



This is a binding agreement for all Doane Crete students. By registering for classes, you agree to abide by all Doane University guidelines, policies, and procedures. Failure to read this agreement, the information provided in the Doane student handbook, or other distributed materials does not excuse you from complying with the terms and conditions, rules, policies, and procedures of Doane University. Additionally, failing to complete a housing application does not exempt you from the terms and conditions of the housing contract. Please review the Doane Student Handbook by accessing this link: <http://catalog.doane.edu/content.php?catoid=10&navoid=635>. *Please note the handbook may be updated frequently so please refer to it often to ensure you have the most up to date information available.

Terms of Occupancy

1. **This contract covers the entire Academic Year 2022-2023.** Doane University (Crete campus) is a residential campus. This means students are only permitted to live off campus if they meet approved criteria through a specified application process that occurs in the Spring semester of every academic year. Fall and Spring occupancy dates are set based on the schedule of the academic calendar. Housing occupancy requests outside of the academic calendar schedule will be evaluated on a case-by-case basis by the Office of Residential Life and Education and are not guaranteed.

Liability and Insurance

2. Residents are financially responsible for any damage they may cause in public or private areas of residence halls. Damage costs may be charged to an individual person, split between the occupants of a room/quad/suite, split between the occupants of a floor, and/or split between the occupants of an entire building.
3. Residents understand and acknowledge that insurance carried by the University covers University property only and should provide for their own protection against loss or damage to property, personal injury, or liability through the appropriate renter's insurance policy that meets their individual needs. In consideration for receiving permission to utilize and reside in Doane University residence halls, you release, waive, discharge, and covenant not to sue Doane University, its officers, servants, agents, and employees (hereinafter referred to as "Doane University") from any and all liability, claims, demands, action, and causes of action whatsoever arising out of or relating to any loss, damage, or injury, including death, that may be sustained by you, or to any property belonging to you, whether caused by the negligence of Doane University, or otherwise, while utilizing Doane University residential facilities.

Termination of Housing Contract by the Resident

4. Requests for terminating a housing contract will be reviewed by the Office of Residential Life and Education on a case-by-case basis. It is the student's responsibility to notify the Office of Residential Life and Education they wish to request a contract termination by following the instructions listed below. Requests for contract termination cannot be used to negate the housing process.
5. In order to terminate this contract *prior to Census Day on September 2, 2022* written notification must be given to the Office of Residential Life and Education via email to doanehousing@doane.edu.

If a contract termination is approved, the following penalties will apply:

- **Prior to June 1st 2022**, a fee of \$200.00 will be assessed to their account.
- **June 1st, 2022 through July 31st, 2022**, a fee of \$400.00 will be assessed to their account.
- **August 1st, 2022 until Census Day on September 2, 2022**, a fee of \$600.00 will be assessed to their account.



- The termination fee may be waived if the resident is transferring from Doane University, withdrawing, or fulfilling military service. If exigent circumstances apply, the resident may file a written appeal of their termination fee to the Office of Residential Life and Education at doanehousing@doane.edu. Appeals will be considered on a case-by-case basis.
6. If a resident withdraws from the University *after Census Day on September 2, 2022*, written notification must be given to the Office of Residential Life and Education no later than *two weeks* prior to the intended date of termination to doanehousing@doane.edu. Upon termination, the resident will be responsible for paying the remaining balance of the housing rate for the semester. Late requests may not be considered.
 7. In order for current residents to request to terminate this contract for Spring 2023, you must contact the Office of Residential Life and Education in writing at doanehousing@doane.edu prior to **November 1, 2022** for consideration. Late requests may not be considered. ***Mid-year contract terminations are not guaranteed. If a mid-year contract termination is approved by the Office of Residential Life and Education, the student will still be responsible for payment of 85% of their spring semester housing which will be applied to their student account. This fee will be waived if the student is no longer attending Doane University due to fulfilling military service, graduation, or withdrawal from the University.***

Termination of Housing Contract by the University

8. Doane University reserves the right to terminate this contract should violations of University policy, law, and/or this contract occur or due to an event not within the University's reasonable control which the University determines in its discretion calls for partial or full closure of on-campus housing. Should this contract be terminated by the University, there is no financial obligation to the student.

Student Responsibility

9. It is the student responsibility to abide by all deadlines and procedures outlined in this agreement.
10. Students must be able to care for themselves at all times. Doane University has limited resources for students unable to care for themselves. Incidents in which students demonstrate a lack of care for themselves, e.g. alcohol poisoning or suicidal threats, may result in the affected student's immediate removal from campus housing.
11. Students involved in instances like the ones listed in 10 may be required to provide documentation from health professionals that they have completed any assigned disciplinary requirements from such incidents.
12. Failure to provide proof of completion may result in removal from campus housing with no refund of student room costs.
13. Every student shares the responsibility to notify their Community Director (CD) of maintenance needs. Students who have failed to communicate maintenance issues to their CD may be held responsible for the repairs at check-out.
14. Students who leave windows open in their room may be found responsible for any damages resulting from frozen and/or burst pipes, including remittance to the University for labor and material cost of repairs, and to students whose belongings are damaged due to the pipe bursting or freezing.



Students needing on campus Housing Accommodations

15. Doane University is committed to providing accommodations to students with disabilities in the residence halls. Students who require reasonable accommodation must have an accommodation request form on file with Disability Services personnel. In order to ensure that appropriate arrangements can be made, students with documented disabilities who need reasonable accommodation in the residence halls should contact the ADA Coordinator by April 1, 2022 for the fall semester or November 1, 2022 for the spring semester. Please contact ADA Coordinator, Diane Kaye at diane.kaye@doane.edu.
16. Emotional Support Animals are only permitted on campus with prior approval from Disability Services and Residential Life and Education. Inquiries should be directed to Disability Services personnel for more information. Students found in possession of an animal that has not been approved as an Emotional Support Animal will be asked to remove it immediately and may face judicial action.

Gender Inclusive Housing

17. Gender inclusive housing allows for students of different sexes or gender identities to room together.
18. Although suites and/or quads that register are gender inclusive, they are only gender inclusive within the quad or suite – the individual rooms are still separated by specific sex and/or gender identity.
19. Students may register for gender inclusive housing in Burrage Hall or Hansen Hall. Registration must be unanimous, and students intending to live in gender inclusive housing must complete the appropriate registration form.

Residential Living Standard

20. Doane University is a residential campus because we believe that residence halls are the most conducive environments for academic achievement and personal growth. Each residence hall is a unique community. Factors that comprise these communities are the commonality of interests, respect for others' rights and privileges, self-governance, and diversity of personalities. Each member of a residence hall community has a responsibility to enhance the development of the environment. Whether it is through participation, learning to compromise, or voicing suggestions, each individual can play an effective role in improving the living atmosphere. As a member of this unique community, members have a responsibility to do their part to make the environment as safe, healthy, and peaceful as possible. The first step in achieving this goal is for each resident to take personal responsibility for the living environment in which they reside. Issues of concern include:
 - Conditions that create an unhealthy environment within a personal room, suite, quad, or hall.
 - Students who act in a manner which creates the opportunity for injury to members of the Doane University community.
 - Disruptive behavior in rooms or halls which is not conducive to a peaceful study environment due to violation of Doane University policy.
 - Doane University makes every effort to provide a healthy and safe environment, and a strong partnership with students is necessary to make that happen.



Vacancies and Housing Needs

21. The Office of Residential Life and Education reserves the right to assign or reassign students as needed. Housing need is determined by the Director of Residential Life and Education or their proxy.
22. If a resident's roommate(s) leaves, it is the remaining resident's responsibility to find a new roommate. Residential Life and Education staff will assist with this process as much as possible, but ultimately will rely on the student to find a suitable roommate replacement that best fits their individual living needs.
23. If space allows, a resident may request to pay a private room rate and buy out the room.
24. If the student cannot find a new roommate, the student may be consolidated with another resident. Consolidation will necessitate a room move with limited notice.
25. Remaining spaces within the residence halls are available to use by the Office of Residential Life and Education as needed. This may mean students are assigned new roommates with limited notice.

Room Moves

26. Room moves are permitted for a two-week period in the fall semester and spring semester following Census Day. Requests for room moves after this period will not be permitted unless extenuating circumstances are present.
27. Residents wishing to change rooms during the approved time period must contact their CD to make the necessary arrangements. Room moves must be approved by the Office of Residential Life and Education.
28. Students interested in moving rooms must first make a good faith effort in a mediation process facilitated by their Community Director or designee.
29. Unapproved room moves may result in an administrative or facilities fee of \$75.00 or more.

Check-In

30. Check-in procedures for the fall and spring are detailed in the Student Handbook. The Office of Residential Life and Education will also email residents over the summer with accurate instructions for checking in. Failure to adhere to check-in policy may result in delays or administrative fees.
31. The Room Condition Report (RCR), completed by Residential Life and Education and Education staff and reviewed by the resident, serves as complete documentation of the room's condition and any existing damages at check-in. Residents who fail to review an RCR may be held responsible for pre-existing damages. This may result in maintenance fees for material and labor costs of repair. RCRs are located at <https://doane.erezlife.com/>.
32. Residents may be held responsible for any damages not recorded in the RCR. This may result in maintenance fees for material and labor costs of repair.
33. Residents who move in without checking in, or who move into an unassigned room, may be subject to administrative fees and disciplinary action.
34. Early arrivals for fall and spring semester are permitted for affiliated campus groups requiring students to move-in early. Those groups requiring students to arrive early must submit their requests in writing with appropriate timeliness to the Office of Residential Life and Education for their request(s) to be considered. Late requests may not be approved.
35. Other early arrival students are accepted on a case by case basis and must be approved by Residential Life and Education staff. Requests to check in early must be submitted to doanehousing@doane.edu at least



two weeks prior to the anticipated check-in date. Not all requests may be accepted and students must receive written approval of their request.

36. A charge of \$75 a day will be assessed to students moving in early. This daily fee is charged to the student's account.

37. Students who move in early without approval will be charged a \$100 fee in addition to the daily charge.

38. Students with approval to move in who allow their roommate(s) to move in early may also be charged \$100.

Check-Out

39. Check-out procedures apply when a resident changes rooms, withdraws from Doane, or leaves at the end of the semester or academic year.

40. Students must check out based on the required time communicated to them via email and other materials.

41. Check-out procedures are outlined completely in the student handbook.

42. Failure to follow check-out procedures may result in forfeiture of the resident's room deposit and an improper check-out fee of \$125. A lock change fee may also apply.

43. Doane University reserves the right to contact the Crete police department and have students removed from campus if they refuse to check out on time.

44. Unless the responsible party is identified or takes responsibility themselves, damages that occur in a residence hall will be charged equally to the residents of the room or all the residents of the hall, depending on the location and severity of the damages. Charges may be incurred during the operational year; they are not limited to check-out times.

45. As members of a suite-style living environment, residents in Burrage Hall and Hansen Hall are responsible for their respective suite and its surroundings. This includes, but is not limited to, windows, window screens, and balconies.

Appliances and Restricted Items

46. The following are not permitted in the residence halls: hot plates, candle warmers, electric skillets, toaster ovens, George Foreman grills, ice machines, microwaves (unless otherwise specified), refrigerators over 4.3 cubic feet, space heaters, or any other high energy appliance. Questions about item restrictions should be directed to the Office of Residential Life and Education at doanehousing@doane.edu.

47. The Office of Residential Life and Education reserves the right to modify and/or extend the list of restricted items at any time. During the year, changes to the list will be communicated via email.

Communication

48. Residential Life and Education and Doane Housing will contact students via email and/or telephone.

49. It is the student's responsibility to check these at least once a day to ensure prompt communication.

50. Students who do not check their email or voicemail run the risk of adverse actions.

Contract Changes

51. The Office of Residential Life and Education reserves the right to make changes to the terms and conditions of this contract at any time.