PLEAS READ CAREFULLY BEFORE SIGNING. BY SIGNING THIS CONTRACT YOU ACKNOWLEDGE THAT YOU HAVE READ AND UNDERSTAND THE RESIDENTIAL POLICIES AND PROCEDURES OF AGNES SCOTT COLLEGE AND THE OFFICE OF HOUSING & RESIDENCE LIFE.

This agreement is for the 2015-2016 academic school year. It includes all college housing in the residence halls, theme houses and Avery Glen apartments. These policies and procedures may also be found in the 2015-2016 Student Handbook. All students residing in college housing are committed to the terms and conditions as stated in this agreement as well as the Student Handbook and Housing Lottery Guide.

REGULATIONS
Each resident is subject to college regulations governing residence halls, theme houses, and apartments, as well as regulations relating to conduct as stated in the Student Handbook. If regulations are amended in the course of the academic year, this contract will automatically incorporate such changes.

HOUSING CONTRACT
The housing contract is a legal agreement between the college and the student. It entitles students to the use of the college housing accommodations only in the ways described in this contract and in the Student Handbook.

RESIDENTIAL REQUIREMENT
Agnes Scott is a four-year residential college. Housing is restricted to enrolled full-time students only. Students who withdraw from the college should vacate the residence halls within 48 hours of their withdrawal date.

MEAL PLAN REQUIREMENT
All residential students are required to have a meal plan. There are three different meal plan options based upon the class of student and the area of campus the student resides. Students residing in Avery Glen or the Theme Houses are required to have at least a 10 meal plan. Upper-class students residing in Campbell Inman, Main, Rebekah, Hopkins, Walters or Winship are required to have at least a 16 meal plan. All first-year students are required to have a 21 meal plan.

ROOM CONDITION REPORTS
Room condition reports will be completed by an Agnes Scott College Residence Life staff member during check-in and checkout of all college housing. The inspection form is proof that the room/apartment has been inspected and documented. At the end of the period of residency, the procedure for checkout will include review of student apartments and residence hall rooms. Damage fines will be assessed and charges will be placed on the student’s account. All residents are required to checkout of the residence halls, theme houses, and apartments with a residence life staff member.

Each resident is responsible for the condition of the assigned space and shall pay the college for any damage(s) to common areas within the building. The resident understands that rooms/apartments may not be altered in any way (i.e. painting the walls, furniture removal, etc.). Students choosing to occupy rooms in Inman Hall understand that the rooms are equipped with one large table (desk) that both roommates must share.

The resident acknowledges and understands that room space in Inman Hall, Main Hall and Rebekah Scott Hall are not equipped with any type of heating/cooling temperature control that may be accessed by the student. The resident acknowledges that neither Main Hall nor Rebekah Scott Hall is equipped with air conditioning. Students also understand that the Office of Housing & Residence Life and Facilities will decide when heating/cooling in buildings that have systems are activated students are required to accept the dates chosen.

COLLEGE LIABILITY
The college shall not be liable, and resident agrees to release and hold the college harmless, for any damage to property or injury to person arising out of resident’s occupancy of the assigned room, except such damage or injury that results from the negligent acts or omissions of the college. Interruption or curtailment of any utilities or service, or damage to property or injury to person, whether caused by strikes, mechanical failure or difficulties, or any cause beyond the control of the college, such as, but not limited to, broken water pipes, shall not entitle the resident to any claim against the college for damages or to any reduction in housing charges, unless, after being notified, the college fails to take reasonable measures to restore the service or correct the failure or difficulty. Residential students are encouraged to acquire appropriate insurance to protect belongings against theft, fire, flood and other damage.

RESIDENCE HALL/APARTMENT INSPECTIONS
The college reserves the right to enter a room/apartment at any time to determine compliance with all safety and health regulations and housing policies, and also to provide maintenance work or to conduct an inventory of college property. A room may also be entered if there is an indication of danger to life, health or property.

RESIDENCE HALL/APARTMENT SEARCHES
While the college makes every attempt to respect students’ privacy, searches are deemed necessary when there is a severe concern about violations of college policies and procedures. See the Search Procedures in the Judicial Policies section of the Student Handbook.

LOCK OUTS
Residents understand that being locked out of their residence hall or room requires the assistance of a residence life staff member. A fee of $10 will be assessed to any student locked out of their room on campus ($25 for Avery Glen apartments). This fee will be placed on the student’s account. During office hours, residents must come to the Office of Housing & Residence Life, and after hours, they must see a resident assistant.

VACANCIES
When vacancies occur, the college reserves the right to show rooms/apartments and assign new occupants at any time to fill the vacancies. Residents occupying a double room alone or residing in an apartment with an open space should always have their room/apartment prepared in a condition which allows a student to move in immediately and feel comfortable and welcomed. Residents in a double room are to occupy one-half of the room space only. Residents are assigned one set of complete furniture. The Office of Housing & Residence Life reserves the right to remove any additional set of furniture. Refusal of a new roommate will result in additional room charges based on the type of room being occupied. A new roommate may be assigned anytime during the semester or at the end of the semester. Residents with vacancies should leave for winter break anticipating the possibility of a new roommate when they return in January. If possible, the resident occupying the room/apartment during the semester will receive a notice that a roommate will be arriving within 24 hours. The Office of Housing & Residence Life reserves the right to assign a student to a room under the 24-hour notification policy. In those instances, the student will receive an email, phone call and/or written notice immediately.

CONSOLIDATION VS. ADDITIONAL HOUSING FEES
Students residing alone in a double room in the residence halls may be asked to consolidate with another student living in a double room. Students who wish to remain in their current accommodations and not have a roommate will pay an additional charge of $2750 a year to keep their room as a single. All costs are prorated based upon a weekly charge in cases where a bed space becomes available after the 3rd week of the semester. Residence Life reserves the right to make the determination of whether this option is available. This option is not available to first-year students.

The Office of Housing & Residence Life reserves the right to reassign students in the Avery Glen Apartments for the purpose of consolidation. Residents in an apartment with a vacancy will be given an opportunity to fill the apartment within two weeks of receiving notice from the Office of Housing & Residence Life with a student from Avery Glen who also does not have a roommate. Residents who refuse to consolidate and lack the maximum occupancy in the apartments will be charged for the vacant space based on the type of apartment (2-person $4557, 3-person $3947, 4-person $3947). The buy-out charge will be divided equally among apartment occupants unless occupants agree that one resident will pay the fee, and will be charged to their account to be paid immediately.

ROOM CHANGE
Residents who wish to change rooms are required to comply with established policies and procedures to implement a room change. The policies are listed in the Student Handbook. Residents will be allowed only one room change per semester, unless the student is required to move by request of the Dean of
Students, Associate Dean of Students, and/or the Office of Housing & Residence Life. Any student requesting a room change will be assessed a fee of $50 (placed on the student’s account) to help cover any expenses caused during a room change process. Last day to request a room change will be six weeks after the first day of class (October 7, 2015 by 4:30pm).

LOFTS
The construction of “loft” beds by residents is prohibited. Residents requesting to loft or de-loft beds with this function can submit a request to their resident assistant during the third week of classes. Beds will be lofted or de-lofted only once a year.

BREAK HOUSING
College housing is closed during the scheduled Thanksgiving, Winter, and Spring vacation breaks. All students, including Avery Glen residents, who wish to stay during the breaks, must complete a break housing application and follow all break housing regulations. If a resident has a need to remain on campus (school-related or other), they must apply by the designated due date to be eligible. Only students approved to stay for any of the breaks will be allowed access to their rooms/apartments. The college will determine which buildings will be open. Students approved to stay for Winter break may be asked to find a host in one of the designated break halls if the hall in which they reside is not open for Winter break.

There will not be charges related to break housing for Thanksgiving and Spring Breaks. Students approved for Winter Break will be charged based upon their length of stay; $225 for the entire break or $30 per day. Hall closing times and days and deadlines for applying for break housing are predetermined and listed on our website: www.agnesscott.edu/residencelife.

For Winter Break checkout students will be required to return their keys to Residence Life staff members at the time of checkout. (Note: Students with fish and or plants must make the necessary care arrangements prior to the breaks. Students that have not been approved to stay in break housing will not be allowed to return during the break for any reason).

Visitation during Thanksgiving, Winter, and Spring breaks is not allowed in college housing (Avery Glen, Residence Halls or Theme Houses)

OPENING OF RESIDENCE HALLS/EARLY RETURN/LATE STAYS
No early arrivals are permitted for the beginning of each semester or vacation breaks unless approved by the Office of Housing & Residence Life.

Consideration for early arrivals is given only to athletes and students participating in a college-sponsored program. (If for any reason non-sponsored students must return early, they must make arrangements with the Office of Housing & Residence Life prior to returning to campus. Students can apply for the August/May interim period(s) $225 for each interim period or $30 per day).

Travel plans and all other arrangements should be made in accordance with the following dates:

- **Friday, August 21, 2015** – check-in for all new first year and transfer students.
- **Sunday, August 23, 2015, 12 noon** – check-in for all returning students.
- **Wednesday, November 25, 2015 at 10 a.m.** – college housing closed for Thanksgiving break.
- **Sunday, November 29, 2015 at 12 noon** – college housing re-opens.
- **Wednesday, December 16, 2015 at 10 a.m.** – college housing closed for Winter break.
- **Sunday, January 17, 2016 at 12 noon** – check-in for new and returning students for Spring Semester 2016.
- **Saturday, March 5, 2016 at 10 a.m.** – college housing closed for Spring Break.
- **Sunday, March 13, 2016 at 12 noon** – college housing re-opens after Spring Break.

Thursday, May 12, 2016 at 10 a.m. – check out for non-graduating students

**CLOSING OF RESIDENCE HALLS/CHECK-OUT**
Residents are required to vacate their room/apartment within 24 hours after their last final exam and no later than official closing date and time of the residence halls. Students should make travel plans accordingly. A resident is required to check out with a Residence Life staff member. Failure to checkout properly or check out on time will result in a $100 improper checkout charge. Travel plans should be made well in advance; exceptions will not be made for poor planning.

Residents will not be allowed to place possessions in or use the room prior to checking in at the start of the semester or after checking out at the end of a semester. It is the responsibility of the student to make any necessary arrangements for storage. Personal items left behind will be discarded.

**REFUNDS**
Students who check in to on-campus housing and accept a room key will not receive a refund for the room charges for the semester for any reason.

**KEYS**
If you lose a key, you will be assessed a $25 fee to replace the room key, and a $50 fee to replace the exterior building key. These fees will be applied to your Student Account.

**AVERY GLEN ADDITIONAL POLICIES:**
Students with junior or senior status are eligible to live in Avery Glen. Avery Glen student residents are bound to and must follow all of the same general policies that pertain to students living in traditional residence halls and which are presented in the Residence Life section of the Student Handbook. Avery Glen student residents must also follow the policies and guidelines established by the Avery Glen management office.

**GATE ACCESS**
All students living in Avery Glen will be issued a card access key for the entry gate. This card may not be loaned to anyone. Students may not permit access to persons unknown to them. Students found jeopardizing the safety of students by abusing this privilege will be required to move back to the main campus. There is a $50 fee to replace the card if lost.

**PARKING DECAL**
Agnes Scott/Avery Glen residents are required, for their own safety and security, to have a college parking decal regardless of their need to park on the main campus.

**LAUNDRY**
Students electing to live in Avery Glen must provide their own washer and dryer and/or contract services from an outside vendor. The cost of this service is not the responsibility of the college.

**WORK ORDERS**
Students electing to live at Avery Glen understand that it is their responsibility to report all work orders to the Avery Glen management office.

**LOCK OUTS**
Residents understand that being locked out of Avery Glen apartments requires the assistance of the management office or the after-hours security service. Office of Housing & Residence Life has access to the keys for the apartment complex. A fee of $25 will be assessed to any student locked out of their apartment. This fee will be placed on the student’s account.

**INTERNET**
Comcast internet access is provided for Avery Glen residents.

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**BY SIGNING THIS FORM, I ACKNOWLEDGE THAT I HAVE READ AND UNDERSTAND THE RESIDENTIAL POLICIES AND PROCEDURES OF AGNES SCOTT COLLEGE AND THE OFFICE OF HOUSING & RESIDENCE LIFE FOR THE 2015-2016 SCHOOL YEAR. I AGREE TO ABIDE BY THE INFORMATION PROVIDED IN THIS AGREEMENT.**

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<tr>
<th>Print Name</th>
<th>Signature</th>
<th>Date</th>
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**Meal Plan Options:**
- [ ] 21 meal plan
- [ ] 16 meal plan
- [ ] 10 meal plan (Avery Glen and Theme Houses Only)

All meal plan changes must occur before June 12, 2015, and/or within the first week of classes. Meal plan changes after June 14th can only occur between August 24th – September 9th. There will be no meal plan changes after the second week of classes (September 9, 2015 for Fall 2015, and February 3, 2016 for Spring 2016). Students who withdraw or take a leave of absence will have their meal plan charges prorated based upon their date of checkout from the residence halls.

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**FOR OFFICE USE ONLY:**
The Office of Housing & Residence Life and the college hereby accept this housing agreement and contract.

Points Total: ____________ Building Assignment: ________________ Room Assignment: ________________