



Housing and Residential Life Residential Contract 2023 – 2024 Academic Year

Residents are responsible to know and abide by this contract. Information found in the [Residential Life Online Handbook](#) and/or [SDSU Student Code](#) applies as addenda to this contract.

Residents seeking exceptions to this contract due to extenuating circumstances must submit a written request to the Director of Housing and Residential Life for consideration. Any abandonment of space without obtaining approval through the contract release process may result in the forfeiture of all monies paid for remainder of that semester and resident may be required to participate in the student conduct process.

The South Dakota Board of Regents policy - [SDBOR Policy 3:6](#) requires that during the first two years from the time a student has or would have graduated from high school, all unmarried students who enroll in courses delivered on a main campus for six credit hours or more are required to enter into a housing agreement with the institution unless permission to room elsewhere is granted. Permission ordinarily shall be given to students with dependent children and/or those who reside full-time during the academic year with parents or legal guardians.

Students who live on campus must enter into a Residence Hall and Food Service Contract unless they are exempt from the residency requirement. Students wanting to be exempt from the residency requirement must submit a completed request for release and receive **written approval** from Housing and Residential Life. For information on how to submit a request for release, students can visit the webpage [here](#).

I. Eligibility Requirements:

- A. Only students admitted to the University or persons authorized by Housing and Residential Life may reside in University residence halls.
- B. Students of South Dakota State University are required to abide by [SDBOR Policy 3:6](#) "Housing & Meal Plans"
- C. Each student, together with the student's spouse, dependents or household members, who applies, or who is required to apply, to reside in a housing facility operated by the institution shall disclose on the application form whether the student or spouse or any dependent or household member is required to register as a sex offender pursuant to law. No person who is required by law to register as a sex offender may reside in any housing facility operated by the institution per [SDBOR Policy 3:6](#).
- D. Each student, together with the student's spouse, dependents or household members, who applies, or who is required to apply, to reside in a housing facility operated by the institution shall disclose on the application form whether the student or spouse or any dependent or household member has a criminal history that includes a conviction, guilty plea, no contest plea or suspended imposition of sentence that has not been discharged involving a felony offense, together with details identifying the jurisdiction, date of the offense, circumstances of the offense, the sentence or parole conditions and other relevant facts per [SDBOR Policy 3:6](#). Students, spouses, dependents or household members are not required to respond to the felony question if their only felony offenses resulted in adjudication as a delinquent child or as a child in need of supervision.
 - I. Where the application process reports a felony offense involving use or sale of illegal drugs or involvement in a crime of violence which did or could have resulted in injury to a person, the individual may not reside in any housing facility operated by the institution;
 - II. Where the circumstances of the offense otherwise reasonably suggest that placement within a housing facility operated by the institution may place the individual into settings that are similar to those in which the original offense occurred, the institution may deny the individual the privilege of residing in any of its housing facilities; and
 - III. Any person, other than a registered sex offender, who has been denied residence in a housing facility operated by the institution may request a review of the determination and shall be

- provided an opportunity to submit such writings as the person deems necessary and helpful to explain why the institution should permit the person to reside in one of its housing facilities.
- E. Students must be registered for no fewer than 6 (six) credit hours on the South Dakota State University main campus to be eligible to live on-campus. Exemptions to this policy may be granted by the Director of Housing and Residential Life
 - F. Any exception to these policies must be requested via the “Request for Release” form found in the Housing Application.

II. Conditions of Contract

- A. **Duration:** This contract is for the full academic year (August 21, 2023 – December 13, 2023 and January 8, 2024 – May 3, 2024.). Note: The residence halls are closed during the semester break and spring break vacations; additional charges may apply for staying on-campus while residence halls are closed. Refer to the [Residential Life Online Handbook](#) for further definitions and dates.
- B. **Cost:** Residence Hall rates are established by the South Dakota State Board of Regents (“Board of Regents”). Once established (typically in May of each year), rates are not subject to negotiation. For further information check out the webpage [here](#). Residence hall rates DO NOT include the cost of a meal plan. The student agrees to pay fees and all other charges in accordance with the payment schedule established and published by the University.
- C. **Policy Literacy:** The information included in the [Residential Life Online Handbook](#) also applies as part of this Contract. The provisions of this Contract and the [Residential Life Online Handbook](#) apply to all students living in the residence halls.
- D. **Meal Plan:** A University Dining Service plan is part of this Contract. A Meal Plan is not required for Meadows apartment residents who graduated high school over two years ago.
- E. **Service Interruptions:** The University will not be liable for any interruption in service (including air conditioning, water, electricity, etc.) resulting from causes beyond its control, and such interruptions will not relieve the student, in whole or in part, from the obligations of this Contract.
- F. **Right of Entry:** The University reserves the right for authorized personnel to enter student rooms periodically or in an emergency, to maintain property and to ensure the safety and health of residents.
- G. **Abandoned Property:** The University will not be liable for property left in the building after the student vacates or is expected to vacate at the termination of a contract. Residents must remove all personal property from the residence halls and return the room to its condition upon occupancy to avoid further charges. The student grants the University the right to dispose of any property left by the student after the student vacates the premises or upon termination of the contract, whichever comes first.

III. Assignments

- A. This contract is a license to occupy space and is not a guarantee for a particular residence hall, room, or roommate. The University will issue housing assignments subject to space availability. The University will make every effort to honor the student’s request with regard to preference of room, roommate, and residence hall but does not guarantee assignment to a particular building, types of accommodation, specific rooms or apartment, roommate, or single room.
- B. **Accommodations Requests:** A reasonable accommodation does not put an undue burden on either party. Verification of the need for the accommodation or adjustment due to medical condition requires clinical documentation provided by an appropriate professional. To seek accommodations, students must request an accommodation by contacting the Office of Disability Services directly with documentation of disability that supports their request.
- C. **Administrative Reassignment:** Housing and Residential Life reserves the right to reassign students as necessary for the proper functioning of the hall/apartment community. Such reassignment is an administrative act and not subject to the student conduct process.
- D. **Authorized Changes:** No room changes can be made without written authorization from Housing and Residential Life. Any room and hall changes must be discussed first with the Residence Hall Director or their designee before a move occurs. Room change requests will be reviewed by the Housing and

Residential Life Office and be evaluated in accordance with the room change process outlined in the Residential Life Online Handbook. Improper checkout fine will be assessed, as necessary.

- E. **Consolidation:** Any resident who does not have a roommate or an approved single room may be reassigned to a different room or have another student assigned with them to consolidate available space. During the consolidation process residents may have three options as occupancy allows:
 - I. Agree to and sign a single room addendum and pay a prorated single room fee as occupancy allows.
 - II. Identify another student either from the Consolidation List or based on your own research as a roommate, which may involve moving into another room. The Consolidation List is made up of residents who are also in need and/or are looking for a roommate.
 - III. Agree to have Housing and Residential Life determine roommates and room assignment, which may involve moving to another room. (Housing and Residential Life does not typically consolidate students between halls except as needed).
- F. **Suspended Residency:** Housing and Residential Life reserves the right to terminate or modify the terms of this contract when the Director of Housing and Residential Life or an authorized designee is informed that a resident has been charged with or convicted of a crime or crimes against persons, OR has engaged in conduct which threatened the safety or security of other residents, OR poses a potential risk to the safety or security of other residents in the future.
- G. **Only residents signing a contract may occupy a room or apartment.**
 - I. All residents of a residence hall room and/or suite must be the same gender.
 - II. No more than the designed number of occupants may reside in residence hall rooms, suites, and apartments.
 - III. Room assignments are not transferable; subletting is not permitted.
 - IV. Failure to abide by the terms of this contract or other applicable University policies is subject to termination of this contract.

IV. Contract Appeals

- A. Residents seeking exceptions to this contract due to extenuating circumstances must submit a written request to the Director of Housing and Residential Life for consideration. Any abandonment of space without obtaining approval through the appeal process could result in the forfeiture of all monies paid for remainder of that semester and resident may be required to participate in the student conduct process.

V. Damages

- A. **Room Damage:** Residents are responsible for any damage to the assigned room, its furnishings, and as determined applicable doors/windows. If residents live in a suite or apartment, damages charges may be assessed to all occupants unless a resident accepts responsibility for the damage.
- B. **Common Area Damage:** The cost for repairs resulting from damages to common areas (floor lounges, hallways, kitchens, living rooms, bathrooms, etc.), not assigned to a specific resident may be divided equally among all the residents of the area or hall.
- C. **Repairs:** Students may not make repairs to damages. All repairs must be made by appropriate Housing and Residential Life/Facilities & Services staff. Residents who do repair damages may be billed by Housing and Residential Life, despite the quality of the work.
- D. **Property Liability:** The University is not liable for theft, loss or damage to a student's personal property including from, but not limited to fire, flood, wind, power failures, or other naturally occurring/unforeseen situations. Students and their families are encouraged to carry appropriate insurance coverage.

VI. Insurance

- A. **University Coverage:** The University carries insurance on the building only and assumes no responsibility for a resident's personal belongings.
- B. **Individual Coverage:** Residents are encouraged to insure their own personal belongings.

VII. Guests

- A. Residents are responsible for the actions of their guests. Guests are to abide by University policies and be escorted in the residence halls at all times. Guests may be asked to leave on the discretion of hall staff.

VIII. Exceptional Circumstances

- A. Should any exceptional circumstance occur that is beyond the reasonable control of the University, adversely affecting the living conditions in any residence hall, including an Act of God, nature, war, riots or manifestation of civil disorder, fire, accident, vandalism, technical or mechanical difficulties including loss of utilities, pandemic or outbreak of disease or other legitimate cause beyond the control of the University, the University shall be authorized to modify the terms of this Agreement in order to continue to offer residential student housing. In the event of such circumstances, you agree as followed:
 - I. The University may make changes to room assignments as necessary;
 - II. The University may periodically update policies in response to the circumstances;
 - III. You will comply with policies, rules and guidelines of the Board of Regents, the University, and the Residential Handbook, as well as the requests of Housing and Residential Life personnel;
 - IV. You acknowledge that under certain circumstances continuing to reside in the University Residences Halls may expose you to risks that result in illness, personal injury or death and the University cannot control all risks and may not be able to provide healthcare. Further you understand the University is not responsible for expenses associated with property or personal injury; and
 - V. You may be required to sign a waiver, release, and indemnity agreement in consideration for continued occupancy of University Residence Halls.

IX. Cancellation/Termination of Contract

- A. **Cancellation Policy:**
 - I. If your application is cancelled **on or before May 31st**, your \$75 confirmation fee **will be refunded to you.**
 - II. If your application is cancelled **between June 1st and July 31st**, your \$75 confirmation fee **will be forfeited.**
 - III. If your application is cancelled **on or after August 1st through the date of 60% completion of the current semester**, your \$75 confirmation fee is forfeited, you will be charged a **\$200 early termination fee**, and you will be billed for any days you had occupancy of your room.
 - IV. If your application is cancelled after the **60% completion date**, you will be charged the **entire semester** housing charges.
- B. **Disciplinary Action:** Residents may be required to immediately and permanently vacate as part of University or Departmental disciplinary action. If the contract is cancelled due to disciplinary action, the resident will have their refund determined by campus and Board of Regents refund guidelines.
- C. **Voluntary Termination/Exemption Request:** Residents wishing to end their contract before the expiration date should review the guidelines available on the department's website and submit a "Request for Release" form. After the form is reviewed by Housing and Residential Life, a decision will be made regarding the request and the resident will be notified of the decision in writing. Unless a resident receives written notice from Housing and Residential Life that they are released from their contract, it will remain intact and valid. The following requests will be considered but are not guaranteed to be valid for contract termination: Marriage; Caregiver to a Legal Dependent; Commuting from home (30 miles or less); Financial Hardship; Health condition; Medical Cannabis Exemption; Membership in a Greek organization; Falling below minimum credits; Graduation; Withdrawal or Academic Suspension.
- D. **Involuntary Termination:** The University may terminate the contract for reasons to include, but not limited to the following:

- I. Failure to pay housing bill or other charges due the University
- II. False statements made in application for housing
- III. Damage by fire, water, or the elements render the premises unfit for occupancy for a period in excess of thirty days. If alternate University-owned or controlled accommodations are available, the student agrees to relocate as reassigned. If an alternate assignment is not available, the student shall be entitled to a refund as determined by campus and SDBOR guidelines.

By entering my Student ID number, I:

- Agree to the policies stated in this Contract and the [Residential Life Online Handbook](#).
- Understand failure to abide by any of the above standards may result in cancellation of this contract and/or disciplinary action.