1. INTRODUCTION • University Residences engages students in diverse and inclusive, healthy, safe and sustainable communities that foster academic success and personal growth. The residential experience is intentionally designed to cultivate leadership, sustainability, social responsibility and civic engagement. All residents of University Residences accept the terms of this Housing Agreement at the time of housing application. By accepting this Agreement, the Student also agrees to abide by:
A. University Residences Policies & Procedures: housing.wwu.edu/apps/policies/
B. Student Rights and Responsibilities Code: www.wwu.edu/doe/office/conduct/index.shtml
C. All local, state and federal laws.

2. HOUSING ELIGIBILITY • The student resident (“Student”) must be enrolled in Western Washington University (“University”) and must maintain a minimum of eight credits per quarter throughout the term of this Agreement; or be attached to a University-sponsored program. Residents with matriculated-student status are eligible on the dates listed below; meal service is suspended over Thanksgiving weekend and intercession. For meal plan changes, see Details and Section of the Agreement.
A. Fall 2018: September 23 through lunch on November 21; dinner on November 25 through lunch on December 14.
C. Spring 2019: breakfast on April 1 through lunch on June 14.

3. HOUSING DEPOSIT • The Student shall pay a deposit of $200 as security for the faithful performance of the Agreement. Upon Agreement termination, the security deposit will be refunded, which are deemed necessary and desirable in the judgment of the University. The deposit shall have no liability to the Student for losses suffered. If assigned to a residence hall, the Student must enroll in an eligible university program.
A. A. $200 per quarter for the first eight credits; or be attached to a University-sponsored program. Residents with matriculated-student status are eligible on the dates listed below; meal service is suspended over Thanksgiving weekend and intercession. For meal plan changes, see Details and Section of the Agreement.
B. B. Once the Student obtains keys to their room, they are financially responsible for the room even if the amount does not derive from this Housing Agreement. Any remaining balance will then be refunded to the Student after which time the Student is still responsible for any future charges placed on the student account.
C. C. Six weeks after the date of termination, including any contract breakage fee, ending and replacing any occupancy during the term of the Agreement terms, or covenants which the Student may owe the University, even if the amount does not derive from this Housing Agreement. Any remaining balance will then be refunded to the Student after which time the Student is still responsible for any future charges placed on the student account.

4. DATES OF OCCUPANCY • A. From the date of approved arrival, the Student shall occupy their assigned residence for the duration of Academic Year 2018-19. The Academic Year is defined as September 23, 2018 through June 14, 2019. Termination of occupancy prior to June 14, 2019, may result in contract breakage fee and charges incurred after termination. Reasons for termination include:
A. A. The Student is not enrolled for the second term of the Academic Year.
B. B. The Student is not enrolled for the current term of the Academic Year.
C. C. The Student is not enrolled for the current term of the Academic Year.

5. RESIDENTIAL MEAL PLAN • If assigned to a residence hall, the Student must enroll in a meal plan at the University. The meal plan is optional under a separate contract. Meal service in the campus dining commons is available to all students. Meal service is suspended over Thanksgiving weekend and intercession. For meal plan changes, see Details and Section of the Agreement.
A. Fall 2018: September 23 through lunch on November 21; dinner on November 25 through lunch on December 14.
C. Spring 2019: breakfast on April 1 through lunch on June 14.

6. CANCELLATION BEFORE OCCUPANCY • This Agreement may be canceled in writing prior to occupancy, resulting in forfeiture of the $200 security deposit, with the exception of fall quarter as follows: A. A. Returning Residents: Cancellations received by May 15 result in a full refund of the housing deposit. B. B. New Residents: Cancellations received by June 30 result in a full refund of the housing deposit, cancellations received between July 1 and August 15 result in a full refund of the housing deposit.

7. SERVICES AND UTILITIES • The University shall furnish heat, electricity, water and sewer services. Internet and cable television service will be provided, but the Student shall be responsible for the type of room and meal plan. There are no bill-pro-rated payments.
A. Late fee: A late fee consistent with the WWU Late Fee Policy will be assessed to balances past due.
B. Interest Charge: A monthly interest charge consistent with the WWU Interest Charge Policy will be assessed to balances past due.
C. Scholarships, Loans and Grants: Payments made from scholarships, loans, and grants are due upon receipt of those funds. The University is responsible for timely payment of any balance not covered.
D. Debt Collection: The Student agrees to pay reasonable expenses of collection of any outstanding debt, including collection agency and attorney’s fees. Students give authorization to contact all available resources to obtain information about current address, employment status, and other creditors, or any other data that will assist in the collection of a defaulted account.
E. Rate Changes: Rates are subject to change by no more than five percent for emergency purposes as authorized by the Board of Trustees of Western Washington University.

9. FAILURE TO PAY • A. If the Student’s payment for charges related to housing and/or dining is de- ferred pursuant to an agreement in part by fire or casualty, the University may, at its option, either immediately terminate this Agreement, or repair and replace the damaged room or residence hall within a reasonable time.
B. If assigned to a residence hall, the Student must enroll in an eligible university program.
C. If a vacancy occurs in a double or triple room, the remaining Student may be consolidated into a room with another resident; or must keep the room ready for inspection, occupancy and be willing to accept a new roommate at any time during the remainder of the academic year. If the Student refuses to accept a roommate, the Student may be reassigned, may be charged the single- or super-single rate if the occupancy occurred, and/or may be subject to disciplinary action. Pending space availability, the remaining Student may have the option to transfer to another room, or upgrade to a super-single or super-double for the remainder of the academic year.
D. The University reserves the right to reassign the Student to a different room, residence hall or apartment, or to rescind super-single or super-double status at any time in the event such reassignment is deemed necessary. Unless otherwise notified, the University reserves the right to reassign space if the Student does not check in by the third day of classes.
E. The Student may not transfer or sublet any room or meal plan covered by this Agreement.
F. All alterations or decorations and may also be required to pay for any resulting damage.
G. The Student may be required, at their expense, to remove any alterations or decorations and may also be required to pay for any resulting damage.

10. ACADEMIC INTERSESSION • During the quarter break (“interession”), classes are suspended among with many campus services. The Student is entitled to remain in residence during intersession at no additional charge provided they are enrolled for the coming quarter and remain an on-campus resident for at least 14 days of the new quarter. The Student’s account balance will then be refunded to the Student after which time the Student is still responsible for any future charges placed on the student account.
B. Spring Break: March 24 through March 31, 2019.

11. VACANCIES • If a vacancy occurs in a double or triple room, the remaining Student may be consolidated into a room with another resident; or must keep the room ready for inspection, occupancy and be willing to accept a new roommate at any time during the remainder of the academic year. If the Student refuses to accept a roommate, the Student may be reassigned, may be charged the single- or super-single rate if the occupancy occurred, and/or may be subject to disciplinary action. Pending space availability, the remaining Student may have the option to transfer to another room, or upgrade to a super-single or super-double for the remainder of the academic year.
D. The University reserves the right to reassign the Student to a different room, residence hall or apartment, or to rescind super-single or super-double status at any time in the event such reassignment is deemed necessary. Unless otherwise notified, the University reserves the right to reassign space if the Student does not check in by the third day of classes.

13. TRANSFERS OR SUBLEASES • The Student may not transfer or sublet any room or meal plan covered by this Agreement.

14. ALTERATIONS AND DECORATIONS • Alterations to buildings and institutional rooms are not permitted. The Student may be required, at their expense, to remove alterations or decorations and may also be required to pay for any resulting damage.

15. TERMINATION OF OCCUPANCY • Termination of occupancy occurs when the Student breaches the process for properly checking out of housing. Proper checkout procedure is outlined in the University Residences Policies and Procedures. Termination shall not relieve the Student of their liabilities and obligations. The Student is financially responsible for the housing and meal plan charges up through the date of termination on the Student’s account balance. The Student shall be responsible for the housing and meal plan rate for each day during the break, including any contract breakage fee, ending and replacing any occupancy during the term of the Agreement terms, or covenants which the Student may owe the University, even if the amount does not derive from this Housing Agreement. Any remaining balance will then be refunded to the Student after which time the Student is still responsible for any future charges placed on the student account.

16. END-OF-QUARTER CHECKOUT DEADLINES • Fall 2018: If the Student is graduating, withdrawing or moving off campus at the end of fall quarter, they must be properly checked out of housing by 4 p.m., Friday, December 14.
B. Winter 2019: If the Student is graduating, withdrawing or moving off campus at the end of winter quarter, they must be properly checked out of housing by 4 p.m., Friday, March 22.
C. Spring 2019: The term of this Agreement ends on Friday, June 14; therefore, the Student must be properly checked out of housing by 4 p.m. that day unless they are registered for summer housing.

17. WINTER AND SPRING CHECKOUT PENALTY • If the Student moves off campus during winter or spring break or within the first 14 days of the coming quarter, they will be charged the housing rate for each day during the break, up to and including the day of checkout—even if they did not stay in their room for any part of the break.
18. CONTRACT BREAKAGE FEE • In the event of termination the Student shall be liable for liquidated damages:
A. Residence Halls: $5.25 per day for the remainder of the term of the Agreement, not to exceed $400.
B. Apartments: $2.67 per day for the remainder of the term of the Agreement, not to exceed $200.
C. Without Penalty: The Student may be released without penalty for withdrawal from the University, participation in a study abroad or internship program, or approved appeal.

19. DAMAGE AND CLEANING • The Student is expected to keep their assigned room/suite clean and advise University staff of any necessary repairs.
A. Damages: the Student is responsible for costs, expenses or liabilities resulting from damage to a room, suite or building by them or their guests, except for those causes through an act or omission by University staff.
B. Cleaning: the Student is responsible for the cost of any additional cleaning required to return the room to its pre-occupancy state.
C. Furniture: University equipment or furniture shall not be moved from rooms or public areas of buildings. The Student is responsible for the replacement or repair of the property.

20. FINANCIAL APPEALS • The Student may appeal adverse decisions or actions taken pursuant to this Agreement to the Financial Appeals Board. Appeals must be submitted online within 30 days of the action under appeal. Until an appeal is granted, the charge in question is subject to all applicable late fees and registration holds.

21. EQUAL OPPORTUNITY • The University, in compliance with applicable laws and in furtherance of its commitment to fostering an environment that welcomes and embraces diversity, does not discriminate on the basis of race, color, creed, religion, national origin, sex (including pregnancy and parenting status), disability, age, veteran status, sexual orientation, gender identity or expression, marital status or genetic information in its programs or activities, including employment, admissions, and educational programs. Inquiries may be directed to the Equal Opportunity Office.

22. REASONABLE ACCOMMODATION • The University is committed to providing reasonable accommodation for qualified individuals with disabilities upon request. University Residences works in partnership with Disability Resources for Students to provide students access to all levels of the residential experience. Students requiring a special housing assignment due to a disability or other condition must request reasonable accommodation through DRS, provide all necessary documentation, and complete a needs assessment.

23. PERSONAL PROPERTY DAMAGE • The University assumes no responsibility for loss or damage to personal property.

24. WAIVER OF BREACHES AND CUMULATIVE REMEDIES • The failure of the University to exercise any right or remedy available as a result of the Student’s breach of any of the terms, covenants or conditions of this Agreement shall not be deemed to be a waiver by the University of any such right or remedy. No terms or conditions of this Agreement required to be performed by the Student and no breach thereof shall be waived, altered or modified except by an express, written instrument executed by the University. The receipt of rent by the University with knowledge of the breach of any terms, covenants or conditions of this Agreement shall not be deemed a waiver of such breach. Remedies of the University under the terms of this Agreement are cumulative and are not exclusive of any other remedies or redress which may be utilized in case of any breach or threatened breach by the Student.

25. PARTIAL INVALIDITY • Any provision of this contract which shall prove to be invalid, void or illegal shall in no way affect, impair or invalidate any other provision hereof and such other provision shall remain in full force and effect.

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**Room & Board Rates**

The following rates from 2017-18 are for planning purposes only. The 2017-18 Room & Board Rates will be established by the Western Washington University Board of Trustees in spring 2018.

<table>
<thead>
<tr>
<th>Room Type</th>
<th>Fall 2017</th>
<th>Winter 2018</th>
<th>Spring 2018</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Triple Room</td>
<td>$2,190</td>
<td>$1,902</td>
<td>$1,671</td>
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<td>Double Room</td>
<td>$2,731</td>
<td>$2,732</td>
<td>$2,084</td>
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<td>Single Room</td>
<td>$3,175</td>
<td>$2,757</td>
<td>$2,423</td>
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<tr>
<td>Super-Single Room</td>
<td>$3,432</td>
<td>$2,981</td>
<td>$2,619</td>
<td>$9,032</td>
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</tbody>
</table>

**RESIDENTIAL MEAL PLANS**

<table>
<thead>
<tr>
<th>Meal Plan</th>
<th>Fall 2017</th>
<th>Winter 2018</th>
<th>Spring 2018</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>75 Meals/Qtr.</td>
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<td>$966</td>
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<td>100 Meals/Qtr.</td>
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<td>125 Meals/Qtr.</td>
<td>$1,438</td>
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<td>Unlimited Meals</td>
<td>$1,601</td>
<td>$1,390</td>
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**BIRNAM WOOD APARTMENTS + MEAL PLAN OPTIONAL**

<table>
<thead>
<tr>
<th>Room Type</th>
<th>Fall 2017</th>
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<th>Spring 2018</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Double Room</td>
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<td>$2,106</td>
<td>$2,106</td>
<td>$6,318</td>
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<tr>
<td>Super-Single Room</td>
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<td>$2,407</td>
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<tr>
<td>Family Apt.</td>
<td>$4,821</td>
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<td>$4,821</td>
<td>$14,463</td>
</tr>
</tbody>
</table>

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**Dates & Deadlines**

**FALL QUARTER 2018**

- **SEP 21-22**: Early arrival
- **SUN SEP 23**: Halls open for move-in 10 a.m. to 3 p.m.; fall quarter meal service in the dining commons begins with dinner.
- **WED SEP 26**: Classes begin, and your student account balance is due
- **WED NOV 21**: Lunch is the last meal served in the dining commons before closing for the Thanksgiving holiday.
- **NOV 22-25**: Thanksgiving Holiday - students may remain in residence, but food venues on campus are closed.
- **SUN NOV 25**: Meal service in the dining commons resumes with dinner.
- **FRI DEC 14**: Anyone moving out at the end of the quarter must be properly checked out by 4 p.m. Lunch is the last meal served in the dining commons before closing for winter break.
- **SAT DEC 15**: Fall commencement ceremonies
- **DEC 15- JAN 5**: Winter break

**WINTER QUARTER 2019**

- **SUN JAN 6**: New residents move-in 10 a.m. to 3 p.m.; winter quarter meal service in the dining commons begins with dinner.
- **TUES JAN 8**: Classes begin, and your student account balance is due
- **FRI JAN 18**: Last day of the quarter to downsize your meal plan
- **FRI MAR 22**: Anyone moving out at the end of the quarter must be properly checked out by 4 p.m. Lunch is the last meal served in the dining commons before closing for spring break.
- **SAT MAR 23**: Winter commencement ceremonies
- **MAR 23 – MAR 31**: Spring break

**SPRING QUARTER 2019**

- **SUN MAR 31**: New residents move-in 10 a.m. to 3 p.m.
- **MON APR 1**: Spring quarter meal service in the dining commons begins with breakfast.
- **TUE APR 2**: Classes begin, and your student account balance is due
- **FRI APR 12**: Last day of the quarter to downsize your meal plan
- **FRI JUN 14**: All residents must be properly checked out by 4 p.m. unless registered for summer housing. Lunch is the last meal served in the dining commons before closing for the summer.
- **SAT JUN 15**: Spring commencement ceremonies

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**Contact University Residences**

**Central Office**

Edens Hall Ground Floor (enter from Old Main Lawn)
Open Weekdays 8 a.m. - 5 p.m. (closed holidays)
Housing@wwu.edu • 360-650-6565

**Mailing Address**

University Residences
516 High Street - Mail Stop 9395
Bellingham, WA 98225 USA

housing.wwu.edu