Georgia Southwestern State University
2018 - 2019 Housing Terms and Conditions
(9-Month Contract: August 11, 2018 – May 03, 2019)

This is a legally binding contract between Georgia Southwestern State University and students enrolled at GSW or South Georgia State College who wish to live in university housing. In consideration of payments made, students are entitled to occupy an assigned room in a campus residence hall and to services provided by the Residence Life Department, subject to terms set forth in this contract.

I. ELIGIBILITY AND CONTRACT PERIOD
(A) Campus housing is available to all degree-seeking students who remain enrolled in at least one course taught on the Georgia Southwestern State University campus.
(B) This contract becomes effective immediately upon the University’s receipt of this form and the prospective resident’s 1) housing application, 2) $50 application fee, and 3) Meningitis Waiver Form.
(C) All terms and conditions included in this document are binding for the FULL ACADEMIC YEAR including the fall and spring semesters.

II. APPLICATION FEES, PAYMENTS, AND DEPOSITS
(A) Prospective, first-time residents must submit a one-time $50 application fee along with the University’s housing application. The application fee is non-refundable and non-transferable.
(B) Per semester housing fees are due and payable in advance at the prescribed rate per academic term. If payment is not made by the stipulated deadline, late fees may be added to the balance of the charges and/or the student's housing assignment may be cancelled.
(C) Current residents who have lived on campus continuously (excluding summer terms) since the Fall 2015 semester or longer should have a $250 housing deposit on file with the University. This deposit is refundable according to the following conditions: the University is unable to provide campus housing due to a lack of available rooms, and/or 1) the terms of the contract are fulfilled, 2) the student follows proper check-out procedures, and 3) the student is cleared of responsibility for damage to the residence hall or room.

III. CANCELLATIONS
(A) In order to avoid incurring a $250 housing cancellation fee, students who wish to cancel their housing assignments while maintaining enrollment at GSW or in the SGSC Entry Program for the Fall 2018 semester must submit a Housing Cancellation Request Form no later than June 29, 2018.
(B) After July 31, 2018, new and returning applicants who wish to be released from their housing assignments while maintaining enrollment at GSW or in the SGSC Entry Program for the Fall 2018 semester will be required to submit an Appeal of Housing Obligation Form along with the Housing Cancellation Request Form. If a student’s appeal is granted, the student will be required to pay a $500 cancellation fee but will not be responsible for any other housing fees for the fall and spring terms. Any student whose appeal request is denied will be responsible for all housing and meal charges for the duration of the contract term (i.e., fall and spring semesters).
(C) New and returning applicants who wish to cancel their housing assignments because they do not plan to enroll in GSW or SGSC courses during the Fall 2018 semester must submit a Housing Cancellation Request Form, but will not be required to complete an Appeal of Housing Obligation Form unless they are still registered for courses when they submit the cancellation request. Returning residents who cancel their assignments after June 29, 2018 will incur a $250 late cancellation fee. This fee will increase to $500 for cancellation requests which are not received by July 31, 2018. New applicants who have not previously lived on campus will not incur a cancellation fee if they do not enroll at the University for the Fall 2018 semester.
(D) Residents who withdraw from the University during the official Add/Drop period, as well as residents who are administratively withdrawn for non-payment, will incur a $500 cancellation fee - $250 if for the spring semester only – and will be required to pay pro-rated board fees based on length of stay.
(E) Residents who voluntarily withdraw from the University after the conclusion of the official Add/Drop period will incur a $250 cancellation fee and will be responsible for housing charges for the full semester. Meal charges, however, will be pro-rated for these students according to the University’s official Refunding Rules.
(F) Residential students who do not plan to enroll in GSW or SGSC courses during the Spring 2018 semester must submit a Housing Cancellation Request Form no later than December 19, 2018 so as to avoid a $250 cancellation fee.
(G) With the exception of December graduates, students approved to study abroad during the spring semester, and residents approved by the Director of Auxiliary Services to remain in the residence hall during the Fall 2018 only, all Fall 2018 residents who continue enrollment at GSW or SGSC during the Spring 2019 semester will be required to remain in university housing through the end of the contract term (spring semester) and will be charged accordingly. Any residents who are released from this obligation by the Director of Auxiliary Services will incur a $250 cancellation fee.

IV. RIGHT OF UNIVERSITY TO CANCEL
(A) The University reserves the right to refuse admission or readmission to campus housing and/or to cancel a resident’s housing assignment contract during the academic year 1) if the student fails to meet stated eligibility requirements, adhere to housing and institutional policies, and/or pay housing fees by the required deadline, 2) in the event of criminal conviction by civil authorities, or 3) for any other reasonable cause.
(B) If the University cancels a resident’s housing assignment during the fall semester due to student conduct or housing policy violations, the student will be responsible for 100% of housing fees for the semester as well as pro-rated board fees based on length of stay and the University’s official Refunding Rules. If the student is permitted to return to campus for the spring semester, the student will receive a housing assignment and will be responsible for all room and board fees for the term. If the student is not permitted to move on campus for the spring, an additional $250 cancellation fee will be assessed to the resident’s account. Students suspended during the spring term will be responsible for 100% of fees for the semester as well as pro-rated board fees based on length of stay and the University’s official Refunding Rules.
(C) If a student fails to pay all housing fees and assessments or other institutional charges by the required deadlines published by the University, Georgia Southwestern State University is entitled to pursue any or all of the following actions: terminate the student’s housing contract, evict the student from university housing, cancel the student’s course registration, and/or withhold the student’s transcripts, diplomas or other records and documents maintained by the University.
(D) If a student fails to occupy his/her assigned room within 48 hours of the official opening of the halls, without receiving prior approval from the Director of Residence Life or Housing Coordinator to check in late, the University reserves the right to cancel the student’s assignment or to reassign the resident to another room.
(E) The University reserves the right to cancel the assignments of students who have yet to register for an upcoming semester’s courses by a previously published deadline so as to make room for prospective residents without assignments.

V. LIABILITY
Georgia Southwestern State University will not be liable for any student’s illness, injury, or death which may occur within a residence hall or on university grounds, nor will it be responsible for any loss or damage to a student’s personal property which may occur in the residence halls or on university grounds. This includes but is not limited to damage from fire, inclement weather, vandalism, interruption of utilities, condition of facilities, or theft. All campus residents are strongly encouraged to maintain adequate health and renter’s insurance coverage.

VI. CONDITION OF FACILITIES
(A) Students are responsible to maintain the condition of their suites or apartments and all items furnished by the University contained within them. At the beginning of the contract term, students are required to complete a Room Condition Report Form and are strongly encouraged to comment on any major discrepancies between their perception of the condition of their rooms (and furnishings) and those noted on the form by a Residence Life staff member. At the end of the contract term, students will be billed for any damage to their assigned living space or its contents.
By signing below, the student agrees to accept all terms and conditions stated above and agrees to abide by the policies, rules, and regulations published in the GSW Weathervane (Student Handbook).

______________________________  ________________________________
Student Name (Print)  Guardian Name (Print) – if student is under 18

______________________________  ________________________________
Student Signature  Date  Guardian Signature  Date

Please return this form to:

Entering GSW Freshmen
Office of Admissions
Georgia Southwestern State University
800 Georgia Southwestern State University Drive
Americus, GA 31709

All Other Applicants:
Office of Residence Life
Georgia Southwestern State University
800 Georgia Southwestern State University Drive
Americus, GA 31709

FOR OFFICE USE ONLY

Date Rec’d  Hall  Room  $50 Application Fee  Meningitis