



Dear Spartan,

This document is your contract for on-campus housing at Michigan State University. This contract is a legally binding agreement between you and Michigan State University on behalf of its Residence Education and Housing Services. This contract entitles you to an on-campus housing assignment. In order to complete this contract, you are required to log in to the Residence Education and Housing Services website, found at [liveon.msu.edu](http://liveon.msu.edu). By entering your PID and clicking the “I agree” box on the “Housing Contract” portion of Live On website, you are agreeing to the terms and conditions in this document and those found in the On-Campus Housing Handbook, which are incorporated into this agreement by reference. You can access, download or print the On-Campus Housing Handbook by visiting [liveon.msu.edu](http://liveon.msu.edu) and selecting Document Library, then On-Campus Housing Handbook: Terms and Conditions.

### GENERAL ON-CAMPUS STUDENT HOUSING TERMS AND POLICIES

Michigan State University, in its housing system, seeks to provide an educational environment that is maximally conducive to the learning process of students. Consistent with this philosophy, a variety of living options are made available through university housing. The university has requirements for on-campus residence to promote an optimal learning environment for students. Any undergraduate student enrolled in seven or more credits at Michigan State University for a semester, summer semester excluded, is subject to the university’s housing regulations. Compliance with the University’s on-campus housing requirement is a condition of enrollment. By entering into this housing contract, you agree to the following terms:

**Eligibility.** Only students who are currently enrolled in a degree-granting program at Michigan State University and who have received official housing assignments may live in a residence hall or university apartment. Failure to maintain the required enrollment for any reason will result in termination of this housing contract. Any resident who disenrolls from Michigan State University must vacate immediately and will be responsible for accrued housing and dining plan charges.

**On-Campus Housing Requirement.** Students, except as described in the exceptions below, who have earned less than 28 academic credit hours must live in on-campus housing as a condition of enrollment. Failure to adhere to the on-campus housing requirement may result in termination of enrollment.

**Exceptions to On-Campus Housing Requirement.** All freshman and sophomore students, including transfer students (0-55 credits accumulated), are required to reside in University housing, with the following exceptions:

1. Married students.
2. Students who will be twenty years of age by the first day of classes of fall semester.
3. Veterans with one or more years of active service.
4. Students living with parents or legal guardian.
5. Students taking 6 or less credits during the semester in question.

The sophomore student [28-55 credits accumulated] requirement may be waived by administrative action on a yearly basis, **and is waived for the 2018-19 academic year.** Any student seeking an exception to the on-campus housing requirement, other than for one of the exceptions set forth above, must apply for the exception prior to moving into university housing. The procedures for an exception can be obtained by contacting the Department of Student Life, Student Services Building, 556 E. Circle Drive, Room 101, East Lansing, MI, 48825, at 517-355-8286 or visiting [studentlife.msu.edu](http://studentlife.msu.edu).

**Duration of Contract.** Your housing contract is binding upon you, or upon your parent or guardian if you are under 18 years of age, for the entire academic year.

**Contract Cancellation.** Subject to Michigan State University regulations regarding on-campus housing requirements, you may cancel your housing contract for any reason and without paying a fee within 14 days of the date you sign the contract if you have not moved into the residence hall.

**Contract Buyout.** If more than 14 days have passed since you signed your housing contract or if you have moved into your

**2018 – 2019 STUDENT HOUSING CONTRACT**

residence hall or apartment, you may obtain relief from the obligations of your housing contract upon payment of 60 percent of the remaining room and board fees for the remaining portion of the contract term. You should notify the Housing Assignment Office in writing of your intent to exercise the buyout, but you will continue to be responsible for the full amount of the room and board charges until you have properly checked out of your residence hall or apartment community. The buyout option is not available the last two weeks of the spring semester.

**Contract Release.** If you cannot comply with the terms of the housing contract due to significant changes in circumstances beyond your control, you may apply for a contract release by completing the application. You can access, download and print the application by visiting [www.liveon.msu.edu](http://www.liveon.msu.edu) and selecting Document Library, then Residence Hall/Apartment Contract/Lease Release Application. Applying for a contract release will not automatically result in the termination of your housing contract.

**Contract Termination.** The university may terminate your housing contract if you do not complete enrollment or registration, if you withdraw from all classes, graduate, or do not re-enroll, or for violation of the terms of your housing contract.

**Room Assignments.** Your housing contract entitles you to an on-campus housing assignment, but does not entitle you to a specific room assignment. Residence Education and Housing Services reserves the right to assign rooms based on space availability, and may reassign students based on occupancy considerations. The University reserves the right to place limits on the number of residents in a housing unit based on occupancy.

**Rates.** Housing rates for the 2018-2019 Academic Year will be set by the MSU Board of Trustees in 2018. Rates will be published on the Residence Education and Housing Services website (<http://liveon.msu.edu/rates>) and on the Controller's website ([http://www.ctrl.msu.edu/COSTudentAccounts/Tuition\\_Fees\\_MainMenu.aspx](http://www.ctrl.msu.edu/COSTudentAccounts/Tuition_Fees_MainMenu.aspx)) when they become available.

**Dining Plan.** Your dining plan fees are part of your housing contract. A dining plan is required, except for those residing in Van Hoosen Hall, Williams Hall, and some apartments within other residence halls designated by Residence Education and Housing Services. You must select a dining plan during preference selection online. Dining Plan rates are available at [eatatstate.com](https://eatatstate.com) (<https://eatatstate.com/diningplans/residential>). Dining plan rates are subject to change based on rates to be set by Residential and Hospitality Services.

**Billing and Payment.** By entering into this contract, you agree to be billed each semester of the academic year through electronic billing administered by MSU's Office of the Controller. You agree to make payment for this contract to Michigan State University.

**Minor Students.** When a student under the age of 18 applies for on-campus housing, a parent/legal guardian must sign the contract. Parents of students who are under the age of 17 are advised to meet with the Residence Education and Housing Services staff to gain understanding of campus living.

**Non-discrimination.** Residence Education and Housing Services of Michigan State University does not discriminate in room or hall assignments on the basis of race, color, age, gender, gender identity, disability, height, marital status, national origin, political persuasion, religion, sexual orientation, veteran status or weight.

**On-Campus Housing Handbook: Terms and Conditions.** The On-Campus Housing Handbook: Terms and Conditions contains important information and rules related to campus living at Michigan State University. It is your responsibility to read and understand the On-Campus Housing Handbook. The terms of the On-Campus Housing Handbook are part of your housing contract with Michigan State University.



**ACKNOWLEDGMENTS AND SIGNATURE**

I understand that: (1) my housing contract will be in effect for the entire academic year; (2) by entering into this housing contract, I am required to move into university housing if I register and enroll at MSU; and (3) I may cancel this housing contract within 14 days from the date I sign it, provided I have not moved into university housing.

I understand that if I want to cancel this housing contract after the 14-day period described in the previous sentence, I will incur financial obligations and be responsible for fees arising from the untimely cancellation of my housing contract.

I understand that by entering my PID and by clicking “I agree” that:

- I am acknowledging that I am entering into a legally binding contract.
- I am representing that all of the information that I provided in my housing contract is true, and I acknowledge that if any information I provided is false, Michigan State University may terminate my housing contract.
- I am acknowledging that I have read, understand and agree to the terms of this housing contract with Michigan State University, including the terms and conditions of the contract in the On-Campus Housing Handbook, which are incorporated into the housing contract by reference.
- I am agreeing to make myself aware of and abide by my rights and responsibilities under the applicable rules, regulations, ordinances and procedures established by the university community, which are published in Spartan Life online ([splife.studentlife.msu.edu](http://splife.studentlife.msu.edu)) and incorporated by reference into this housing contract.
- I am agreeing to comply with all local, state and federal laws.
- I am agreeing to be responsible for and pay to Michigan State University all applicable housing and dining fees and other charges assessed under the terms of this housing contract.
- I am agreeing that my submission of my PID and clicking “I agree” through the Residence Education and Housing Services website will act as my signature and will be valid and binding.