreement as to both parties as the date of casualty.
8. **COMPLIANCE WITH REGULATIONS:** Residence hall students are expected to comply with all University rules and regulations concerning the conduct of students in the residence halls and the University, which are now in effect and which may be adopted by the University during the term of the contract. It is the responsibility of the student to thoroughly read, the rules and regulations as set forth in the "*Washburn University Conduct Code*", "*Student Handbook*" and the "*Residence Hall Handbook*". A copy of each publication will be made available to each student. Students who violate provisions of these rules and regulations or provisions of federal, state, or local law, shall be subject to dismissal from their residence hall room accommodation(s).

Notice of Nondiscrimination: It is the policy of Washburn University to assure equal educational and employment opportunity to qualified individuals without regard of race, color, religion, age, national origin, ancestry, disability, marital or parental status, or sexual orientation. Inquiries regarding nondiscrimination policies should be directed to: Equal Opportunity Director, Washburn University; Morgan Hall 380A, 1700 College, Topeka, KS 66621. All housing inquiries should be directed to the Residential Living Office, Washburn University, 1801 SW Jewell Ave., Topeka, KS 66621 (785) 670-1065.