

Franklin University Switzerland

HOUSING AGREEMENT - Academic Year 2016-2017

Each resident is responsible for knowing and upholding the policies of Franklin University Switzerland (FUS) Residences which are listed below. Please read this agreement thoroughly. Your signature at the bottom confirms that you have read and understand this document in its entirety.

1. Your agreement is for the following dates (Check only 1 Line);
 - a. First Year Student (Fall 2016, Spring 2017)
19 August 2016 - 18 December 2016 / 20 January 2017 - 19 May 2017
 - b. Fall Only Student (Fall 2016) **19 August 2016 - 18 December 2016**
 - c. Spring Only Student (Spring 2016) **20 January 2017 - 19 May 2017**
 - d. Returning Student
26 August 2016 - 18 December 2016 / 20 January 2017 - 19 May 2017
 - e. Returning Student Graduating
26 August 2016 - 18 December 2016 / 20 January 2017 - 22 May 2017
2. The agreement to live in a FUS Residence is for both Fall 2016 and Spring 2017 semesters. The ONLY exception being for single semester abroad students.
3. FUS requires all full time students not residing with their parents or legal guardian to live in a University Residence. Students may live off campus only if they apply by 31 May 2017 (students who are on Leave of Absence for Fall 2016 must apply for off-campus by 1 November 2016 for the Spring 2017 Semester) and meet the following requirements.
 - a. Have over a 2.8 cumulative GPA
 - b. Have written permission from a parent or legal guardian.
 - c. Have a written letter explaining the reasons for moving off-campus.
 - d. Have at least 60 credit hours or be over 20 years of age.
 - e. Sign the Franklin University Off-Campus Living Agreement.
 - f. Be in good standing and have no Class 2 or Class 3 conduct violations in their file for at least one academic year prior to the application.
 - g. Receive permission from Franklin University Switzerland.
4. All University Housing is to be occupied only by the student(s) to whom the specific room/apartment has been assigned. FUS reserves the right to make any changes in room/apartment assignments, to use unoccupied spaces in a room/apartment, or to relocate students should the need arise. Housing fees are calculated according to occupancy, therefore, any student occupying a room/apartment that is under capacity will be charged according to number of occupants.
5. Prior to a student occupying a room/apartment, the condition of the room/apartment is assessed with special attention given to existing damage. Students are held responsible for the condition of the room/apartment, doors and furnishings. Doors may not be removed from the hinges.
6. Students will be assigned a room/apartment key and must sign for this key. This key becomes the sole responsibility of the student who has signed. If the key is lost, or not returned, the student agrees to pay to replace the entire lock.
7. Attendance at monthly Residence Hall Meetings is mandatory. Failure to attend these meetings is a violation of the housing contract and will result in disciplinary sanctions by the University.
8. Students must dispose of trash properly. Additionally, students who are occupying rooms/apartments with balconies are required to keep the balconies clean and orderly. Cans, bottles, boxes, and trash must not be left on the balconies or in common areas. Failure to abide by these rules will result in fines and the possibility of disciplinary sanctions.
9. The student agrees that authorized individuals shall be permitted access to the room/apartment in compliance with the apartment entry policy described in the Student Handbook. This includes maintenance, housekeeping, staff, emergencies, or reasonable belief that a violation of University policy and/or Code of Conduct (as stated in the Academic Catalog/Student Life Handbook) has taken place.
 - a. In the case an apartment is found to be in an unsanitary or unsafe condition, the University reserves the right to have the apartment cleaned and/or repaired by a professional at the student's expense.
10. The following items are **STRICTLY** forbidden from the residence halls as well as University property. Any student found to be in possession of any items listed below will face immediate disciplinary action and probable dismissal from FUS.
 - a. Firearms (real or replica), ammunition, or other lethal weapons, including knives which could inflict bodily harms.
 - b. Fireworks or any material that may create a fire hazard.
 - c. All illegal drugs as outlined in the FUS Academic Catalog and Student Life Handbook, including but not limited to marijuana.
11. Damage to public areas, furnishings, equipment or University housing facilities which cannot be charged to any individual(s) will be pro-rated between all residents of the floor or hall as appropriate.
12. Students may not paint their rooms or tamper with electrical wiring, outlets or fixtures.
13. All University Residences are **SMOKE-Free** (including balconies) except in designated smoking areas outside the buildings.
14. **NO Pets** allowed in ANY University Residence.
15. Students are not permitted to host parties in their rooms/apartments of common areas of residences.
16. The use of stereo equipment, radios, televisions, gaming systems, etc. is permitted subject to the condition that they are used in such a way as not to interfere with the rights of others. "Courtesy Quiet Hours" are in effect 24 hours a day. During this time, students are expected to respect the rights of others, and can be sanctioned for noise at any time.
 - a. Violation of this policy may result in confiscation of the student's equipment until an agreement is reached.
 - b. Students who wish to use such equipment are subject to Swiss Laws and must pay Swiss Taxes.
17. All furnishings assigned to the student's room/apartment must remain in the apartment. Room furniture is not to be placed on balconies. Additionally, it is the student's responsibility to remove any outside that were purchased throughout the year **BEFORE** check-out. Furniture in the common areas must remain in the common areas and are not permitted in a student's room/apartment.
18. Any items left in University Housing, room/apartment or common area after the check-out date becomes the property of the University and previous owners will be assessed a removal fee.
19. Franklin makes every effort to protect the property of students, but cannot be responsible for loss or damage to the students' personal property due to fire, theft, or other causes. Students are strongly encouraged to **keep their doors locked at all times** to ensure the safety of their belongings.
20. There is **NO** refund for Residence charges once a student has checked into their room and signed for their key.
21. Each semester the student's account is charged a "residence damage deposit" (400 USD or 400 CHF)
 - a. This deposit is to help offset the cost of end of year charges for: cleaning, damages, removal, missing inventory.
 - b. This deposit is refundable **ONLY AFTER** the Check-out end of year/semester charges have been assessed and deducted.
 - d. Failure to complete an official Check-out with an FUS Resident Assistant will result in an Improper Check-out Fine.
 - e. According to the FUS Academic Catalog, the Bursars office has 4 months (from the date of the student's departure from FUS) to financially assess charges and refund the damage deposit.
22. If a student buys out a double room as a single a cleaning fee of at least 90 USD or 90 CHF will be charged.

I agree to abide by all terms and conditions as stated above, along with all published policies, procedures, and rules of conduct as outlined in the FUS Student Handbook and Academic Catalog. Violations of the terms of this agreement, or policies outlined in the Student Handbook or Academic Catalog will be handled through the University Judicial process. Please note that the University reserves the right to treat such violations as breaches of this agreement. **Any student who has signed for their key and must leave the University or is dismissed from a Franklin University residence or from Franklin University for academic or disciplinary reasons during the semester is NOT entitled to a refund.** Your signature indicates that you have received and read this entire agreement, understand the terms, and agree to uphold its terms and conditions. By signing this contract you also agree to pay the entire amount of the rent specified by the University for the 2016-2017 Academic year and you agree to use this address as your legal residence for the 2016-2017 Academic Year.

Residence _____ Room _____

Name and Signature OSU _____ Date _____

Student Name (please print) _____

Student Signature _____ Date _____