



Edgewood University Housing and Food Service Contract Terms and Conditions

1. GENERAL INFORMATION

When completing a housing selection application as well as a Housing Check-In form, students agree to abide by the conditions outlined in these terms and conditions, the **Student Handbook**, the **Residence Life Handbook**, and all other Edgewood University policies governing the residence halls.

The University reserves the right to assign or reassign students to a different location from their original housing assignment or to consolidate students when vacancies exist. If a student is approved for a room change for any reason, they are responsible for the rate of the new room. Students who require specific housing accommodations must have them approved through the Office of Disability & Accessibility Services. Accommodation requests should be made in a timely manner to avoid potential delays in processing or providing the accommodation. The ability to fully provide accommodations is subject to the type and availability of on-campus housing.

All residents must submit a Health History Form to the Edgewood University Health Center before moving in. International students must complete and submit the International Student Health Form.

Fees paid for Edgewood University housing do not qualify for the Wisconsin Homestead Credit or the Wisconsin School Property Tax/Rent Credit.

2. CONTRACT PERIOD FOR UNDERGRADUATE STUDENTS

This contract covers the full academic year (Fall and Spring). The contract period begins when the student moves into the residence halls, typically the weekend before classes start for Semester I (Fall) and ends after the student's last final exam for Semester II (Spring).

Residents must vacate their rooms within 24 hours of their last final exam in both semesters. Residence halls close at 6:00 PM on the last day of classes before Winter and Summer Breaks. Exceptions may be made for students with academic or athletic commitments or those whose permanent residence is more than 1,000 miles from the University.

The University assumes no liability for residents who remain in the halls during closed periods. Personal belongings may be left in rooms between Semester I and Semester II, as well as during Spring Break, but are left at the student's own risk. All possessions must be removed at the end of Semester II.

Students approved to stay in the residence halls during closed periods may incur additional housing and/or meal costs. However, residents of Weber, Siena, Dominican Co-op, and Dominican Apartments may stay in the halls throughout the contract period without additional charges.

3. RESIDENCY REQUIREMENT

All first-year and sophomore students under the age of 21 are required to live on campus for their first two academic years unless, beginning their first year, they opt to live with a family member or legal guardian (who must be over 25 years old and live within commuting distance—roughly 30 miles from campus). Students who sign a housing contract and move in for their first year are required to remain in on-campus housing for their second/sophomore year (i.e., they may not move home after one year).

Exceptions to this policy include students who are: parents themselves, in marriages or established and documented domestic partnerships, veterans, and/or part-time students

Students studying abroad during a portion of their first two academic years fulfill the residency requirement while abroad.

4. STUDENTS STUDYING ABROAD, STUDENT TEACHING, OR GRADUATING IN JANUARY

Students studying abroad, student teaching, or graduating in December are strongly encouraged to find another student needing housing for one semester to share a contract. If this is not possible, the Office of Residence Life offers a limited number of one-semester contracts, which must be arranged at the time of room selection or housing application.

Students who fail to make these arrangements and break their housing contract mid-year while continuing as Edgewood University students remain financially responsible for the full-year contract.

5. FULL-TIME STUDENT STATUS

On-campus housing is reserved and prioritized for full-time, degree-seeking students. Residents must maintain a minimum of 12 credits per semester and regularly attend classes while living on campus. Failure to do so may result in dismissal from the residence halls and forfeiture of all housing fees. The unused portion of the meal plan is the only refundable amount and will be prorated from the dismissal date. Moving to part-time student status mid-contract does not void the housing contract.

Residents must notify the Office of Residence Life if they switch to part-time status. Exceptions may be granted on a case-by-case basis at the discretion of the Residence Life Appeals Committee.

6. PERSONAL POSSESSIONS AND DAMAGE BILLING

The University is not responsible for residents' personal property if lost, stolen, or damaged. Students should consult an insurance agent regarding coverage for personal items, as some homeowner's policies may include such coverage.

Residents will be billed for any individual or communal damage, cleaning fees, key replacements, or improper check-out charges. Any personal belongings left behind after move-out will be considered abandoned, and the University reserves the right to dispose of them. A disposal fee may be charged, along with labor and packing material costs.

7. CONTRACT CANCELLATION (BEFORE MOVING INTO THE HALLS)

Students who decide not to attend Edgewood University must notify Residence Life as soon as possible prior to their scheduled move-in date. Students who have signed up for housing for the following academic year (Fall and Spring) must be registered for Fall classes by the end of the previous semester. Failure to register may result in removal from housing.

8. RELEASE FROM AGREEMENT (AFTER MOVING INTO THE HALLS)

- **Students withdrawing from both the residence halls and the University:**
 - Voluntary withdrawal before the 100% deadline results in a \$250 administrative fee, plus the cost of meals used.
 - Voluntary withdrawal between Fall and Spring semesters also results in a \$250 administrative fee.
- **Students withdrawing from the residence halls while remaining enrolled at Edgewood University:**
 - Voluntary withdrawal after the 100% deadline results in full financial responsibility for the remainder of the contract.
 - Students dismissed or suspended from housing forfeit all deposits and fees.
- **Students withdrawing from the University after the 100% deadline:**
 - All housing fees are forfeited.
 - The meal plan is refunded on a prorated basis:
 - 75% or the value remaining (whichever is less) refunded if withdrawing by the 4th week of classes
 - 50% or the value remaining (whichever is less) refunded if withdrawing by the 8th week of classes
 - 25% or the value remaining (whichever is less) refunded if withdrawing by the 12th week of classes

Students leaving for any reason must vacate their rooms within 24 hours of withdrawal or dismissal.

9. APPEALS

Students facing financial hardship or medical issues beyond their control may appeal for an exceptional release from their housing contract. Appeal forms are available in the Office of Residence Life. Examples include:

- The death of a financial provider
- Unexpected major medical expenses

The Residence Life Appeal Committee has full authority over appeal decisions. Refunds are based on the official release date and move-out confirmation.

10. MEAL PLAN

All residents in the traditional residence halls (Stevie, West Regina, East Regina, and Dominican Suites with no private kitchen) are required to be on a meal plan. All residents will be placed on the default meal plan:

- **230 Block Plan** – 230 meals/semester + \$250 dining dollars (included in room & board rate)

Additional meal plan options may be available at an additional cost.

Students must email residencelife@edgewood.edu by the end of the first week of classes (100% deadline) each semester to upgrade or remove an upgrade from their meal plan. Additional spending dollars (called Edgedollars) can be added to your ID card at any time through the Business Office or through <http://onecard.edgewood.edu>.

Carryover Policy: Meals do not carry over between semesters. Dining Dollars from Fall will roll over to Spring only if the student remains on the meal plan. Dining Dollars from Spring do not carry over.

For on-campus apartment residents (Dominican Apartments, Siena and Weber) residents may purchase a smaller commuter meal plan through the business office.

11. ITEMS INCLUDED IN THE ROOM AND BOARD FEE

The room and board fee for traditional residence hall spaces includes:

- **Housing costs**, including space, heat, electricity, water, and laundry
- **Furniture**, including a bed, mattress, dresser, closet space, desk, and desk chair
- **Internet and Wi-Fi**
- **Meal plan**, covering meal dollars and administrative fees for labor and overhead costs

Residents in Weber, Siena, and the Dominican Co-op/Apartments have a different meal plan requirement as outlined in our Room & Board rates. Their room and board fee also includes additional furniture and appliances, such as a couch, chair, table, refrigerator, and stove.

12. **MADISON COLLEGE INTERNATIONAL EDUCATION DUAL DEGREE PROGRAM HOUSING**

International students with F1 or J1 visa status who choose to live at Edgewood University during their full-time enrollment at Madison College have the following additional requirements:

- Students must apply for conditional admission at Edgewood University by completing the online International Student Undergraduate Application. This is an expression of intent to complete the dual degree program through Madison College and Edgewood University. If a student decides not to transfer to Edgewood University, they will be allowed to complete the current year's housing agreement but cannot continue subsequent years of housing without an intent to transfer to Edgewood University.
- Students must pay Edgewood University directly for half of their semester housing and board fees prior to moving in/the start of the semester and must pay the second half by the end of the 6th week of each semester.
- Students must stay in good academic and student status at Madison College as well as good resident status at Edgewood University. Edgewood University will adjudicate any conduct issues and communicate related information to Madison College.
- Students who move into a residence hall at Edgewood University are obligated to pay for the entire academic year (Fall and Spring) room and board fee, which is billed on a semester basis.
- Benefits of Madison College students living at Edgewood University include access to the fitness center, weekend downtown shuttle, Oscar Rennebohm Library, the ability to purchase an Edgewood University resident student parking permit as well as close access to the Madison Metro bus line.
- Madison College students living at Edgewood University are also bound by the policies outlined in the Residence Life Handbook and all University publications pertaining to the governance of the Edgewood University residence halls.