

GENERAL CONDITIONS AND REQUIREMENTS OF THE BOARD CONTRACT PROGRAM

- A. Students pay for their board contract at the VCSU Business Office. Students will be issued an identification card and **must present the ID card for payment of purchases** made in either the cafeteria or "Viking I" snack bar. Lost or stolen ID cards should be reported to the Student Center Information Desk immediately. Illegal or fraudulent use of the ID card will result in the appropriate disciplinary action.
- B. **Students requesting board contract plan changes for a subsequent semester must complete the necessary form with the Housing Office, located in the Student Center, prior to the end of the semester.**
- C. The board contract does not include regular University vacations such as Veteran's Day, Thanksgiving, Christmas, President's Day, Spring Break, Easter, and other days designated as national or state holidays. The board contract begins with the first day of classes and ends on the last day of final exams for that semester. Any changes in the normal board contract schedule will be posted at the entrance of the cafeteria.
- D. In the event that food service credit remains at the end of the semester, refunds will not be given or applied to the next semester. Refunds for students who cancel enrollment will follow the regular University refund policy. The University refund/repayment policy is available at the VCSU Financial Aid Office.
- E. Any questions regarding the board contract program should be referred to the Food Service Director.
- F. University facility charge - a constant charge paid to VCSU for utilities, equipment, depreciation, etc. For detailed information regarding this charge, refer to the Food Service brochure.

GENERAL CONDITIONS AND REQUIREMENTS FOR THE RESIDENCE HALL ROOM CONTRACT

- A. If an occupant vacates a double room, the remaining occupant will have the option of paying the single rate (providing the room is not needed by the Housing Office) or being assigned to an occupied room.
 - 1. Single rooms are assigned on the basis of prioritized availability.
 - 2. The University reserves the right to transfer students from one room and/or hall to another if deemed necessary either prior to the opening of the University semester or during the year.
 - 3. The University reserves the right to enter rooms to aid in our basic responsibility regarding maintenance, student conduct, and in our role as an educational institution. A complete description of the Room Entry policy can be found in the Residence Hall Handbook.
- B. The University is not responsible for the personal belongings of any resident at any time. If these items are not covered by your families present homeowners policy; it is suggested that personal property insurance be obtained if expensive items are to be kept in your room.
- C. Personal refrigerators up to 4.5 cubic feet are allowed in the residence halls. Waterbeds are not permitted.
- D. Pets are not allowed in the residence halls.
- E. **The residence halls will be closed during extended vacation periods**, i.e. Christmas/Semester Break & Spring Break. A special charge will be made for those who must stay. Approved arrangements must be made 7 days in advance with the housing office.
- F. Any damage beyond normal wear or loss of furniture or equipment will be charged against the responsible person or persons. We expect a certain amount of wear to occur to your room, however, you will be charged for damage or loss which is a result of negligence or misconduct. Damage within your room will be the joint responsibility of the residents assigned to the room, unless individual responsibility is determined. Any damage to the public areas in the residence halls, i.e., lounge, restrooms, hallways, elevators, stairwells, lighting units, fire extinguishers, etc., will be charged to the individual's responsible for the damage. If the party responsible is not determined or reported, the charges will be assessed to each resident of the floor or the entire residence hall, whichever is appropriate.
- G. Residence Hall Cancellations/Withdrawal: Students will be billed for the residence hall room until all personal property is removed and a proper checkout has been conducted, even if he/she has ceased attending classes or withdrawn from school. Students leaving as a result of academic suspension, disciplinary sanctions, or withdrawal must check out of the residence hall within 24 hours from the date notified. Refer to the following website for the drop and withdrawal refund schedule: www.vcsu.edu/businessoffice/vp.htm?p_1036. The Housing Department reserves the right to remove items left in rooms beyond the 24 hour time period and to sell or dispose of any property held in storage for one year or more.
- H. By signing this contract the student agrees to abide by the rules and regulations outlined in the VCSU Residence Life Handbook and the VCSU Student Code of Conduct, listed in the Student Handbook. VCSU prohibits the use of alcohol and tobacco on campus.