

# Central Connecticut State University

## Annual Housing Contract

### **How will this work?**

The Annual Housing Contract is binding for the entire academic year (fall and spring semesters) when you pay the non-refundable housing deposit, complete the housing application and/or receive a housing assignment for the fall semester. If you apply after the start of the fall semester, you will be bound for the remainder of the academic year. If you apply for the spring semester, you are bound to the contract for the entirety of the spring semester, but does not roll into the fall. Only matriculated students with satisfactory academic progress are eligible to live on campus.

Fall housing assignments will automatically roll to the spring semester if you remain enrolled at CCSU.

### **Does this contract include breaks like intersession?**

No. The Annual Housing Contract refers only to the normal “open/close” schedule for the fall and spring semesters as developed by the Department of Residence Life. Students will check in and check out of the buildings, at the start and end of each semester and during official break periods during the semester.

The residence halls are closed and students must vacate them during all University breaks (i.e., Thanksgiving, Intersession, and Spring breaks). Specific dates of University breaks will be published on University and Department of Residence Life calendars.

The annual Housing Contract will end at the conclusion of the spring semester on the date publicized on the University and/or Department of Residence Life calendar for residence halls to close.

### **Application and Assignment Process**

The non-refundable Housing Deposit is paid once each year, when a student applies for housing for the following year. The deposit is non-refundable, and will cover the entire year for which you applied. All students (returning and new) must submit a housing deposit by the deadline (March 1 for current resident students and May 1 for students who do not currently live on campus) and complete a housing application for each fall semester (or the spring if you are new to housing for the spring) prior to being assigned to housing. Returning students who do not submit the deposit and application by the deadlines are not eligible for the housing selection process.

Returning Resident Students: Once you have paid the non-refundable housing deposit and submitted a Housing Application, you will be able to select a roommate and room during the Room Selection Process.

Students New to CCSU Housing: Once you have paid the non-refundable housing deposit and submitted a Housing Application, you will be able to select a roommate and room during New Student Housing Selection.

All students who pay the non-refundable housing deposit and submit a housing application by the established deadlines will be guaranteed a room for that academic year.

Although it is an annual contract, the bill will reflect only one semester's charge at a time.

### **Annual Contract Cancellation**

- **For Students Who Remain Enrolled At CCSU**
  - Students who submit a non-refundable housing deposit for the academic year may cancel their housing between March 1 and June 30.
    - Students who cancel during this timeframe will forfeit the non-refundable housing deposit.
  - Students who cancel on or after July 1 will be responsible for 100% of the room charges for the academic year.
  - The meal plan charges will be refunded based on a proration.
- **For Students Who Withdraw From CCSU**
  - For students who withdraw up to the first day of University wide classes 100% of the balance paid minus the housing deposit will be refunded.
  - For students who withdraw during the first week of the semester 90% of the balance paid minus the housing deposit will be refunded.
  - For students who withdraw during the second week of the semester 60% of the balance paid minus the housing deposit will be refunded.
  - For students who withdraw during the third and fourth weeks of the semester 40% of the balance paid minus the housing deposit will be refunded.
  - No refunds after the fourth week
  - The meal plan charges will be refunded based on a proration.

Because the contract will cover the entire academic year, there may be reasons a student may need to cancel the contract. Students who submit an Annual Housing Contract Cancellation Form to cancel their Housing Contract and/or Assignment may be released for the following reasons:

- the student is participating in an internship, co-op, student teaching or other academic obligation that **reduces or eliminates the need for on-campus housing**
- the student has medical reasons for cancellation that are verified by their health care provider
- the student is taking a leave of absence (due to medical, non-medical, or military service)
- the student has graduated from the University prior to the end of the contract period
- the student is academically dismissed prior to the end of the contract period

- the student has officially withdrawn from the University
- the student is participating in the National Student Exchange program or on Study Abroad
- the student has been removed from housing by the Office of Student Conduct. (Please visit the Student Handbook for information on the refund policy)

Substantiating documentation and/or evidence of reason to cancel your housing contract should be attached to be considered.

Please note that changing to part-time status is not accepted as a reason to break your contract.

If you have a need to cancel your Housing Contract for a reason other than those listed above, you must also submit an Annual Housing Contract Cancellation Form, which will be reviewed. Any cancellation requests submitted **prior to the June 30<sup>th</sup> deadline** (or prior to December 1<sup>st</sup> for *students new to housing for the spring term only*) will be automatically approved. The \$250 housing deposit is non-refundable per Board of Regents policy.

Cases are reviewed by a team of university officials appointed by the Vice President of Student Affairs. Review of cancellation requests are done twice a month and outcomes can take up to 30 days.