I. **OVERVIEW:** The USF Student Housing Contract requires students to sign this USF Student Housing Contract as follows:

1. **USF Student Housing Contract (“Contract”):** The Student Housing Contract is a financially and legally binding contract between the University of South Florida’s Board of Trustees, a public body corporate acting for the University of South Florida and a prospective or enrolled student who is and intends to remain enrolled. It is a contract for the use of space and all terms including length of contract, cancellation terms and other terms set forth will be enforced. (Special Status Students are housed upon approval by the Department.) Any alterations by the student to the terms contained in the contract will neither be honored nor deemed valid without specific written approval from the Assistant Vice President for Housing & Residential Education recognizing acceptance of and identifying the proposed alterations. By signing the Contract, electronically or otherwise, the student is acknowledging notice of all of the Student Housing Contract terms.

II. **TERMS OF CONTRACT**

1. **Definitions:** All references to the term Department are understood to mean the Assistant Vice President for Housing & Residential Education or designee; all references to the Assistant Vice President for Housing & Residential Education are understood to include a designee. All references to the term residence hall(s) are understood to include all suite and apartment style halls unless otherwise specified. The following rights and responsibilities apply to assignment, utilization and cost with regard to living in University Residence Halls and Apartments.

2. **Consideration:** In consideration of the payments made and to be made, as provided herein, the student is entitled to occupy an assigned space and to the services provided by the University's Department of Housing & Residential Education, all subject to the terms and conditions included in this Contract.

3. **Length of Contract:** The contract dates covered by these terms, conditions, and responsibilities are the Spring 2019. The dates for each semester are available on the USF Housing website at usf.edu/housing. Occupancy during break periods is limited to specific locations and incurs an additional charge.

4. **Application Fee:** Upon submission of the application, the student account will be assessed a non-refundable application fee of $50. Assessment of this fee does not imply the contract is complete (see II.5.).

5. **Effective Date:** The contract, when appropriately submitted with required application payment or approved application payment deferment, becomes effective upon the date of assignment and it remains valid until the end of the contract period. Once assigned, the student is fully responsible for all required payments and lawful charges as set forth in the contract including all cancellation costs. Students are responsible for printing their own copy(ies) of the contract.

6. **Preconditions to Housing Eligibility:** Notification of acceptance to the University by the Admissions Office does not constitute acceptance of a Housing Contract nor does it guarantee space will be available. The prospective or enrolled student is considered eligible for a residence hall space when all of the following conditions are met; the prospective or enrolled student submits the contract with required application and housing application fee or with approved payment deferment, admissions deposit/waiver (for new First Year undergraduate students), orientation reservation (for new undergraduate students to the University), proof of tuberculosis screening or waiver (for international or domestic students who have non-US home addresses at time of admissions application), proof of vaccination (boosters are necessary for those who receive the vaccination prior to age 16) or declination of vaccination for meningitis, and proof of vaccination or declination of vaccination for Hepatitis B. No assignment can be made without the required conditions being met.

7. **Meal Plan Requirement:** All First Time in College students residing on campus are required to purchase a meal plan. More information on meal plan options can be found at usf.campusdish.com.

8. **Specific Space Assignments:** Acceptance of the contract does not guarantee assignment to a specific complex, building, room, roommate, or room type (single or double occupancy). The Department reserves the right of room consolidation, change the room's gender designation, occupancy designation, or change in the assignment either in advance of check-in or after the start of the term. If one of the occupants of a double occupancy room 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 a double occupancy room chosen by the Department, or (c) be reassigned to single occupancy, if available, and pay the single occupancy rate.
9. **Disabilities and Facilities:** A variety of facilities are available for students with disabilities and other medical considerations in on-campus housing. Students requesting reasonable accommodations for housing based on a disability or a medical condition must submit their request for said accommodations in writing to the housing office by November 1 for the fall. Housing staff will confer with the Office of Students with Disabilities Services in order to determine any reasonable and appropriate accommodations. Any information provided to the Department of Housing & Residential Education substantiating a disability or medical condition will be maintained in strict confidence pursuant to Federal and Florida law.

10. **Student Occupancy:** Residence hall space may be occupied only by the student to whom it is contracted. The contract may not be assigned, and residence hall space may not be sublet to another person.

11. **Transfer or Reassignment of Space:** The student may, after written approval from the Department of Housing & Residential Education, move to another residence hall space in accordance with the University's reassignment policies, which are incorporated herein by reference.

12. **Common Space:** The University reserves the right to determine the need for and the use of all lounges and other common or public areas in and around the Residence Halls. Living unit lounges may be converted and assigned as residence hall space when deemed necessary by the Assistant Vice President for Housing & Residential Education.

13. **Department Cancellation:** The Department may, in accordance with applicable rules of the University and the Board of Trustees, initiate reassignment or cancel the contract with any and all applicable charges if deemed necessary by the University in the best interest of order, health, discipline, safety, security, disaster, failure to make required payments according to Payment Schedule, or compliance with the University's immunization policy. The Department may also cancel a contract for any individual whose enrollment status changes (including but not limited to a voluntary withdrawal, dismissal or change in full time status) over the term of the contract. Students whose contract has been cancelled will be required to vacate the residence halls within 24 hours from notification unless otherwise indicated. A student's accepted contract maybe cancelled by the Department of Housing & Residential Education due to the maximum utilization of facilities at which time any fees paid will be refunded in the same method in which it was collected.

14. **Department Modification of Rules and Regulations:** The University reserves the right to make additional and/or modify existing rules and regulations. The Department agrees to make every reasonable effort to inform resident students of any regulation changes or pertinent policy information.

15. **Adherence to University Restrictions:** A Students are prohibited from inviting or hosting a person in their room, residence hall, or on campus when the student knows that that person has been barred from campus by the University Police or other University official. Any student or person who knowingly violates this section may be subject to all applicable University, civil and criminal penalties.

16. **Provisional Removal for Behavior:** Resident(s) who have been determined to create an immediate danger or threat to the community may be provisionally removed from USF Housing until an investigation and a resolution can occur. This authority shall rest with the Assistant Vice President for Housing & Residential Education, or designee. Residents will remain financially responsible for the contract during the provisional removal.

17. **Maintenance and Damages 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. Charges will be assessed for damages to, unauthorized use of, or alterations to any assigned spaces, equipment or buildings, and/or for special cleaning of assigned spaces necessitated by student negligence. Resident students are jointly and severally responsible for the care of any common areas or equipment. Excessive damage, as determined by the Assistant Vice President for Housing & Residential Education, or designee, may incur, in addition to charges for restitution, removal from the residence halls in compliance with the policies outlined in section II.13.

18. **Inspections:** Personnel authorized by the University 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.

19. **Damage Liability:** The University is not liable for damage to or loss of personal property, failure or interruption of utilities, or for injury or inconvenience to persons (except to the extent set forth in Florida Statutes, Sec. 768.28[2010].) Students are encouraged to provide their own personal property loss insurance.

20. **Compliance with University Regulations:** Students are responsible for knowing and observing University regulations and policies as set forth in the USF Student Planner & Handbook including, but not limited to the section identified as USF Housing & Residential Education, and other official publications/websites, which are incorporated herein by reference (see [http://www.sa.usf.edu/dean/docs/USF_handbook.pdf](http://www.sa.usf.edu/dean/docs/USF_handbook.pdf) for an online version of the handbook).
III. RATES AND PAYMENT OPTIONS

The Department offers three types of Payment Options; semester payments or through Financial Aid if aid (not including work study) is sufficient to cover your expenses.

1. **Rates**: Rates are listed on the posted Rate Schedule, are by reference made a part hereof, and are subject to change following approval by the Board of Trustees. The non-refundable $50 application payment is due with the contract when submitted and is in addition to the published rates. Students receiving Financial Aid will have any outstanding housing charges deducted from their aid prior to receiving a reimbursement check regardless of their payment option. This Agreement is separate from and not contingent upon financial aid or scholarship award notification.

2. **Housing Deferments**: Students receiving a designated amount of financial aid, as determined by USF, will automatically receive a housing deferment for their payments if their total financial aid received will cover the total cost of their tuition and room rental charge. If approved, a new due date will be set and the full semester payment will be due at that time regardless of whether Financial Aid has been received. A Tuition Deferment does not also constitute a housing deferment.

3. **Housing Fees**: The methods of payment are listed below.
   a. **Payments Online**: Online payments, via credit card or e-check, for housing may be completed via the USF payment gateway available at oasis.usf.edu. *Online payments made via the OASIS payment link will be processed as per the USF Cashier’s Office protocols and so may or may not be applied to your housing balance.*
   b. **Payments by Check**: Housing payments by paper check/money order may be mailed to the USF Payment Center at:
      
      University of South Florida
      PO Box 864571
      Orlando, FL 32886-4571
   c. **Payments by Cash**: Housing payments using cash may be made at the USF Cashier’s Office located in the Student Services Building. You must notify the cashier at time of payment that you are paying a housing fee in order to ensure the payment is made toward housing.

IV. PAYMENT SCHEDULE

<table>
<thead>
<tr>
<th>Contract Type</th>
<th>Semester Payment Due</th>
<th>Financial Aid Deferment Deadline</th>
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<tbody>
<tr>
<td>Spring Contract</td>
<td>11/1/18, 3/1/19</td>
<td>3/27/19</td>
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1. **Failure to Submit Payment (Default)**: If a resident defaults in the payment of rent or other housing charges, the resident may be charged a 5% late fee on the outstanding balance, remain liable for the contracted amount and other housing charges, and the resident’s University records may be placed on Administrative Hold.

2. **Collections Process**: Students failing to make payment within the appropriate time frame, as set by the University Controller’s Office, will be subject to the University’s collections policy (please see the web site [http://www.usf.edu/business-finance/controller/student-services/accountsreceivable/university-accounts.aspx](http://www.usf.edu/business-finance/controller/student-services/accountsreceivable/university-accounts.aspx) for more information).

V. CONTRACT CANCELLATION

1. **Cancellation Eligibility and Options**: Students wishing to cancel their housing contract prior to the opening day of the residence halls for the term of the contract may do so, but certain charges may apply. Cancellation requests must be submitted through the Housing Portal under the “Cancellation Form” found at [www.usf.edu/housing](http://www.usf.edu/housing). Requests for cancellation over the phone and/or email will not be accepted.
2. **Fees:** Fees will be assessed as follows and are dependent on the status of the applicant in the assignment process and the time of the cancellation notice:

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<tbody>
<tr>
<td>Applied</td>
<td>No Charge</td>
<td>No Charge</td>
<td>No Charge</td>
<td>No Charge</td>
<td>No Charge</td>
<td>No Charge</td>
</tr>
<tr>
<td>Assigned</td>
<td>No Charge</td>
<td>$250</td>
<td>$500</td>
<td>$1000</td>
<td>$1500</td>
<td>Half the Remaining Charges for the Agreement</td>
</tr>
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a. **Cancelling Housing After Moving In:** Students wishing to cancel their contract after moving into the residence halls may do so by paying a prorated fee for time assigned to the room, plus one-half of the remaining charges on the contract (this may include fall and/or spring charges). The fees will be added to the students’ financial account and will be due and owing immediately. Non-payment of the fees may result in a student registration hold or restriction on graduation ability to obtain a transcript. Late payments may also include collection fees.

b. **Appeals for a reduction of the Assessment of Cancellation Fees:** Students may request an appeal to reduce the assessment of the fees set forth above.

The Appeal must be submitted via the housing portal at the time of cancellation or within 30 days of the cancellation request. No appeals will be considered after 30 days from the cancellation acceptance date.

3. **Occupancy Status:** Occupancy occurs when a student officially receives the keys to the room and signs the corresponding keycard or is officially checked-in via the student housing software. If either condition exists, then the room is considered officially occupied. Occupancy will remain in effect until the same procedure is followed to check-out of the space. Removing personal belongings and vacating the assigned space will be considered an improper check-out and the student will be financially responsible for the terms of the contract and associated fees.

4. **No Shows:** Residents who have not properly occupied their room by 12 p.m. on the first day of classes and have not notified the Department of their late arrival may be declared “no shows” and be reassigned based on availability of bed space. If the student is found to be not enrolled, the student shall be charged a $1,500 cancellation fee. If the student is enrolled he/she will be charged for one-half of the charges on the contract (this may include fall and/or spring charges).

5. **Cancellation Form:** Cancellation requests must be submitted through the Housing Portal under the “Student Housing Cancellation Form” found at [www.usf.edu/housing](http://www.usf.edu/housing). Verbal requests for cancellation, in person or over the phone, nor written requests not submitted via the official cancellation form (see above), will not be accepted.

6. **Administrative Dismissal:** Students who are removed from housing and/or dismissed from the University as a result of administrative reasons will be responsible for the contract as per the aforementioned cancellation terms.

7. **Conduct Dismissal:** Students who are removed from housing and/or dismissed from the University as a result of student conduct sanction, or are currently a subject of an ongoing investigation by Students Rights and Responsibilities, will be subject to the full fees for the housing contract and their account will be adjusted accordingly.

8. **Academic Dismissal:** Students who are academically dismissed by the University will not be charged a cancellation fee, provided they cancel their housing contract, vacate the room, and complete the prescribed check-out procedures prior to the opening of the residence halls for the given term. Students who are academically dismissed and complete these steps after the opening of the halls will be charged a $1500.00 cancellation fee and a daily prorated rental charge.

*The University of South Florida is an equal opportunity institution and, as such, assigns residence hall space to qualified enrolled students without regard to race, color, marital status, religion, national origin, disability, age, Vietnam Era or disabled veterans status, sexual orientation, as provided by law and in accordance with the University’s respect for personal dignity.*
Meal Plan Provisions:
Your USF ID, which serves as your meal card, is required for all transactions – no exceptions. All meal plans starting in the Spring for First Year Residents are only a one semester commitment (SPRING 2019), Dining Dollar Only plans are not a meal plan.

If your USF ID Card is lost or stolen, you must immediately report it to USF Dining Services 813-974-4499 to place ID on hold or you may place it on hold at usf.edu/Bullbucks. USF Dining is not responsible for any meals missed due to lost or stolen USF ID Cards. You may be eligible for a temporary card issued by the Meal Plan Office located in the MSC room 1502. The card would be valid only at dining halls for 5 days from when it was issued. You must return the temporary card or you will be charged $10.00.

First Year Resident Meal Plan:
As part of your first year experience at USF, students who are residing on campus, are to select a meal plan prior to moving into their residence hall or on-campus apartment, and may select an Open Access, Any 15, or BullBlock 165 meal plan. (Summer residency is not included as a previous term of residence and does not exempt a student from the meal plan requirement for new residents). Exceptions are for transfer students with 12 or more college attended credit hours (dual enrollment does not apply). First year students who move on campus after the start of the semester have one week to select an Open Access, Any 15 or BullBlock 165.

Grace Periods:
You may upgrade your account at any time. A grace period is provided each semester during which you may change the prorated value of your Residential Meal Plan to another Residential Meal Plan. Spring 2019 grace period 01/07/19-01/11/19 at 4pm. Meal Plan changes must be completed in person at the USF Dining Services Meal Plan Office located in MSC 1502.

Cancellation Policy:
It is the meal plan holder’s responsibility to notify USF Dining of the request to cancel a meal plan by the end of the grace period, unless withdrawing from the University. All cancellations must go to the USF Dining Committee for review and decision. If a student does not receive Housing or cancels a Housing assignment, this does not automatically cancel a meal plan contract. Non-payment does not cancel your meal plan.

Dining Dollars:
Any unused Dining Dollars from the Spring will be forfeited at the end of the semester, on May 04th, 2019. It is the costumer’s responsibility to monitor their Dining Dollar balance. This can be done by downloading the MyUSF app and selecting the Bulls Bucks button (this will show Dining Dollars balance). ***Dining Dollar only plans are valid only for the semester purchased.

Refund Policy:
All website purchases are considered to be final. Exceptions will be made for processing errors. All refunds for processing errors will be refunded to the credit card used for the purchase.

Important Dates:
For your convenience, all Spring meal plans will be automatically activated for you to enjoy beginning January 5, 2019. Should you wish to make any changes to your plan, we encourage you to come to our office during the appropriate grace period (see section: Grace Period).

Spring Meal Plans begin on Saturday January 5th, 2019 and end Saturday, May 4th, 2019.

Dining halls may be closed for the Winter Holiday*, Spring Break, and other University Holidays. Dining Hours are subject to change due to school holidays, exam schedules, reading days, and inclement weather conditions.

*View USF Dining’s Hours of Operations, Menus, and limited time Meal Plan Offerings at USFDining.com.

Payment Provisions:
All charges for a meal plan selection will be posted to the student account (OASIS) with payment due in accordance with University payment deadlines or as otherwise specified:
FALL 2018

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<tr>
<th>Item</th>
<th>Deadline</th>
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<tbody>
<tr>
<td>MEAL PLAN PAYMENT DUE DATE</td>
<td>August 24, 2018 (5:00 PM)</td>
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<tr>
<td>MEAL PLAN PAYMENT DUE DATE For students with billed</td>
<td>October 05, 2018 (5:00 PM)</td>
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<tr>
<td>Florida Prepaid Tuition Plans or with Financial Aid</td>
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<td>Deferments</td>
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SPRING 2019

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<th>Item</th>
<th>Deadline</th>
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<tbody>
<tr>
<td>MEAL PLAN PAYMENT DUE DATE</td>
<td>January 11, 2019 (5:00 PM)</td>
</tr>
<tr>
<td>MEAL PLAN PAYMENT DUE DATE For students with billed</td>
<td>March 1, 2019 (5:00 PM)</td>
</tr>
<tr>
<td>Florida Prepaid Tuition Plans or with Financial Aid</td>
<td></td>
</tr>
<tr>
<td>Deferments</td>
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</tbody>
</table>

Tax on dining dollars is deducted from the account as spent. As a resource, more information regarding student account (OASIS) payments can be found by visiting [www.usf.edu/cashiers](http://www.usf.edu/cashiers).

**Meal Plan Usage:**
All funds and plans purchased for use in USF Dining are for the personal use of the owner of the account or plan only and are non-transferable. The USF Dining funds and plans cannot be used as a gift card or gift certificate.

Students have the ability to monitor their account balance by downloading the MyUSF Mobile App and clicking on the $ icon.

**Open Access and Any 15 Meal Plans are non-transferable.** Only the participant may use the allotted meals at the residential dining halls. The Dining Dollar portion of the Meal Plan may be used to treat guests to a meal, if desired.

**Any 15:** The meal week runs from Wednesday morning to Tuesday night. Unused meals on the Any 15 plan do not carry forward to the following week. Meals reset to 15 meals every Wednesday morning.

**Bull Block Plans:** The meal portion of the Meal Plan may be used to treat a maximum of three guests to a meal, if desired. Any unused meals will be forfeited at the end of the semester for Fall, and again for Spring.

**Carry Out Policy, Rules, and Regulations:**

**Reusable To-Go Box Policy:**

Meal Plan holders can visit any Dining Hall (Juniper Poplar, Champion’s Choice, and The Hub) to purchase a eco-friendly to-go box to use throughout the semester. If you would like to utilize more than one to-go box at a time, an additional box may be purchased for $5. Any lost or stolen box must be purchased for a $5 replacement fee. Purchases can be made using Dining Dollars, cash, or credit (excluding Discover).

**Carry-Out Usage:**
1. Bring your clean to-go box into any three residential dining halls. (Juniper Poplar, Champion’s Choice, and The Hub)
2. Swipe in to pay for your meal, indicate that you would like your meal to-go at the cash register. You are NOT allowed to dine in using a to-go box.
3. Fill up your to-go box with a variety of delicious food.
4. Bring your to-go box into any three of the dining halls to exchange for a clean one.
5. At the end of the semester, up to three to-boxes may be returned to the Meal Plan Office, MSC 1502, to receive the refund of the “Green Fee” Deposit. *** Refund of $5 green deposit fee apply only for meal plan holders.
Cupanion Policy:

A To-go Cup is available with the $5 purchase of our Eco-friendly Cupanion Mug. You can make your $5 purchase at any Residential Dining Hall (Juniper Poplar, Champion's Choice, The Hub). Purchases can be made using Dining Dollars, Cash, or Credit (excluding Discover).

Cupanion Usage:
1. Bring your Cupanion Mug with you to any of the three residential dining halls.
2. Swipe in to pay for your meal.
3. Fill up your Cupanion Mug with a hot or cold beverage of your choice.
4. Download the Cupanion App and learn more at Cupanion.com
5. Scan your Cupanion Mug each time you reuse to earn points towards free food and USF Dining Merchandise every month!

* Your Cupanion Mug’s usage is intended ONLY for beverages.
* Lids can be replaced in the event of your first Cupanion Lid cracking or breaking by coming to the Meal Plan Office, MSC 1502 to retrieve a new one.