INDIANA TECH HOUSING AND BOARD CONTRACT
FALL 2015 / SPRING 2016

STUDENT’S NAME

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<th>Last Name (Family Surname)</th>
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Having made the required dormitory deposit, the undersigned student and parent/guardian (if student is less that 18 years of age), hereby lease a place in University Housing for the 2015-2016 academic year. It is further agreed that the contract includes a board plan with specific building assignments as indicated below. It is further agreed and understood that there will be no refund of any part of a year’s rent or board charge including the deposit in case of withdrawal or dismissal except as stipulated in the current student handbook. The student is expected to maintain a standard of scholarship and conduct which will keep him/her in college.

Each resident, by this contract, agrees to conform to the terms of this contract and any additional contract for alternative housing options which shall include all provisions appearing below and on the reverse side, and regulations established for the operation of the residence halls by both the university and the student resident assistants within the residences and approved by the university officials in charge of residence halls. Regulations for the residence halls may be found in the student handbook.

PERIOD – This contract is a commitment for the **entire academic year**. The student’s right of occupancy of a room may be terminated if the student is not currently enrolled, withdraws from college, or is dismissed from college. **Freshmen and sophomores are required by University policy to reside on campus and by signing this contract, you are agreeing that you understand and accept this policy. Room cancellations due to discontinued enrollment for spring must be received by Dec. 1st and requests for fall must be received by May 1st to be eligible for deposit refund.**

This contract may be cancelled by the University for failing to conform to terms of the contract or failure to pay charges on a timely basis.

**Residence Hall Options**

- Pierson Hall double $2,900
- Pierson Hall single $4,185
- Warrior Row Traditional double (C) $2,930
- Warrior Row Traditional single (C) $4,230
- Warrior Row Townhouse double $3,785
- Warrior Row Townhouse single $4,160
- Yergens-Rogers Hall $3,785
- Evans-Kimmell / Oropeza Hall double $3,455
- Evans-Kimmell / Oropeza Hall single $4,285
- Waterfield Housing $3,455
- Kalbfleisch Hall $2,225

**Board Plan Options**

- Full Meal Plan (19 meals per week) - $1,835
- Any 10 Meals per week - $1,120
- Any 5 Meals per week - $570

*PLEASE NOTE - Any reference to “Residence Halls” in this contract will be referring to any University provided housing options. All university provided housing including contracted or temporary university housing, adheres to the tobacco free policy.*

**BOARD PLAN** – The full board plan consists of 19 meals per week: breakfast, lunch, dinner (Monday through Friday); brunch and dinner on Saturdays and Sundays. Meals are not served during announced breaks – Fall Break (Oct. 19 – 20, 2015) Thanksgiving break (Nov. 25 – Nov. 29, 2015), Winter break (Dec. 18, 2015 – January 16, 2016), and Spring break (March 12 – March 20, 2016). Board plans are billed separately from housing. All first year new students must select the full board plan regardless of building. Pierson, Kalbfleisch, and Warrior Row C must also select the full board plan regardless of enrollment year. Evans and Oropeza residents (except first year new starts) may choose their board plan.

**VACATING ROOMS AND HOLIDAYS** – Students must vacate rooms by 1pm on the day after the last scheduled day of fall final examinations if not returning for the spring semester or the day after commencement at the end of the academic year. If a student will remain in a residence hall during non-academic periods (vacations, breaks, etc.), the student must notify the residence life office in advance. In case of withdrawal or dismissal from the university, students will be required to vacate a room within twenty-four (24) hours following official notice of such withdrawal or dismissal.
RULES AND REGULATIONS – All housing rules and regulations may be found in the student handbook distributed with your textbooks or online at www.indianatech.edu/housing. Violations of university rules and regulations or other conduct resulting in dismissal from college shall terminate the student’s right to occupy the room. Alcoholic beverages, illegal drugs, pets, firearms, harmful weapons, explosives and pyrotechnics are not allowed in the living units. The university reserves the right to assess charges for damages (other than normal wear and tear) to university property or contracted alternate housing property. Tacks, nails, screws, and damaging adhesives are not to be used on the building structure of residences.

SEARCH AND SEIZURE – The University reserves the right to enter any room for the purpose of inspection, repairs, or other official business. In an effort to cooperate with the University’s enforcement efforts regarding possession and use of illicit drugs or investigating incidents of theft, I hereby acknowledge and grant consent for entry into my personal living unit for these purposes. I understand that this search may be in cooperation with the Fort Wayne Police Department and utilizing K-9 units for specialized detection of illegal or dangerous substances. Searches may either be random throughout the building or focused for suspicion of individuals. For individual suspicion, every effort will be attempted to validate suspicion prior to entry. This agreement applies to all residence halls and any alternative contracted housing provided by the University.

PERSONAL PROPERTY - Indiana Tech shall not be held responsible for theft, loss or damage to student’s personal property. It is recommended that students insure their personal property. (Some homeowner’s policies will cover student property while at school)

FURNISHING OF ROOMS – Provided furniture may not be removed from suites or apartments. Students must obtain written permission from the Residence Life office prior to bringing large pieces of furniture into their room.

CARE OF ROOMS – Students are responsible for keeping their rooms, kitchens, and restrooms clean and orderly at all times and when vacated. Each student shall be liable for all damages to the building structure and all damages to, or loss of, any furnishings and fixtures caused by negligence on the part of the student. Inspections will be done to ensure proper care is being maintained.

MISSING PERSONS – In compliance with the Higher Education Opportunity Act (HEOA), the university must give residential students the opportunity to designate specific contact(s) for notification in the event that the student has been reported missing. These contacts may be the same or different than a student’s emergency contacts listed on the housing application. When a missing student report has been submitted, the university will follow the procedure outlined in the Crisis Management Policy.

The contact(s) information will be kept confidential, accessible only to authorized campus officials and law enforcement, and may not be disclosed outside of a missing person investigation. Students are advised on the document that if they are under 18 years of age and not emancipated, the institution must notify a custodial parent or guardian when the student is missing, in addition to any additional contact person designated by the student. Once the university determines that the student is missing, the university will notify the local law enforcement agency, unless the local law enforcement agency was the entity that made the determination that a student is missing.

- I would like the missing person contacts to be the same as my emergency contacts submitted on my housing application.
- I would like the below contacts to also be notified if I am determined to be a missing person.

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<th>Contact Name</th>
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KEYS – Each student receives a mailbox key and a key to the exterior door of their living unit as well as a bedroom if applicable. These keys may not be duplicated, exchanged, or shared without permission. If a key is lost, the student will be charged for a lock change at the following rates: rooms/apartment/bedroom/building keys - $41 flat plus $7 for each additional occupant, mailbox keys - $15. All keys are the property of the university and must be surrendered when vacating the residence units. If keys are not returned as a student vacates, the student will be charged for a lock change. Students locked out of their rooms will be charged a $10 lock-out fee to be granted access to their room by a staff member.

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