

Thomas More University

Residence Life & Housing Agreement Terms and Conditions 2024-2025

Terms & Conditions Overview:

The Housing Agreement Terms and Conditions ("Housing Agreement") is a legally binding contract between you (the resident) and Thomas More University ("Thomas More"). When the Housing Agreement is signed, legal and financial obligations are created. Please review the terms and conditions explained below.

If you are under the age of 18 years old, you must review this information with your parent(s)/legal guardian(s), and their signature is *required* on the Housing Agreement. To reside in on-campus housing, residents must be enrolled full-time in Thomas More classes. The Housing Agreement is legally binding for the entire academic year, similar to a lease.

***Please note, the Office of Housing & Residence Life reserves the right to change a room assignment whenever necessary. In unusual circumstances, temporary housing assignments may be made. Dates outlined in the Housing Agreement are subject to change should Thomas More change or adjust the academic calendar. Students will be notified should any changes occur.*

On-Campus Living Requirement:

All unmarried first-year students, or transfer students not transferring 'x' credit hours or more, who are under the age of 21, or live outside the following counties with parent(s)/legal guardian(s): *Boone, Campbell, Kenton (KY), or Hamilton, Clermont (OH)* are required to live on-campus for one full academic year.

For incoming students, if they wish to live off campus, they will need to reach out to the Admissions Office for the **Housing Exemption Request form**. If approved, you will receive an email from Admissions OR Housing & Residence Life. Please note that this request may be denied. In this case, students will need to email housing@thomasmore.edu to fill out the Housing Application.

For returning students, if they wish to live off campus, they will need to submit an **Intent to Move Off Campus** form no later than the 1st of May in the spring semester to inform the department of their intent to live off campus. This form will be available to students in March of the spring semester.

General Housing Guidelines:

Housing Application

- A **non-refundable** \$125 housing application fee is to be submitted when applying for on-campus housing.
- Housing applications can be accessed via MyTMU (students will be notified via email when the next academic year's housing application becomes available).
 - *Room Reservation*
 - All residents' room, hall and roommate requests are subject to availability.
 - Residents can pick their desired hall and room again subject to availability.

Housing Cancellation Policy

- The following cancellation terms apply:

Cancellation Period	Cancellation Fee
Prior to August 1st	Not subject to a cancellation fee
After August 1st	Subject to a \$500 cancellation fee

Housing Agreement Duration & Occupancy Dates

- The Housing Agreement is effective and binding for the entirety of the academic year; fall through spring, or the time remaining at the time of room assignment.
- Dates for academic year 2024-2025 are as follows:
 - Academic Year Term (August 17 – December 12, 2024), and Spring Term (January 12 – May 9, 2025).
 - Fall Semester:
 - First Year Student Move-in – Wednesday, August 14, 2024, between 8am – 12pm
 - All Student Move-in – Saturday, August 17, 2024, between 8am – 12pm
 - Thanksgiving Break (Residence Halls remain open) - Wednesday, November 27, 2024, through Sunday, December 1, 2024

- Winter Break (Residence Halls close) – Friday, December 13, 2024, at 12pm
- Spring Semester:
 - All Resident Students Move In – Saturday, January 11, 2025, at 9am
 - Summer Break (Residence Halls close) – Friday, May 9, 2025, at 5pm

Consolidation

When a room or suite has an available space, Housing & Residence Life reserves the right to move a student into that unoccupied space as needed. Consolidation typically begins at the beginning of the fall and/or spring semesters after the first 10 days of the term. When consolidation is necessary, current residents will be notified via their Thomas More email address that they are likely to receive a roommate at any point during the academic year. If a resident has an empty space and chooses not to be a part of the consolidation process, they will be charged for that empty space.

For example, if a resident living in a Stallmeyer double occupancy room has an unoccupied space and they wish to keep that room to themselves, they will **NOT** be charged the single room rate, but instead they will be charged an additional double occupancy charge. Therefore: \$4,950 + \$4,950 = \$9,900/semester (*based on the 2024-2025 Room & Board Rates as expressed on Thomas More University's website:

<https://www.thomasmore.edu/info-for/new-current-students/pay-my-bill/>).

Terms & Conditions of the Housing Agreement:

Thomas More University agrees to provide the resident with the use of facilities in Thomas More University housing and the dining halls during the specified dates above in accordance with Thomas More University's academic calendar ([HERE](#)). During recess periods such as Fall Break, Thanksgiving break, Winter break and Spring break, housing and dining services are **not** provided unless otherwise disclosed by Dining Services ([HERE](#)). Under extenuating circumstances (determined by the Office of Housing & Residence Life), accommodation may be provided during these break periods. An additional cost may be incurred for residents wishing to stay during breaks. Information regarding an intent to stay will be sent to students via their Thomas More email address.

Resident Behavior/Agreement Termination

- Residents are expected to participate in University Housing educational activities and programming designed to enhance the quality of life.
- Residents agree to abide by the rules, policies, and procedures of the University, including the Residence Hall Policies and the Saints Community Standards, as well as federal, state, and local laws.
- Thomas More University reserves the right to reassign or remove any resident from housing with established procedures due to violation(s) of the Saints Community Standards or the Residence Hall Policies.
 - Violations of the Saints Community Standards and the Residence Hall Policies, as well as federal, state, or local laws, may be grounds for termination of the Housing Agreement and forfeiture of associated costs.

Medical and Pregnancy

- A resident who is medically compromised as determined by Thomas More University, who is pregnant, or becomes pregnant while occupying on-campus housing must inform the Office of Housing & Residence Life and Campus Health/Health Services in writing and submit appropriate documentation.
- In the case of pregnancy, the resident may remain in campus housing if she follows prenatal care doctor's recommendations.
 - However, the Office of Housing and Residence Life does **not** permit infants or children to live in or be a guest in on-campus housing.

Enrollment Status/Delinquency of Fees

- All residents residing in Thomas More University housing must be enrolled in *at least* 12 credit hours (i.e., full-time student) and have all housing and dining fees paid.
- Any resident who is **not** enrolled, delinquent in their housing/dining fees, or who have failed to sign a housing agreement, and/or have not submitted a housing application, will receive notice that they have 3 business days to enroll, pay their fees, apply for housing, or sign the housing agreement or face eviction from Thomas More University housing.

Residence Hall Guests & Overnight Guests

Residential students can have guests and overnight guests during certain times and days of the week. They are as follows:

- Guests (All days of the week):
 - 12pm (noon) - 12am (midnight).

- Residents are **required** to sign guests in starting at 7pm every night at the front desk of their assigned residence hall.
- Residents must accompany their guest(s) at **all** times.
- Guests must exit the residence hall(s) each night at midnight using the main entry and exit door, **no exceptions**.
 - If guests do not leave by this time, a member of Housing & Residence Life and/or Campus Safety will escort them out of the residence hall.
 - Residents who fail to continuously follow this policy will be subject to the Student Conduct process and may lose their guest and/or housing privileges.
- Overnight guests:
 - 6pm (Friday) - 6pm (Sunday).
 - Residents are **required** to register overnight guests **no later than 12pm (noon) on Thursdays**.
 - Overnight guest forms are available at the front desks of the residence halls and in the Office of Housing & Residence Life between the hours of 9am – 5pm Monday through Thursday.
 - The Office of Housing & Residence Life is located on the lower level of the Saints Center.
 - If a resident is discovered to have an unregistered overnight guest, the guest will be escorted out of the residence hall and asked to leave campus.
 - The resident(s) will be subject to the Student Conduct process and may lose their guest and/or housing privileges.

Furnishings/Damage Fees

- Residents' rooms are furnished with the appropriate number of beds, mattresses, desks, dressers, and chairs.
- Furniture may **not** be removed without approval from the Office of Housing & Residence Life.
- Any damage to Thomas More University property will be placed on the student's account.

Lost Keys

- Residents are responsible and required to inform Housing & Residence Life **or** Campus Safety if they have lost their residence hall room key and/or student ID card. Students will be charged for replacement(s).
 - Room Key = \$100 fee for replacement

Student ID Card

- Residents agree not to give their student ID card to **any** other persons for residence hall access
- Residents agree to immediately report any lost student ID card to the Office of Housing & Residence Life
 - Replacement Student ID = \$25 for replacement
- If a resident cancels their housing, they may only re-enter the residence hall(s) as a guest of a current resident

Right of Privacy & Room Entry

- Thomas More University respects residents' right to privacy and will make a reasonable effort to give prior notice for damage, maintenance, or cleanliness inspections (e.g., Health & Safety Checks)
 - Thomas More University regards room entry for all stated above as necessary for the health and welfare of all residential students
 - Entry as described above is agreed to and authorized by the resident as part of the Housing Agreement
 - Entry without prior notice occurs only in emergencies to ensure protection of life, limb, and/or property, and upon a resident's request for maintenance services
- Entry and inspections of rooms by Thomas More University or law enforcement officials to discover violations of the Saints Community Standards, Residence Hall Policies, or federal, state, and local law

Policies Regarding On-Campus Residential Living

Check-in Procedures

Specific check-in information will be provided to students prior to their assigned move-in day. If a student needs to move in *before* OR *after* their assigned move-in day, they must notify the Office of Housing & Residence Life at housing@thomasmore.edu. All students will be expected to arrive and check-in during the designated times expressed. For a student to check-in outside of these specified hours, they must communicate and plan with the Office of Housing & Residence Life. Students who do not make adequate, timely arrangements are subject to be reassigned to a different housing assignment, charged \$500 for an incomplete check-in, and/or may be denied entry.

During the fall check-in process, students will be verified by members of the Housing & Residence Life team that they can enter the residence hall(s). Verification includes all required health immunization and medical records have been submitted AND the full completion of a housing application. Once approved, the resident will arrive at their assigned residence hall where they will receive one (1) key to their room. A member of the Housing & Residence Life team will conduct a Room Condition Report (i.e., RCR). This serves as an inventory of furnished items, the condition of the furnishings, and the condition of the premises assigned to the student. This inventory will be completed again at the end of the resident's occupancy or end of the academic semester/term and will serve as the basis for determining damages to the room and furnishings. If a student has damages that are documented, they will receive an email from Housing & Residence Life. Students will be able to see these damage charges on their student account.

Check-out Procedures

At the end of fall and spring semesters, residents are required to remove all personal belongings and vacate their assigned room upon termination of the Housing Agreement or at the end of an academic semester/term. This is expected to be completed within **24 hours** of the student's last examination or by the last Friday of finals week at **5:00 p.m.** (whichever comes first).

Cancellation Procedures

If a student wishes to cancel their housing, they are required to email Housing & Residence Life at housing@thomasmore.edu to receive the Housing Cancellation form. Once completed *and* approved, a member of the Housing & Residence Life team will review and complete the check-out portion of the RCR form (the same one that was used at the time of resident's move-in). If the form is not completed and/or returned to the Office of Housing & Residence Life by the deadline expressed in the Housing Cancellation form, students are subject to a \$500 cancellation fee. Should a student fail to check out of their room according to published procedures, they will be charged a \$500 improper checkout fee. Please note that checking out does not release a student from their responsibilities under the Housing Agreement unless an exception is made, in writing, by the Director of Housing and Residence Life.

Withdrawal Procedures

If a student wishes to withdraw from Thomas More University, they need to reach out to Advising at advising@thomasmore.edu to acquire the required withdrawal paperwork. Students are required to get all the signatures needed from each department, and then return the form to Advising. If a student cannot, for any reason, retrieve all the signatures to complete the withdrawal paperwork, they are required to communicate with Advising to discuss any solutions, alternatives, etc.

Common Area Furniture

All communal areas such as but not limited to lobby areas, living room spaces (e.g. suite-style housing) lounges, and study rooms are furnished with chairs, couches, tables, and other furnishings for use by all residential students. Thomas More University furniture is to remain in these areas. Communal area furniture may *not* be removed from these shared areas. Students who remove communal area furniture and place it in their room, suite, or other non-approved area will be charged to replace the furniture and may be subject to further disciplinary action. Thomas More University cannot store furniture to make room for personal belongings.

Damages and Upkeep of Room Furniture & Communal Facilities

Before students move in, each unit (i.e., piece of furniture) is checked to ensure that it is in good condition. Each resident assigned to the room must sign a room condition report (RCR) at check-in. Residents are responsible for the room's condition at time of checkout or room change. Once a resident checks out of their assigned space, a staff member will inspect the space and, if necessary, damage charges are assessed to cover the current replacement costs of the damage plus any associated labor costs. Normal wear and tear are expected; however, damaged items deemed above this expectation will be billed to the resident(s). Housing & Residence Life, Maintenance, and Facilities have the authority to determine when damage(s) exceed normal wear and tear.

The resident(s) must maintain their assigned living space clean, orderly, and safely. The resident(s) will be held financially accountable for the repair or replacement cost of any damage to their room or furnishings in the room. When two or more residents occupy the same room or suite and responsibility cannot be attributed to one resident, the damage charge(s) will be divided equally among all occupants of the space. The resident(s) assumes responsibility for the daily care and cleaning of their room and its furnishings, and for maintaining acceptable sanitary and safety conditions. They also agree to use all public areas responsibly and to help ensure safety and cleanliness. Residents must not modify or allow modifications of the permanent structure of the room. This includes painting or making repairs without prior permission and approval.

If damage to the exterior surface of a room door or window occurs due to vandalism, the resident(s) must notify a Housing & Residence Life staff member and Campus Safety **immediately**. An incident report will be completed and submitted to maintenance/facilities no later than 24 hours after the incident. The incident report will provide details of the damage and information on who may be responsible for the damage(s). Such incident reports may be referred to the Dean of Students.

Relative to public and communal area damages (i.e., restrooms, hallways, lounges, laundry rooms, etc.), where costs are substantial and responsibility is not accepted by or identified as belonging to an individual or group, charges will be determined and charged to **all** occupants of the residence complex, floor, building, or the entire residence population.

If any damage charges apply, the fines/costs are charged to the student's account. Damages identified after the student leaves campus will be charged to the student account. Students will be notified via email of any damage that occurs throughout the academic year and at the end of the academic year for damage assessments when all students move out of housing for the summer. For questions, students can email Housing & Residence Life at housing@thomasmore.edu.

At the end of the academic year, the Housing & Residence Life staff conducts damage assessments for all residential spaces. All residents who occupied the room/suite/space will be charged evenly depending on the total amount. For example:

If the total damage assessment charges total \$100, then:

- Single-occupant room/space would be charged \$100,
- Double (2)-occupant room/space would be charged \$50 each, or
- 4-occupant room/space/suite would be charged \$25 each.

Students may appeal damage charges based on the following:

- Damage is believed to be the result of normal wear and tear;
- If there is a duplicate charge on the student account; or
- The individual was not a residential student at the time.

*To submit an appeal, students should email housing@thomasmore.edu. The final decision and charge(s) are at the sole discretion of the Director of Housing & Residence Life. The final decision *cannot* be appealed. To see the breakdowns of damage costs, please see the damage charge table at the end of this Housing Agreement.

Health & Safety Checks

Residents are responsible for maintaining rooms in a neat and clean condition. Two (2) health and safety checks will be conducted by staff of Housing & Residence Life per semester (fall & spring). The inspection ensures safe and sanitary conditions in residential rooms and the maintenance of residence hall policies. If necessary, damage charges may be assessed for documented issues. If a residential room contains conditions that need to be corrected, staff will provide resident(s) with notice of corrections to be made and will re-inspect the room within 2-3 business days. If the corrections have not been made, the resident(s) assigned to the space may be subject to disciplinary action. Any prohibited items found during these inspections will be immediately confiscated by Housing & Residence Life staff members or Campus Safety. For questions, students should email housing@thomasmore.edu.

*To see the breakdowns of damage costs, please see the damage charge table at the end of this Housing Agreement.

Door Locks & Lockouts

Any and all doors that enter into Thomas More University residential facilities may **not** be propped open for **any** reason. Additionally, students may **not** obstruct locks from functioning or tamper with door locking mechanisms. Doors that are locked must remain locked. Doors marked for **Emergency Exits Only** are to be used in emergencies **only**!

Residence hall exterior doors are locked 24 hours a day on the weekends and Monday through Friday. Doors are subject to an alternate security schedule during holidays and breaks. Each exterior door is equipped with a card reader, and after the doors have been locked, students assigned to that building can gain access to their residence hall with their ID card.

All residents and their guest(s) should enter and exit residence halls through the main doors. Only in cases of an emergency should the doors at the end of the hallways be used. Individuals should never enter or exit the building through a window unless there is an emergency. Improperly exiting or entering buildings are grounds for disciplinary action.

Students locked out of their residence hall or assigned room will be granted courtesy entry by a staff member on designated move-in days only. In addition, a first-time lockout of their room or residence hall will be free of charge. Every lockout thereafter will result in a lockout fine that will be charged to the student's account at the rate of ten dollars (\$10.00) per lockout (To see the breakdown lockouts, please see lockout table at the end of this Housing Agreement).

Elevators

Two passenger elevators are located in Murphy and Stallmeyer halls for residential use, their guests, Campus Safety, and Thomas More University staff. The following actions are prohibited and may result in disciplinary action:

- a. Damage and/or vandalism to elevators (i.e., prying doors open, jumping, etc.).
- b. Use of emergency alarms and emergency stops in situations other than an emergency.
- c. Unauthorized use of an elevator key.

Insurance

During the period covered by this Housing Agreement, it is recommended that the resident obtain accident insurance, on either an individual or group basis. Please be advised, Thomas More University does not cover nor assume medical expenses or liability for resident's personal belongings. Thomas More University has no insurance to cover loss or damage of the individual property of the resident; therefore, Thomas More University recommends that individuals contact an insurance carrier for coverage options available.

Subletting

Residents of Thomas More University housing is not considered lessees and therefore, are not permitted to extend this agreement to any other persons. There is no ability to sublet your room or suite space to another Thomas More University student or person not affiliated with Thomas More University.

Trash

Large trash dumpsters are located outside of each residence hall. Residents are **required** to dispose of all garbage in the proper waste receptacles. Trash left outside rooms/suite or in communal area bathrooms, laundry rooms, study areas, lounges, etc. will result in a cleaning/removal fee (\$25 per bag).

Students are encouraged to recycle items as appropriate to reduce waste. In a group living situation, pest control can become a major problem. Students are required to report concerns or issues related to pests to immediately.

Rights Reserved by Thomas More University

Housing Agreement Cancellation

This Housing Agreement may be terminated, and all rights of occupancy may be canceled under any of the following conditions and notice will be sent to the student's Thomas More University student email:

- a. Failure to be a full-time registered student; exceptions must be approved by the Director of Housing and Residence Life.
- b. Determination by the Dean of Students or designee that a student is unfit to live in the residence halls.
- c. In the judgment of Thomas More University, breach of any of the terms and conditions of this Housing Agreement, policies as set forth in the Thomas More University catalog, the Student Code of Conduct, and/or the Student Handbook as well as those standards, procedures, and regulations which hereafter may be amended/enacted and promulgated during the same academic year of this license.
- d. In the judgment of Thomas More University, failure to make required payments when due (continued delinquency in payment may result in termination of student status).
- e. For reason of forced measure, closure or any other condition or occurrence which is beyond the control of Thomas More University. Upon termination of this license pursuant to this paragraph or upon expiration of the period of occupancy as provided by this license, the resident shall vacate the residence hall and remove all individual property within **48 hours** of notice. Thomas More University may dispose of property not removed at the occupant's expense and collect the cost thereof by direct billing or through a hold on a student's account.
- f. If the student fails to properly check into on-campus housing within one (1) week after the opening of the residence halls.

Immunization Policy

Proof of immunization records are due to Campus Health Services by move in day of your first semester at Thomas More University in accordance with the immunizations policy. More specifically, students must provide proof that they have met the following immunization requirements PRIOR to their first semester of enrollment.

- a. MMR
- b. Hepatitis B
- c. Tuberculosis (TB) Risk Assessment

Students must also provide a signed receipt of information about Meningococcal disease and immunization recommendations. All international students are required to be screened for tuberculosis in the United States or Canada within six (6) months PRIOR to

their first semester (only laboratory test results will be accepted). If are tests are completed outside of the U.S., the results must be provided in English.

These documents must be turned into Campus Health Services prior to move-in. Lack of proof or submission of an incomplete form will result in a hold on the student account and/or denied authorization for those who want to move into the residence halls until completed documentation has been received. For further information, please visit Campus Health Services [HERE](#).

Assumption of the Risk

Residents understand that choosing to purchase Thomas More University-provided dining services and living in Thomas More University Housing may present certain known and unknown risks to their personal health, safety, and well-being and residents knowingly agree to accept these risks. Residents acknowledge that while Thomas More University may implement measures intended to minimize the likelihood of contracting or being exposed to communicable illnesses, residents can never be fully shielded from all risks of being exposed to or contracting any illness or disease. Residents understand that even if they follow the recommended safety precautions, they may still become exposed to, infected with, or transmit a communicable Illness to others.

Monetary Breakdowns

Lockouts:

1 st Lockout	\$0
2 nd Lockout	\$10
3 rd Lockout	\$20
4 th Lockout	\$30

*Each lockout will increase by \$10 increments. If a student locks themselves out of their residence hall OR room, the total charge will be placed on their account in full as determined by the charges above. For instance, if a student locks themselves out 3 times, they will have a \$30 charge on their account. These charges cannot be appealed.

Residence Hall/Room/Suite Damages:

Type of Damage	Damage Cost
Walls (peeled paint, left hooks, dents, scrapes, etc.)	\$50-\$200
Window blinds (broken in any way)	\$60
Floors (left dirty, stained, broken/chipped)	\$75 - \$100
Broken furniture	\$75 – chairs
	\$150 – bedframes, drawers, desks, couches
	\$200 – wardrobes, mattresses
Broken windows	\$100
General maintenance/facility needs	\$75 - \$200

* The damage assessment cost breakdowns are estimates only and are subject to change without notice. The Facilities and Maintenance department at Thomas More University reserves the right to charge more than indicated in special or extreme circumstances.

**Additional charges may apply to damages and cleaning resulting from any ESAs or Service Animals. This includes but is not limited to the condition of the floors, window blinds, doors, drawers, wardrobes, chairs, bedframes, mattresses, removal of animal hair and/or droppings. Furthermore, other damages and necessary cleaning costs that are not found listed above will be determined when and as necessary. The damage assessment cost breakdowns can be found on the Housing Contract under “Room Condition Report (RCR) & Damage Charges.”

Waiver of Liability & Acknowledgement

TO THE FULLEST EXTENT PERMITTED UNDER LAW, AND IN CONSIDERATION OF THE OPPORTUNITY TO RESIDE IN THOMAS MORE UNIVERSITY HOUSING, I, FOR MYSELF, MY HEIRS, PERSONAL REPRESENTATIVES OR ASSIGNS, DO HEREBY RELEASE, WAIVE, DISCHARGE, AND AGREE NOT TO ASSERT ANY LEGAL OR EQUITABLE CLAIM AGAINST THOMAS MORE UNIVERSITY AND ITS BOARD OF TRUSTEES, OFFICERS, EMPLOYEES, AND AGENTS ("RELEASEES"); I FURTHER AGREE TO RELEASE RELEASEES FROM ANY AND ALL LIABILITY FOR ANY HARM, INJURY, DAMAGE, CLAIMS, DEMANDS OF ANY KIND, ACTIONS, CAUSES OF ACTION, COSTS AND EXPENSES ARISING FROM THE HOUSING AGREEMENT OR ANY SERVICES PROVIDED UNDER THE HOUSING AGREEMENT THAT I MAY HAVE OR THAT HEREAFTER MAY ACCRUE TO ME, ARISING OUT OF ANY LOSS, DAMAGE, INJURY, OR ILLNESS, INCLUDING DEATH, THAT MAY BE SUSTAINED BY ME, WHETHER CAUSED BY THE NEGLIGENCE, MISFEASANCE, OR NONFEASANCE OF RELEASEES OR OTHERWISE WHILE ENGAGED IN ANY ACTIVITY OR PROGRAM OFFERED BY THOMAS MORE. I FURTHER AGREE TO INDEMNIFY AND HOLD HARMLESS SAID PARTIES FROM ALL CLAIMS HEREAFTER MADE BY ME OR MY SPOUSE OR ON MY BEHALF BY MY PARENTS, GUARDIANS, SPOUSE, HEIRS, EXECUTORS, OR ASSIGNS.

**I HAVE READ, UNDERSTAND, AND AGREE TO THE TERMS AND CONDITIONS OF THIS HOUSING AGREEMENT.*

Student Signature: _____

Print Name: _____

Parent Signature: _____

Parent Print Name: _____

Date: _____

****Thomas More University has made every attempt to ensure the information in this Housing Agreement is accurate at the time of publication. However, Thomas More reserves the right to make corrections when necessary. If changes are made, Thomas More University's Housing & Residence Life department will inform all residential students via email in a timely manner.**