THOMAS COLLEGE

CAMPUS HOUSING AGREEMENT

2026-2027

Last Name First Name MI Primary Phone Number

The Campus Housing Agreement is an agreement between the College and the individual student. It entitles the student to the use of campus housing accommodations only in such a manner stated in the agreement. Failure to observe the terms and conditions of this agreement will subject the student to disciplinary action.

Eligibility:

To become eligible for campus housing, a student must be currently enrolled as a full-time (at least 12 credits) student at Thomas College, have their immunization records and files up to date with the Health Center, be in good standing with the Student Financial Services Office and submitted their housing intent form by March 25th.

THE TERMS FOR THIS AGREEMENT ARE FOR THE ENTIRE ACADEMIC YEAR.

1. The Housing Agreement, when signed and submitted to the Office of Residential Life and Housing, is binding for the academic year (two semesters) or the balance of the academic year, (if entering after the beginning of fall semester) and is non-transferable. New students are entitled to occupy their rooms on the first day of Orientation. Returning students may occupy their rooms the day before classes start. Graduating seniors and graduate students, receiving advanced degrees, may remain in the rooms until 5:00pm on the day of graduation; all other students must vacate their rooms within 24 hours after their last final exam or by Friday of final exam week at 6:00pm – whichever comes first. In the case of withdrawal, suspension, or dismissal, students must vacate at the time of clearance stated by the Assistant Vice President of Residence Life or designee.

Late arrivals: Students must notify the Office of Residential Life and Housing if they plan to arrive later than the first day of classes. Failure to do so may result in forfeiture of agreement and one-half semester's room charges.

Students are not permitted to remain on campus during scheduled College breaks without exception from the Office of Residential Life and Housing: Thanksgiving, Semester, and Spring vacations. In unusual circumstances, students may request an exception to this policy from the Office of Residential Life and Housing. Students granted an exception may be charged a break housing fee and expected to abide by additional break housing policies. Any person found in campus housing when they are closed without permission will be subject to a conduct review and $150 fee.

2. Students may terminate this agreement for the second semester by notifying the Assistant Vice President of Residence life or Residence Director, in writing, prior to December 31, 2025. This also includes students who are assigned to out-of-town teaching or field placement positions for the spring semester. Failure to notify the Assistant Vice President of Residence life or Residence Director by this date may result in charges for spring semester. Exceptions may be made only in cases of illness, extreme hardship, when an occupant leaves for the convenience of the

College, and/or if overcrowded conditions exist. Application for termination should be directed to the Assistant Vice President of Residence life or Residence Director. The charges in these cases will be determined by the College according to the circumstances of each case. The Housing Agreement will terminate for those students who are no longer enrolled at Thomas College at the end of fall semester.

After the start of a semester, when a full-time day student officially changes from commuter to resident, the room, board, and resident fees will be prorated by week. Financial aid may be recalculated in the same manner. After the start of a semester, when a full-time day student changes from resident to commuter, the room, board and resident fees will be recalculated according to the refund policy. After 60% of the semester has been completed, no change will be made to the student's charges. Financial aid may be recalculated in the same manner.

A student who has been terminated due to academic, administrative, or disciplinary reasons automatically forfeits his/her campus housing space. In this instance, the student is responsible for making arrangements to pick up all belongings and check out of housing within 48 hours of notification or as specified at time of termination from the College.

3. The student shall observe all rules and regulations of Thomas College regarding the premises set forth in this agreement as well as any other rules and regulations which have been or shall be made by the College. The student shall adhere to all guidelines outlined in the *Student Handbook*. The student shall also observe and comply with all laws, ordinances, rules and regulations of the federal, state and municipal authorities. Violations of such conditions, or any other provisions of this agreement shall entitle the College, at its sole option and without notice, to terminate this agreement. Should the College elect not to pursue this option, the College reserves the right to exercise this option in the event of continuing or subsequent violations. The student agrees that continued compliance with the rules and regulations of the College and the state of Maine fire, safety, and health regulations, is a condition of this agreement.

4. The College reserves the right to make room assignments and reassignments at its discretion to better meet occupancy needs of the individual and/or the College. Any room vacancies will be filled by the Office of Residential Life and Housing. No changes in room or residence may be made except with approval from Residential Life Professional Staff. Students in a Village, Bartlett or Townhouse double or triple by themselves may be required to pull in a new roommate or keep it open for a new roommate throughout the year.

5. The student agrees that rooms shall be used only as student study/sleeping rooms and that no commercial operations shall be carried on therein.

6. The student may not sublet the said premises nor any part thereof. The said premises is for use by the person signing this agreement, his/her roommate, invited guests or as the College deems necessary.

7. The College shall have no responsibility for the theft, destruction, damage, or loss of property belonging to, or in custody of, the student, from any cause whatsoever whether such losses occur anywhere in the residence or elsewhere on campus. *As a result, students are strongly encouraged to carry their own personal property insurance.*

8. The student will not make any alterations, additions, or improvements to said premises without written permission of Residential Life Professional Staff. The student further agrees to keep said premises in a clean and sanitary condition and free from trash, flammable materials, and other items outlined in the Student Handbook.

Furthermore, should Residential Life Professional Staff or designee find unreasonable or excessive damage or cleaning to the area, the individual or individuals may lose their privilege to live in campus housing.

9. Upon signing a housing agreement/inventory, the condition of the room is binding. Any damage as determined by the Facilities and Residential Life Offices, other than normal wear and tear, will thereafter be billed to the student. Students should review the inventory carefully and address any changes with their CA. The student also agrees to return the room to its original state before vacationing at the end of the year or as a result of agreement termination.

10. Students are held collectively responsible for damages and excessive cleaning in common areas of the building and within their rooms. In the event of damage or loss of property, and the responsible parties involved cannot be identified the cost for repair and/or replacement of any and all damages will be shared between all residents of said floor/residence/area.

11. In an effort to provide a healthier environment for everyone, all residential living communities are smoke free. Students may smoke outside of the buildings – no closer than 25 feet of any building or residence hall entrance.

12. No pets, except fish in an approved size tank, are allowed in any area of College Residences, except as allowed under the Service Animal or Assistance Animal policy for students with a disability.

13. The College will provide paper products in community bathrooms only. Students living in any residence other than GPH or Hinman Hall will be responsible for supplying their own paper products.

14. Participation in one of the College meal plans is required of all residents.

15. The use of unauthorized cooking appliances in residences, except in specifically designated areas, is prohibited.

16. The student will be issued a room/residence key, a mailbox key, and a door access card. Keys are to be returned to the College when a student changes rooms/residence, terminates his/her housing agreement or at the end of the academic year upon exit. There is a $75.00 per key charge for room and mailbox keys that are lost or not returned. There is a $150.00 per key charge for Townhouse suite door keys that are lost or not returned. There is a $15.00 charge for replacement access cards.

17. The College reserves the right to inspect residence rooms and to regulate the use of the premises in accordance with College rules and regulations. The College normally inspects each room at the beginning and end of each semester. Additionally, inspections may be made during holiday and break periods as well as scheduled and announced Health and Safety Inspections each semester as a measure of security and as needed for health and safety reasons. The Dean of Students, Residential Life Professional Staff, Public Safety, Vice President for Student Affairs, or designee shall also have the right to enter the premises, to enforce College policy, to protect the academic environment, and/or to take those precautions which are found necessary to protect the health and safety of the occupants or other persons therein. Any violation of policy in this agreement or in any other College publication found at inspection times will be subject to a conduct review.

18. The College reserves the right to close campus residences and food service without reimbursement to the students in cases of emergency, urgency and/or crisis, as determined by the College.

19. The College reserves the right to terminate or temporarily suspend this agreement for reasons of health, safety, potential for danger or other reasons deemed necessary to protect the rights and responsibilities of all students and/or for the benefit of the College community.

Emergency Termination:

The College shall not be liable for terminating a Housing Agreement or for any failure or delay or modification in performance of its obligations under this Agreement arising out of or caused, directly or indirectly, by circumstances beyond its reasonable control, including, without limitation: to protect the health or safety of the resident or others; acts of God; earthquakes; fires; floods; nuclear catastrophe; wars; civil or military disturbances; acts of terrorism; sabotage; strikes; epidemics; pandemics; public health concerns; riots; power failures; accidents; labor disputes; local, state or federal government action, direction, guidance, or order; or inability to obtain labor, material, equipment, or transportation.

The final interpretation of any provision within this agreement is at the sole discretion of the College.

I HAVE READ AND UNDERSTAND THE ABOVE AGREEMENT AND ACCEPT ITS PROVISIONS.

_____ _____

Student Signature Date

_____ _____

Residential Life Professional Staff Date