This is a binding contract between Georgia Southwestern State University and students at GSW and South Georgia State College who wish to live in university housing.

Eligibility
Housing and dining is available to any degree-seeking student who is without academic, disciplinary, or other infractions warranting exclusion from university housing.

Residency Requirement
GSW views living on campus as a vital aspect to student development and engagement. We believe living on campus creates a stronger university connection. GSW is committed to fostering a positive living learning environment for students to learn and grow. As such, GSW residency requirement is the following:

- All first time, first-year undergraduate students are required to live on campus for a minimum of two academic years (4 semesters not including summer term) post high school.
- Transfer students who have attended another college or university for less than two academic years (4 semesters not including summer term) are required to live on campus until the completion of two years or 4 semesters (not including summer term) post high school.

Residency Exemption
Students who meet the following criteria who wish to live off campus, must submit an Exemption from Residency Request Form and appropriate documentation:

- Will be 21 years of age as of August 31.
- Living with a parent or legal guardian at an address no more than 50 miles from the University.
- Have custody of dependent children.
- Legally married.

Dining Requirement
Students living on campus are required to enroll in a university meal plan. Meal plan options are based on hall assignments and academic classification. Those who do not preselect a dining plan will automatically be enrolled in the 10 Meal per Week plan, or equivalent plan if name changes.

Rates and Payments
For prospective, first-time residents, on-campus housing is assigned based on the completion of the application, the receipt of the $50 application fee, and the receipt of the Meningitis vaccination or vaccination waiver.

A pre-payment is not required from returning students living in campus housing when completing a contract for the subsequent year. This contract becomes binding immediately upon agreeing to the terms and conditions.
Rates for housing and dining for the specified term are posted on the Office of Residence Life website [https://www.gsw.edu/Campus-Life/CampusLiving/ResidenceLife](https://www.gsw.edu/Campus-Life/CampusLiving/ResidenceLife). Billing is based upon the term rate for the type of housing and dining option(s) selected, and billed as such at the beginning of each term.

Payment of housing and meal plan charges are required by the university according to Student Accounts policies. Failure to pay all charges by the due date may result in the inability to contract to live on campus.

Room and meal plan charges may be adjusted on a prorated basis when a student contracts later than the University’s drop/add period.

**Conditions of the Contract**

**Term**
The contract includes housing and dining for the designated amount of time outlined at time of registration. Contracts are binding for designated time of rental. University housing occupants must have a contract on file and be continuously enrolled at GSW or SGSC. Residents who are not eligible to continue residency, must vacate their rooms by the designated times posted by the Office of Residence Life. Failure to check out by the required date will result in a daily late departure charge.

Students obtaining approval and arriving prior to the starting date of the contract will pay a daily early arrival charge. Rooms will not be held past the first day of classes unless notification of late arrival is received from the student.

**Assignments**
Room assignments are made by the Office of Residence Life. The Office of Residence Life reserves the right to reassign rooms for students assigned to a double occupancy room/suite who are without a roommate, should they not find someone of their own choice. In all cases, final determination of room assignments rests with the Office of Residence Life.

Subletting room and apartment space is prohibited. Contracts cannot be transferred, sold, or assigned to another person. The contract is with the named party only.

**Inspections**
The university, in order to maintain its regulations and property, reserves the right to have its authorized personnel enter and inspect residence rooms and apartments as it deems necessary.

**Loss and Damages**
Residents will be charged for university property missing from a resident's room and for property damages beyond normal wear, including but not limited to removing stains, odors, fleas, etc., caused by the resident, guests, family members, and/or animals of the resident. Residents will be charged for any expenses incurred by the university to repair or replace key cards, keys, locks, or other related items.

The university is not responsible for loss or damage of goods or personal property. Private insurance is encouraged for the student’s protection, as no exceptions will be made.
**Conduct**

Each resident agrees to abide by all current policies which have been established by Georgia Southwestern State University and the Office of Residence Life. Copies of all policies are available on the GSW website or upon request. Violation of any of the policies, or any other conduct requiring removal of a student from a campus residence for the best interests of the other residents, shall be grounds for termination of the contract at the sole discretion of the university.

**Meal Plans**

Meals are provided according to the meal plan selected. Meal Plan details can be found on the Office of Residence Life website, [https://www.gsw.edu/campus-life/campusliving/residencelife/mealplanoptions](https://www.gsw.edu/campus-life/campusliving/residencelife/mealplanoptions).

Students who have earned at least 60 credit hours or have paid for a campus meal plan for no less than four semesters (not including summer terms) are eligible to purchase weekly or block (semester) meal plans or a Dining Dollars Only plan. All students who do not meet either of the two requirements will be required to obtain a weekly meal plan.

Meal plans may be changed by the resident during add/drop period only and will result in a billing adjustment and a change as appropriate. After this date, students are able to increase their meal plan or add Dining Dollars but must pay prior to the change taking effect.

A meal plan entitles the resident to eat in the dining centers and use Meal Exchange, Flex Cash and/or Dining Dollars in any dining and retail operations. Meal plans, Meal Exchange, Flex Cash, and Dining Dollars are not transferable or saleable to other individuals.

Flex Cash and Dining Dollars are pre-paid declining debit funds included with most meal plans which can be used to purchase food, beverages, or additional meals in GSW Dining facilities.

Meal plans are effective during the defined contract period. The dining centers may be closed or offer limited service during university breaks; however, retail operations may be open during university breaks. Break and holiday schedules are communicated to students via their official university email and posted on the Office of Residence Life webpage.

**Termination of Contract**

The terms and conditions for terminating this contract are stipulated below according to the enrollment status of the student during the contract period as verified after the start of the term. Once a contract is executed, any cancellation for a reason other than non-enrollment or University initiated cancellation will result in charges outlined below. The student must submit a cancellation request through the Office of Residence Life to terminate the contract. In addition, the University at its discretion may choose to revoke this contract at any time should the student not maintain full-time enrollment status. If the University decides to revoke this contract, the University at its discretion will decide whether to charge the cancellation fee as calculated below. In any event, the application fee and programming fee are nonrefundable.
Failure to comply with the live-on requirement may be considered a violation of the Student Conduct Code. If a student has failed to comply with the requirement, such failure may be reported to the Office of Student Rights and Responsibilities for further proceedings in accordance with the University Conduct Code.

A. **Students wishing to cancel the contract AND have met GSW Residency Requirement AND who remain enrolled at the University during the contract period:**
   a. Should Complete Housing Cancellation Request form available in Office of Residence Life.
   b. If the Housing Cancellation request is received and approved before the stated deadline (see table below), student is responsible for the remaining semester balance of room charges.
   c. Upon written notification from a student that the student will vacate the housing space early and cancel the remaining period of the contract due to participation in a University-sponsored internship, University cooperative education, study abroad, or practice teaching program, this contract shall terminate upon completion of the last semester of residence and the University’s verification of the matters asserted in the student’s notification. Upon such termination, the University shall refund the student any housing fees paid by the student for remaining of the contract period less any charges assessed.
   d. If the Housing Cancellation request is received after the stated deadline (see table below) and approved, student is responsible for the remaining semester balance of room charges and $250 cancellations fee.

B. **Students wishing to cancel the contract but who are no longer enrolled at the University during the contract period:**
   a. Should Complete Housing Cancellation Request form available in Office of Residence Life.
   b. If Housing Cancellation request is received and approved before the stated deadline (see table below) and non-enrollment is verified, deposit will be retained and charges are waived.
   c. If Housing Cancellation request is received after the stated deadline (see table below), a cancellation fee as outlined in the table below will be assessed to any student who does not check into the assigned space. A student who checks into the assigned space but then cancels the contract will be assessed a $250 cancellation fee ($100 for summer term) or a fee equal to nights occupying the housing assignment, whichever is higher.

The Office of Residence Life reserves the right to refuse to assign housing to an applicant, refund any prepayment, and make all final decisions as to assignment for room and meals. Housing and dining may be refused to individuals who have outstanding debts to the university. Final decisions regarding eligibility lie with the Office of Residence Life.

Housing and dining may be refused to any individual based on their current or past conduct, or if the individual may pose a safety or security risk to person or property.
Contracts are cancelable only as follows:

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<tr>
<th>If students do not remain enrolled at GSW or SGSC:</th>
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<tr>
<td>Before July 31 for Fall semester&lt;br&gt;Before November 30 for Spring semester</td>
<td>No penalty.</td>
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<tr>
<td>After August 1 for Fall semester&lt;br&gt;After December 1 for Spring semester</td>
<td>Residence Hall application fee forfeited.</td>
</tr>
<tr>
<td>After first day of semester - checks into the assigned space and then withdraws from courses.</td>
<td>$250 cancellation fee ($100 for summer term) or a fee equal to nights occupying the housing assignment, whichever is higher.</td>
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<tr>
<th>If student remains enrolled at GSW or SGSC and have met residency requirements and approved release from contract:</th>
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<tbody>
<tr>
<td>Before July 31 for Fall semester&lt;br&gt;Before November 30 for Spring semester</td>
<td>Residence Hall application fee forfeited, no other penalty.</td>
</tr>
<tr>
<td>Between August 1 and first day of Fall semester&lt;br&gt;Between December 1 and first day of Spring semester</td>
<td>$250 cancellation fee</td>
</tr>
</tbody>
</table>

Students who withdraw during the drop/add period or is administratively withdrawn will have housing and meal charges prorated to the date of withdraw or day of departure if after the withdraw date.

Students who voluntarily withdraw or have to withdraw for judicial reasons will receive no prorate on their housing, but the meal plan will be pro-rated up to the 60% point of the semester.

**Non-Discrimination Statement**
Georgia Southwestern State University does not discriminate in employment or education. Additional information is available on the GSW website. Furthermore, the Office of Residence Life will not discriminate in room and/or hall assignments, room changes, or other processes involving housing assignments on the basis of any stated identities within university policies.

**Contact Information**
Georgia Southwestern State University
Office of Residence Life
Student Success Center – 3rd Floor
Email: Housing@gsu.edu
Phone: 229.931.2375
Fax: 229.931.2835