

University of South Carolina Beaufort (USCB)

Office of Housing & Student Conduct

Housing Contract & Policies

This housing contract is for the ENTIRE ACADEMIC YEAR (Fall & Spring); therefore, please note that there could be a cancellation fee assessed if the contract is cancelled after the cancellation deadline on June 1, 2023, and cancellation penalties are applied based on the date of approved cancellation.

Please make sure you download, save, and read this document in its ENTIRETY!

A. Application and Room Reservation Fees

(RRF): The RRF and Application Fee are one-time fees. Therefore, those students who return to housing in the following academic years are not required to submit the fees again. Those applying for housing for the first time are required to submit a **\$100.00 RRF and a non-refundable \$50.00 Application Fee.** A first-time residential student's application is **not complete** until the payment is submitted. The acceptance of the application or the RRF and the Application Fee **does not** guarantee the applicant's acceptance to the university or a room assignment. Applicants who fail to submit the RRF and Application Fee within two weeks of submitting the application may result in the cancelling of the student's application. All applications are subject to review by the Office of Housing and Student Conduct, and the University has the ability to reject any application at its discretion, in which case the University shall refund the RRF to the applicant. Applicants are able to receive a refund of the RRF anytime after the submit their application and before the cancellation deadline.

B. Unit Assignment: Room assignments will be made based on the date the Applicant's application materials are completed and received by the University. The University will attempt to, but does not guarantee that it will, accommodate the Applicant's

unit assignment, room assignment preference(s), roommate preference(s), and/or other preferences based on questions asked in the application. Applications that are incomplete in any way; contain any racial or discriminatory comments or contain explicit directions that hinder assignment processing may be rejected and returned to the Applicant. If the Applicant's application materials are received late in the assignment process, he or she may receive a temporary room assignment (single or double) and will be required to move to a permanent room assignment as vacancies are identified. The Office of Housing and Student Conduct reserves the right to consolidate residents when occupancy is not at full capacity in an apartment.

C. Adhering to University/Housing Policies:

The Applicant agrees to respect and adhere to all policies, regulations and procedures pertaining to University housing as outlined in this Contract, the Student Handbook, and any other publication regarding University Housing policies. If the student is found responsible for violating any University policies or regulations as specified in the aforementioned publications, the University reserves the right to change the student's room assignment or terminate the Contract between the Applicant and the University.

D. Non-discrimination: The University does not discriminate against any individual for reasons of race, color, creed, national origin, religion, sex, sexual orientation, age, disability, or veteran status.

E. Meal Plan: All students living in on-campus housing are required to purchase a meal plan. Residential students will have a choice of three meal plan options. Each of the meal plans have a specified amount of declining balance attached with it. ***Please note, the options below are based on the 2022-2023 academic year and may change for the upcoming school year***

- a. Unlimited meals + \$200 declining balance.
- b. Block 160 + \$250 declining balance.
- c. 15 meals/week + \$200 declining balance.

The Unlimited meals + \$200 declining balance meal plan will be automatically loaded to the student's account upon receiving a housing assignment. A student will have the opportunity to change their meal plan in Self Service Carolina (SSC).

F. Damages: Upon conclusion of the Contract Term (the ending of contract or the student ends their contract), the Resident shall vacate his or her room. The room must be in the same condition as existed at the beginning of the Contract term, ordinary wear and tear is expected. The Resident is responsible for any damage sustained to the unit during the Contract term. If repairs to the unit are required, then the Resident shall reimburse the University for the cost of the repairs, and the University may post the cost of such repairs to the Resident's student account.

G. Liability: The University is not responsible for the loss of or damage to the personal property of the Resident, his or her or any other person. Additionally, the University is not responsible for injuries, personal or otherwise, sustained by the Resident, his or her guest or any other person on or

about University housing facilities. The Resident agrees to assume responsibility for his or her own personal safety and security, as well as for his or her own personal property.

H. Housing Cancellation: If the Resident decides not to reside on campus after submitting the housing application and other materials, the Resident is entitled to a \$100 refundable fee of the RRF upon his or her submission and approval of a written cancellation request with supporting documentation to the Housing Office by June 1st (New Freshmen and Transfer students only). Returning Housing students must cancel by June 1st to avoid an additional cancellation fee. Any residential student terminating the contract after the stated deadline and prior to the end of the contract term (August – May) is subject to a cancellation fee based on the timeline below and possible additional charges for any remaining housing fees. The Resident will be charged according to the University's refund schedule for the number of days the space was occupied or reserved for a student starting with the appropriate Move-In date for each semester and ending on the day the student vacates the space/cancels reservation and receives an approved cancellation

I. Cancellation of the Contract After June 1: Any student qualifying for cancellation will forfeit the \$100 RRF and \$50 Application Fee and will be responsible for any money due under the university's payment/refund schedule, PLUS a cancellation fee as outlined in the timeline below. Residents discontinuing housing after move-in day may be issued a refund of regular room fees, if applicable, in accordance with the University refund schedule.

J. Cancellation of the Contract at the End of the Fall Semester: The Contract may be cancelled at the end of the first semester

with a cancellation charge of \$1,000 for the following reasons: withdrawal from school; failure to enroll a second semester or, circumstances determined by the University to be sufficiently extenuating as to warrant cancellation (documentary evidence will be required).

K. Cancellation of the Contract at the End of the Fall Semester Without Penalty: The Contract may be terminated at the end of the first semester without penalty for the following reasons: graduation or ineligibility to continue enrollment due to a failure to meet academic requirements.

Cancellation Timeline:

Full Academic Year Contracts (August-May)		
Written Notification Period	New Freshmen & New Transfers	Returning Housing Students
Prior to 5:00 pm on June 1	- Contract cancelled with no additional charge - \$100 RRF is refunded - \$50 Application Fee is non-refundable	- Contract cancelled with no additional charge
June 2 – June 30	- Contract cancelled with no additional charge - \$100 RRF is non-refundable - \$50 Application Fee is non-refundable	- Contract cancelled plus a cancellation fee of \$250
July 1 – August 12	- Contract cancelled plus a cancellation fee of \$100 - \$100 RRF is non-refundable - \$50 Application Fee is non-refundable	- Contract cancelled plus a cancellation fee of \$500
August 13 – May 9	- Contract cancelled plus a cancellation fee of \$1,000 - \$100 RRF is non-refundable - \$50 application fee is non-refundable - Charge for days space was occupied or reserved by student based on University’s pro-rated schedule	- Contract cancelled plus a cancellation fee of \$1,000 - Charge for days space was occupied or reserved by student based on University’s pro-rated schedule

I, the undersigned, have read the contract and its entirety and agree to all terms and conditions set forth in this application and the Full terms and Conditions available at <http://www.uscb.edu/housing> (Under Current Students) I represent that all the information contained in this application is true and complete and authorize the verification of same by reasonable means. I understand that any misrepresentation or omission may be cause for the rejection of this application and/or termination of the contract. Additionally, I give the University permission to release my permanent address, email address, and cell phone number to roommates who are matched to me during the assignment process.