OBERLIN COLLEGE
OFFICE OF RESIDENTIAL EDUCATION AND DINING SERVICES
HOUSING AND DINING AGREEMENT
2018-2019

TERMS AND CONDITIONS

This Agreement serves to enroll the Student in the College’s Housing and Dining Program that is an integral and required component of an Oberlin education. In choosing this residential college, the Student agrees to accept the following principles, terms, and conditions, and to be responsible for all associated fees. All Students enrolled in Oberlin College are generally required to pay the Room and Board fees and to live and take meals in College housing and dining halls.

The following terms and conditions summarize the agreement between Oberlin College and an enrolled Student for a Housing and Dining Agreement. In addition, all enrolled Students must abide by all policies and procedures as established by Oberlin College. The complete Student Regulations: Policies and Procedures is available on-line in the Oberlin Student Handbook. The Student Handbook, Student Regulations: Policies and Procedures, together with any and all revisions, is incorporated into the body of this Agreement as if fully set forth herein.

1. PAYMENT OF FEES: Fees are set each year by the College and approved by the Board of Trustees and are payable in conjunction with tuition and fees; they are included in the statement sent by the Office of Student Accounts. Charges for Students who leave the housing and/or dining program are billed at the rate of ten percent (10%) of the semester charge for each week or a fraction thereof in residence. There is no refund after the ninth (9th) week of the semester. Any Student who remains enrolled in the College, but leaves College housing and/or dining during the academic year without official notice and approval, continues to be liable for all Tuition and Room and Board fees for the full academic year.

2. HOUSING AND DINING EXEMPTIONS: All Students are expected to live in Res Ed or OSCA housing unless the Student receives a written notice of off-campus status or exemption from the Office of Residential Education and Dining Services. All Students are expected to take meals unless the Student receives a written notice of exemption from the Office of Residential Education and Dining Services.

A. Exemptions. Students in the following categories may be exempted from the Res Ed or OSCA Housing and/or Dining requirement if requested by the Student within the College’s established deadlines in advance for the academic year:

1) Students who are married to a person who is not an Oberlin student who submit a copy of their marriage license.

2) Students who are 23 or older by January 2nd of the academic year 2018-19

3) Students who live with their parents and commute from their parents’ primary home within a fifty (50) mile radius of Oberlin and have a minimum of six (6) months established residency. Proof of residency is required by the publicized deadline.

4) Students who are enrolled for five (5) credit hours or less and have submitted supportive documentation (verified after the add/drop date for classes).

5) Students who have underage dependent children and have submitted supportive documentation.

6) Housing Only: Students [approximately ten percent (10%) of the undergraduate population] who have at least six (6) semesters of residency in Res Ed or OSCA housing and have requested and have been formally granted off-campus status. If the number of requests exceeds the number of Students able to live off-campus, a lottery system will be implemented. The lottery is based on the number of semesters in residence and a computer generated random number. Lottery numbers will be assigned to each person or group who registers for off-campus status within each semester of residence category. Students who have been on an approved Academic Leave of Absence (ALOA) or have lived off-campus with official notification will receive residency credit. Students who have been on a Personal Leave of Absence (PLAO) or a Medical Leave of Absence (MLOA) will not receive residency credit for those semesters away. Transfer Students can receive up to four (4) semesters of residency credit by sending a copy of transcripts to the Office of Residential Education. Any Student enrolled for the Fall semester who wishes to live off-campus during the Spring semester based upon time in residency must live off-campus for the entire academic year. Continuing Students will not be granted off-campus status for the spring semester, even if they achieve the residency requirement. No Student returning from leave spring semester will be granted off-campus status unless they were eligible and received off-campus status in the previous spring’s housing selection process.

Students who receive off-campus status are required to submit their off-campus address and phone number to the Office of Residential Education and Dining Services by the end of the first week of classes. Failure to notify the College of an off-campus address may result in forfeiture of off-campus status, a fine (up to the cost of Res Ed housing), and/or judicial charges. Students who accept off-campus status and then choose to return to College Housing will be eligible to select off-campus status in the previous spring’s housing selection process.

B. College Dining Program. All Students, including Students who receive off-campus status, are required to participate in the College Dining program and are responsible for fees connected therewith, unless a specific exemption is granted by the Office of Residential Education and Dining Services. Students who receive off-campus status via Section (2)(A)(5) above are not entitled to an exemption from participation in the College Dining program.
C. **Subsequent Housing and Dining Elections.** Any Student who has been granted an exemption who subsequently elects to participate in a College Housing and/or Dining program is committed to that service for the academic year or the remaining portion thereof.

D. **Accommodations:** The College complies with all applicable laws relating to student with disabilities and recognizes that some Students may have a disability that requires a Housing and/or Dining accommodation. Students who believe they may need an accommodation for Housing and/or Dining because of a disability should contact the Office of Disability Services (440-775-5588) and submit the required documentation by the deadline established by that office. Assistance with such documentation will be provided upon request to staff in the Office of Disability Services.

E. **Room and Board Fees.** Students are liable for all Room and Board fees unless and until they are granted a Housing or Dining exemption in writing from the Office of Residential Education and Dining Services, after which an appropriate adjustment will be made to the Student’s account. The Office of Residential Education and Dining Services cannot consider individual financial concerns in determining fees or assignments. Non-payment of Room and Board fees cannot be used as a form of financial aid. The Financial Aid Office is the only office that is authorized to administer financial aid.

3. **ROOM AND BOARD SERVICES:** Occupancy of College Housing begins for new Students on the first (1st) scheduled day of Orientation for the academic year, and for returning Students two (2) days before the commencement of classes for the academic year. Occupancy ends for undergraduates at 9:00 a.m. of the day following the last day of exams, and for graduates by 10:00 a.m. on the day following Commencement. Housing services begin with breakfast service two (2) days before classes begin and ends with dinner on the last day of the semester. Students may not arrive early or depart late without written permission from the Office of Residential Education and Dining Services. A sliding scale fee will be assessed based upon the date on which a request was made and the number of days approved to arrive early or stay late.

Room and Board fees provide furnished rooms in College-maintained housing and dining service for the Fall and Spring semesters or the remaining portions thereof. The terms of the housing agreement includes Fall Break, Winter Term (with an approved on-campus project) and Spring Break. All Residential Facilities are closed for Winter Shut Down.

The terms of the dining agreement do not include Fall or Spring Break as all campus dining facilities are closed. Dining Services are offered on an optional basis during Winter Term at an additional charge.

Students may request dining plan changes by going online at [www.oberlin.edu/cds](http://www.oberlin.edu/cds) and following the established deadline dates and guidelines. Students who obtain OSCA dining will have their Meal Plans processed by CDS on designated dates upon notification from OSCA. Unused Flex Points do not transfer to the OSCA Board Program.

A valid ID card is required for access to residential buildings and dining halls.

4. **RESIDENCE ASSIGNMENTS:** The Office of Residential Education assigns rooms to new Students on the basis of Housing Registration. Returning Students select housing based on a re-assignment that gives priority to Students based on the number of semesters in residence and a random appointment time.

The College currently provides all-female, co-ed, and all-gender housing options for students. Designations of housing will be reviewed on an annual basis.

A. **Summer Waitlist.** Students may place themselves on the **Summer Waitlist** the second Monday in May. Priority on the summer waitlist is based on semesters in residence and date and time students place themselves on the Waitlist. The summer waitlist expires on the day before classes start.

B. **Academic Year Waitlists.** Students who, after receiving an assignment, would prefer another housing situation may place themselves on the **Academic Year Waitlist** beginning on the third Monday of classes for the fall semester for which priority is on a first-come, first-served basis. Reassignments required for students in temporary housing will take priority over students on the waitlist. The College reserves the right to alter priorities for students on the waitlist on a case-by-case basis.

C. **Academic Year Assignment.** All housing assignments are for the entire academic year.

5. **PERSONAL USE:** All Students residing in Res Ed or OSCA housing agree that the housing assigned to the Resident shall be used only by the individual assigned to the space and may not be transferred or assigned to another person. Residents may not be assigned to more than one (1) residency space at the same time or occupy more than one (1) space at the same time. The space will be used only for personal living, sleeping, and studying. No commercial business operation, solicitation, canvassing, sales, marketing or advertising will be conducted out of the assigned space. Residents should be aware that they are subject to all local, state, and federal laws, including those regarding gambling, firearms, and the use and possession of alcoholic beverages and illegal drugs. The College’s policies and procedures regarding College housing and Student rights and responsibilities are detailed in the **Student Regulations: Policies and Procedures.**

6. **RIGHTS RESERVED BY THE COLLEGE:** The College at all times reserves the right to assign or reassign Students to a housing space, including temporary space(s), and to close rooms and/or facilities when vacancies exist, when additional spaces are needed, or when areas are rendered unfit for occupancy. Agents of the College shall have the right to enter College housing at all reasonable hours (and upon reasonable notice when applicable) for the purpose of examining the spaces or making repairs or alterations as necessary for safety and maintenance. The College reserves the right to conduct life safety inspections as necessary, without prior notice, to identify and correct life safety violations. Residents are responsible for understanding and complying with procedures included in any residential handbook and with the Social Conduct
Standards and Housing and Dining Regulations as stated in Student Regulations: Policies and Procedures, which are incorporated into this Agreement as if fully set forth herein. Oberlin reserves the right to transfer or evict students in accordance with Section (16) of this Agreement.

7. **HOUSING ASSIGNMENT CHANGES:** Housing assignments are generally made for the entire academic year and are not subject to change, except as required by the College, at its discretion, to fill vacancies, to ensure all students have assignments, or to consolidate assignments as delineated in this Agreement. Notwithstanding, students may request a housing assignment change from the Office of Residential Education. The Office has the discretion to grant or deny this request.

Residents who wish to change assignments should submit their request through the Room Change Request Form found on the Residential Education website. The Assistant Director for Housing Administration must approve the assignment change in writing prior to moving from one assignment to another. As space becomes available, residents who apply for assignment changes will be contacted and be provided with procedural instructions. Students are given forty-eight (48) hours to completely move out of their assignment and sign all administrative paperwork. Assignment changes for students who place themselves on the waitlist during the academic year are granted on a first-come, first-served basis. Reassignments required for students in temporary housing will take priority over students on the waitlist. The College reserves the right to alter priorities for students on the waitlist on a case-by-case basis. Any change in housing assignment does not affect the above signed Student’s obligations under this Agreement.

Residents who complete an unauthorized housing change or fail to complete an approved housing change may lose their preferred housing assignment, be required to relocate, be charged a fine, and/or be subject to disciplinary action. Students whose assignment changes are authorized at the end of Fall semester must vacate their current assignment prior to leaving Oberlin in December. This applies even if the Student plans to remain on-campus during Winter Term.

8. **REMAINING OCCUPANT:** When vacancies occur in College housing spaces, the College has the right to show these spaces and assign new occupants to fill these vacancies. The College also reserves the right to reassign the remaining occupant of a housing space to different accommodations. If Student(s) have a roommate who fails to move in, leaves the College, or moves to other College housing, the remaining Student(s) must accept a new roommate or make a housing change, subject to availability, within five (5) business days, during the academic year. After five (5) business days, the College may consolidate assignments, assign new Students to the empty space(s), or bill the Student at the established buy-out rate. Students with the highest priority (semesters in residency) will have the first option to occupy multiple occupancy spaces without roommates. Students who refuse to accept a new Student or who fail to clear the unassigned portion of the room/unit may be subject to disciplinary action and/or fines.

The College retains the right to fill any vacancies that occur over the summer and winter shutdown/winter term at its own discretion.

9. **STORAGE OF PERSONAL BELONGINGS:** Students may not store personal belongings on campus and should seek outside storage vendors if this service is desired. A courtesy list of outside vendors is provided at https://www.oberlin.edu/housing/services.

10. **RESPONSIBILITY FOR PERSONAL PROPERTY:** The College and the Office of Residential Education and Dining Services assume no liability for theft, damage or loss of money, valuables or other personal effects of any Student or guest caused by fire, water, steam, insufficient heat, power failure, the elements, neglect, theft, or the actions of a third party that occur in College housing or on College property. Students are encouraged to confirm that their property is covered by their family’s homeowners’ insurance or to carry personal property insurance.

11. **MAINTENANCE:** No Student shall alter, repair or contract the repair of any furnishing, structural fixture, or electrical, mechanical, or plumbing equipment. Maintenance needs are to be reported to the Office of Facilities Operations through the online submission process. Only the appropriate College Services employees may paint and make alterations to the room or furnishings. The College will be responsible for making all repairs determined as being necessary and appropriate.

12. **RESPONSIBILITY FOR ROOM CONDITION AND USE:** The Student agrees to use ordinary care in the use of the residence, the furniture, the appliances and all other parts of the residential community space. Charges for special cleaning, keys, and for repairing or replacing of any damage or loss to property necessitated by the lack of due care on the part of the Student and/or guests, will be billed to the Students assigned to the room/unit. If the damage and/or charge cannot be attributed to a particular room or Student, it will be appropriately divided and charged to all Student(s) of the unit, floor, building, or community. Students will be billed for any pieces of furniture missing from the room/unit at the time of auditing. No furniture is to be removed from any room/unit. Furnishings may not be stored in storage areas or in any public areas including hallways, bathrooms, kitchens, laundry rooms, and/or lounges. Furniture in one room/unit may not be exchanged for furniture in another room/unit without the prior written permission of the Area Coordinator of the building. Windows may not be used as entrances or exits except in the case of an emergency. For safety reasons, window screens must be kept on windows in all Res Ed and OSCA housing and dining halls. If screens are removed or damaged Students will be billed for labor to re-hang and/or replace the screens.

Students living in Village housing are responsible at the end of the Fall semester that all windows are closed and locked and that thermostats are set at or above fifty-five (55) degrees prior to departing for Winter Shut Down. Failure to protect the housing unit from freezing temperatures will result in charges for repairs.

13. **CHECK-IN AND CHECK-OUT PROCEDURES:**

A. **Check-in:** Upon checking in to Res Ed and OSCA housing, Students are responsible for acknowledging the condition of their assigned space by completing and submitting the Room/Apartment/House Condition Report within twenty-four (24) hours of arrival. The purpose of the Condition Report is to protect both Students and the College regarding damage charges and to provide information about room conditions. Students should submit maintenance needs to the Office of Facilities Operations through the online submission process. Students will be billed for all damages/losses not noted on the check-in Condition Report above ordinary wear and tear at the time of
check-out as delineated above. Failure to return the check-in Condition Report will result in loss of the right to appeal damage charges assessed upon checkout.

B. Check-out: Students are expected to check out and return their key(s) (if applicable) using the Express Checkout process. Envelopes or postcards for express checkouts can be found in most residence halls and in the Office of Residential Education and Dining Services. All envelopes/postcards should be filled out legibly with student’s name, residence hall assignment, T-number, date of departure, and signature. For students residing in a keyed building, all residence hall keys should be placed in the envelope. Completed envelopes and postcards should be placed in the express checkout box located in the residence hall, at Safety and Security or returned to the Office of Residential Education. Students are responsible for turning in their own envelope/postcard.

Students are expected to reassemble furniture and to remove all trash, personal belongings, and College property not itemized on the Condition Report prior to check-out. Fines and/or charges will be assessed for failure to meet the check-out requirement or for damage or loss of College property. Residential Education and Facilities Operations staffs are all able to assess fines/charges to Students. It is important for Students to understand that additional charges may occur after check-out when a final inspection is completed by College staff. Students living in traditional residence halls or Village Housing (i.e., non-OSCA housing) have the right to appeal charges, if they have followed proper check-in and check-out procedures, by documenting concerns and sending the appeal to the Office of Residential Education and Dining Services using the online appeals form. All appeals should be submitted within thirty (30) days of the date the charges are invoiced.

C. Late Check-Out: Students must vacate college-owned housing by the published deadlines. Failure to vacate will result in the assessment of a late check-out charge. Students who are suspended, leaving, or withdrawing from Oberlin College must vacate within forty-eight (48) hours of the actual date of withdrawal/suspension/departure.

14. TELEPHONES: Upon request to the Telephone Office, students in college housing are provided with basic telephone service that includes on-campus and local calling free of charge. Requests for service should be made by either emailing telcorp@oberlin.edu or by calling the Telephone Office at 440-775-8178. Students must provide their full name, OCMR, and residence hall assignment when requesting service and will receive written confirmation in their OCMR box with their telephone number and voice mail set-up instructions. 2.4 GHz cordless telephones are not permitted as they interfere with wireless data networks. The Telephone Office will not be able to maintain personal phones brought to campus. Students may also borrow a handset from the Office of Residential Education and Dining Services at no charge for the academic year while supplies last. Voicemail is available free of charge to all Students. Students desiring this service should contact the Telephone Office. If Students experience a problem with phone service, they should report the problem to the Office of Residential Education and Dining Services directly or through a residential student staff member (RA, LRA, VA). Students are not allowed to receive collect phone calls. If Students are found to have accepted collect charges, they may be subject to disciplinary action and will be required to pay for any charges accrued.

15. SUGGESTIONS, COMPLAINTS, & APPEALS PROCESS: Students’ suggestions and complaints regarding College housing, dining services, regulations, policies, and issues should be submitted to the Office of Residential Education and Dining Services in writing, which can include e-mail to resed@oberlin.edu.

A. Requests for Exception: Requests for exception to any policy listed in this Agreement should be submitted in writing, which includes e-mail (resed@oberlin.edu), to Residential Education and Dining Services staff. All requests for exception will be granted or denied in writing. Students should not assume approval prior to receiving written notification.

B. Appeals: Students who have requested an exception and been denied by a Residential Education and Dining Services staff member may appeal the decision to an Appeals Board. Appeals will be heard based on special circumstance specific to the Student. The Appeals Board does not have the authority to render decisions that change policy. All appeals must be submitted in writing, which can include e-mail (resed@oberlin.edu), to the Appeals Board, in care of the Office of Residential Education and Dining Services. A final decision will be rendered within thirty (30) days of receipt of the appeal, or if the appeal is received after May 1 or December 1, thirty (30) days after the beginning of the next semester.

16. DISMISSAL FROM COLLEGE HOUSING: Pursuant to Ohio law, the College may terminate this Agreement and require the Student to vacate College housing upon a determination that the Student has violated a provision of this Agreement or has violated an applicable provision of the Student Regulations: Policies and Procedures of the Oberlin Student Handbook, including but not limited to: failure to enroll, failure to pay Tuition and Room and Board fees, trafficking or abuse of controlled substances, weapons violations, as a response to cumulative disciplinary history or damage to College housing and property, serious threat of harm to another student, and in the response to facility emergencies resulting from fire, water or weather damage. Notwithstanding, in any case where a Student’s presence in College housing poses an immediate threat to person or property, as determined by the Office of Residential Education and Dining Services, the Student may be required to immediately vacate College housing until a hearing on the matter is held. A determination that the Student has violated a provision of this Agreement or violated an applicable standard of the Student Regulations: Policies and Procedures of the Oberlin Student Handbook may be made only after the Student is given written notice of the alleged violation and a right to be heard on the matter. The College’s notice and hearing procedures, and the College’s officers authorized to make foregoing determinations, are described in detail in the Student Regulations: Policies and Procedures of the Oberlin Student Handbook, which descriptions are hereby incorporated into this agreement as if fully set forth herein. In the event that this Agreement is terminated as a result of such a violation, the Student will be responsible for Room and Board fees in accordance with Section (1) of this Agreement.

17. HOLD HARMLESS: Residents agree to hold the College, its employees, agents and contractors harmless from all damage, liability, or loss sustained by you or others in your space that results from the negligent or illegal use or intentional misuse of the room by you or others in your space.
18. **PETS:** Possession of birds, cats, dogs, reptiles or other animals in any part of College residential and dining space is not permitted except when authorized as a reasonable accommodation for a certified disability as required by law and consistent with College policy. To request an accommodation, students should contact the Office of Disability Resources (440-775-5588) and submit the required documentation by the deadline established by that office. Assistance with such documentation will be provided upon request to staff in the Office of Disability Services.