



# University of the Virgin Islands Residence Hall Contract

## Division of Student Affairs

### STUDENT HOUSING

The University maintains residence halls on both the St. Thomas and St. Croix Campuses. It is the mission of the Student Housing Office to provide an atmosphere both conducive to learning and comfortable for all students on campus. **Only full-time students can reside in the residence halls.** Applications should be submitted to the Student Housing Office accompanied by a housing reservation deposit of \$100.00 U.S., either by certified personal check or money order. The housing reservation deposit is applied towards payment of room and board charges. Cancellations must be made three (3) weeks prior to the opening of the residence halls. No refund of the reservation deposit will be made for cancellation after this date. All assignments to a residence hall or room type will be made in accordance with the availability of space. Receipt of a Housing Application does not guarantee housing. A room assignment will be complete *ONLY* after: (1) a completed Housing Application and reservation deposit have been submitted; (2) a Room Assignment Notice has been issued by the Student Housing Office; and (3) the student has checked into the residence halls before the end of the regular registration period.

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#### Terms and Conditions

**THE RESIDENCE HALL CONTRACT IS BINDING FOR THE SEMESTER IN WHICH THE STUDENT IS ENROLLED. THE CONTRACT TERMINATES AT THE END OF EACH SEMESTER. THE CONTRACT MUST BE SIGNED PRIOR TO CHECKING INTO THE RESIDENCE HALL FOR THE SEMESTER.**

#### *Opening and Closing of the Halls*

Students **may not** move into or return to the residence halls earlier than the designated opening time and date posted by the Student Housing Office each semester. The residence halls and cafeteria are **closed during the Christmas Recess period**. At the close of each semester, residents are required to **vacate their room and return their keys by noon of the day following their last final examination**, or whichever comes first. Late check-outs will be subject to a fee of \$50.00 per day.

#### *Emergency Closing*

In the event of a hurricane or other disaster, the University may have to suspend or cancel classes. The University may also close the residence halls and require all on-campus residents to vacate the halls.

#### *Fees*

All fees are due and payable in accordance with established University policy, and the current published schedule of fees. A refundable fee is collected at registration as a Property and Key Deposit and may be refunded after the student transfers, withdraws or graduates from the University. Students are entitled to a refund if no claims are made for lost keys, property damages or University property not returned to the institution by the student. All requests for refunds must be made in writing to the Student Housing Office of the Division of Student Affairs.

The University **requires full payment of room and board fees prior to the date of check-in**. In the event of withdrawal from the University or termination of the housing contract, the refund of room and board fees will be prorated according to the University's schedule of refunds as stated in the catalog.

#### *Room Assignments*

The University shall have the right to assign the student to any available room. Room assignments are made on a semester basis. Single rooms are limited, and priority is given to seniors and nursing majors. The University reserves the right to make residence hall room assignments and/or changes to any vacant bed, in any room or hall at any time that will serve in the best interest of the residence halls and students. All students will be limited to a maximum of eight (8) semesters of occupancy in the University residence halls during their course of study. This assignment may not be transferred or sublet to another person.

#### *Furnishings*

Rooms are equipped with basic furniture including beds, desks, and chairs. Students are required to bring their own linen, towels, pillow, iron and desk lamp. No bed linen or towels will be provided by the University. **No furniture or fixtures may be moved** into or out of the rooms or lounges of the residence halls. Residents are not allowed to place mattresses on the floors, and their beds are to remain intact. No painting on walls or woodwork is allowed, and all pictures, posters and memorabilia should be removed upon check out each semester. The University will not tolerate mutilation of furniture, holes in the walls, and other physical damages to rooms. Screens are provided for health reasons and must not be removed from any windows. Residents will be held responsible and **billed for such damages**, and their housing contract will be terminated. Continued violations of this policy will result in disciplinary action being brought against the student.

No student may install equipment, make alterations or make repairs unless approved by the Director of Residence Life and Student Housing. The University provides ironing boards which are located in the lounge of each hall. Mattresses should not be used for the pressing of clothes. Violation of any policy regarding furnishings may result in the forfeiture of a student's privilege to live on campus.

#### *Health/Sanitation*

Students are responsible for cleaning their rooms. The cleaning of halls, bathrooms, and other public areas is done by the custodial staff, but students are expected to assist in keeping these areas clean, safe and healthy. It is also prohibited for students to bring any animals or pets within or upon the premises of the University. Stray dogs and cats should not be encouraged by feeding or other attention given by students.

The University **prohibits any type of cooking and/or storing of food items that may attract rodents and other pests**. **Exterminating services are mandatory for all residence hall rooms and are conducting on the third Wednesday and Thursday of every month** (depending on the Residence Hall). Residents are prohibited from refusing the spraying of their rooms. Violations of any of the health/sanitation policies may subject the student to disciplinary action and result in cancellation of the Housing Contract.

#### *Residence Hall Security*

Residents will be issued room keys at check-in. Lost keys should be reported immediately to the Resident Assistant or the Housing Office. After a 24-hour waiting period, the door will be re-keyed with a lock change at the cost of a new lock. All lock and key replacements are handled exclusively by the University administration at a designated cost to the student. Keys are not transferable and may not be duplicated. For security and emergency reasons, students may not change or install a lock or latch to their room. All keys should be returned at check-out each semester. Failure to do so will result in a fine and possible hold to student's academic account.

Copying or giving residence hall keys to other persons is a violation of University residence hall policy and can result in termination of the Housing Contract. Students are advised to lock their doors whenever leaving their room, suite or hall. All main entrance doors to the residence should be closed at all times.

Students will be charged a stated fee for the service of opening their doors when they have locked themselves out of their residences. Lock-outs after normal working hours require assistance from the Campus Security Office. Verification of identity must be made to the satisfaction of the security officer upon the request for assistance or upon opening the door. **All students are required to sign for this service.**

#### *Room Checks/Inspections*

The University reserves the right for authorized officials such as the Graduate Assistant for Housing, the Director of Residence Life and Student Housing, or Security personnel to enter the premises at any time for reasons of health, safety, and maintenance or to determine whether University policy is being violated. Routine inspections do not include searches, which may be conducted only with specified probable cause and in the presence of room occupants unless it is impossible to locate the student(s) and give them reasonable notice.

**Check-in and Check-out**

Residents are required to check-out by the day following their last exam and no later than the Saturday of the week of final exams. Students whose final exam is on the Saturday will be accommodated. Residents are also required to observe the check-in dates and make appropriate travel arrangements for their return. Residents whose programs do not require early arrival may not be considered for early check.

**Visitation Policy**

Occupancy of a residence hall room is limited to the properly assigned resident for the stated period of this contract for the purpose of attending the University of the Virgin Islands. No resident may reassign or sublease his/her room or use it other than as a place of residence. No campus resident is permitted to stay overnight in any other room on campus than the room assigned to him/her. □

Persons of the opposite sex are not allowed in the rooms of students living in the residence halls, but may visit in the main lounge or lobby of the residence halls from 10:00 am. to 12:00 midnight. In the case of East Hall, guests of the opposite sex are restricted to the main lobby from 12:00 pm to 12:00 midnight.

Application for a guest to remain overnight in the residence halls must be made three (3) days in advance through the Resident Assistant to the Student Housing Office. The maximum time permitted an overnight visitor in a **student's room is three (3) days**. A stated fee will be assessed per night per visitor which must be paid prior to the arrival of the student's guest. All guests of students must be approved by the Resident Assistant and the Director of Residence Life. Only guests of the same sex are permitted to stay in rooms assigned to students. Guests are governed by the rules and regulations of the University, and students will be held responsible for the behavior of their guests. **Students with roommates shall obtain written approval by their roommate prior to submitting their visitation request to the Resident Assistant.** Violation of this policy may subject the resident to disciplinary action.

**Appliances**

Fire, safety, health and sanitation regulations limit the number and size of electrical appliances which can be safely used in each suite. Hot plates, refrigerators exceeding 3.5 cubic feet, amplified stereo equipment (more than 15 watts), monitors and television sets larger than 27 inches and all cooking appliances are prohibited. Microwave ovens are provided in the lounge of each suite in the traditional halls and in the kitchen in the West Hall. Residents must inform the Director of Residence Life and Student Housing about the number and sizes of electrical appliances he or she has in his/her room to determine the potential for overloading the circuits in the halls. **The University is not responsible for the damage to student's electrical appliances due to improper use, overloading of electrical circuits, power surges, or power outages.** Failure to report the possession of amplified stereo equipment may result in disciplinary action and cancellation of the housing contract.

**Noise Level**

Radios, televisions, musical instruments, and stereo sets are allowed but should be used with caution. These devices are restricted in size and must not be played at a level that will disturb other residents in order to maintain an environment conducive to studying. All amplified stereo equipment, including radios, CD players; and television sets are restricted to a maximum of 15 watts. Violation of the noise level policy may result in disciplinary action and the cancellation of the housing contract. Residents should observe quiet time from 10:00 p.m. – 10:00 a.m. Sunday through Thursday and 12:00 a.m. – 10:00 a.m. from Friday to Saturday.

**Fire Hazard/No Smoking Policy**

The University strictly enforces its policy of no smoking in the residence halls. It is also prohibited to burn incense and use candles in the residence halls. This policy extends to all buildings on campus. The danger of fire is a major concern of the University; therefore, the possessions and/or use of any type of cooking appliance is prohibited in the residence hall. This includes all types of electrical ovens, hot plates, electric fryers, microwaves, crock pots, or any and all cooking equipment for the preparation of or heating of foods. When found in students' rooms, the appliances described will be removed by authorized staff and the violators' housing contract may be canceled. Residents found cooking in the residence hall will be subject to immediate cancellation of the housing contract.

All on-campus residents are required to respond to fire drills in the residence halls. Fire drill exercises are conducted for the benefit and safety of students and staff. Students who refuse to respond to and/or participate in fire drill exercises may be subject to immediate disciplinary action and may forfeit their housing contract. Students are prohibited from tampering with, misusing, abusing, or altering any safety equipment or device, including but not limited to, fire extinguishers, fire alarms, smoke detectors, fire escape windows, etc. on or about campus. Violators will face disciplinary action which may result in forfeiture of the housing contract and expulsion from the University. □

**Drugs/Alcohol Policy**

The University prohibits the manufacture, possession, cultivation, distribution and/or selling of any illegal drug or narcotic while on or about University premises. Violators of this policy are subject to immediate dismissal from the University pending due process proceedings. Students shall not store, possess or consume alcoholic beverages in the residence halls. Violators of this policy are subject to immediate cancellation of the housing contract.

**Loss, Damage or Abandonment of Personal Property**

The University shall not be responsible for any personal property of the student which may be lost, damaged, abandoned, or stolen, or for any loss thereof caused by fire, the elements or other casualty.

**Termination**

The University may terminate this agreement and take immediate possession of the room occupied by the student at any time on a 24-hour notice, for the violation of any of the terms of this agreement, including default in the aforementioned payments by the student when and as the same becomes due, or the violation of any rules of the University, or whenever the student shall cease to be a full-time student of this University. It is further understood between the parties that the student may secure release from the terms of this contract under the following conditions:

- A. Change from full-time to part-time enrollment status.
- B. Withdrawal, suspension, academic dismissal or expulsion from the University.
- C. Illness, forcing the student to live elsewhere, confirmed by the University Health Service. □

**Other Regulations**

All standards of behavior that are outlined in the Code of Student Conduct are applicable to campus residents and their guests. Students in residence are expected to be self-governing; therefore, each student should acquaint himself/herself with the Student Code of Conduct, the Student Handbook, the UVI Catalog and this agreement. Infractions of such regulations will be referred to the Residence Hall Student Conduct Council (RHSCC) or the Student Conduct Board. Students who have a record of repeated disruptive activity may have their housing contract canceled and face expulsion from the University. □

**I have read and understood the terms and conditions of residence hall living at the University of the Virgin Islands as outlined in this contract and agree to abide by these terms and conditions. I also understand that failure to comply with the conditions of the Housing Contract could lead to immediate disciplinary action and/or dismissal from the residence hall and/or dismissal from the University.**

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*Contract Term*

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*Student's Name (Print)*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Parent/Guardian Signature (if under 18)*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Student Housing Supervisor  
or other University Representative*

\_\_\_\_\_  
*Date*