

# Residential Room and Board Contract

Trine University  
1 University Avenue  
Angola, IN 46703-1764

**Length of Contract:** This contract is valid for the entire academic year and cannot be terminated at the end of the fall semester, except in the case of graduation from Trine University. If a student breaks the housing contract at any point during the academic year, the \$150 Housing Deposit will be forfeited. **Furthermore, students who cancel their room and board contract on or after August 1, 2025, will be responsible for paying room and board charges for the full contract term.**

## Residence Hall Openings/Closures:

**Fall Semester Opening:** Residential facilities will open for **new students** by Friday, August 15, 2025. Move-in will be from **9:00 AM – 3:00 PM**. Residential facilities will open for **currently enrolled students** by Saturday, August 16, 2025. Move-in will be from **9:00 AM – 3:00 PM**.

**Fall Semester Closing:** Residential facilities will close at **1:00 PM** on Friday, December 12, 2025. All students not authorized to remain on campus must be checked out by a Residential Assistant (RA). Any student who fails to check out with an RA will be assessed a \$50 fine.

**Spring Semester Opening:** Residential facilities will open for **all students** at 9 am on Sunday, January 4, 2026.

**Spring Semester Closing:** Residential facilities will close at 10:00 AM on the Friday of finals week in May. For graduating seniors going through the commencement ceremony, residential facilities will close on the day of commencement at 5:00 PM. All students must be checked out by an RA at this time. Any student who fails to check out with an RA will be assessed a \$50 fine.

## RESIDENTIAL BUILDINGS ARE CLOSED OVER WINTER & SPRING BREAKS

**Residence Hall Access During Breaks:** Students are not permitted to remain in residential buildings during winter and spring breaks without prior approval from the Director of Housing and Residential Life. While students may leave personal property in their assigned rooms during these breaks, the University assumes no responsibility for any loss or damage to such property. Residents may stay in the residence halls during fall and Thanksgiving breaks but should be aware that food service may not be available during these times.

## TRINE UNIVERSITY HOUSING REQUIREMENTS:

**Campus Housing Requirements:** Trine University students are generally required to live on campus. This requirement may be waived for students who meet one of the following criteria: they are married, have a dependent child, live with a parent or legal guardian within 50 miles of Angola, or will be 22 years of age on or by August 1, 2025. Students with a cumulative GPA of 2.0 or higher who have completed 60 credit hours and lived on campus for four semesters may be approved to move into a university-recognized Sorority/Fraternity House or Christian Campus House. Married students must provide a marriage license and live with their spouse in a

permanent residence within 50 miles of Angola, IN. International students must submit a dependent Form I-20 or Form DS-2019. Students responsible for a dependent child and under 22 years of age on or by August 1, 2025, must provide a state-issued birth certificate.

**Off-Campus Housing:** Students may not move off campus without prior written approval from the Trine Housing Department. Failure to obtain an official contract release or providing false information may result in the student being required to pay room and board charges for the full contract term and could lead to additional consequences, including possible dismissal from Trine University.

Students are also advised to consult with the **Financial Aid Office**, as moving off campus may affect their eligibility for financial aid.

**Assignment Requirements:** Before a student can be assigned a room, they must submit a Housing Deposit, Housing Application, and Residential Room and Board Contract. Additionally, students must be enrolled full-time (a minimum of 12 credit hours) to be eligible for campus housing.

**Meal Plan:** All residential students, except those assigned to the Villas or Trine Houses, must purchase either a 10 or 19-meal plan through Bon Appétit. Students in the Villas or Trine Houses may choose from a 50, 10, or 19-meal plan, or opt out of the meal plan altogether. The Business Office will notify students of room and board charges and their due dates each semester.

**Deposit and Deposit Refund and Cancellation:** The Housing Deposit of \$150 (submitted when you first enrolled and paid with your Enrollment Deposit) must be paid before a room reservation may be made. To cancel a room assignment, students must submit a written request to the Director of Housing by May 1 for the following fall semester. Students who fail to give written notification by May 1 or who break the housing contract anytime during the academic year will forfeit the \$150 Housing Deposit. *Additionally, students who cancel this room and board contract on or after August 1 will be required to pay room and board charges for the entire contract term.*

**Registration Deadline:** Currently enrolled students are required to be registered for spring classes by November 1 or for fall classes by June 1. If a student is not enrolled by the deadlines, the student's housing assignment will be canceled. Any student who is not registered for spring classes by the deadline, must remove all of their possessions from University housing prior to leaving for semester break.

## **Room and Board Changes, Damages, and Prorated Costs:**

**Students Leaving Trine University and Campus Housing** – Students who withdraw from the University and move out of campus housing within the first week of classes will be charged a prorated *daily* room and board fee. Students who leave the University and move out of campus housing within the 2<sup>nd</sup> and 3<sup>rd</sup> week of classes will be issued a 50% room and board refund. If a student leaves campus housing after the third week of classes, room and board charges are non-refundable.

**Students Remaining in Campus Housing** – Students who change housing types within the first 3 weeks of classes will receive a full adjustment on housing costs only. Housing costs for students who change types of housing between the third week of classes and the mid-term deadline will be prorated based on the day of the housing change. No adjustments will be made for students who make housing type changes after the mid-term deadline.

**Outstanding Balances:** Students agree that for outstanding balances with the University, the University may apply the Housing Deposit to such outstanding balances owed, or may encumber the student's academic records. For purposes of this contract, the term "encumber" means that the University may lawfully refuse to surrender a student's transcript of their grades and courses, hold a student's diploma, and/or refuse to permit a student to enroll or register at the University for any academic term. This section shall not be construed as a waiver by the

University of its right to pursue any legal action against the student in a court of competent jurisdiction. In the event the University is forced to act to recover an outstanding balance, the student will be liable to the University for late fees and any collection costs incurred by the University, including but not limited to reasonable attorney fees.

**Damages:** Students are liable for any and all damages to their room or apartment from the date of move-in to the date of move-out. Students will be billed directly for damages to their room, apartment, villa, house or other University property. The University may apply a student's Housing Deposit to the student's account balance in the event the student is leaving on-campus housing. Students will be responsible for any remaining charges for repairs to the student's room which are above and beyond the Housing Deposit. CHARGES FOR DAMAGE OR THEFT IN THE PUBLIC AREAS OF ON-CAMPUS HOUSING WILL BE ASSESSED EQUALLY TO ALL STUDENTS IN THE BUILDING OR APPROPRIATE SECTION IF THE RESPONSIBLE INDIVIDUAL IS UNKNOWN.

**Room Cleanliness:** Rooms must be maintained in a safe and sanitary condition. All students are required to clean all areas of their assigned location, including common areas of apartments and villas, prior to checking out. Any student who fails to comply will be assessed a minimum of a \$25 cleaning fee per person per hour.

### **Other:**

**Contract Assignment:** A student may not assign this contract to any other person.

**Academic Leave/Co-op/Student Teaching:** This Residential Room and Board Contract may temporarily be suspended for any semester in which a student participates in a Cooperative Education Program, Study Abroad, Student Teaching or Planned Academic Leave. The contract will be automatically reinstated at the end of such period. Students who fail to notify the Trine Housing Department in writing of participation in a Cooperative Education Program, Study Abroad, Student Teaching, or Planned Academic Leave may forfeit the \$150 Housing Deposit. If a student is participating in a co-op or student teaching within 50 miles of Angola, they are required to live on campus.

**Right of Assignment and Reassignment:** To ensure full capacity, the Trine Housing Department has the right to assign students to any unoccupied room or bed or to reassign students as needed for the benefit of an individual or group. In cases of reassignment involving disciplinary actions, reassignment may or may not be in the same building style.

**Relocation:** Students agree that in the event the building area to which a student is assigned is closed for repairs, construction and/or public health reasons, students will move into a replacement facility or other residential building designated by the University. In the event space is not adequate, the Trine Housing Department will determine relocation based on policy and room availability. The University reserves the right to relocate students as deemed necessary by the Trine Housing Department.

In the event that isolation or quarantine is required as a result of a widespread illness, including a pandemic, the University reserves the right to relocate students to a designated isolation housing facility.

### **Force Majeure:**

Trine University may terminate or temporarily suspend educational instruction and/or other services, programs, activities, obligations and/or duties, without notice, in the event Trine University is prevented or delayed, either directly or indirectly, from doing so by consequence of a Force Majeure Event. A Force Majeure Event means a cause or event beyond the reasonable control of Trine University, including, but not limited to, an act of God, natural disaster, act of war, act of terrorism, or act of the public enemy; national emergency, moratorium, riot, public protest, or demonstration; flood, tidal wave, fire, explosion, bomb detonation, nuclear fallout, windstorm, tornado, hurricane, sinkhole, earthquake, or other casualty, disaster, or catastrophe; epidemic, pandemic or other

infectious disease, or other similar causes; any existing or future laws or acts of the Federal or any state government (including specifically, but not exclusively, any orders, rules or regulations issued by any official or agency of any such government) resulting in a complete or partial shutdown; or any other cause or causes (whether or not similar in nature to any of those specified above) beyond Trine University's reasonable control, irrespective of whether such contingency is specified herein or is presently occurring or anticipated.

Trine University assumes no responsibility or liability for failure to perform any terms or conditions of this Contract due to circumstances beyond its control. No refund, recompense, or compensation is provided for loss of a student's time in dealing with a displacement (either temporary or permanent) nor retribution for discomfort. Trine University shall not be responsible for any failure to provide housing or food service in the event Force Majeure conditions exist. In such event, Trine University shall not be obligated to refund any amount the student already paid pursuant to the Contract. Nothing in this Contract shall be construed to relieve the student of their payment obligations under this Contract, or waive any right or claim of Trine University for payment under the terms of this Contract.

**Room Changes:** A student may not change rooms without prior approval from the Director of Housing. If a student changes rooms without prior approval, they will be assessed a \$50 reassignment fee. Students wishing to change rooms must complete a Housing Change Request Form available in Student Services.

**Single Room:** Campus housing rooms are 2, 3, 4, 5, 6, and 7-person occupancy depending on the location. Single room availability depends on the total occupancy for any given semester. If a student's roommate moves out of their room, depending on availability, a student can: 1) pay a single-room fee and keep the double room; or 2) the open bed will be made available if another student needs to be assigned to a room. All students with an open bed will be considered when assigning or reassigning another student in order to make the best possible match based on living preference indicated on the housing application. In the event of a challenging situation, another student may be moved into an open bed immediately. Therefore, the open bed, desk, dresser and closet space must be kept in its original position and must be ready for another student to move in as needed. The Director of Housing reserves the right to make room assignments, including to reassign students to any available bed. Reassignments will be made to multiple bed occupancy rooms with an open bed before they will be made to double-occupancy single-room fee paying rooms. Students may request a single room on August 1 by contacting the Trine Housing Department in writing.

**Personal Property:** Trine University assumes no responsibility for the theft, destruction, or loss of property belonging to or in the custody of a student for any cause whatsoever, whether or not such loss occurs anywhere in on-campus housing. Students are encouraged to carry their own personal property insurance.

**Trine University Standards:** Students agree to comply with the standards and regulations of Trine University and on-campus housing as a condition of this contract. Failure to comply may, at Trine University's option, lead to penalties including dismissal from on-campus housing and forfeiture of the Housing Deposit and the unused portion of room charges.

**Student Rooms:** Student rooms must be used only as a student study/sleep room. No commercial operations may be carried on therein.

**Guests:** Trine University reserves the right to place restrictions on guests in the residence halls. The guest policy is located in the student handbook under the residence life standards section and must be adhered to by all residents.

**Room Entry:** Trine University reserves the right to enter a resident's room or apartment without notice when the University deems it necessary to protect the safety of the resident or other occupants, for investigation and resolution of standards violations, to address disruptive behavior, or to provide emergency service. Additionally,

representatives of Trine University may enter a resident's room or apartment (during reasonable hours) when necessary to provide inspection, service, repairs, improvements, or maintenance.

**General Provisions:** All housing assignments are made without regard to sex, sexual orientation, gender identity, race, color, ethnicity, religion, disability, familial status, or any other characteristic protected by law. Students who are qualified individuals with a disability and need housing accommodations should contact the Director of Accessibility Services at [kibiloskin@trine.edu](mailto:kibiloskin@trine.edu).

**Governing Law and Interpretation:** This Agreement shall in all respects be interpreted, enforced, and governed by and under the laws of the State of Indiana, without regard to choice of law principles. Should any arbitrator or court of competent jurisdiction declare any provision of this agreement unenforceable, all other provisions of this agreement shall not be affected and will remain enforceable.

### **Overflow Policy**

- Students who cannot be placed in Campus Housing on the contract start date will be accommodated in overflow space.
- Students will be expected to choose three-floor choices upon contract submission. This will move students into permanent placements in Student Housing once available spaces are identified. Students will be placed in rooms in priority of:
  - Date of contract submission
  - Preference availability
- Unused spaces occur when other contracted students do not enroll in classes or are administratively removed from Student Housing.
- Students in overflow housing who receive a placement will be assessed the full semester charge for the floor plan to which they have been assigned.
- Students in overflow housing will be charged a daily rate determined by the Trine Business Office if they do not receive a placement in Student Housing.
- Students on the overflow list who have a permanent address within 50 miles of the University will not be housed in overflow housing but will be placed on a waitlist until a permanent space opens.
- Students in overflow housing or on the waitlist who find another living arrangement or choose to opt out of their Housing contracts will be released from their contract at no penalty. This will not apply to students once they have been given a housing placement.
- Students in overflow housing will be held to the same code of conduct as listed in both the Trine University Student Handbook and the Student Housing Contract

I have read this contract and accept and agree to abide by its terms and conditions. I understand that breach of contract will result in the re-evaluation of my on-campus living and status at Trine University. All residential students are expected to adhere to the standards and guidelines as outlined in the Trine University Student Handbook and to all other policies and procedures of Trine University applicable to students and/or to me.

Student Name \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_

Parent's Signature (if student is under 18 only) \_\_\_\_\_