OFFICE OF
RESIDENCE LIFE
CENTRAL MICHIGAN UNIVERSITY

HOUSING CONTRACT

This contract is made and entered into by the Board of Trustees of Central Michigan University (hereinafter "University") and the student (hereinafter "Student" or "Resident"). This Housing Contract constitutes a legally binding agreement applicable to all University-provided housing, including residence halls and apartments.

First- and second-year students are required to reside in University housing for four consecutive semesters (not inclusive of summer term occupancy). Students who satisfy the four-semester requirement at mid-year must nonetheless complete the full term of the contract for that academic year. Students who fail to comply with this policy will not be considered officially registered and may be referred for administrative action, up to and including withdrawal from the University.

Exceptions: Requests for exception must be submitted in writing to the Office of Residence Life prior to signing this contract. Approved exceptions include students who are:

a. Living at permanent home address with a parent or guardian and commuting within 60 miles;
b. Married and residing with a spouse;
c. Veterans with one or more years of active military service; or
d. 21 years of age or older.

Early middle college students: Early middle college students who enter the University with 60 or more credits are required to live on campus for their first academic year (fall and spring semesters). Early middle college students with less than 60 credits when entering the University must fulfill the two-year residency requirement.

1. PAYMENT
   Student shall pay the University room and board charges as set forth in the University's room and board schedule for each semester during the term of this contract. Timely payment is required as a material condition of this agreement. The University reserves the right to revise room and board rates when, in its judgement, such revision is necessary.
2. TERM OF CONTRACT
   This contract is binding for the entire academic year (Fall and Spring semesters) or the remaining portion thereof, provided the Student remains enrolled at the University. Residence halls and apartments are open for student occupancy only during Fall and Spring semesters. At the conclusion of each semester, the Student must vacate assigned premises within 24 hours of their last scheduled examination.
3. USE OF PREMISES
   Assigned premises are for residential use only. Commercial enterprise of any kind if prohibited without prior written authorization from the Office of Residence Life. The Student shall use and occupy the premises in a careful and lawful manner and shall not engage in conduct that constitutes a nuisance to other residents. All student occupants are responsible for what occurs in their assigned room and may be held responsible for prohibited activities therein, regardless of direct participation.
4. GUESTS
   Guests are permitted subject to the following conditions: the hosting Student has obtained the consent of all roommates; all guests must comply with University rules and regulations; overnight guests are limited to two consecutive nights. The University may revoke guest privileges at its role discretion. No person other than the assigned resident(s) may occupy or sublet the premises.
5. WEAPONS AND HAZARDOUS MATERIALS
   Firearms, firecrackers, gunpowder, fireworks, gasoline, and all other combustible or explosive materials are strictly prohibited in University housing. Possession or use of such items constitutes a material breach of this contract. Firearms and other regulated items must be registered and stored with the CMU Police Department. Michigan law prohibits the possession or use of pyrotechnics. The University reserves the right to refuse the keeping of any item or substance it determines poses an unreasonable risk to the health and safety of members of the residential community.
6. APPLIANCES
   Cooking is not permitted in residence hall rooms. Cooking is permitted using university provided appliances in the University Apartments. Small appliances that are Underwriters Laboratory (UL) approved

and in good working condition may be used. A specific list of prohibited items is available in the Residence Life Policy Handbook. Refrigeration units must meet University specifications. Water-filled furniture is not permitted.

7. SALES AND SOLICITATION

Fundraising, sales, and solicitation activities within University housing or on adjacent grounds require a solicitation permit issued by the Office of Residence Life. Door-to-door soliciting and advertising is prohibited. No individual organization may operate a business enterprise in any form within University housing.

8. PETS

No pets are permitted in University housing. Service and assistance animals for residents with documented disabilities are permitted subject to approval by the Office of Student Disability Services. Unauthorized animals may result in disciplinary action.

9. ALCOHOL AND CONTROLLED SUBSTANCES

The possession or consumption of intoxicating beverages is prohibited in University housing except as expressly permitted by law and applicable University policy, including the Student Code of Conduct and CMU's Alcohol Policy. The possession, use, manufacture, production, or distribution of any controlled substance- including marijuana- is prohibited pursuant to the Drug Free Schools and Communities Act and applicable law. Violation of this section constitutes a material breach of this contract and shall result in immediate termination.

10. SMOKING

Smoking is prohibited in all University residence halls and residential facilities. *The Student shall not tamper with or misuse fire alarm systems or firefighting equipment.*

11. ROOM AND HALL ASSIGNMENTS

The University reserves the right to make or modify room and accommodation assignments at its discretion, including consolidation of students who do not have an assigned roommate. Hall or room changes may not be made without written authorization from Residence Life Staff. The Student agrees to comply with any disciplinary action by Residence Life Staff, including reassignment of room, floor, or hall. The student may not refuse to accept an assigned roommate; such refusal may result in disciplinary action, including financial responsibility for the full cost of the room or removal from the premises.

12. LIABILITY OF PERSONAL PROPERTY

The University is not liable for the loss of or damage to money, property, or other valuables belonging to the Student or any other person housed in University facilities, except in cases of gross negligence on the part of the University. Students are strongly encouraged to obtain personal property insurance at their own expense.

13. PRIVACY AND RIGHT OF ENTRY

The University recognizes and respects students' reasonable expectation of privacy within University housing while also acknowledging its obligation to maintain a safe residential environment. The University reserves the right to enter assigned premises under the following circumstances:

a. With the permission of the resident or occupant;
b. When there exists an immediate threat to health or safety;
c. Upon reasonable belief by the Residence Hall Director (or superior) that a University regulation has been or is being violated;
d. For maintenance, repair, replacement, or inspection of University property; or
e. By a law enforcement officer when legally permissible.

Search of Premises: The University reserves the right to conduct a search of assigned premises when authorized by an Assistant Director of Residence Life or a higher-level administrator upon reasonable belief that a University regulation has been or is being violated. Evidence obtained during an authorized search may be used in University disciplinary proceedings and, where permitted by law, in criminal proceedings.

14. ABANDONMENT OF PERSONAL PROPERTY

Personal property left in assigned premises, laundry areas, storage rooms, or other areas following the termination of this contract, completion of check-out, or an extended period of abandonment shall be disposed of in accordance with University procedures.

15. UNIVERSITY FURNISHINGS

University-owned property and furnishings must not be removed from any assigned areas without prior written authorization from the Office of Residence Life.

16. KEYS

Each student shall be issued keys to their room and mailbox. Loss of keys during residency or failure to return keys upon check-out will result in charges assessed to the Student's University account for lock replacement or re-keying. At check-in, the Student acknowledges receipt of the key and an assumption of responsibility. Keys must not be loaned or duplicated. If a key is lost, the Resident must pay for a lock replacement and new key(s). Lost keys should be reported at once to the Residence Hall Director. Additional locks are not allowed on any residence hall or apartment door due to safety concerns.

17. DAMAGE LIABILITY

The Student is liable for any damage to University property and agrees to pay for repair or replacement, excluding acts of God and reasonable wear and tear. All persons residing in any room, suite, or apartment are individually and jointly liable for damage. The Student shall pay all assessed damage charges promptly upon billing by the University. The Student shall also pay for assessed damage to common or public areas of the residential facility.

18. MEALS

Dining services are included as part of the room and board contract in accordance with the meal option elected by the Student. Students are subject to all applicable payment, refund, and scheduling policies governing residential dining services as announced by the University. Specific meal plan terms and conditions are published on the University housing website.

19. CANCELLATION AND FAILURE TO COMPLETE CONTRACT

This contract is binding for the entire academic year or remaining portion thereof. The Student may not terminate this contract to move to private housing, a fraternity or sorority house, or other off-campus accommodations. Students who vacate without an approved release remain financially responsible for all room and board charges for the full academic year. No transfer of this contract to another student is permitted.

Approved Release – Cancellation Fee Schedule: Student approved for release from this contract are subject to the following cancellation charges.

Cancellation Timing	Fee
New Applicants: After May 1 but by August 1	$300
New Applicants: After August 1, prior to semester opening	$500
Returning Students: Cancel after 30-day window but by August 1	$300
Returning Students: After August 1, prior to semester opening	$500
All Students: Semester opening through November 1	Up to $900
All Students: After November 1 through end of Fall Semester	No Refund
All Students: Beginning of Spring Semester through April 1	$300
All Students: After April 1	No Refund

All cancellation requests must be submitted in writing to the Office of Residence Life. Returning students who provide thirty (30) days' written notice of cancellation from the date of application, with the notice period expiring prior to May 1, shall incur no cancellation fee.

20. CHECK-OUT REQUIREMENTS

Students vacating assigned premises must complete all required check-out procedures, including cleaning of the room to move-in condition and returning keys. Room and board charges continue to accrue until check-out procedures are fully completed. Failure to comply with check-out deadlines will result in a late check-out penalty and applicable prorated charges.

21. HOUSING DURING UNIVERSITY RECESSES

Residence halls and apartments are open for occupancy during the Fall and Spring semesters, including Thanksgiving Break and Spring Break. A limited number of facilities remain open during the summer for eligible residents.

Residence Life is unable to guarantee semester break housing for students living in the South or Towers Communities. Semester break housing is provided on a first-come-first-serve basis.

Students who wish to remain in university housing during Semester Break (between Fall and Spring semesters) must register in advance. Unauthorized occupancy during this period is prohibited.

Students remaining in their same university housing assignment for the spring semester may leave personal belongings in their assigned rooms during Semester Break.
REFUNDS

No refunds shall be issued for missed meals or for temporary absences from campus. Refund requests must be submitted in writing. Room and board refunds, if any, will be prorated on a weekly basis. The University reserves the right to establish and modify refund deadlines each semester. Full refund and payment policies are available on the University housing website.

22. DISMISSAL

Should the Student pose a danger to themselves or to others, the Office of Residence Life reserves the right to immediately remove the Student from University housing pending assessment and a determination regarding the continuation of this contract.

23. WITHDRAWAL AND EVICTION

In the event the Student withdraws from the University for any reason or is removed from University housing, the Student agrees to vacate the assigned premises within 72 hours of notice. This contract is automatically terminated upon the Student's withdrawal from the University or upon cessation of attendance at all enrolled courses (unofficial withdrawal). The Student remains liable for all room and board charges through the last date of attendance if premises are not vacated immediately upon termination. Students who have completed final examinations and whose conduct is disruptive to other residents will be required to vacate within 24 hours.

24. EXCEPTIONS AND TERMINATION

Any exception to the provisions of this contract must be requested in writing and approved by the Office of Residence Life prior to implementation. The University reserves the right to terminate this contract and repossess the assigned premises for violation of any provision hereof, without notice to quit or prior demand for payment. Upon termination, the Student remains liable for all amounts due and owing under this contract. Violation of University regulations constitutes a material breach of this contract and may result in immediate termination.

Central Michigan University does not discriminate on the basis of race, color, religion, national origin, sex, gender identity or expression, sexual orientation, age, disability, veteran status, or any other protected characteristic, and complies with all applicable federal and state laws and regulations. Inquiries may be directed to the Office of Civil Rights and Institutional Equity.

Housing Diversity and Inclusion Statement: The Office of Residence Life is committed to fostering a welcoming, inclusive, and equitable residential community that values and respects all individuals. Students, guests, faculty, and staff are individually and collectively accountable for their conduct and are expected to engage in a manner consistent with CMU's Principles of Community.

25. SIGNATURES

By signing, the parties acknowledge that they have read, understood, and agreed to be bound by all terms and conditions of this Housing Contract.

Students residing in University housing are expected to conduct themselves in a manner consistent with the educational objectives of Central Michigan University. Respect for the rights, welfare, and needs of fellow residents — including reasonable quiet hours and common-area etiquette — is required at all times. Each Student is responsible for the policies set forth in the CMU Student Code of Conduct, the Policy and Procedures Relating to Student Rights and Responsibilities, and the Residence Hall Policies and Procedures, all of which are available on the University website and are incorporated herein by reference.