

Tennessee State University Housing Agreement

General Guidelines

1. The term of the housing agreement is binding from the date of assignment until the end of the academic year, or until the end of the Summer term when applying for Summer housing. The Summer term is a supplemental term not inclusive of the academic year, thus a separate application is required when requesting housing for the Summer term.
2. A non-refundable \$100 housing prepayment is required at the time of application submission. A housing application is not considered complete until both the signed Housing Agreement and the \$100 non-refundable prepayment have been received. The prepayment will be applied toward the student's housing charges for their first term of occupancy.
3. If a student defers their housing application within the same academic year, the prepayment may be transferred from the fall to the spring term. The prepayment is not transferable to summer terms or to future academic years and will be forfeited if the application or contract is canceled.
4. Except for the campus apartment complexes, all University Housing buildings will close during the Semester Break (the period between the fall and spring semesters) and during Spring Break. Residents are strongly encouraged to take all valuables with them during these closures. Any personal belongings left in the room remain the sole responsibility of the resident.
5. Students with extenuating circumstances may request housing during breaks by submitting documentation for review by the designated committee. Approved requests may incur an additional charge based on the daily rate for the assigned facility during the applicable break period.
6. Opening and closing dates and times for room occupancy must be observed. Residents may not move into their rooms early, nor will they deliver personal property to their rooms before the residence facilities open. Residents must follow established guidelines when "checking-in" and/or "checking-out" of housing. Failure to do so will result in additional charges to the student's account.
7. The Housing Agreement is a binding contract for the full academic year. Residents may not vacate their assigned space or terminate their housing without submitting a written Housing Cancellation Agreement and receiving official approval from University Housing. Approved cancellations may be subject to applicable cancellation fees and charges in accordance with the University Housing Cancellation Policy.
8. A resident who vacates the residence facility prior to the end of the Academic Year shall forfeit all housing fees except in the specific circumstances defined under Fees, Cancellation, and Refund Policies.
9. Students hosting other students/individuals unlawfully are in violation of the Tennessee State University Housing Agreement and are subject to immediate suspension from housing.
10. Transfers from one residence facility to another must be approved by the Housing Assignments Office.
11. Room and/or apartment changes within a specific University Housing facility must be approved by the Residence Hall Director of that facility and/or Housing Assignments Office.
12. Residents assigned to double or triple occupancy rooms are required to consolidate when vacancies occur, in accordance with University Housing's consolidation policy. The University reserves the right to reassign residents or require room changes as necessary to achieve full occupancy. A room buy-out option may be offered solely at the University's discretion and is contingent upon space availability.
13. Students residing in University Housing are required to participate in the Meal Plan during the Fall and Spring Semesters. Meal plans for the summer term are optional.
14. Residence Life and Housing have the authority to conduct Health and Safety Inspections, in accordance with the Room Inspection policy set forth in the Campus Living Guide
15. In accordance with campus safety policies, students in University Housing are subject to surveillance and use of detection devices including the use of metal detectors.
16. Students found in violation of the terms of this Housing Agreement are subject to termination of this Agreement and the imposition of penalties in accordance with the procedures set forth in Residence Life and Housing Judicial Board and/or TSU Student Conduct policies.
17. Applicants submitting this Housing Agreement accept the terms and conditions elaborated herein.
18. Additional rules and regulations apply as noted in the Campus Living Guide, TSU Student Handbook, and other published documents.

Student Residence Regulations

Because Tennessee law (TCA 40-39-211) prohibits sex offenders required to register under Tennessee law (TCA Title 40, Chapter 39, Part 2) from knowingly establishing a primary or secondary residence or any other living accommodation within one thousand feet (1,000') of the property line of any public school private or parochial school, licensed day care center, other child care facility, public park, playground recreation center or public athletic field available for use by the general public, registered sex offenders are not eligible for housing at Tennessee State University.

Resident Responsibilities:

1. Students must claim his/her housing assignment within twenty-four (24) hours of opening of the residence halls/apartments as indicated on the academic calendar. Students must notify their hall director if they cannot check in within 24 hours. Failure to do so may result in loss of the housing assignment.
2. All moves requested within the residence facilities will be made by the housing assignments team and/or resident facility directors upon their approval and based on availability.
3. Each resident shall be responsible for damage to or loss of any university property in his/her assigned room. Damage to the public areas in the residence hall will result in a community fine when the individual(s) responsible is (are) not identified.
4. Students enrolled at the University are reminded to take every precaution to safeguard their personal property. Renter's insurance is strongly encouraged. Large sums of money should be deposited in the bank for safekeeping. Letters with money orders or checks should be sent by registered mail to ensure delivery. The University cannot assume responsibility for the loss of personal property, whether the loss is a result of theft, fire, or other causes.
5. Students are responsible for returning all issued keys at the time of check-out. Charges will be assessed to the student's account for any keys that are lost, duplicated, or not returned, as well as for failure to complete the official check-out process. Details regarding current damage and replacement charges, including key and improper check-out fees, can be found in the Assessments for Damages section of the University Housing website.
6. Cooking Appliances. Cooking in the residence halls/apartments is restricted to the kitchen areas provided by the University.
7. Pets. No pets of any kind shall be permitted in a housing unit except non-carnivorous fish; however, the fish tank may be no larger than five gallons in size. (See the section on Pets in the Campus Living Guide at <http://www.tnstate.edu/housing/CampusLivingGuide.aspx>.)
8. Parking. Residents may park motor vehicles only in spaces designated by the University. All motor vehicles must be registered with the Office of Parking Services.
9. Soliciting. Residents shall not give solicitors or salespeople access to the unit and/or facility or participate in organized business or private enterprise for remunerative purposes from the unit.
10. Furnishings. The unit is provided to the resident in a furnished condition. Resident agrees to treat all appliances, furnishings and furniture in the unit with care, and to promptly report any damage or malfunction to the Office of Residence Life or their designated staff.
11. Nails and painting. Residents shall not install any nails or otherwise place holes or indentations on any wall or other surface in the unit. Residents further agree not to paint the unit or any portion thereof.
12. Guests/Visitors. Residents may not host a guest(s) in any Residential facility without the Residence Director's Permission. Visitation is a privilege and must be granted by vote of the resident facility and the Director.
13. Fire Safety. Students may not tamper with or hang items from fire safety equipment, including sprinklers. The following are not permitted on campus:
 - A. Space Heaters
 - B. Electric Blankets
 - C. Burning candles and open flames
 - D. Burning incense
 - E. Electric Scooters/Hoverboards or similar items with lithium batteries
14. Zero Tolerance. The following offenses constitute material violations of this Housing Agreement and will result in significant disciplinary action, including the possible suspension or expulsion from the University and/or the probable termination of this Housing Agreement:
 - A. Possession or the presence in your room of Bullets, Firearms or other dangerous Weapons
 - B. Possession or the presence in your room of Illegal Drugs

- C. Participating or aiding in Hazing.
- D. Participating in or promoting Fighting.

15. Prohibited Items. The following are not permitted on the campus:

- A. Alcoholic beverages
- B. Fireworks
- C. Water Balloons
- D. Toy/Recreational Guns
- E. Wearing Masks to cover the face (Excludes protective coverings over the nose and mouth).
- F. Any other items as listed in the Campus Living Guide

16. Property Damage. Residents are liable for actual damage to the unit and/or ancillary facility, including furniture, appliances, and equipment, and for maintaining the unit in a safe and sanitary manner. In the event of such damage, the University will hold each resident of a unit jointly and severally liable for damage charges.

17. Parties: Residents are prohibited from having parties (sets) in their units. Violators will be subject to penalties as set forth by Residence Life and Housing and/or TSU Student Conduct due process.

18. Laundry Room Use. Only current University Housing residents are allowed to utilize their respective laundry facilities.

19. Room Inspections. Residence Life Staff and other designated staff may conduct safety/health room inspections on a random and unannounced basis to ensure compliance with this Housing Agreement and University policies, including Residence Life-Housing policies.

20. Security. Campus security, including the security of students residing in TSU residence halls and apartments, is a paramount priority for the institution. Accordingly, any student who violates the Housing Agreement, Campus Living Guide, or Student Handbook's security related provisions, including provisions governing possession or presence of firearms, will be subject to significant disciplinary action, including the possible suspension or expulsion from the University and/or the termination of this Housing Agreement.

21. Compliance. All residents are subject to and must comply with the University's Campus Living Guide (<http://www.tnstate.edu/housing/CampusLivingGuide.aspx>), Student Handbook, including the Student Code of Conduct (http://www.tnstate.edu/campus_life/documents/StudentHandbook.pdf), Residence Life policies, and applicable state and federal laws. Students who violate institutional policies, including the policies referenced herein, will be subject to disciplinary action and/or Residence Life and Housing procedures.

Enrollment Status

1. To remain eligible to reside in student housing, the resident must maintain enrollment at the University.
2. The resident agrees to vacate the facility within 48 hours after the loss of status as an enrolled student. Student ID cards will be confiscated at checkout by Residence Hall Directors. Failure to comply will result in additional housing charges and fines, and charges of trespassing on state property.

Refund of Residence Facility Room and Board

Housing charges will be pro-rated daily when a student is forced to withdraw from a residence hall/apartment under the following conditions:

1. If a student fails to register for courses by the fourteenth day of the semester.
2. Personal medical reasons confirmed in writing by a licensed physician and approved by the appropriate University official.
3. At the request of the University for reasons other than disciplinary.
4. 100% percent of fees will be refunded in the death of a student.
5. No refund shall be made if a student withdraws from the University or University Housing for disciplinary reasons.

Registered Students asking for and receiving an exception to the cancellation policy will be eligible to receive funds based on The University's 100%, 75%, 25%, and 0 refund policy.

*NOTE: Return of fees is based upon the University's Refund Policy, as follows (including weekends), not including the \$100 non-refundable prepayment:

- 100% before the first day of classes
- 75% beginning the first day of classes through the fourteenth day;
- 25% beginning the fifteenth (15th) day of classes through 25% of the term;
- 0% after the 25% refund period

*Housing agreements are for the entire academic year (Fall and Spring semesters). Students are not automatically released from their agreement after the Fall semester. If a student is not returning for the Spring semester due to graduation, study abroad, externship, or another approved reason, they must complete and submit a Housing Cancellation Agreement. The assigned room must be fully vacated before the cancellation can be processed, and daily rate charges cease.

Students who apply for Spring Only housing are still subject to the same cancellation deadlines and refund policies. Any approved Housing Cancellation Agreement will follow those guidelines for fees and refund percentages.

ALL ROOM ASSIGNMENTS ARE CONTRACTED FOR THE ACADEMIC YEAR AND ARE SUBJECT TO CHANGE. CANCELLATION FEES APPLY