

# Housing & Food Service Agreement

## Agreement Requirements

1. Admission to Virginia State University.
2. Full-time student or in final semester prior to graduation.
3. Clearance of any outstanding balances with student accounts.
4. Paid required fees for housing, prior to the deadline – It is strongly suggested that payments be submitted, no less than one week, prior to the deadline to allow time for processing.

## Terms and Conditions: 2022-2023

*The housing terms, rates and fees are subject to change with or without notice pending the approval from the Board of Visitors.*

### 1. PERIOD OF AGREEMENT:

This Agreement is for the **Fall and Spring** semesters of the 2022-2023 Academic Year. The student signing this Agreement will live in University housing with an on-campus meal plan for the **entire period** of the Agreement. The Agreement period begins the first scheduled date of the arrival of residential students for the Fall 2022 semester and ends on the last day of final examinations for the Spring 2023 semester. A student, who enrolls late and applies for residence hall accommodations, will be bound by this Agreement for the balance of the period. **Students who have earned between 0-59 credit hours (Freshmen and Sophomore) are required to reside on-campus.** Students who have earned between 0-59 credit hours are exempt **only** after the approval from Director of Residence Life and Housing. Students seeking an exemption must submit the Housing Exemption form on or before July 15 (Fall)/December 15 (Spring) to avoid penalties. The exceptions are as follows:

**Exemptions will only be made for students who submit an exemption request by the posted deadline and can provide documentation verifying that they meet any of the following requirements:**

- Permanent home of residency (with parents) is within a 25 mile radius of VSU
- 21 years of age or older; (must provide copy of birth certificate or copy of your passport)
- Married (must provide copy of marriage license)
- Classified as an independent student as determined by the Office of Student Financial Aid.
- Completed 12 months of consecutive active military service (must provide a copy of orders or DD214).
- A Parent – having primary custody of dependent child(ren).

### 2. REQUIRED FEES:

#### **NEW HOUSING RESIDENT:**

\$150.00 Refundable Room Deposit

**RETURNING RESIDENT:**

\$150.00 Non-Refundable Room Reservation Fee

**3. PAYMENTS:**

The resident agrees to retain accommodations for the entire period and to render payment to the University at the established rate for both room and board. Room and board rates are payable by the semester. All payments must be made prior to, or, not later than, the time of validation. Failure to comply will result in the loss of the student's room assignment.

**DIRECT ALL PAYMENTS TO THE ONLINE PAYMENT PORTAL:**

Online: When completing the online housing application via banner – housing self-service.

**4. HOUSING PROCESS:**

Students seeking housing must submit the required fees upon completing their Housing & Food Service Agreement. **Room assignments are made only after the receipt of a signed Housing & Food Service Agreement and all required fees have posted to the student's account.**

**5. ROOMMATE REQUESTS:**

First-time VSU students must indicate their desired roommate when completing the Housing & Food Service Agreement. Each student must list the other to increase the likelihood of the roommate match being honored. Current students must complete their roommate match during the housing lottery process. Please note that during unprecedented times such as global pandemic or domestic health crisis the University will act in accordance with CDC guidelines, therefore roommate request will potentially not be considered.

**6. SINGLE ROOM REQUESTS:**

Singles are extremely limited and are assigned on a first-come first-serve basis. Students interested in securing a single room must indicate the desired room preference when completing the Housing & Food Service Agreement. In addition, for continuing students to secure a single you must have a cumulative GPA of 3.0 during the housing process. Requests will be honored on a first come, first serve bases – based on the date the online application and payment was completed. Please note that during unprecedented times such as global pandemic or domestic health crisis, only single rooms will be offered based on the universities decision in accordance with the CDC guidelines.

**7. ROOM ASSIGNMENTS:**

New students, who submit their Housing & Food Service Agreement and pay fees prior to the posted deadline, can expect to view their housing assignment no later than June 15 via Housing Self-Service on Banner. Students whose Housing & Food Service Agreement and fees are received after the priority deadline will be placed on a waiting list and will receive a room assignment according to the following: (1) the date that the signed Housing & Food Service Agreement and payment was received; AND (2) when space becomes available.

Returning students who fail to register for the specified term will forfeit their housing assignment. The housing assignment will be assigned once student has completed registration.

## 8. MOVE-IN DATES & DEADLINE:

Dates are subject to change, see academic calendar for official dates. All students must adhere to the posted schedule for move in and select a move in day and time via housing self-service.

**Early Arrivals** – Early arrivals are prohibited due to a strict scheduled move-in process. Each student will be required to schedule their move in date and time based on the schedule provided by the Office of Residence Life and Housing.

**Late Departures** – Residents seeking to remain on-campus beyond the stated Housing & Food Service Agreement period (i.e., term breaks and year closings) must submit the extended stay request form for approval to the Director of Residence Life and Housing within 2 weeks of the last day of regular classes prior to the subject break. Any resident approved by the Department of Residence Life and Housing to remain after the closing of residence halls will be assessed \$40.00 per day, to be paid in advance to the Cashier's Office (**this does NOT include meals**). **Students who do not seek prior approval but remain in the halls past the designated date are subject to a \$200.00 fee.**

**Claim It or Lose It** - Failure to claim a room assignment by the designated move in deadline will result in the student automatically forfeiting their room assignment, and possibly the right to a reassignment during that term.

## 9. ROOM CHANGES:

Requests for a Room Change must be submitted during the designated Room Change Period, which occurs at the conclusion of the late-registration/validation period of each semester. At the appropriate time, the Director of Residence Life and Housing will announce the Room Change Period. Students are responsible for knowing when the Room Change Period begins and ends. If a student wishes to change their assignment, they must obtain the Room Change Form and detailed instructions from their Residence Coordinator. If the request is feasible, the Housing Office will grant the student's request. The University **does not** provide moving assistance for students seeking a room change.

- If a student moves without authorization, they could lose their room assignment and will be charged up to \$3,896 for an unauthorized move.
- The University reserves the right **at any time** to (a) assign temporary housing if demand exceeds capacity; (b) alter or cancel an assignment; (c) require a student to **move from one room and/or residence hall to another; or (d) consolidate vacant** spaces / rooms to achieve maximum occupancy. **Residents who fail to consolidate within seven-days of receiving the notice, you will automatically be charged and obligated to pay the single room rate**
- If there is a conflict between residents that cannot be resolved amicably, the Director of Residence Life and Housing will move all residents involved to a different housing assignment. Any resident who refuse to move could receive a disciplinary sanction up to

and including fine, probation, and or removal from housing.

## 10. FOOD SERVICE:

All students living in University Housing must participate in the meal plan and will be automatically charged the approved meal plan rates. There will be no refunds for missed meals. Students with special dietary needs must contact the Office of Student Health Services.

The meal plan begins with the first day of arrival of residential students in the Fall and extends through the last day of Spring semester final examinations. **The dining hall will be closed between semesters and during scheduled holidays and breaks (Thanksgiving, Winter, & Spring). During inclement weather closings, students should check their VSU email for any adjustments to the dining hall hours of operation.**

Residence hall students are responsible for having their University One Trojan Card validated at the designated time and location for use in the dining hall and/or on-campus retail locations. Failure to do so does not relieve a student from paying meal charges.

Virginia State University meal plans have been designed to accommodate the various needs of our students. The meal per week allowance come as part of all our meal plan options and allows you to enjoy the number of meals specified in the plan. You can use your meals for breakfast, lunch, and dinner in our all-you-care-to-eat dining halls and/or in our various five retail locations using meal equivalency options. Each time you use a meal, it is subtracted from your daily/weekly balance. First-year resident students have the option to sign up for the 14, 19 or 21 meal plan. Second year students and upperclassmen have the option to purchase a 21, 19, 14, 10 or 7 meal plan. All meal plans include flex dollars which may be used for additional meals or in the retail units. **Returning students who fail to select a meal plan option will be automatically assigned the standard 19 meal plan. Meal plan changes will only be honored during the meal plan change period only.**

**Meal plan flex dollars do not carry over from one semester to the next, nor are there any refunds for unused meals or dining flex dollars at the end of the semester.** When you become a meal plan member, your student ID card (Trojan Card) becomes your pass to use your meal plan in Jones and/or Gateway Dining Halls and any of the five on-campus retail food service venues. **Meals do not carry over from day to day, week to week, or semester to semester. Additionally, meal plans are reset every Sunday night.** Additional information regarding Food Services should be obtained directly from Thompson Hospitality at (804) 524-5112.

## 11. FACILITY:

Under the terms of this Agreement, Virginia State University agrees to provide furnished living spaces with cable and internet connections in the residence halls and to provide facility maintenance as required. The University Post Office will provide shipping addresses for each residential student. Each hall is equipped with computer labs. There will be absolutely no TAMPERING with any computer equipment. All requests for room repairs must be reported to the Residence Hall staff immediately. Any damages caused by tampering with State property

will result in full charge for repairs or replacement.

## **12. LIABILITY, LOST, DAMAGE OR THEFT**

Although the University will use reasonable efforts to protect student's property, **the student agrees to accept full responsibility for loss or damage to personal property. The purchase or expansion of household content or renter's insurance is recommended to cover personal belongings prior to the resident's move-in at the University.**

The student agrees to cooperate with his/her roommate in the common protection of their property. Room doors are to be locked at all times. Never should a student lend his/her room key to any other student not assigned to his/her designated room.

The student agrees that any personal effects, valuables, or other property of the student left in the residence halls after expiration of the Housing & Food Service Agreement period; residence hall closures and openings; and/or Winter and Summer breaks and not claimed within 10 days after the end of such period, may be considered abandoned and will be retained by the University as its property.

## **13. RESIDENCE HALL MAINTAINANCE**

Residents are responsible for maintaining established standards of cleanliness and safety throughout the building. Specifically, residents are solely responsible for maintaining the cleanliness of their rooms and, where applicable, entire suites—including living room areas and bathrooms. Residents are responsible for notifying the Residence Coordinator or hall staff directly of any maintenance needs or extermination issues that need to be addressed.

## **14. DAMAGES**

Common area repair cost as a result of willful abuse, vandalism, and otherwise disorderly conduct will be prorated among residents and each account will be billed accordingly in the event the responsible party is not identified. In the event of major damages to furniture or fixtures within a specific residence hall or to the physical facility, damage(s) will be evaluated and each resident will be assessed an equal amount based on the cost incurred to restore damaged furniture, fixtures, or physical facility to its original condition in the event the responsible party is not identified.

The University reserves the right to apply all or a portion of a student's housing deposit toward payment of any room and board charges, damages or other University charges at the time of departure from the residence hall.

## **15. SAFETY AND COMPLIANCE WITH FEDERAL, STATE, AND UNIVERSITY**

### **POLICY**

#### **Residence Hall Safety**

The university reserves the right to inspect the residence hall rooms, common areas and bathrooms at any time to ensure cleanliness and university health and safety standards.

- (a) Accumulation of bottles, magazines, newspapers, and other items that present a potential fire or health hazard are not permitted.
- (b) Students are not permitted to hang items on/from the sprinkler system.
- (c) Random fire safety inspections may be conducted regularly. (**Residency is subject to inspection visits by the Fire Marshall.**)
- (d) Suite residents are expected to clean common areas and bathroom areas regularly.
- (e) Residents are expected to clean their rooms regularly.

Firearms, ammunition, fireworks, hunting knives, or weapons/guns of any type are not permitted in residence halls. This also includes hunting bows and arrows, slingshots, CO2 cartridges, flammable/combustible chemicals, replica weapons, air-soft and paint pellet guns.

Candles and incense are not permitted in residence halls for any purpose. It is recommended that each student have a flashlight for emergencies. Halogen lamps are prohibited on campus.

Small fish in 10 gallon tank is the only permitted pet. Any other pet/animal is not authorized with the exception of service animals.

The use, distribution or possession of illegal drugs, and the use, distribution or possession of illegal contraband or stolen property, or unlawful possession or distribution of prescription drugs is against university policies, federal and state and local laws.

Personal electrical equipment allowed in the residence halls is limited to clocks, small refrigerators (no larger than a 3.6 cubic ft.), small radios and stereos, fans, shavers, and small hair dryers. ELECTRICAL HEATERS AND ELECTRICAL COOKING APPLIANCES ARE NOT PERMITTED. If these items are found in your room, they will be confiscated. SURGE PROTECTORS ARE THE ONLY ELECTRICAL EXTENSION CORDS THAT ARE AUTHORIZED.

Hoverboards and any similar device, which uses portable, rechargeable technology, are prohibited on campus. Due to continuing reports highlighting the safety and fire risk, these devices should not be used, stored, charged, or possessed in the residence halls. If these items are found in your room, they will be confiscated.

According to *Executive Order 63* the wearing of face coverings while inside of buildings will be enforced within community areas to prioritize the health and safety of each student.

### **Fire Drills**

Commonwealth Law requires that evacuation drills be held regularly in university residence halls. Your assistance and cooperation is expected when drills are held. Every student must evacuate the building during the drill. Residents refusing to cooperate with the evacuation regulations are subject to disciplinary action and/or removal from university housing.

### **Student's Rights of Privacy Summary Statement:**

University premises occupied by students, and the personal possessions of students, shall not be searched unless appropriate authorization has been obtained. Students have a right to privacy except in extreme emergencies as determined at the sole discretion of the university or under the following conditions:

- A. Scheduled Residence Hall Room, and Health & Safety Inspections – There will be room inspections throughout the academic year and prior to the closing of university residence halls for university break periods (Fall Break, Thanksgiving Break, Winter Break and Spring Break). Students residing on campus will be given prior notice and may or may not be present during the inspection. Room inspections for break periods will consist of a visual inspection of the room to ensure that windows are closed, lights are turned off, and electrical items are unplugged, perishable foods removed from refrigerator and that garbage cans are emptied. This is to ensure the security and safety of the room and its contents during the break. During these inspections, if evidence of university policy infractions and/or violations of federal, state or local laws exist, the occupants of the room may be subject to the disciplinary/legal process. More specifically, if, however, illegal substances or other evidence of policy violations are found in plain view during health and safety inspections, or in response to an emergency involving student health or safety, residents of the area may be subject to police action (including arrest) and/or a referral to Judicial Affairs for violations of the University Student Code of Conduct. If necessary, VSU or Chesterfield County Police may conduct searches of residences for illegal drugs, contraband, or other illegal activity by obtaining search warrants or gaining the resident's consent to search.
- B. Inspections resulting from suspected violations of university rules, policies or regulations or Federal, State and/or local laws – Whenever probable cause leads a representative of the Vice President for Student Success and Engagement (ex. Director of Residence Life & Housing, Residence Coordinator, Resident Assistant, Graduate Assistant) to believe that an infraction of the university's rules, policies or regulations and/or federal, state, or local laws is occurring in a student's residence hall room, that representative is delegated the authority to conduct an inspection of the student's room after announcing that such an inspection is requested. Should a student deny access, such a denial could result in the issuing of an Administrative Search Authorization, or a criminal search warrant. Campus Police will be contacted if a criminal search warrant needs to be obtained. If any contraband is found during an inspection, it shall be confiscated and may be used in a disciplinary proceeding and/or criminal proceeding against the involved student(s).
- C. Administrative Searches – Administrative searches are those conducted due to probable cause that a university rule or regulation has been violated and that evidence of the violation will be found in a particular place. Authorization is given in writing by the Vice President for Student Success and Engagement (or designee). In extreme emergencies, a verbal authorization may be given. Authorizations, which are in the form of an Administrative Search Authorization, shall include the time, date, place, purpose, and scope of the search. The student should be present, if possible, and may have a witness present at the time of the search. Contingent on the circumstances, administrative searches may take place without anyone being present. At the conclusion of the search, the student will be notified in writing by the person authorized to conduct the search, of

what was found, and the names and titles of all persons conducting the search. Administrative searches are not done in conjunction with, nor under the direction of, Campus Police nor on their behalf. Administrative searches are not generally conducted for the purpose of criminal prosecution; if it is believed that potential criminal violations exist, and that an illegal or dangerous object might be found, the Police will be contacted and a criminal search warrant obtained.

D. Searches and Entries by Campus Police – Campus Police searches and/or entries to a student’s room in order to conduct a police action are normally done by student consent that has been given freely and intelligently. Campus Police may gain entrance without the prior consent of the student for the following reasons:

1. Police reasonably believe that a person within the room is in need of immediate emergency aid due to injury, accident or medical condition.
2. Police are in pursuit of a person suspected of committing a felony.
3. Police are in possession of a valid arrest warrant and have reason to believe that the person is inside the room.
4. Police action is imperative because there exists a threat of physical harm to police officers or to other individuals.

## 16. ENTRANCES / EXITS:

The side and rear doors of residence halls are not to be used except in emergencies (e.g., fire, fire drills, emergency evacuations, and other times specifically designated by the Residence Hall Staff or Emergency Response Personnel). Failure to comply with Fire & Safety policies will result in fines and/or removal from the residence hall.

## 17. CANCELLATION OF ASSIGNMENTS

The Housing & Food Service Agreement cancellation form must be submitted to the Department of Residence Life and Housing by the established deadline via email at [reslife@vsu.edu](mailto:reslife@vsu.edu) or at the mailing address below:

- Department of Residence Life  
P.O. Box 9073  
Virginia State University, Virginia 23806

This Agreement is binding for the said academic term in section 1; therefore, students who have not cancelled the Housing & Food Service Agreement in writing and the written cancellation has not been received by the Housing Office on or before **July 21** (Fall) or **December 15** (Spring) will be bound by this Agreement. **Canceling a room assignment after the aforementioned deadlines will result in forfeiture of the room deposit and an assessment of a \$500.00 cancellation fee.**

**Students who cancel their housing assignment after the residence hall opening date will be assessed charges for the time the student is in possession of the room and forfeiture of their \$150.00 room deposit.** Having possession of a room includes (1) having a current housing



assignment, (2) having possession of the key to the assigned room and (3) having personal belongings in the assigned room.

Students who submit a Housing Cancellation and/or Withdrawal form must vacate the residence hall the day the form is submitted. **If a student cancel their room assignment prior to moving in at the beginning of each semester and they have 60 credits hours or more, the student will be charged a \$500 cancellation fee and forfeit the room deposit.**

**Freshmen, Second and Sophomore year full time students (0 to 59 credit hours) attending the University must receive approval to cancel on-campus housing by submitting a Housing Exemption form for review by the Director of Residence Life. If approved, the student will be charged a \$500 cancellation fee and forfeit the room deposit.**

**ALL CANCELLATIONS WILL BE PROCESSED ACCORDING TO THE PROCEDURES OUTLINED IN SECTION 18 (WITHDRAWAL/CANCELLATION / VALIDATION).**

## **18. WITHDRAWAL / CANCELLATION / VALIDATION**

All requests for release from the Housing and Food Services Agreement must be submitted via the Housing & Food Service Agreement Cancellation Form to Residence Life & Housing with documented proof of the circumstances related to the release request.

**Students who cancel their housing assignment after the residence hall opening date will be accessed charges for the time the student is in possession of the room and forfeiture of their \$150.00 room deposit and charged a \$500 cancellation fee. Having possession of a room includes (1) having a current housing assignment, (2) having possession of the key to the assigned room, and (3) having personal belongings in the assigned room.**

**Students who officially withdraw or are released from the University or Housing (during any session) within the first five calendar days of the beginning of classes and are VALIDATED or NOT VALIDATED, will be charged a prorated room and board fee for the number of days in the residence hall. They are NOT eligible for a refund of any deposits. Students who submit a Housing & Food Service Agreement Cancellation Form and/or Withdrawal form must vacate the residence hall the day the form is submitted.**

**Students who officially withdraw or are released from the University or Housing (during any session) after the fifth calendar day from the start of classes and are VALIDATED, will be charged the ENTIRE Room Rate for the semester and a prorated Board Rate (Meal Plan), based on the exit date. They are NOT eligible for a refund of any deposits. Students who submit a Housing & Food Service Agreement Cancellation Form and/or Withdrawal form must vacate the residence hall the day the form is submitted.**

**Students who officially withdraw or are released from the University or Housing (during any session) after the fifth calendar day from the start of classes and are NOT VALIDATED, will be charged the PRORATED rate for room and board (Meal Plan), up until the date the student vacates and charged a \$500 cancellation fee. They are NOT**

**eligible for a refund of any fees. Students who submit a Housing & Food Service Agreement Cancellation Form and/or Withdrawal form must vacate the residence hall the day the form is submitted.**

**Students who have a housing assignment but fail to enroll will forfeit the \$150 room deposit and charged a \$500 cancellation fee if they fail to cancel their housing assignment by July 21<sup>st</sup> because the housing assignment was held in reservation by the student.**

Students who are required by the University to depart the residence hall for reasons of misconduct will not receive a refund for unused room charges; however, the dining plan (meals) will be prorated. They are NOT eligible for a refund of any fees.

## **19. EXITING THE RESIDENCE HALL**

Students vacating the residence halls during a semester, but who plan to return the next semester, must submit a new Housing and Food Service Agreement for the upcoming semester.

Students who fail to properly turn in their key at the end of the Housing & Food Service Agreement and/or prior to any departure will be charged the cost of changing the lock.

When a room is permanently vacated, the residents are responsible for returning the room and its contents to its original and satisfactory condition. Failure to do so will result in charges to the resident(s) of the room.

## **20. TERMINATION OF AGREEMENT:**

The University may terminate this Agreement and take possession of the room at any time for violation of the provisions herein, for violation of any federal or state law, University regulation, or for health or administrative reasons.