



[AY] Housing Contract Terms and Conditions University of Maine System

1. First-year Residence Requirement: (ONLY applicable to UMF, UM, UMFK, UMM) The University of Maine System believes that residence hall living is an educational opportunity that all new students should experience. Living on campus is not required for a newly admitted first-year student under any of the following criteria: (1) aged 21 or older; (2) a veteran or transfer student; (3) living with a parent or legal guardian within easy commuting distance (35 miles); (4) exceptional circumstances that do not permit them to meet the requirement.

2. Academic Year Term: The Housing Contract is non-transferable and covers the entire academic year (late August to mid May dependent upon actual dates as posted) with two installment payments: one due in July and one due in January. The Contract shall be in effect for the balance of the academic year if a student enters after the start of the fall semester. Students of all residence halls, except where an exemption is provided by Housing Services for select residence halls, are required to have a meal plan (board) for the same period.

3. Occupying Rooms: First-year students may occupy their rooms at the start of orientation and upper class students may occupy their rooms on the day prior to the start of classes, or according to such schedule as may be provided by the Office of Residential Life. Exact times and dates will be announced. Graduating seniors and graduate students receiving advanced degrees may remain in their rooms until 5:00 p.m. on the day of graduation. All other residents must check out of their rooms within twenty-four (24) hours of their last class or final examination and no later than 5:00 pm on the last day of final examinations.

In some cases, residents may be assigned to rooms beyond ordinary capacity. Students will pay a modified rate determined by the Office of Residential Life. If space becomes available, residents may be reassigned to an under-occupied room. Students who refuse reassignment from over-occupied housing to a vacant space in an under-occupied room are ineligible for any further refund after the date of refusal, unless the vacancy is filled by another resident of the hall who is also living in over-occupied housing.

Students must notify the Office of Residential Life if they plan to arrive after the official opening date for University housing. Housing assignments will not be held longer than 5 business days past the first day of classes. After that time, students forfeit their housing assignment, or may be reassigned to another available space at the University's sole discretion.

4. Room Assignments and Consolidation: The University, in its sole discretion, reserves the right to make room assignments and reassignments as it deems necessary. Sometimes, through no fault of their own, students lose their roommate during the semester. Students in double rooms whose roommate leaves may have the option to consolidate or buy out the other side. In some semesters, students in double rooms without a roommate may be asked to consolidate. At times, it may be necessary to house students in emergency spaces. Students will be made aware, upon occupancy, that their assignment is temporary. There are no discounts or credits given for temporary assignments. Students will be given a minimum of forty-eight (48) hours to move when permanent assignments are made.

5. Room Changes: Room changes are not permitted in the first and last two weeks of the fall and spring semesters. All room changes must be submitted by Student in writing and be authorized and approved by the residential life or housing office. Unauthorized room changes may result in violations of the *Student Conduct Code* and applicable fines. A Room Freeze will be in effect during the first and last two weeks of each semester. No room changes are to occur during a Room Freeze. Students are typically allowed one room change per academic year.

6. Check-out Procedures: All residents are expected to follow proper check-out procedures as outlined residential and housing policy. Failure to follow proper check-out procedures may result in an administrative fee.

7. Meal Plan Use/Changes: Meal plans are non-transferrable; students may not use meal plans to purchase food or drink for others, except when using guest meals assigned to the meal plan. Refer to the meal plan change policy on your campus for time limits. Limited dining services are available during break periods; students should plan accordingly and check the Dining Services website for operational hours during breaks.

8. Room and Board Cancellation: Due to local housing needs/availability, cancellation fees and costs differ for each institution. Please refer to your campus housing and dining cancellation policy for specific details located on the University website or contact:

- UMPI: Department of Housing and Residence Life – <https://www.umpi.edu/reslife/>; umpi-reslife@umpi.edu; 207-768-9587
- UMFK: Department of Residential Life and Leadership – <https://www.umfk.edu/student-life/housing/>; umfk.reslife@maine.edu; 207-834-7587
- UMM: Office of Student Life – ummstudentlife@maine.edu; machias.edu/campus-life/living-on-campus; 207-255-1248
- UM: UMaine Housing Services – umaine.edu/housing; um.housing@maine.edu; 207-581-4580
- UMF: UMF Housing Office – umfhousing@maine.edu; 207-778-7488; [Our Residence Halls - Campus Life \(maine.edu\)](https://www.umaine.edu/our-residence-halls-campus-life)
- UMA: Office of Residence Life [UMA Housing](https://uma.edu/housing); umahousing@maine.edu; 207-621-3310
- USM: Residential Life and Housing; <https://usm.maine.edu/residential-life/>; usm.reslife@maine.edu; 207-780-5240

There are no adjustments or refunds made during the last two weeks of the semester. Students must submit all requests for cancellation in writing to the appropriate office. Any student who is suspended, stops attending classes (remains enrolled), or is dismissed from the University will be charged the value of the meal plan consumed or the per diem rate of the plan, whichever is greater. Please refer to your campus Residential Life or Housing office for specific cost details.

10. Withdrawal from the University: If a student completely withdraws from the University before the end of a semester, room and board refunds apply as follows: Room refunds prior to 1st day of class 100%; prior to the end of the 2nd week 100%, prior to the end of the 4th week 75%; prior to the end of the 6th week 50%; prior to the end of the 8th week 25%; and after the end of the 8th week 0%. No refunds on room rates can be made for short term absences from the residence halls. Board will be calculated at the per diem rate of the plan. Any remaining balance for the board plan will be refunded.

11. Termination of Housing Contract: This Contract will terminate for students who stop attending classes (remain enrolled); or are dismissed from the University. The student will be liable for all applicable room and meal plan fees. The student must vacate their room within 24 hours of notice to vacate or as otherwise specified within such notice. All per diem charges remain until a proper check out is completed. Students removed for disciplinary purposes are ineligible for refund of housing fees. In these circumstances Federal Aid is not permitted to cover charges beyond the last day of class attendance.

12. Rates and Adjustments: The [AY] Academic Year residence room and board rates will be available in the spring, after Board of Trustees approval. Single rooms and double rooms occupied by one person, when available, are always billed at a higher rate. The financial requirements of the University, changing costs, state legislative action, and other factors may require an adjustment of the charges and expenses. The University reserves the right to make such adjustments to the estimated charges and expenses as may be necessary in the opinion of the Board of Trustees up to the date of final registration for a given academic term.

13. Break Housing: Certain residence halls are made available during breaks. All students assigned to such continuous housing may pay a slightly higher room rate. Please refer to the opening and closing dates/times specific to each residence hall for each semester on your institution's housing website. Designation of break housing halls is subject to change prior to the start of the fall semester. Limited dining service will be available during break periods; therefore, students should plan accordingly and check the Dining Services website for operational hours during breaks.

14. Use of Rooms: Residence rooms shall be used only as student-living rooms. No commercial operation is allowed in any residence hall or residence hall facility. Continued compliance with the rules and regulations of the University, the residence hall policies, and state law, fire, safety, and health regulations is a condition of this Contract. Sanctions for failure to observe the terms and conditions of this Contract may include, but are not limited to, termination of the Contract and/or your removal from the residence hall. All University owned furniture must remain in student rooms. Any modifications must be requested in writing and approved. There is no storage space available on campus.

15. Guest Policy: The University permits visitation but not cohabitation. Guests are permitted to remain in a student room for no more than two (2) consecutive nights in a one week period and may only visit in a room with the consent of all roommates. Students are responsible for informing their guests about campus regulations and may be held accountable for the behavior of their guests. Guests should be escorted throughout the residence halls and not permitted to remain in a student room without the student host present. All guest policies are subject to change.

16. Safety Inspections and Maintenance: The University reserves the right to inspect residence hall rooms, apartments, and suites for health and safety reasons without notice. Auxiliary Services' authorized routine and emergency repairs may be made during the normal working day without notice. Rooms are normally inspected three times per year. The University's approved pest control services periodically performs inspection of residence hall rooms for insect control purposes. Students must allow appropriate University approved personnel to enter rooms for inspection. This may require inspection of personal items, bed, furniture, closet, desk and chair, bureau, floor and walls to complete the inspection. Information about pest control services is available by contacting Housing Services. Only the University's approved pest control service is permitted to perform inspection of residence hall rooms. Students may request a pest inspection of their residence hall room through the appropriate housing office.

17. Insurance: The University shall have no responsibility for the theft, destruction, or loss of property belonging to or in the custody of Student, from any cause whatsoever, whether such losses occur anywhere in the residence hall, or in baggage handling related to shipment. The University provides no insurance for personal possessions. Students must have their own property insurance or be included under their family's property insurance policy. Student agrees to indemnify, hold harmless and release the University, its Trustees, faculty, employees, volunteers and agents from and against any and all claims, demands, actions or causes of action, on account of damage or loss to personal property, personal injury or death, which may occur or result directly or indirectly from Student's use and/or occupancy of University housing.

18. Financial Responsibility: Students assigned to given rooms(s) will be held financially responsible for damages beyond normal wear and tear to the room(s) and furnishings. University property, including equipment and furnishings, must not be moved from the assigned area within the residence hall without authorization from Residential Life.

19. Damages to Community Areas: Students assigned to a given residence hall will be financially accountable for damages in common areas of the hall such as elevators, corridors, lobbies, lounges, restrooms, stairwells and furnishings. Where excessive or frequent damage or the need for excessive cleaning occurs, the University reserves the right to hold the occupants of an entire living area, floor, or hall responsible for such damages and associated costs.

20. Compliance: The student agrees to pay all fees specified, to comply with all rules and regulations of the University, the provisions of campus policy and procedures including the Terms and Conditions of this Contract, *the Student Conduct Code*, and any addendum thereto. Failure to fulfill any of the terms of the above may lead to termination of this agreement, removal from University housing, and referral to the campus student conduct office. The University may immediately remove a student from the residence halls if the student presents a danger to safety or property. Students removed from University housing for disciplinary reasons will be subject to the standard room cancellation fees as those students who choose to cancel their Housing Contract agreement.

The University of Maine does not discriminate on the basis of race, color, religion, sex, sexual orientation including transgender status or gender expression, national origin or citizenship status, age, disability, or veteran status. The University will provide, upon request, reasonable accommodations to qualified individuals with disabilities.