

# College Residency Agreement

Office of Residence Life, Elizabethtown College, Elizabethtown, PA 17022-2298



Elizabethtown College  
Elizabethtown, Pennsylvania

All full-time **undergraduate** students are required to live in College-owned residential facilities for the entirety of their **undergraduate** enrollment at Elizabethtown College, except when they are classified as commuters or are granted permission, in writing, by the Office of Residence Life to live elsewhere. **Housing is guaranteed for no more than eight (8) semesters. Part-time and graduate students will not be offered housing.** The student is expected to be aware of all responsibilities set forth in this Residency Agreement, as well as in all regulations, policies and standards as outlined in the Student Handbook and within each residential facility. The following provisions are part of the Residency Agreement. Exceptions to any part of this Residency Agreement may be made if approved in writing by the Office of Residence Life or the Dean of Students.

## I. The College:

- A. Will provide each student with a room furnished with the basic essentials and guarantees the student no more than double occupancy, except in temporary, emergency overflow situations or in rooms designed to house three or more students.
- B. Will annually provide residency fees in the expenses brochure.
- C. Will provide housekeeping services to all public areas within the residential facilities.
- D. Will staff its residential facilities to provide students with administrative, programming and counseling services.
- E. Will assign all rooms without regard to race, color, creed or national origin.
- F. Reserves the right to make changes in room assignments. Changes may occur at any time. **The agreement is for room space without regard to designated residential facilities, specific rooms or specific roommates.**
- G. Reserves the right to enforce any restrictions or regulations necessary for the maintenance of its property or the general safety and welfare of its residents (please refer to the Student Handbook for more information).
- H. Is not responsible for the theft or other loss of money, valuables or personal effects of residents. Each student is advised to carry personal property insurance.
- I. Respects the basic privacy of the student at all times, but reserves the right to enter rooms should there be a reason to believe that College policies have been compromised and/or violated. Also, student rooms may be entered for purposes of maintenance, repair, or routine/emergency health and safety/quality assurance inspections (please refer to the Student Handbook for more information) and in case of emergency.
- J. Will close all residential facilities during official periods. When College residential facilities are closed, no students are permitted to reside or enter these areas unless authorized to do so by the Office of Residence Life. Special arrangements can be made for international students or others who live a great distance from the College. **Students should expect to be temporarily consolidated and/or reassigned during certain official periods when residential facilities are closed.**

## II. The Student:

- A. Who withdraws from the College must also give NOTICE OF WITHDRAWAL FROM HOUSING in writing to the Office of Residence Life. If withdrawal occurs within the three weeks prior to the date of registration in either semester, the resident student is liable for a \$150 room penalty. The room penalty will be credited to the student's account if the student returns in a later semester as a resident student. If the withdrawal occurs after the beginning of the semester, the student is obligated for a full semester's room charge.
- B. Acknowledges that this Residency Agreement is for the duration of the student's **undergraduate** enrollment at Elizabethtown College and realizes that **College housing is guaranteed for no more than eight (8) semesters.**
- C. Acknowledges that living in College-owned residential facilities is governed by this Residency Agreement, by the regulations and policies published in the Student Handbook, as well as by standards established in each residential facility. The student is expected to review and adhere to the terms of this Residency Agreement, to all regulations, policies, and standards as published in the Student Handbook and as established in each residential facility, and to review and to adhere to any and all subsequent revisions and/or changes. Violations of these regulations may result in disciplinary action (please refer to the Student Handbook for more information) **and/or administrative revocation of the residency privilege and termination of the Residency Agreement at any time.**
- D. Acknowledged that living in a College-owned residence hall is required to participate in the College meal plan. Students residing in the College-owned houses, townhouses or apartments (**Independent Living Units**) are exempt from this provision but may purchase any meal plan.
- E. Is expected to exercise care in the use of College facilities. A breakage fee is charged to all students of which the unexpended amount is refundable automatically within one month after graduation or withdrawal.
- F. Is required to sign an inventory form upon residency and is responsible for payment of all charges assessed by the College for damage to her/his room and room furnishings. Damage to property within College-owned residential facilities, but outside of student rooms, will be charged to the student(s) responsible. In cases where no individual student can be identified as responsible for the damages, the living unit may be held responsible for the charges.
- G. Is required to leave College-owned residential facilities within twenty-four (24) hours after her/his last examination, unless her/his examination is on the day of the College's official closing. In this case, the final closing hour for the day is the exit time for all students each semester.
- H. Is assigned a specific room within College-owned residential facilities and must occupy that room. Any changes in room assignment or status must be authorized in writing by the Office of Residence Life.
- I. Is required to leave College-owned residential facilities within twenty-four (24) hours after her/his effective withdrawal date from the College as a full-time student.
- J. Living in College-owned residential facilities understands that the College does not provide storage for personal belongings.
- K. May not transfer or sublet her/his room to another person.

**THE COLLEGE RESERVES THE RIGHT TO TERMINATE THIS AGREEMENT AND TAKE POSSESSION OF THE ROOM AT ANY TIME FOR VIOLATIONS OF ANY PROVISION OF THIS AGREEMENT. RETAIN YELLOW COPY FOR YOUR RECORDS AND RETURN WHITE COPY TO THE OFFICE OF RESIDENCE LIFE.**

I, an acknowledged residential student, have read this Elizabethtown College Residency Agreement, understand its provisions, and agree to abide by the terms as stated.

PRINT FULL NAME: \_\_\_\_\_

STUDENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PERMANENT ADDRESS: \_\_\_\_\_

Failure to submit a signed residency agreement will result in immediate removal of your name from the room reservation chart, and unless you are enrolled as a part-time, commuter or special student, may lead to a cancellation of your College registration.

RETURN SIGNED COPY TO:

OFFICE OF RESIDENCE LIFE, ELIZABETHTOWN COLLEGE, ONE ALPHA DRIVE  
ELIZABETHTOWN, PA 17022-1197, 717-361-1197

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