

## RESIDENCE HALL AGREEMENT

Case Western Reserve University | The SMC Board | 11/11/2019 | BDC 0.008 Tc -0.004 Tw -9.239 -1.149 Td [(T)22 (h)0.5 (e)19.2 ( p)0.6

chapter meal plan if residing in the chapter house for the first two years of enrollment. Students who seek permission to live off campus as commuters must receive written approval from Housing. Housing Release Requests are available in 24 Thwing Center and online at <http://housing.case.edu/myhousing>. Any student who fails to comply with this policy will be subject to the University conduct process.

### 2. OCCUPANCY PERIOD

The student may occupy the assigned room during the time period listed for the specific program in this section. The occupancy period may be subject to change by the University based on unforeseen alterations in the academic year calendar or other factors. Fall semester occupancy begins at 9:00 a.m. on Sunday, August 18, 2019 and ends at 3 p.m. on Thursday, December 12, 2019. Spring semester occupancy for newly admitted students begins on Wednesday, January 8, 2020 at 9 a.m. Spring semester occupancy for returning students begins at 9 a.m. on Thursday, January 9, 2020. Spring semester occupancy ends at 3 p.m. on Friday, May 8, 2020. The first year halls remain open during the fall, Thanksgiving and spring break with

- C. After the applicable date in (A) a new student in category (A) (b) may not cancel this agreement during the fall semester;
- D. Any student who is released from this agreement (a) receives the release after the first date of occupancy and/or b) checks into a signed room

damage or loss attributable to the student at the termination of the occupancy period. Failure to review and sign the form by the designated deadline results in the student assuming responsibility for all damages in the room.

#### 11. CHECKOUT REQUIREMENTS

At the termination of the occupancy period, the student must complete the checkout procedure through a Residence Life or Greek Life staff member or by express checkout. A student checkout consists of a) removal of personal belongings and refuse so the room is as clean as it was at the time of check-in, b) scheduling in advance and keeping a checkout appointment with a building staff member, c) reviewing the room condition as recorded on the room condition report, d) signing the room condition report, and e) returning all keys/key cards for the room, suite, or building to the staff member. Express checkout, when available, allows a student to drop off key/key card and waive his/her right to appeal any damage charges. The room condition report will be completed in his/her absence.

Failure to complete the proper checkout procedure will result in an improper checkout fee of \$50 in addition to any lost key/key card and room charges that may accrue until the room is inspected in absentia by a staff member.

#### 12. ROOM CHANGES

Students may request a room change after the official no