

Chadron State College  
Residence Hall  
Terms and Conditions



Chadron State College room and board rates, regulations, and designated fees are subject to change by action of the Board of Trustees of the Nebraska State College System (NSCS) and the Administration of Chadron State College, herein after referred to as CSC. This agreement is legally binding for the entire academic year under which it is issued. Any deviations from the terms specified herein not specifically directed by the Board of Trustees or CSC Administration require written approval from the CSC Housing Office or the Dean of Student Affairs.

### **Eligibility**

A student must be at least seventeen (17) years of age at the time of check in to reside in CSC residence halls. All students residing in campus residence halls are required to have a board plan (commonly known as a meal plan). Students enrolled in less than 12 credit hours in a given semester must notify the CSC Housing Office in writing for consideration to live on campus. All students in CSC residence halls must show a valid immunization record for measles, mumps, and rubella (MMR), or submit an approved waiver for medical exemption, before the end of the first semester.

### **Independent Living Policy**

All students must live on campus for 4 semesters before being eligible for independent living.. An independent living student is a student who meets at least one of the following criteria. Students requesting independent living status must complete an Independent Living Request in the CSC Housing Portal.

1. Student has met the 2-year (4 semester) residency requirement
2. \*Student is living locally with parent(s) or permanent legal guardian(s) at a permanent residence within 60 driving miles of the Chadron State College campus. This requires that the parent(s) or legal guardian(s) live at the residence; ownership or lease of property or living with another family member or friend(s) does not qualify for exemption.
3. Student is married (documentation may be requested).
4. Student has dependent minor(s) (documentation may be requested).
5. Student is enrolled in exclusively online courses in the current semester.
6. Student is 20 years of age or older as of the first class day of the semester.
7. Student is enrolled in less than 12 credit hours in the current semester

\*Living at a property owned by family members, living with siblings, or a pre-existing lease or mortgage does not qualify for exemption.

### **Cancellation Policy and Refund Schedule**

Students who have fulfilled the criteria for independent living, unenroll at CSC, or otherwise wish to cancel their housing and meal plan at CSC must complete a Housing Cancellation Request in the CSC Housing Portal, email [housing@csc.edu](mailto:housing@csc.edu), or otherwise notify the CSC Housing Office in writing.

Students residing on campus during the fall semester who turn 20 years of age prior to the first day of class of the spring semester will still be subject to the cancellation fee for the spring semester if they choose to cancel their housing contract.

Below is a schedule of cancellation deadlines and penalties:

- **Housing Cancelled Before Terms**

Cancellation for fall and spring terms

Prior to June 1: No penalty

June 1 - June 30: \$300 penalty

July 1 - Start of Term: \$600 penalty

Cancellation for fall term only Housing contracts are binding for the academic year. Exceptions may be granted for students listed under section 5 of the terms and conditions.

Prior to June 1: No penalty

June 1 - June 30: \$150 penalty

July 1 - Start of Term: \$300 penalty

Cancellation for spring term only

Prior to November 1: No penalty

November 1 - November 30: \$150

December 1 - Start of Term: \$300

- **Housing Cancelled During Terms**

Contracted for fall and spring terms

Start of semester thru 60% of semester: Prorated refund based on checkout date, \$600 penalty

Thru 60% of semester - end of semester: No refund, no penalty

Contracted for fall OR spring terms only Housing contracts are binding for the academic year. Exceptions may be granted for students listed under section 5 of the terms and conditions.

Start of semester thru 60% of semester: Prorated refund based on checkout date, \$300 penalty

Thru 60% of semester - end of semester: No refund, no penalty

- **Food Plans Cancelled**

Prior to start of term: No charge, no penalty

First two weeks of classes: Prorated refund based on date, no penalty

After first two weeks of classes: Full charge (cannot cancel)

Students cancelling housing must be physically present at their assigned space during check out with a Housing and Residence Life staff member. Students must ensure room and attributable common spaces within any suite are clean and return issued keys in order to be eligible for any refund.

Students who cancel housing for either term, but do not meet the outlined criteria may be charged for the full amount for room and board costs if not living on campus but still enrolled for classes without prior approval from the Director of Housing and Residence Life or Dean of Student affairs.

### **Terms and Conditions**

1. I have been officially notified of my acceptance by the Office of Admissions of Chadron State College.
2. I agree to observe all rules and regulations of CSC as stated in the CSC Course Catalog, the CSC Residence Life and Student Handbook, official posted signage throughout the residence halls, the CSC Housing and Residence Life webpage, or as stated by a CSC staff member while serving in an official capacity.
3. I agree to pay all room and board costs in accordance with CSC payment policies and procedures. I also agree to reimburse CSC for damages or losses to the residence hall or furnishings attributable to me. Failure to satisfy financial obligations may result in termination of this

agreement. I understand that should I seek to terminate my housing after fee payment, that I am not eligible for a refund for the remainder of the active term, except as noted above. Any student financial transactions will be facilitated through the CSC Business Office. Room and board rates are set by the Board of Trustees of the Nebraska State Colleges and are published within the housing reservation process and on the CSC Housing and Residence Life webpage once available.

4. All applicants are required to pay a \$50.00 non-refundable reservation fee. This reservation fee will apply to future agreements provided that the student continues to live on campus for consecutive terms (excluding summer). Should a student cancel this agreement or otherwise leave campus housing, the student is required to pay a new non-refundable reservation fee.
5. I understand that applying for housing is a FULL academic year commitment and I will be responsible for honoring this agreement for the academic year. I understand the cancellation policy and refund schedule outlined above. The following exemptions will be considered for housing cancellations without fee:
  - Graduation from CSC
  - Student teaching
  - Active military duty
  - Meeting one of the criteria of Independent Living as outlined above
  - Unenrolling, withdrawing entirely, or academic suspension
  - Severe medical hardship (documentation may be requested)
  - Other circumstances may be submitted to [cschousing@csc.edu](mailto:cschousing@csc.edu) for consideration.
6. Students with a special housing needs should request their needs to Disability Services following the completion of the housing reservation process. Requests will be reviewed on an individual basis. Supplemental information supporting the request may be requested.
7. CSC is committed to finding appropriate housing for all students living on campus, regardless of race, color, national origin, sex, sexual orientation, gender identity, disability, religion, or age. CSC will address individual needs on a case by case basis. If you would like to discuss specific housing concerns please contact the CSC Housing Office (308) 432-6466 or email [housing@csc.edu](mailto:housing@csc.edu).
8. CSC reserves the right to terminate this agreement and request a student to vacate their housing on an interim or permanent basis should an active resident pose an imminent and/or continuous threat to the campus community or facility. In case where a resident's behavior is cause for the removal, the resident will be responsible for the remainder of the housing and meal plan costs for the term of this agreement.
9. CSC reserves the right to reassign students within and between residence halls and rooms as deemed necessary, and to immediately terminate this agreement by written notice if the student fails to comply with any of the terms and conditions of the agreement or, if in the judgment of Student Affairs staff, continued residence would have a seriously negative effect on the student and/or fellow residents, or if a student does not show 'active academic participation' within the CSC community.

10. This agreement is valid only if residence hall space is available. Available space and preferences are assigned based on reservation completion date, including fee. While the CSC Housing Office will attempt to grant building and room preferences as well as mutual roommate and suitemate preferences, there is no guarantee that requested preferences will be provided.
11. As part of the room assignment process, students agree to share non-emergency contact information with prospective roommates and suite mates. Students who do not wish to share their contact information may request so in writing to [housing@csc.edu](mailto:housing@csc.edu).
12. A single occupancy (private) room may be assigned based on available space at an increased cost. Room changes during a term may incur a prorated cost difference, which may result in an increased charge or credit back to a student's account. Students incurring a cost increase during an academic term will have two (2) weeks to pay the difference in cost. Except for Eagle Ridge, a majority of residence halls are configured for double occupancy and are furnished as such. It is preferred that furniture remain within the assigned room or suite.
13. International students are required to present a record of a Tuberculin (TB) skin test (Mantoux) or FDA-approved IGRA blood test (Quantiferon Gold or T-spot TB) completed within six (6) months prior to their first enrollment in addition to the above required record of immunization. If either of the tests is positive, a chest X-ray is required. The cost of the X-ray is borne by the student. If a student lives in a country which does not offer the TB tests, the student must undergo testing upon arrival at CSC.
14. Internet, laundry, and for-purchase vending services are provided throughout the residence hall complexes as part of this housing agreement. Each double residence hall room is furnished with two beds, two desks, and two desk chairs. All residence halls feature sufficient space for hanging clothes and drawer configurations that vary by building. All residence hall rooms and suites feature ethernet ports in addition to Wi-Fi. Televisions with cable service are available in the lobbies and common spaces in each residence hall. These services are included in the room charge; students must provide their own equipment.
15. CSC reserves the right to inspect residence hall rooms under certain circumstances. The room may be entered without permission in case of emergency, officially announced inspections, for upkeep of physical facilities, or if there is reason to believe that a law or Nebraska State College System or CSC regulation is being violated. In all other circumstances, entry will be made only with the permission of the student(s) assigned to a given room or suite.
16. As a condition of living on campus at CSC, I understand and agree that all property and possessions contained in my assigned room or suite are subject to CSC searches and inspections for "health and safety" considerations as well as "institutional-purpose searches" which include monitoring and enforcement of drug, alcohol and weapons policies. I consent to such searches and inspections and agree to unlock or otherwise provide access to any safe, lock box, container, drawer, or cabinet for the purposes of allowing CSC personnel to conduct such searches. Failure to unlock and provide access will be grounds for the container to be confiscated and may be removed from the CSC premises.
17. Students are encouraged to keep their room door locked whenever possible. CSC accepts no liability for theft or loss of money, valuables, or personal property and no liability for damages to personal property due to water, fire, smoke, or natural disaster and students are encouraged to

- obtain renter's insurance coverage sufficient to meet their needs.
18. I understand that this agreement may not be reassigned to another person. I may not sublet any part of the CSC premises. I agree that visitors and guests will adhere to the procedures as outlined in the CSC Residence Life and Student Handbook. Violation may result in immediate termination of this agreement.
  19. The CSC residence halls are available to students except for one week during the winter break between fall and spring semester where students must completely vacate. The exact date and time of closure will be communicated to students' EagleMail prior to the month of December. Any additional closures will be officially communicated to students' EagleMail. Residence halls may have limited staffing during academic breaks. CSC food service will be modified or unavailable during academic breaks.
  20. Students residing on campus are required to select a meal plan and be responsible for the associated cost. Meal plans are student owned and are not transferable. Students with a meal plan may utilize Eagle Bucks to purchase a meal, snacks, or beverages for other students, friends, and guests. Meal plans may be decreased during the first two (2) weeks of each semester and increased any time at a prorated cost. Additional Eagle Bucks may be added in \$25.00 increments at any time by contacting the CSC Business Office. Food service hours and locations may be adjusted or limited during emergency circumstances, including but not limited to power outages and significant weather events.
  21. CSC reserves the right to consolidate or move students to another room on a temporary or permanent basis. Housing and Residence Life staff will coordinate with students paying double occupancy without a roommate to find a roommate, which may require one or both students to relocate. If space is available, students without a roommate may change to a single occupancy (private) room at a prorated cost increase.
  22. CSC reserves the right to assign students to overflow housing where occupancy is increased above standard capacity. All applicants assigned to any form of overflow occupancy understand that such assignment is considered temporary and will be required to move to a permanent assignment when available.
  23. Maintenance issues should be communicated to Housing and Residence Life staff in a timely manner by way of the process established in each residence hall or by emailing [housing@csc.edu](mailto:housing@csc.edu). Non-emergency maintenance issues during non-business hours (7:30 a.m. – 4:30 p.m. Mountain Time Monday-Friday), holidays, or academic breaks may not be immediately remedied.
  24. Upon check in, a student will complete, sign, and return the "Room Inventory and Damage Form" with Housing and Residence Life staff. This form will serve as an accurate and complete record of the contents and condition of the assigned room and/or suite and will be the basis for damage charges if assessed.  
Residents must establish a check-out time with a Housing and Residence Life staff member at least twenty-four (24) hours in advance, meet at the time agreed upon, and sign the appropriate check-out forms. Proper check-out procedures include removing all belongings, waste, debris, leaving the room and/or suite in clean condition and returning issued key(s). Failure to adhere to check-out procedures may result in the assessment of an "improper checkout fee" in the amount of \$50.00 in

addition to any damage charges. Permanent fasteners including nails, screws, wall anchors, etc. are not permitted and students are responsible for damage caused by adhesives whether intentional or accidental.

25. A student must properly check out and vacate their room within twenty-four (24) hours after termination of this agreement. Additional time may be granted at the discretion of Housing and Residence Life staff or the Dean of Student Affairs. Any student who has cancelled for the following semester must properly checkout and vacate their assigned space by 5:00 p.m. on the final class day of the semester. Students graduating will be granted a later check out date and/or time.
26. Students who check in prior to their designated check in date or check out after their designated check out date will be assessed corresponding housing changes. Request forms are located in the CSC Housing Portal under the "Forms" tab.
27. All motorized vehicles operated by residents of campus housing must have a valid parking permit. Parking permits are valid for the entire academic year including summer. Parking tickets will be issued for violations of CSC parking policies.
28. Each student agrees to hold harmless and indemnify CSC and officers, employees, and agents for, any claims for damages sustained by them or others in their room as a result of the student's acts of omissions, relating to any changes or modifications made by the student to their room or furnishings such as the construction of bookshelves, partitions, or other structures. This clause makes the student financially responsible to CSC, and releases CSC, in the event a person, who is injured by a hazard constructed by the student, claims CSC is liable for damages. CSC is not liable for property belonging to the student, which may be lost, stolen, or damaged in any way wherever this may occur on the premises, including storage facilities.

I hereby acknowledge that I have read and agree to the Residence Hall Terms and Conditions listed above and understand that these terms and conditions shall be considered incorporated by reference in this agreement, and hereby agree to rent for the term indicated in this agreement. If I am under the age of 18, I acknowledge this serves as a joint agreement between myself and my parent/legal guardian of the terms and conditions mentioned above for my housing reservation at Chadron State College.