



Email: usfphousing@gmail.com

# University Housing Contract Summer 2012

**FOR OFFICE USE ONLY**

Date Received: \_\_\_\_\_

Payment Method: \_\_\_\_\_  
(Indicate both HPOA and HPDP amount)

Cashier's Signature: \_\_\_\_\_

RMS Entered: \_\_\_\_\_

This Contract is binding for the full 2012 Summer Semester. A non-refundable \$225.00 prepayment (\$200.00 housing payment and \$25.00 processing charge) **must** be submitted to the Office of the Cashier. The fee can be made in person if paying by cash or credit or by check or money order to the Office of the Cashier (Bayboro Hall). Make checks payable to: University of South Florida St. Petersburg. **Please note: Applications (contracts) can not be processed for room assignment until: the student has been admitted to the University, a signed University Student Housing Contract has been received, University Student Housing prepayment has been processed and all required immunizations are verified and complete.**

**GENERAL INFORMATION**

Student Name (Last, First, M.I.) U Number (Required in order to be processed) Date of Birth (MM/DD/YYYY)

Permanent Address (Street) (City) (State) (Zip)

( ) ( )  
Student Permanent Telephone Student Cellular Telephone Current Personal E-Mail Address

Emergency Contact Telephone Emergency Contact Name Student University E-Mail Address

Gender:  F  M Current Student Status:  Freshman  Sophomore  Junior  Senior  Other \_\_\_\_\_

At the beginning of summer 2012, Student will be a (check all that apply):  
 First Time in College Student (FTIC)  Return Resident  Transfer Student  International  Other \_\_\_\_\_

Are you participating in the Florida Prepaid Dormitory Program?  Yes  No Dormitory Account # \_\_\_\_\_

NOTE: Student MUST include this # in order for the USF Tampa FPPDP Administrator to submit student's information.

**Summer residents will be assigned to suites in Residence Hall One.**

**ROOMMATE PREFERENCES** (Only mutual roommate requests will be considered. The University accommodates only where possible.)

Preferences will be considered, however, no guarantees are made for any particular residence area, room, suite-style, or roommate assignment. Room and roommate assignments are subject to change at anytime. Assignments are based on space availability, date the Contract is received by the staff at the Department of Residential Education and Housing and various other variables which impact Occupancy Management. Priority will go to residents who submit requests prior to April 13, 2012.

Name: \_\_\_\_\_ U Number: \_\_\_\_\_

Name: \_\_\_\_\_ U Number: \_\_\_\_\_

Name: \_\_\_\_\_ U Number: \_\_\_\_\_

Which is more important?  Roommate Choice  Room Type Choice (Freshmen might be assigned with upper division resident students).

Do you smoke or use tobacco products?  Yes  No Please consider me if an upper division suite is available (must be 21+)  Yes  No  
(Upper and lower division Resident Students may be assigned in the same suite and the campus is a Smoke Free Environment but a student may be a smoker )

Do you tend to be  Tidy  Messy  In-between? Do you prefer  Early mornings  Late Nights  A mix?

**ADAPTED HOUSING**

Assignment consideration regarding adapted housing need as defined by the Americans with Disabilities Act and/or Section 504 of the Rehabilitation Act of 1973 and the Student is requesting consideration for a reasonable accommodation, Student must contact the Office of Student Disability Services at (727) 873-4990 to complete procedures for requesting such an accommodation to allow SDS to coordinate, where applicable, your request with Residential Life and Housing and other appropriate personnel. When the Student is registered with SDS, if the reasonable accommodation is necessary and documented appropriately, it will be considered at the time of assignment.

I will work with SDS requesting consideration for reasonable accommodation.

**Print and mail completed, signed document with payment to:  
University of South Florida St. Petersburg Cashier's Office  
140 7<sup>th</sup> Avenue South - Bayboro Hall 132 / St. Petersburg, FL 33701**

#### A. Overview of the Contract

The University Student Housing Contract is a financially and legally binding Contract between the University of South Florida St. Petersburg (USFSP), acting through its Department of Residential Education and Housing, and the currently enrolled student. Any alterations by the student to the terms contained in this Contract will neither be honored nor deemed valid without specific written approval from the Director of Student Services or designee recognizing acceptance of and identifying the proposed alterations.

Hereafter, all references to the term Director are understood to mean the Director of Student Services and understood to include the designee; all references to the Department are understood to mean the Department of Residential Education and Housing. All references to the term Residence Hall are understood to include all room types, including those in overflow housing, if applicable, unless otherwise specified.

#### B. Eligibility

A student who is admitted to USFSP as an undergraduate student in a degree-seeking program and enrolled in at least six (6) credit hours per semester is eligible to live in the Residence Hall. The student must remain enrolled as a full time student throughout the term of this Contract to remain in University Student Housing. Should the student fall below the credit hour requirement, the student may not be permitted to remain in University Student Housing. (Exceptions to this policy may be granted by the Director of Student Services or designee, however are not guaranteed.) In addition all students living in University Student Housing must have completed immunization forms that remain up to date for the duration of residence on campus.

#### C. Term

The Contract is for one summer semester.

#### D. Residency Requirement

USFSP believes in accommodating as many freshmen enrolled as full-time students as possible on campus. First year undergraduate students must submit either a completed University Student Housing Contract or a completed University Student Housing Residency Requirement Exemption form located online at [www.stpete.usf.edu/housing/](http://www.stpete.usf.edu/housing/). Students living within a 30 mile radius of campus qualify for exemption. Please note due to limited University Student Housing space; University Student Housing is available, but not guaranteed. First year undergraduate student housing is not automatically provided or guaranteed. Priority is given to admitted students who submit all appropriate University required documentation and fees (which includes but is not limited to: University Student Housing Contract, University Student Housing Prepayment, and completed vaccination documentation through USF Tampa Student Health Services personnel).

Students may request an exemptions if one of the following apply: (a) the student resides in the principal residence of a parent or legal guardian within approximately 30 mile commutable radius of the campus, (b) the student will reach the age of 21 prior to the first day of class of their first term of enrollment, (c) the student is married, (d) the student has dependent family (children or parents) under the student's care living at the student's permanent residence. Requests for exemption may be considered on the basis of compelling individual circumstances which will be reviewed; but it is not a guarantee these will be approved.

When the student submits an executed University Student Housing Contract the student is no longer eligible for an exemption. If a first year undergraduate student is removed from University Student Housing due to disciplinary action, the student may also be suspended from the University. Any student whose conduct, results in dismissal due to violations of the University Housing Guidebook and/or USF system Student Code of Conduct, shall be responsible for all charges associated with housing. No refund or credit will be given to the student if removed from University Student Housing for cause.

If a University Student Housing Contract is submitted and the student decides not to attend USFSP, it is the responsibility of the student to submit a cancellation request form prior to move-in day. Failure to cancel a University Student Housing Contract will result in the student being responsible for the full financial obligation of the contract plus cancellation terms.

#### E. Immunization Requirements

It is a requirement of Florida law and the USF system that all residential students provide the Immunization Health Form signed by the student's physician. Proof of Meningitis and Hepatitis B vaccines are required prior to being assigned to any on-campus residence. Without such documentation the student will not be permitted to move-in or reside in University Student Housing. This University Student Housing Contract becomes effective when appropriately signed and submitted with required payment as noted in section #2 with proof of Meningitis vaccination. **Immunization Health History Form must be submitted to Student Health Services-University of South Florida, 4202 East Fowler Avenue, SHA 100, Tampa, FL 33620-6750, [www.shs.usf.edu](http://www.shs.usf.edu).** Immunization Records must remain current or the student will be removed.

#### F. Consideration of Contract

1. This University Student Housing Contract, when appropriately executed and submitted with required payment, becomes effective upon the date the Department receives the University Student Housing Contract from the Office of the Cashier acknowledging payment. Acceptance of University Student Housing Contract remains valid until the end of the period indicated on the executed University Student Housing Contract. When the University Student Housing Contract is accepted by the Department, the student is fully responsible for all required payments and lawful charges as set forth in the University Student Housing Contract on or before the designated University fee payment deadline.

2. Notification of acceptance to the University by the Admissions Office does not constitute acceptance of a University Student Housing Contract. When an enrolled undergraduate student submits a University Student Housing Contract to the Office of the Cashier with all required signatures and payment, the Office of the Cashier forwards the University Student Housing Contract to the Department. When the above documentation and proof of vaccination is accepted by the Department and payment is deposited, the student will be assigned accordingly. The University Student Housing Contract does not determine final admission of the student to the University. University Student Housing is contingent upon admission to USFSP, approval of the University Student Housing Contract by the Department and receipt of full prepayment.

3. Acceptance of the University Student Housing Contract does not guarantee a room assignment. While every effort will be made to assign based on student preferences, the Department has full authority to make assignments of space, including assignments to temporary space (for various reasons to be determined by the University) and reserves the right to reassign the student at any time during the University Student Housing Contract period for any reason, including but not limited to space availability, occupancy, anticipated occupancy, facility planning and management and routine or emergency maintenance. Assignments are based on space availability and the date the University Student Housing Contract and application are received by the Department. The University will make decisions regarding maximum occupancy, space allocation, and/or temporary housing as necessary. Facilities may vary slightly from descriptions in brochures or from model rooms (if applicable). In the event of unforeseen circumstances the Department may change the room assignment with minimal notice to the student. Receipt of room assignment constitutes occupancy and obligates the student to the University Student Housing Contract. In the event of unforeseen facility circumstances there is no guarantee of similar accommodations; the student may be relocated. No discounts in rates will be made for unforeseen circumstances.

4. Assigned Residence Hall spaces are to be kept clean and orderly by the student at all times and are to be used for residence only. The Department provides no custodial services in student rooms/suites. Charges will be made for damages to, unauthorized use of, or alterations to any assigned spaces, furnishings, equipment or building, and/or for special cleaning of assigned spaces necessitated by student negligence or improper care of such items. Students are jointly and severally responsible for the care of any common areas or equipment.

5. Assignment to or occupancy of a residence hall space does not include residency during the periods between academic terms. Students will be required to move out of the Residence Hall during these periods. Storage is not available in University Student Housing.

6. University Student Housing space must be occupied only by the student to whom it is contracted. When the student accepts the space, no matter the duration, or if they choose not to reside in the space, he or she is financially responsible for payment of the assigned space. The University Student Housing Contract may not be assigned, and University Student Housing space may not be sublet to another person. Visitation is defined as periodic visits of guests, and does not encompass cohabitation in a room or suite. A guest may not be accommodated in University Student Housing for more than nine (9) days total per semester, and may not be accommodated for more than three (3) nights in a 30-day period. Residents are prohibited from switching rooms without prior university authorization. Roommate issues cannot be considered as rationale for reduction in rates, etc. for residents.

7. The Department reserves the right of room consolidation. If one of the occupants of a six person suite moves out, another occupant will be assigned to that room by the Department. If no such assignment can be made, upon notification by the Department, the remaining occupant will exercise one of the following options: (a) locate another roommate who agrees to be reassigned to the occupant's room, (b) be reassigned to another room chosen by the Department, or (c) be reassigned to single occupancy, if available, and charged a single occupancy rate. A student may request, in writing, a room transfer/room change. Processing of the room transfer requests begin ten (10) business days after the official opening date of University Student Housing each semester and ends twenty (20) business days after the official opening date. The student may not proceed with a room transfer/change until written approval is received from the Department. The Department reserves the right to modify room assignments for disciplinary reasons, catastrophe, closing rooms or unresolved incompatibility of room/suitemates and to cancel or terminate this Contract.

8. The Department reserves the right to determine the need for and the use of all lounges and other common public areas in and around any Residence Hall. The Department will determine the purpose for which spaces within the facility are used and assign spaces accordingly.

9. The Department may, in accordance with applicable rules of the USF system and the Campus Board, initiate reassignment or cancel the University Student Housing Contract with any and all applicable charges deemed necessary by USFSP in the best interest of order, health, discipline, safety, security, maximum utilization of facilities, emergency/disaster, or failure to make required payments by the fee payment deadline. The Department may also cancel a University Student Housing Contract over the term of the contract, with the student remaining financially responsible for the remainder of the University Student Housing Contract terms, for any individual whose enrollment status changes. This includes, but is not limited to; a voluntary withdrawal, dismissal for any reason, or change in full time status. The student is expected to read the University Student Housing Guidebook located online at the USFSP website. If a student is suspended from the University for disciplinary reasons and/or is removed from University Housing during any University Student Housing Contract term, he/she may not receive a refund for that particular semesters or term in which he/she is suspended from classes or removed from Housing. Automatic cancellation of the remainder of the contract will occur.

10. Each resident must complete and sign the Room Condition Report (RCR) provided by the University within 24 hours of occupancy. Failure to complete, sign and return the form results in the resident's assumption of responsibility for any damages evident in the room or suite. These forms are the basis for assessment of any damages and/or loss attributed to the resident at the termination of occupancy.

11. Final assessment and inspections for damages are completed by a University inspection team after the resident vacates the room or suite. Resident Assistants do not assess final damages. Charges for excessive cleaning, removal of personal property, trash and loss or damage caused by residents are billed directly to the resident's responsible. In the event that two or more residents occupy the same space and it can not be ascertained which resident is responsible, the assessment is made against everyone equally.

12. Residents who are charged for cleaning, loss or damage will have thirty (30) days after notification of the charge to appeal said charges by submitting a charge appeal form.

13. Personnel authorized by the Department may enter assigned residence hall space for inventory, inspection, maintenance, when a threat exists to students and/or property or when reasonable belief exists that the assigned space is being used for illegal purposes.

14. USFSP is not liable for damage to or loss of personal property (which includes items stored outside the facility), failure or interruption of utilities, or for injury or inconvenience to persons (except to the extent set forth in Florida Statutes, Sec. 768.28 [2003]). Students are encouraged to provide their own health and personal property loss insurance. In circumstances where an evacuation may be necessary, shelter facilities or transportation to shelter facilities are not provided by USFSP. During circumstances of an evacuation residents will NOT be permitted to return to the building until USFSP and the building reopen.

15. Students are responsible for knowing and observing USFSP regulations as set forth in the University Housing Guidebook, USF system Student Code of Conduct, and other official publications, which are incorporated herein by reference.

16. USFSP reserves the right to make additional policies and regulations. The student agrees to abide by all additional rules and policies that are adopted. The Department agrees to make every reasonable effort to inform students of any regulation changes or pertinent policy information. The Department utilizes assigned mailboxes and the student is expected to check this location frequently for information from the Department and other USF system officials.

17. Students are prohibited from inviting or hosting a person in their room/suite, Residence Hall, any University Student Housing facility and on campus when the student knows that that person has been banned from campus by the University Police or other USF system official. Any student or person who knowingly violates this section may be subject to all applicable USFSP and USF system policies and regulations, and possible civil and criminal penalties.

18. Students shall not operate any business in their room or on the premises.

19. Belongings and/or personal items left behind by a student after the official closing date will be considered abandoned property. Any item(s) remaining after the student checks out of the assigned space will be discarded at the student's expense.

#### **G. Adapted Housing (Students with Special Needs)**

Assignment consideration regarding adapted housing needs as defined by the Americans with Disabilities Act and/or Section 504 of the Rehabilitation Act of 1973 and the student is requesting consideration for a reasonable accommodation, student must contact the Office of Student Disability Services at (727) 873-4990 to complete procedures for requesting such an accommodation to allow SDS to coordinate, where applicable, your request with the Department and other appropriate personnel. When the student is registered with SDS, if the reasonable accommodation is necessary and documented appropriately, it will be considered at the time of assignment.

#### **H. Rates and Payment**

Payments for University Student Housing are made per semester and are due in full in the Office of the Cashier on or before the published USFSP fee payment deadline, which is the end of the first week of classes. The prepayment of \$225.00 (non-refundable \$25.00 processing charge and \$200.00 prepayment, which will be applied to the student's University Student Housing fee). Room assignments are made for the summer semesters. Payment Plans are not available at USFSP. Payments received after the published USFSP Fee payment deadline are subject to a late charge. In the case where a student signs a University Student Housing Contract after the semester begins, the student may receive a prorated University Student Housing Contract rate for the duration of the semester. Rates and services are subject to change. Students receiving Financial Aid/Scholarships will most likely have outstanding housing and/or University charges deducted from their aid prior to receiving a Financial Aid check. In the case where the Financial Aid is sent to another address for the student, that student is still responsible for checking their OASIS account and paying outstanding University Student Housing fees. Financial Aid Housing Deferral options are available but the student must make arrangements with the Financial Aid Office at (727) 873-4128. The Department will receive notification from the Financial Aid Office to confirm that the Financial Aid Housing Deferral is approved. When a student receives a Financial Aid Housing Deferral it is NOT considered a University Student Housing payment plan, but offers the student additional days until approved Financial Aid is dispersed for that semester to pay the University Student Housing obligation. Should the student qualify for and receive a Financial Aid Housing Deferral from the Financial Aid Office the student will still be responsible for the terms in their University Student Housing Contract. If you have additional questions about your Financial Aid please contact the Financial Aid Office or visit the financial aid link at [stpt.usf.edu/finaid](http://stpt.usf.edu/finaid) for additional information.

For students enrolled in the Florida Pre-Paid Dormitory Program, please include the dormitory account number on page 1 of the University Student Housing Contract. Failure to do so may result in credit not being applied, resulting in financial implications to the student's OASIS account. Students are responsible for communicating directly with Florida Pre-Paid administrators regarding issues concerning credits applied to the student's University account. The Florida Pre-Paid Program pays for the room rate of a space in a six-person suite. The student is responsible for paying the balance of the difference between the cost of that suite type and their assigned space. It is the responsibility of the student to be knowledgeable regarding the ramifications of dropping a class or otherwise changing academic status, and the implications this may have on the student or effects to any scholarship monies received. The previous statement is not limited to Florida Pre-Paid and may include Florida Bright Futures, and any other scholarships or grants awarded. The \$225.00 prepayment is not waived for students enrolled in the Florida Pre-Paid Program or any other scholarships or grants. **Note: When the spaces in the Residence Halls are full some students will be assigned into overflow spaces and appropriate room charges will be applied to the student's OASIS account for the room assignment.**

**I. Failure to Submit Payment:**

If the student defaults in the payment of their University Student Housing fee or other housing charges, the student may be charged a late fee and remain liable for the University Student Housing Contract fees. The student may receive a Cashiering Hold on his/her OASIS account due to late payment. The student will remain liable for charges and costs incurred in collections. The Cashiering Hold will remain on the student's OASIS account until all University Student Housing fees are paid in full. If payment is not made by USFSP fee payment deadline, there is no guarantee that the student will be able to remain in University Student Housing.

**J. Student's Cancellation of Contract**

1. Any request for cancellation of the University Student Housing Contract by the student must be submitted to the Department in writing and must be signed by the student. Students sign a two-semester University Student Housing Contract. There is no contract cancellation for the Summer semester. Cancellation of the University Student Housing Contract by the student can occur only prior to assignment notification for the University Student Housing Contract term and prior to the deadline dates specified for each term, subject to the following timeline noted on the University Student Housing Contract. All other requests will be reviewed.

2. The \$25.00 processing charge and pre-payment are non-refundable for all University Student Housing Contracts.

3. Unless the Contract is cancelled prior to established deadlines as set forth in the University Student Housing Contract, the Contract may not be terminated without approval of the Department. However, the granting of a release/cancellation from the Contract is NOT automatic, and on the rare occasions a cancellation is approved, it falls completely within the discretion of the Department review. The student will remain obligated to the terms of the University Student Housing Contract. In the event of termination of occupancy without approval, it is the student's obligation to make all University Student Housing payments in full will continue as long as the student is enrolled within the USF System during the University Student Housing Contract term. If the student does not enroll in classes within the USF System or USFSP, the student's University Student Housing Contract will be cancelled, and the prepayment forfeited in accordance with the timeline of the University Student Housing Contract and applicable cancellation charges assessed. All University Student Housing applicants are subject to cancellation fees. The student should expect that the charges may include the full financial obligation of the University Student Housing Contract whether the Student remains in the space or not.

4. The University Student Housing Contract will automatically terminate upon the student's withdrawal from the USF system and written notification to the Department of such withdrawal obligates the student to pay all associated University Student Housing fees. Students must submit a University Student Housing Contract Cancellation Request when the student's decides to withdraw understanding that financial obligations will remain. The student is required to vacate their assigned space within 48 hours of withdrawal. Students continue to be liable for all University Student Housing fees until keys are returned, facility vacated and appropriate University Student Housing check-out processes are completed by the student. Despite the student vacating their assigned space, until official written notification of withdrawal is received by the Department or until the University Housing Contract is cancelled by the Department, the student remains financially responsible for all costs and/or fees associated with the University Student Housing Contract. Notice of withdrawal must be made in writing directly to the Department by the student. Notice made to the Office of Records and Registration or other University offices does not constitute official notice of withdrawal from University Student Housing accommodations. If the Student withdraws from USFSP during the University Student Housing Contract term and then re-enrolls at another USF campus during the same semester the student withdrew, the University Student Housing Contract shall remain valid and the student is responsible for the financial obligations associated with the Contract. If the student withdraws from USFSP during the University Student Housing Contract term and then re-enrolls during a subsequent semester or term, the University Student Housing Contract shall be null and void at the time withdrawal notice is approved by the Department.

5. If the termination of the University Student Housing Contract is a result of the student's academic dismissal or suspension from the USF System, student shall have 48 hours to vacate their room/suite and will continue to be financially liable for the fees associated with the University Student Housing Contract and no refund or credit will be given to the student if removed from housing for cause.

6. Students who do not occupy their assigned space by 12:00 p.m. on the Wednesday of the first week of classes and have not notified the Department in writing of their late arrival, will be declared a "no show," and the active University Student Housing assignment will be reassigned, based on availability of bed space. If the student is found to be non-enrolled, the student continues to receive applicable University Student Housing charges on their OASIS account, and the student forfeits their University Student Housing assignment. However, the student remains financially responsible for all University Student Housing charges even if they do not move into the assigned space. If the student does not occupy the space and has not notified University Housing in writing of this fact, the student's account will reflect all University Student Housing charges associated with this University Student Housing Contract.

**K. Summer 2012 University Student Housing Contract Timelines**

**Read all terms and conditions of this University Student Housing Contract.** It is the student's responsibility to review his or her housing needs and financial resources prior to executing this University Student Housing Contract. This University Student Housing Contract obligates you (the student) to pay all University Student Housing fees for summer semesters. All obligations associated with this University Student Housing Contract are binding. University Student Housing charges will be placed on the student's OASIS account.

I \_\_\_\_\_, \_\_\_\_\_ understand this is a University Student Housing Contract for on-campus housing at USFSP.  
(Print Full Name of Student) (University ID)

By signing below, I have read, accept, and agree to the University Student Housing Contract, and the University Student Housing fees that will be assessed in accordance to this University Student Housing Contract. Additionally, by signing, I understand this University Housing Contract can not be terminated or cancelled without approval of the Department of Residence Education and Housing and in accordance with the cancellation procedures. If an assigned space is abandoned without approval, the obligation to make University Housing payment in full remains. I understand that should the student move out of University Student Housing it does not terminate the University Student Housing Contract. A University Student Housing Contract Cancellation Request is not a guarantee. In the event of default of payment, the undersigned (the student) agrees to pay reasonable attorney's fees, legal expenses, and lawful collection costs in addition to all other sums due thereafter.

**Housing Contract Term:**

<input type="checkbox"/> <b>Summer A 2012</b> May 13 (Noon) – June 23 \$1,394.00	<input type="checkbox"/> <b>Summer B 2012</b> June 24 (Noon) - August 4 \$1,394.00	<input type="checkbox"/> <b>Summer C 2012</b> May 13 (Noon) – July 21 \$2,346.00	<input type="checkbox"/> <b>STARS 2012</b> June 12 (Noon)-August 4 \$1,802.00
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Signature \_\_\_\_\_ Date \_\_\_\_\_  
Student

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Parent or Guardian if student is under 18 years old

Please print a copy of the University Student Housing Contract your records.

**Send original executed agreement and your \$225 non-refundable processing fee and prepayment to:**

**The Office of the Cashier:**

**University of South Florida St. Petersburg  
Cashier's Office, Bayboro Hall 132,  
140 7<sup>th</sup> Avenue South, St. Petersburg, FL 33701**

<b>Students:</b>
<b>Prior to Friday, March 23, 2012</b> Cancellation with no additional fee assessed.
<b>Friday, March 23 – Friday, April 27, 2012</b> Student assessed University Student Housing Contract Cancellation fee (\$300.00).
<b>After Friday, April 27, 2012</b> Student Assessed 100% of University Student Housing fee (Summer Semester Contract Cancellations are not approved)