

RESIDENCE HALL AGREEMENT
Case Western Reserve University
2022 2023

receives a release from the residence hall agreement may cancel this agreement by written request to Housing without cancellation fees;

- B. After the applicable date in (A), a new student in category (A) (a) may cancel this agreement by written request to Housing with payment of a \$200 cancellation fee;
- 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 and a) receives the release after the first date of occupancy and/or b) checks into the assigned room will be charged per day (based upon room rate) from the first date of occupancy through the date of release-or checkout, whichever is latest, in addition to any other applicable fees.

Cancellations for Returning Students

- A. Prior to the start of the room selection process, where a room is chosen or assigned, or for applications received after the room selection process begins and prior to the assignment being completed, all returning students may cancel this agreement by written request to Housing without cancellation fees;
- B. After the applicable date in (A), a returning student that will be participating in a University-sponsored off-campus internship or exchange program may cancel this agreement by written request to Housing without cancellation fees;
- C. After the applicable date in (A), a returning student that a) will not be a registered student, b) receives a release recommendation from the Office of Disability Resources, or c) receives a release from the residence hall agreement (including commuters) may cancel this agreement by written request to Housing with fees according to the following cancellation schedule:

Room chosen in room selection process

End of room selection – June 15	\$200 cancellation fee
June 16-August 1	\$400 cancellation fee
August 2 – no show date	\$900 cancellation fee

Room not chosen in room selection process

End of room selection – May 15	no cancellation fee
May 16 – June 15	\$200 cancellation fee
June 16 – August 1	\$400 cancellation fee
August 2 – no show date	\$900 cancellation fee

- D. Any student who is released from this agreement for the fall semester and a) receives the release after August 31, 2022, and/or b) checks into the assigned room will be charged per day

10. CHECK-IN REQUIREMENTS

The student must check in at the area office before occupying a room. At that time, building and room access will be arranged by the office using key or card access as appropriate for the assignment. Students must also review and submit an online room condition report by the designated deadline for this check-in. This form is the basis for assessment of any damage or loss attributable to the resident at the termination of the occupancy period. Failure to review and sign the form by the designated deadline will result 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, and d) 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 rights 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 \$100 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-show date for each semester. During the remainder of the semester, students may move only after receiving written approval from their residential community director or the central housing office. Students that do not complete a room change (by checking out of the current room) within three days of its initiation will be charged the daily rate for both rooms for the entire duration of the change.