Late Arrivals

The student must notify Housing if the student's planned arrival date is the first day of the class session, Monday, August 17, 2010 for the fall semester. Failure to do so does not cancel this agreement, but may result in the loss of any assigned room.

Late Departures

Written requests to leave after the occupancy date for the spring semester will be granted at the sole discretion of Housing. The room charge for the remaining days of the room, whether or not they are used, will be charged for the entire period as indicated above. Written requests to leave after the occupancy date for the fall semester will be granted at the sole discretion of Housing. The room charge for the remaining days of the room, whether or not they are used, will be charged for the entire period as indicated above.

Requests for occupancy after May 17, 2010 at noon will not be granted. Students wishing to remain on campus past this date must participate in the summer student housing program. Details of this program are available online at http://housing.ccase.edu/summer.

3. PAYMENT

The student agrees to pay the published room and board charges for the assigned room and meal plan to the Bursar’s Office together with other registration charges. University students can arrange with the Bursar’s Office for deferred payment arrangements with arrangements for the deferred payment of tuition. A special student must pay room charges by check to Housing prior to the beginning of each semester as follows: fall semester payment is due on or before August 16, 2009, spring semester payment is due on or before January 11, 2010.

Cancellations for Newly Admitted Students

A. Transfer Student. If the agreement is initiated for the spring semester, then the date an assignment is made, whichever is later, a newly admitted student who a) declines admission to the University or b) receives a release from the residency requirement may cancel this agreement by written request to Housing, as follows: a) a new student in category (A) (a) may cancel this agreement by written request to Housing with payment of a $150 cancellation fee and without other penalty; b) the applicable date in (A) (b) a new student in category (A) (b) may not terminate this agreement during the fall semester; c) the applicable date in (A) (b) a new student in category (A) (b) may cancel this agreement by written request to Housing with payment of a $150 cancellation fee and without other penalty; d) the applicable date in (A) (b) a new student in category (A) (b) may cancel this agreement by written request to Housing with payment of a $150 cancellation fee and without other penalty; e) any student who is released from this contract 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, appeal or check-out, whichever is latest, in addition to any other applicable penalties.

Cancellations for Returning Students

A. Prior to the date a room is chosen or assigned during the room selection process or an assignment is made after the room selection process, all returning students that a) will not be enrolled full time, b) will be participating in a University-sponsored off-campus internship or exchange program, c) receive a relocation reimbursement or bursar’s Office for a new student that is granted a release from this contract on appeal b) students who appeal their separation or ineligibility to register for the Bursar’s Office together with other registration charges. University students can arrange with the Bursar’s Office for deferred payment arrangements with arrangements for the deferred payment of tuition. A special student must pay room charges by check to Housing prior to the beginning of each semester as follows: fall semester payment is due on or before August 16, 2009, spring semester payment is due on or before January 11, 2010.

Second Year Semester Releases

A. Prior to December 1, 2009, all students who were housed during the fall semester, but for the spring semester a) will not be enrolled due to January graduation, b) will be participating in a University-sponsored off-campus internship or exchange program, c) receive a relocation reimbursement or include a student at the University who do not live at a parent’s permanent residence within 40 miles of the University must live in a residence hall and participate in one of the University board plans for the first two years of enrollment. The University acknowledges the diverse needs of students and therefore reserves the right to reassign individuals who are not in the best interest of the individual student. Students who seek this permission must receive written approval from Housing. From May 18 to 4 Y Hall. Any student who fails to comply with this policy will be subject to University judicial action.

1. ELIGIBILITY

To be eligible for residence in University residence halls, a person must be currently registered as an undergraduate student at the University (hereafter all non-university students are referred to as “special student”). To be eligible for residence in the Recovery House, a person must be currently registered as an undergraduate or graduate student at the University, the Cleveland Institute of Music, or the Cleveland Institute of Art. University graduate and professional students renewing this agreement from the previous year are also eligible.

Undergraduate Housing Requirement

All full-time, unmarried undergraduate students of the University who do not live at a parent’s permanent residence within 40 miles of the University must live in a residence hall and participate in one of the University board plans for the first two years of enrollment. The University acknowledges the diverse needs of students and therefore reserves the right to reassign individuals who are not in the best interest of the individual student. Students who seek this permission must receive written approval from Housing. From May 18 to 4 Y Hall. Any student who fails to comply with this policy will be subject to University judicial action.

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 circumstances or other reasons such as, without limitation by example, an emergency. The student agrees to occupy only the room assigned.

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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 circumstances or other reasons such as, without limitation by example, an emergency. The student agrees to occupy only the room assigned.

Any student who remains in a residence hall past the time period listed for the applicable date in (A) or (B) is liable for the charges for the full academic year contract period.

First-Year Experience Program/Residential Colleges

Fall semester occupancy begins at 9:00 a.m. on Wednesday, August 19, 2009 and ends at 3:00 p.m. on Thursday, December 17, 2009. Spring semester occupancy begins at 9:00 a.m. on Thursday, January 7, 2010, and ends at 3:00 p.m. on Friday, May 7, 2010. The residential colleges remain open during the fall, Thanksgiving, and spring break, although meal plan food service is not available. During winter break, residents can leave their belongings in their assigned space.

Second-Year Experience/Greek Housing

Fall semester occupancy begins at 9:00 a.m. on Sunday, August 16, 2009 for returning students and ends at 3:00 p.m. on Thursday, December 17, 2009. Spring semester occupancy begins at 9:00 a.m. on Thursday, January 7, 2010, and ends at 3:00 p.m. on Friday, May 7, 2010. For graduating seniors, occupancy ends at noon on Monday, May 17, 2010. The residence halls remain open during the fall, Thanksgiving, and spring break, although meal plan food service is not available. During winter break, residents can leave their belongings in their assigned space.

Upperclass Experience

Occupy begins at 9:00 a.m. on Sunday, August 16, 2009, and ends at 3:00 p.m. on Friday, May 7, 2010. For graduating seniors, occupancy ends at noon on Monday, May 17, 2010. The complex remains open during the fall, Thanksgiving, winter, and spring break, although meal plan food service is not available. Occupancy ends at 3:00 p.m. on Thursday, December 17, 2009 for students not living in the hall for the spring semester. Spring semester occupancy begins at 9:00 a.m. on Thursday, January 7, 2010 for students entering for the spring semester.

Recovery House

Fall semester occupancy begins at 9:00 a.m. on Sunday, August 16, 2009 for returning students and on Wednesday, March 19, 2009 for new students. Spring semester occupancy begins at 9:00 a.m. on Thursday, May 7, 2010. For graduating seniors, occupancy ends at noon on Monday, May 17, 2010. The house remains open during fall, Thanksgiving, winter, and spring break, although meal plan food service is not available. Occupancy ends at 3:00 p.m. on Thursday, December 17, 2009 for students not living in the house for the spring semester. Spring semester occupancy begins at 9:00 a.m. on Thursday, January 7, 2010. The occupancy period is contingent upon terms and conditions of the Recovery House resident’s treatment plan.

Early Arrivals

Written requests to arrive before the occupancy date for the fall semester will only be granted for University orientation activities at the sole discretion of Housing. The room charge for an early arrival is $35 per day. This fee may be waived if the early arrival is for an orientation activity sponsored by a University department that notifies Housing in writing before August 1, 2009.

Withdrawal, Separation or Leave of Absence

After the first day of classes, students who withdraw, are separated, are ineligible to register or take a leave of absence before the end of the contract period are liable for and will be charged a) the daily room and board charges at the date of checkout or check-in/absentia by a Housing official or b) the full semester room charge if checkout or check-in absentia occurs after Sunday, November 8, 2009 for the fall semester, or Sunday, March 28, 2010 for the spring semester. Residents who vacate the residence halls within 48 hours of receiving notification of their status change from the appropriate department. Residents who appeal their separation or ineligibility to register through the Office of Undergraduate Studies will be eligible to remain in housing pending the outcome of the appeal. Room charges will accrue during this period.
4. CONTRACT TERMINATION
ALL CONTRACTS ARE BINDING FOR THE ACADEMIC YEAR OR REMAINING PORTION THEREOF. CONTRACT TERMINATION HAS PROVISIONS FOR DEFERRED TRANSFER AND CONVERSION.

Upon a determination by any of the University’s authorized judicial boards or officers that a resident student has violated an applicable standard of conduct (including, but not limited to, the standards contained in the Housing Handbook for Undergraduate Students), the University may immediately terminate this contract and expel the student from University residence halls or transfer the student to a room in a different residence hall. In the event that this contract is terminated as a result of such violation, the student will be responsible for either the daily rate through the date of checkout or for the rate for the entire semester/year, dependent upon the sanction from the judicial board or officers. Pursuant to Ohio Revised Code Section 3321.031, the University may terminate this contract and require the student to vacate the residence hall unit upon a determination that the student has violated a provision of this contract or violated an applicable standard of conduct, except in any case where a student’s presence in the residence hall poses an immediate threat to person or property, as determined by Housing personnel, in which case the student may be required to immediately vacate the residence hall unit until a hearing on the matter is held. A determination that the student has violated a provision of this contract or violated an applicable standard of conduct may be made only after the student is written notice of the alleged violation or right to be heard on the matter. The University’s notice of hearing procedures, and the University’s judicial boards and officers authorized to make the foregoing determinations, are described in detail in the Handbook for Undergraduate Students.

5. REPOSESSION BY THE UNIVERSITY
The University reserves the right to repossession student rooms and residence hall facilities in the event of an epidemic or other emergency.

6. LIABILITY
In the event of damage by fire, water, steam, or other agents that render a room wholly unfit for occupancy, the University reserves the right to reassess the student to alternate University housing accommodations. If alternate quarters are not available, the housing agreement may be terminated.

The University shall not be liable, directly or indirectly, for loss of or damage to any article of personal property anywhere on the premises caused by fire, water, steam, insufficient heat, the elements, or actions of third persons.

Personal property of students is not covered by University insurance. Students should carry their own insurance protection against loss or damage to their personal property.

7. RENOVATIONS AND MAINTENANCE PROJECTS
It is sometimes necessary to undertake residence hall refurbishing and renovation projects while students are in residence; the continued use of facilities during this type of construction period is required. In some instances, building or room reassessment may be required.

Reassignment to another room for any reason other than grounds for release from this agreement, for reimbursement of moving expenses or for any other release or reimbursement.

8. ASSIGNMENT OF CONTRACT
Students are prohibited from taking a roommate or assigning, leasing, licensing or in any other manner transferring their interest in this license agreement or permitting any part of their room or suite to be shared with any other person or persons.

9. REMAINING OCCUPANTS OF ROOMS WHERE VACANCIES OCCUR
When vacancies occur, the University reserves the right to show rooms and assign new occupants to fill vacancies. In order to accommodate a potential new roommate, the resident of a partially filled room is required to provide written notice of the fact at least 30 days before the student may reasonably claim the room is reasonably clear and ready for occupancy. In a fully partitioned room or suite, Housing, at its sole discretion:

a. allow the resident to find a suitable resident to fill the vacancy;

b. assign a new resident to fill the vacancy;

c. allow the existing resident to pay the appropriate single rate only through the current contract term; or

d. assign the remaining occupant(s) to different accommodations.

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 card or key access as appropriate for the assignment. First-year students must also review a room inventory form with a building staff member within twenty-four hours of this check-in. This form, which is intended to be filled out by the student, is the basis for assessment of any damage or loss attributable to the resident and the termination of the occupancy period. Failure to review and return within twenty-four hours of occupancy the room inventory form in the student assuming responsibility for all damages in the room. Second-year, upperclass, Greek life, and Recovery House students have until the end of the second week of classes to inspect their room/suite/apartment and submit maintenance requests. Students will be held responsible for any charges related to damage or cleaning after this time period.

During the drop/add period each semester, Housing conducts a census to ensure that all residents are living in their assigned rooms or suites and has the right to verify the information recorded and sign the census for a record of occupancy at the start of each semester.

11. CHECKOUT REQUIREMENTS
At the termination of the occupancy period, the student must complete the checkout procedure through a Residence Life staff member or by express checkout. A residence life staff member checkout consists of:

a) removal of personal belongings and release 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 recorded on the room inventory with the staff member, d) signing the room inventory or student checkout form, and e) returning all keys/cards for the room, suite, or building to the staff member.

Express checkout, when available, allows a student to drop off key/card to his/hers full-time coordinator and waives the right to appeal any damage charges. The inventory of his/her room will be completed in his/her absence.

Failure to complete the proper checkout procedure will result in an improper checkout fee of $25 in addition to any lost key/card and room charges that may accrue until the room is inspected in absentia by a staff member.

12. ROOM CHANGES
Students may not change rooms during the first two or last two weeks of each semester. During the remainder of the semester, students may move only after receiving written approval from their coordinator or Housing. 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.

13. RESPONSIBILITIES FOR ROOM USE
Each residence hall bedroom contains a bed, desk, chair, drawer and closet space, a network access faceplate and window treatment. Students must provide their own linens, including pillows and blankets, task lighting, and a telephone. Students may remove furnishings from one room to another. It is the responsibility of residents to secure all key/cards and ID cards. The transfer of an ID and/or key/card to another individual is prohibited.

Housing reserves students’ rights to privacy in their assigned room. However, authorized University officials may enter a student’s room for inspection or maintenance notice or in case of emergency. Staff members are required to identify themselves prior to entering a room.

Residents are responsible for room cleaning, regular waste removal and maintaining satisfactory sanitation and life safety standards as determined by Housing. Building service workers clean the lounges, suite/apartment common areas, corridors and bathrooms in each residence hall. These common areas also inspected on a regular basis by the Housing maintenance staff to identify routine maintenance concerns.

14. DAMAGE, LOSS OR EXCESSIVE CLEANING
Students are liable and responsible for any damage to or loss to room furnishing and for any other damage or loss incurred to any part of the residence halls. Damage or loss must be reported promptly to Housing. Charges for additional cleaning, removal of personal property, or for any loss or damage incurred by the residents will be billed to/assessed against the appropriate rooms/apartments. The University reserves the right to bill all residents of a floor or an entire residence hall for public area damage or excessive cleaning fees.

Charge Appeals
Charges for lost or incorrect materials are processed, a notice of final charges for the semester will be e-mailed to any student who was assessed additional fees or damage charges. The notification will be sent to the student’s Case electronic mail account. It is the student’s responsibility to advise the University of any errors or omissions in the address forwarded to an alternate address for receipt, if necessary. Additional, students can access a full description of all charges on the Housing web site (http://housing.case.edu/mhsguest). The student has fifteen days to appeal disputable charges in writing as described in the notice.

15. AIR CONDITIONERS
Each student is responsible for their personal/suite air-conditioning equipment. Air-conditioning equipment may be requested for medical reasons subject to medical verification and approval from the Associate Director of Disability Resources (470 Sears Building, 216-368-5230, disability@case.edu). A $250 per semester surcharge applies to any student requesting an air-conditioned room.

16. SMOKE-FREE ENVIRONMENT
Smoking is prohibited in all residence halls and common areas. This includes individual rooms as well as the public areas (kitchens, bathrooms, hallways, stairwells, and balconies). The Recovery House is a tobacco-free, drug-free and alcohol-free environment.

17. SPECIAL PROGRAMS
Housing establishes special program floors and buildings (i.e., residential experiences, theme housing, group housing, and coeducational suites) to accommodate the diverse needs of the student population. Students assigned to a space falling under one or more of these programs agree to follow established community standards and additional policies and procedures related to that program.

18. BOARD
The board calendar is based on the University’s undergraduate academic calendar. Meals are not served in the dining commons during scheduled breaks and there is no charge for them. No credit is given for meals not used in the dining commons. Students living in group housing are required to occupy their meal plan contract the entire time or receive a prorated fee. The meal plan cannot be changed for the spring semester. During the drp period, for the first two weeks of each semester, students may purchase any meal plan.

Meal plan options may include a fixed amount of CaseCash which is deposited into a student’s individual account and tracked on a student’s CaseOneCard. First-year students must select from the 19 meal option, the 17 meal + 150 CaseCash, or the 200 Block Plan. The only exceptions to this are the Halal/Kosher meal plans (Halal/Kosher 10 or Halal/Kosher 14 meals), which are available to all students. Plan selections can only be changed by returning signed forms to 215 Crawford Hall or through the drop/add period (first two weeks) of each semester. Forms are available upon request from Auxiliary Services (216-368-5844/1666) or through the Dining Services website (http://www.case.edu/diningservices/auxiliary.htm). For questions, please contact mealplan@case.edu.

CaseCash

CaseCash is included with many meal plans options. CaseCash does not expire and may be used for purchases at participating Case and area food and non-food merchants, including the University Bookstore (http://www.case.edu/diningservices/locations.htm). CaseCash may be purchased at any time through the CaseOneCard website (http://www.caseonecard.com), at Access Services (18 Crawford Hall), or through the value transfer stations located on campus. Payment for CaseCash may be made by check, credit card, or cash, or by billing to the student tuition account through Auxiliary Services (215 Crawford Hall).

The CaseCash account is not a bank account. Overdrafting is not permitted and no interest will be paid on the account balance. CaseCash accounts may be closed at the end of the academic year upon the student’s written request. All refunds will include the full value of unused CaseCash minus a $15 processing fee. Accounts will be closed when requested by Housing, when the account has been inactivated due to inactivity or when the account holder is no longer a student of the University. Electronic account statements can be obtained at the CaseOneCard website (http://www.caseonecard.com), or through ATP procedures for exemption are available upon request from Auxiliary Services (215 Crawford Hall, 216-368-5844, mealplan@case.edu) or online. Except for medical emergencies, meal plan exemptions will not be granted after the drop/add period ends each semester. Individuals with special dietary needs should contact Bon Appetit (216-368-810).