

# Luther College Residence Contract

Between (print full name)

(hereafter referred to as the "Resident")  
and

Luther College at the University of Regina.  
(hereafter referred to as the "College")

## CONTRACT TERM: This term of this contract is:

Fall and Winter semesters

\*Other: \_\_\_\_\_ to \_\_\_\_\_

**Occupancy for the Resident officially begins each semester starting the day before university classes begin and ends 24-hours after the Resident's last final exam or program end date each semester, unless otherwise approved by Luther College.**

The resident will have 24-hour-per-day access to the room assigned to him/her with the exception of the period from 1:00 p.m. the day after university final exams end in December, and the scheduled January winter semester move-in day/time, when the residence is closed. Residents returning for the Winter semester may leave their belongings in their rooms; however, they must turn in their keys during this period. Residents who fail to turn in their keys during the closure will be charged an administrative fee.

Any other arrangements must be requested in advance and be approved by the Residence and conference services manager, and are not covered by the residence fees for the semester. Pro-rated charges for Residents who arrive early and/or stay late and/or stay or keep keys during Christmas Break will be added to their accounts.

The College must receive a copy of Residents' school registration and class schedule for classes outside of the University of Regina within the first week of classes, and be informed of any schedule changes.

The College reserves the right to reassign Residents during the semester to consolidate vacant spaces, increase room occupancy, or other reason at the discretion of Luther College. A Luther initiated move will not be subject to any fees. If the Resident initiates a room change request and it is approved by Luther College, the Resident will be subject to a room change fee of \$100 upon approval.

**CANCELLATION:** *If this contract is cancelled by the resident in writing before July 1 for the Fall semester or November 1 for the Winter semester your room deposit will be refunded in full. If cancelled in writing between July 1 and 14 August for the Fall semester, or November 1 and December 14 for the Winter semester, you will receive a \$150 refund on your room deposit. If the Offer is cancelled between August 15 and 31 for the Fall semester or December 15 and January 5 for the Winter semester, you will forfeit your entire room deposit. Once the Resident moves in, the Resident is responsible for the residence fees for the entire semester. In the event a Resident withdraws during the semester, the Resident will be responsible for the payment of all residence fees for the entire semester immediately following unless the vacancy can be filled with another student acceptable to the College.*

At the College's discretion, this contract may be terminated for medical or compassionate reasons, or academic dismissal. Contracts terminated for above reasons or approved contract changes are subject to administrative fees, and a recalculation of the Resident's residence fees by Luther College.

**SCOPE OF CONTRACT:** Services covered by this contract are:

- rental of a single room in Luther Residence
- one of the compulsory meal plan options in Luther Cafeteria
- local telephone service
- laundry facility usage
- high speed internet connection

Other options such as bedding packages or staying over Christmas break closure are available for a fee.

**FINANCIAL RESPONSIBILITIES:** The Resident agrees to pay all fees, on the due dates as outlined in the Luther College Residence Fee Schedule, provided by Luther College to the Resident. The Resident agrees that failure to make payment does not relieve the resident of contract obligations. Default in payment may result in penalties such as late fee penalties, loss of service, holds placed on the Resident's account and/or lock-out and/or eviction.

**VACATING:** The Resident shall provide the Residence office with documentation of the date and time of his/her last examination upon arrival, and shall make arrangements with the Manager of Residence or a Resident Assistant (RA) to vacate his/her room within 24-hours following the last examination. Requirements for vacating a room are explained in the Resident Handbook.

**TERMINATION:** Living in residence is a privilege that can be revoked. The College reserves the right to terminate this contract if it is deemed that the continued presence of the Resident is contrary to the best interests of other residents or of Luther College, for failure to make payment owing under this contract by the date it is due, for any breach of contract, or if the Resident discontinues his/her studies.

**DAMAGES AND COSTS:** Upon move-in, a Room Condition Report (an inventory checklist) needs to be completed and signed with a Luther College Residence staff person. The Resident is responsible for the cleanliness of the room and shared residence areas, and the cost of repairing or replacing any damages or furnishings. The Resident agrees to leave the room in the same condition that it was in when the Resident moved in. Upon move-out, the condition of the room must be inspected by the Resident and a representative of the College. Once the Room Condition Report is signed, Luther College will determine whether the damage deposit can be refunded.

Shared accommodations (washrooms, showers, lounges, etc.) are the responsibility of all Residents who have access. Unless specific Residents take responsibility for damages or unclean conditions, charges will be assessed to the Residents of that area at the College's discretion. Only Luther Maintenance Staff will arrange repair of damages.

The Resident acknowledges that the College may deem it necessary to undertake small or large renovations during the semester, and that there will be no compensation due to disruption during these projects.

**PHOTO RELEASE:** I hereby give my permission for images of myself, captured during events at Luther College through video, photo and digital camera, to be used solely for the purpose of Luther College promotional material and publications, including broadcast on television or the World Wide Web/internet and social media. I also waive any rights of compensation from, or ownership of, these images.

*Or opt out: [ ] I do not give permission to use my image.*

*Resident signature:* \_\_\_\_\_

**I agree to abide by all the conditions, regulations, community standards and policies outlined in the Luther College Residence Handbook, this Luther College Residence Contract, current laws and bylaws, and any other documents that may be added during the term of this contract.**

Signed by \_\_\_\_\_  
Resident signature

this \_\_\_\_\_  
Month, day, year

Parent/guardian signature if Resident is under 18 years of age:

X \_\_\_\_\_

Acceptance signature of Manager of Residence & Conference Services:

X \_\_\_\_\_

