BAYLOR UNIVERSITY

CAMPUS LIVING & LEARNING

ON-CAMPUS HOUSING OCCUPANCY LICENSE FOR THE 2013-2014 ACADEMIC YEAR

LENGTH OF LICENSE

I understand that this is a **NINE-MONTH** Housing Occupancy License to occupy a space in Baylor University's on-campus residential communities for the Fall 2013 and Spring 2014 semesters.

OCCUPANCY PERIOD

The occupancy period begins **Wednesday, August 21, 2013**, for students entering for Fall 2013 and begins on **Thursday, January 9, 2014,** for students entering for Spring 2014. The occupancy period ends on **Wednesday, May 14, 2014.** Students entering for the Spring 2014 semester sign this license for the spring semester only. Summer residents must sign a separate license for the summer session(s) they are attending.

ELIGIBILITY

I understand that in order to be eligible at any time for occupancy within a residential community, I must meet the following conditions:

1) I must be enrolled in and attending as a student a minimum of 12 semester hours (full-time status); AND
2) I must be in good financial standing with Baylor University; OR
3) I must be granted an exception in writing through the Campus Living & Learning Office.

I understand that Campus Living & Learning reserves the right to cancel an assignment for returning or continuing students, as need for space requires, if I am not a full-time, registered student by May 1, 2013; or for incoming freshmen or transfer students by July 1, 2013; or if I have not financially settled my student account by July 31, 2013 (for all students entering or returning Fall 2013).

UNIVERSITY SPACES

I understand that I am contracting for a space within the residential communities only, not for a specific residential community, room configuration, suite, or apartment. Campus Living & Learning reserves the right to reassign me to a different space, or can adjust the occupancy of my room in order to maximize space utilization or satisfy other Baylor University needs. Furthermore, Campus Living & Learning can take such action as it deems necessary to control the use of residential community space in the event of an epidemic, disaster, or other conditions or circumstances that require such control and/or access.

FIRST-YEAR, FRESHMEN ON-CAMPUS RESIDENCY REQUIREMENT

All incoming first-year freshmen are required to live on campus. Exemptions to this requirement are granted to students who meet at least one of the following criteria:

- 21 years of age or older before the first class day of a semester;
- married and/or have dependent children; or

- live in McLennan County with parents or legal guardians who have an established residency of three (3) or more months.

All incoming first-year freshmen who meet one or more of the exemption criteria and are seeking exemption from the residency requirement must complete a Request for Exemption Form and submit all required documentation. Exemption forms must be received by July 31, 2013, for students entering the Fall 2013 semester and December 2, 2013, for students entering the Spring 2014 semester. Incoming students who fail to complete this form by the aforementioned deadlines will be charged the **full** on-campus housing charge for the **occupancy license period** (Fall 2013 and Spring 2014 semesters). Incoming first-year students who receive a residency exemption must request a meal plan exemption separately.

LEGAL AGE (UNDER 18 LICENSEE)

I understand that no special provisions or exceptions are made for any licensee who may be under the age of 18 at the time this Occupancy License is accepted. I further understand that it is my option, as a licensee under the age of 18, to inform my parent(s) or legal guardian of the stipulations provided in this Occupancy License, in accordance with *FERPA Regulations.*

RATE AGREEMENT AND PAYMENT

I agree to pay the established rate for any space to which I am assigned. I understand that I am not permitted to assign or sublet my occupancy license. I understand that all residents are assessed a housing charge in accordance to the specific type of assignment provided. I understand that all university fees are payable according to the university fee payment schedule.

POLICIES AND PROCEDURES

I understand and agree to abide by all rules, regulations, policies and procedures pertaining to Baylor University students as well as those outlined in the *Guide to Community Living* available on the Campus Living & Learning website.

CANCELLATION POLICIES AND DEADLINES

INCOMING FIRST-YEAR FRESHMEN

Incoming freshmen who wish to cancel **both** their admissions acceptance and this Occupancy License should notify the Admissions Office. This Occupancy License will be cancelled using the Admissions cancellation date.

Please Note: *All incoming first-year freshmen are required to live on campus (See First-Year Freshmen On-Campus Residency Requirement above).*

INCOMING TRANSFERS

I understand that **written notification of a request for cancellation** must be provided to the Campus Living & Learning Office. Verbal notification is not sufficient to cancel this license. Written notification will be considered valid if received through one of the following means:

a) U.S. Mail: Campus Living & Learning, One Bear Place #97076, Waco, TX 76798-7076
b) Email: Living_Learning@baylor.edu
c) Letter delivered in person: Penland Hall, 1110 South 5th Street

Transfer students who fail to properly cancel their housing assignment will be responsible for the full amount of the on-campus housing charge.

RETURNING OR CURRENT STUDENTS
I understand that I will be charged the **full amount** of the on-campus housing charges for the **entire occupancy license period** (Fall 2013 and Spring 2014 semesters) if I cancel at any time and DO NOT meet one of the following exemptions:

1) Graduation or Withdrawal from Baylor University (verification conducted internally);
2) Marriage (copy of valid marriage license);
3) Participation in a Study Abroad Program through Baylor University (verification conducted internally).

Cancellation After the Start of the Occupancy Period
I understand that if my student status at Baylor University is cancelled due to withdrawal after the start of the occupancy period, I must completely check out of my assignment within 48 hours. I understand that I will be charged the daily room rate and all costs incurred up to the date on which I check out of my assignment. I understand I am responsible for any additional cleaning costs and/or damages incurred. Charges will be posted directly to my student account through the Baylor University Cashier's Office.

PERSONAL PROPERTY INSURANCE
I understand that Baylor University does not provide insurance coverage for my personal property and will not be responsible or liable for loss, damage, or theft of my personal property. Therefore, I understand that I should obtain personal property insurance from an insurance company of my choice. Personal property insurance is particularly important if I maintain high value personal property in my residential space (such as electronics, computers, audio equipment, etc.). I understand that it is my responsibility to contact my insurance agent for coverage or to ask any questions.

FINAL DISCLOSURE
BY ACCEPTING THIS LICENSE, I agree that I have read thoroughly and understand the terms, conditions, and stipulations of this Occupancy License, including but not limited to, the starting and ending dates of this license (Occupancy Period), the rate(s) for my specific assignment (Rate Agreement), the On-Campus Residency Requirements, the Cancellation Policies and deadlines.

In receiving an assignment provided by Campus Living & Learning or any individual acting as its agent, I understand that this license is **legally binding,** and I will be held to this license, in its entirety, should I fail to comply with any of the provisions therein.