Marymount University  
Campus and Residential Services Housing License Agreement  
Academic Year 2014-2015

1. INTRODUCTION  
Marymount University (hereinafter “university”) enters into this Housing License Agreement (hereinafter “license agreement”) with student (hereinafter “student” or “licensee”). This license agreement is effective as of the date student’s signed Housing Application Form is received by the Office of Campus and Residential Services (hereinafter “OCRS”) and will remain in effect until student check-out, cancellation, or termination under the terms of the license agreement.

The purpose of this license agreement is to establish certain financial and other relationships between the University and student relating to student’s occupancy in University on-campus residence halls or university leased off-campus residence apartments (hereinafter residence apartment). This document shall constitute only a license and shall not be deemed to constitute a lease or to create or transfer interest or a lien on real estate. The University reserves the right to terminate the license agreement at its discretion. The relationship between the University and student shall be subject to the terms and conditions in this agreement. THIS AGREEMENT IS BINDING FOR BOTH THE FALL AND SPRING SEMESTERS AND CONSTITUTES AN OBLIGATION TO PAY THE UNIVERSITY FOR THE RIGHT OF OCCUPANCY IN THE UNIVERSITY RESIDENCE HALLS OR UNIVERSITY-LEASED RESIDENCE APARTMENTS.

All materials contained herein are an integral and binding part of this Agreement. Residence Hall regulations in the University Community Conduct Code, the Student Handbook, University Catalog, the University and OCRS websites are hereby incorporated into this agreement and are binding on all parties to this agreement. It is the resident’s responsibility to become familiar with all provisions of this agreement and related University policies.

The student submitting an application via paper or electronically shall be held responsible to all of the terms and conditions of this license agreement once submitted. Submitting application information either via paper or electronically and then being offered a housing assignment by the University enters the student into a legally binding contract with the University and financially obligates the student to pay for the full term of the housing license agreement. Paper or electronic submission of the application information does not guarantee confirmation of a housing assignment. No oral statement made by any agent of OCRS shall be considered a waiver or modification of any terms or conditions.

2. ELIGIBILITY  
Occupancy in on-campus Residence Halls is open to all full-time, University undergraduate and second-degree Nursing students 23 years old or younger, regardless of race, creed, sex, religion or disability. Occupancy in University-leased off-campus residence apartments is open to all full-time, University graduate students regardless of age and second-degree Nursing students 24 years old or
older, regardless of race, creed, sex, religion or disability. The student must meet these requirements unless waived in writing by the director of OCRS or their designee.

All resident students are subject to policies and procedures established by the University. Students who fail to apply for housing by annual deadlines may not be housed and instead placed on a wait list for housing and will be housed if/when space is available. The University guarantees housing for all incoming freshmen students who meet all application deadlines. Incoming freshmen students are required to reside in University housing for their first two (2) years at the institution unless living with a parent or guardian within commuting distance of campus (26 mile radius). A notarized letter from a student’s parent must be presented to OCRS stating that they are living at home with their parents in order to be waived from the 2-year live-on requirement. The University does not guarantee housing for incoming transfer students but does endeavor to assign them to University housing based on availability of space. The University and student agree that residence at either an on-campus Residence Hall or University-leased off-campus Residence Apartment under this license is incidental to the provision of educational services as defined in Code of Virginia § 55-248.5.

3. LENGTH OF LICENSE AGREEMENT
Any student who continues to be enrolled at the University shall honor the terms of this license agreement for both the fall and spring semesters. Exceptions will be made for University-approved Study Abroad programs, and University-approved leaves of absence as noted below. Other exceptions may be made on an individual case basis and must be submitted in writing to the assistant director for operations for OCRS, who may forward the request to the director of OCRS or their designee.

4. DATES OF OCCUPANCY
A. Fall semester opening for Undergraduate Students
   1. New incoming undergraduate students who did not attend Summer Orientation and need to attend the Fall Orientation Essentials will be Wednesday, August 20, 2014, at 9 a.m.

   2. New incoming students who attended Summer Orientation will be Friday, August 22, 2014, at 9 a.m.

   3. Returning undergraduate students will be Saturday, August 23 and Sunday, August 24, 2014, at 10 am each day.

B. Fall semester closing for Undergraduate Students is 24 hours after the resident’s last exam and no later than 12 noon on Sunday, December 14, 2014 unless specific written permission is received from the assistant director of operations or their designee.

C. Spring Semester opening for Undergraduate Students
   1. New incoming students who need to attend the Spring Orientation Essentials will be Wednesday, January 7, 2015, at 10 a.m.

   2. Returning students will be Saturday, January 10, 2015, at 10 a.m.
D. Spring semester closing for Undergraduate Students is 24 hours after the resident’s last exam and no later than 12 noon on Sunday, May 10, 2015, unless specific written permission is received from the assistant director of operations or their designee. Only students receiving degrees at the spring commencement exercises will be permitted to remain in residence until twelve (12) noon of the day following the spring commencement exercises.

E. Undergraduate Students wishing to move in prior to their listed move-in date must submit an application available via the OCRS website no later than July 1, 2014. OCRS reserves the right to approve or deny such requests. Late requests will be reviewed but there is no guarantee that requests for early arrival will be met. Please note that there may be a daily rate associated with moving in early. Please see the application for costs. Application is available in April each year.

F. Students given permission to move in early, before official move-in date(s), should anticipate a lesser degree of staffing and services (e.g., housing and maintenance). All assignments are exclusive of fall and spring vacation periods, the period between semesters, and/or periods when the University is officially closed.

G. Graduate student university leased space becomes available for move-in on August 1, 2014.

H. Graduate student university leased space move-out is no later than May 31, 2015 unless a subsequent lease with the university has been arraigned.

5. PAYMENTS
A. The student understands and agrees that the agreement is for space in the residence halls or university-leased off-campus residence space and not for a specific room or building. In consideration of the assignment of the room, the student agrees to pay the University the appropriate charge for that type of room.

B. Academic year (AY) 2014-2015 charges for residence begin with the student’s scheduled check-in day, and continue until twenty-four (24) hours after student’s last examination or last class in the fall and spring semesters respectively, whichever occurs later. Students approved for early arrival may be charged an additional fee for these accommodations. The costs will be outlined in the confirmation of the early arrival request.

C. University students who are returning to on-campus housing agree to pay the University a $300 nonrefundable deposit upon entering into this agreement. The $300 deposit will only be assessed at the time of early termination of the agreement by the student for unapproved reasons.

D. Newly admitted students agree to pay the $300 nonrefundable residential student enrollment deposit upon entering into this agreement. The enrollment deposit is nonrefundable and must be paid to the Office of Admissions prior to the student submitting an application for on-campus housing. This nonrefundable deposit is credited toward the first semester housing charge.
E. All students who contract for housing and/or a dining plan are charged for services through their student account.

F. Failure by the student to pay for all charges does not constitute the cancellation of this agreement by the student.

G. If the space is assigned to more than one student, each shall be responsible for his/her own payments; but all shall be responsible jointly and severally for such damage and cost of repairs as may be assessed beyond reasonable wear and tear.

6. GENERAL TERMS AND CONDITIONS
A. This agreement is in effect until terminated by the University or written cancellation to OCRS and check-out by student.

B. The student will use the premises for residential and educational purposes in accordance with this agreement and its general policies. The student will not house any guest(s) in a residence hall room, residence apartment, lounge or public space or any other University public space. The student room(s) shall be used exclusively as residence hall lodging for study and living purposes and not as a salesroom, office, or service area, or for storage of merchandise. Soliciting and peddling in the residence halls or residence apartments are prohibited, unless otherwise approved in writing by the director of OCRS or designee.

C. Student has a right of occupancy in and access to a space in the assigned University residence hall or residence apartment; shared use of student common facilities in the residence hall in which the space is located; and use of bed, springs, mattress, desk or bed-mounted desk, chair, window coverings, wardrobe/closet and dresser, to be furnished by the University. The space assignment, with its applicable rate, will be made later by the University in accordance with section 4, and will be set forth on a form to be furnished to student which will become a part of, and be deemed incorporated in this agreement. The term of this license agreement will be shown on the assignment as specified above. The term will be the period of time covered by the fall and spring semesters, subject to other terms of this agreement. Room furniture may not be removed from the assigned room and painting or other modification of the room is not permitted. It is the responsibility of the resident to document damages within 24 hours of occupancy on their Room Condition Report (RCR) and return it to their front desk. Residence Hall or Residence Apartment staff will review all RCRs for student changes and comments and will follow-up with students as appropriate during the first 2 weeks of classes each semester. Upon occupancy, the resident is responsible for reasonable care of the room and for the reporting of damages and/or problems as they occur.

D. Rooms in the residence halls or residence apartments may only be occupied by the student(s) assigned to that particular space. Only the student bound by the terms of the agreement may occupy the space assigned to the student by the University. The student is prohibited from assigning his/her rights or responsibilities under this agreement to a third party. The provisions of this section shall not prevent the University, however, from reassigning, re-licensing, or taking any other action permitted on termination of this license agreement under the provisions of section 11, or otherwise noted.
E. Room assignments may be changed only upon written authorization from an OCRS employee and after student(s) involved have made a serious attempt to adjust to the situation. Any resident who changes rooms without written authorization from OCRS will be fined $80, may be required to return to their original room, and may face disciplinary action. Under normal conditions, no changes of room assignments will be made during the first two (2) weeks or last four (4) weeks of each semester. Roommate assignments are made without regard to race, color, religion, national origin, age, sexual orientation, gender expression, personal appearance, family, matriculation, political affiliation, actual or perceived physical or mental disability, or status as a Vietnam era or disabled veteran.

F. The University reserves all rights concerning assignment, reassignment, and adjustments, to accommodations it may consider necessary. The University reserves the right to consolidate student space as the University sees fit (consolidation refers to reassigning students without roommates together to create more space). The University further reserves the right to make room changes during the year as deemed necessary by the director of OCRS or their designee. Student occupancy in a University residence hall or residence apartment may require sharing the space with one or more fellow students. The University reserves the right to assign students to temporary space when necessary. Students so assigned will be reassigned to permanent space as it becomes available.

G. If a vacancy occurs in the room the student is assigned to, the student must maintain the open space so that it is ready for a new occupant at anytime. All residents must provide a welcoming environment for their roommate(s) in the room. OCRS reserves the right to randomly check rooms with a vacancy to ensure the vacant space is ready for a new student at any time it is needed. Any behavior exhibited by a resident which intentionally shows neglect of another resident’s rights with the intent to acquire a private room or extra space is strictly prohibited and may result in disciplinary action and/or charging for the additionally used space in the room.

H. Due to the nature of residential buildings, the University acknowledges that there may be variations on overall size and shape between like units occupying the same number of students. No additional charge or credit will be assessed onto the student’s account to accommodate for these variations.

I. Failure to occupy an assigned space by 5 p.m. on the first day of classes could result in the assignment of the room to another student unless a student sends an advance written request to OCRS for an extension of the arrival period no later than one week prior to the first day of classes, and it is granted in writing by OCRS.

7. ROOM CONDITION
A. The University agrees to provide and the resident agrees to maintain the assigned room and all public areas in and around the immediate building(s) accessible to the resident in a clean, safe, and sanitary condition. Upon termination of this agreement, the student should leave the assigned room, its furnishings, and its equipment in as good an order and condition as upon commencement of the student’s occupancy, reasonable wear and tear excepted. University
staff will complete an inventory of furnishings and an assessment of damages; charges will be assessed to the responsible individual(s). Personal property left in a room following the termination of occupancy will be deemed abandoned. Students will be charged for the removal of such property.

B. The student shall not damage the space or furnishings (including common areas), aside from reasonable wear and tear. If such damage or loss does occur student will be billed for repair or replacement costs. In the event of willful damage to the common areas located in the vicinity of the student’s space (and/or to the furnishings and facilities located therein), and in the event the responsible individuals of such damage cannot be identified, all resident students served by the common area will be assessed for such repair and/or damage costs.

C. Student shall not make any cosmetic or material alterations in the space without express written permission from the director of OCRS or their designee; shall not damage nor permit the damage of any part of the space; shall not do or permit the doing of anything that shall constitute a fire or health hazard; and shall not permit the accumulation of waste and refuse within the space. Violation of these terms and conditions by student may be considered sufficient reason for disciplinary action, including, but not limited to, dismissal from the University residence halls or residence apartments and possibly the University.

D. Self-installed lofts are not permitted in Marymount University Residence Halls for safety reasons. Students will be expected to remove non-University approved lofts immediately. The University assumes no responsibility for the safety or stability of an installed loft or the consequences of having a loft in a student room.

E. The University does not insure the personal property of any student on or off campus. The University has no responsibility for any theft, damage, destruction, loss, etc., of any personal property including, but not limited to, money, valuables, equipment or any personal property whatsoever belonging to or in the custody of the student, whether caused by intentional or negligent act or failure to act or natural causes, fire or other casualty. The University is not liable for the failure or interruption of utilities or from conditions resulting from failure or interruption of the same. The University does not provide liability insurance for theft or damage of personal property of residents who are assigned to University Residence Halls or University leased off-campus apartments at Wood Lee Arms apartments. Students who live in these locations are advised to carry an insurance policy for their personal property, or have their parent’s/guardian’s insurance policy extended to cover their University residence. With the exception of Wood Lee Arms apartments, students who are assigned to University-leased off-campus apartments have renters insurance included in their housing rate. This renter’s insurance policy includes $20,000 in personal property coverage for damage and theft and $100,000 in liability coverage. If a claim is made, the student is responsible for a $500 deductible per claim.

F. Non-returned or lost room keys will result in the assessment of a replacement charge. The cost for replacement of keys is outlined at the time a student checks into their assigned space. Such charges may be assessed at any time during the student’s residence. Keys must be returned in accordance with published check-out procedures. Students who fail to follow these procedures
will be assessed the replacement charge. Keys will not be accepted by mail after a resident has checked out of their room.

G. When leaving University residence hall or residence apartment assignment at the end of the year or when terminating housing during a year, the student agrees to follow official checkout procedures with a member of the University residence hall staff, and to turn in the key(s) AT THE TIME OF CHECK-OUT. A student leaving the University residence halls or residence apartments during the year must notify OCRS in writing of such intent prior to leaving. Student also agrees to leave his/her space “broom clean” at the time of CHECKOUT; and if upon inspection by University residence hall staff at or about time of CHECKOUT, it is determined that the vacated space is not in “broom clean” condition, student agrees to pay the University the appropriate cleaning service charge. When applicable, a refund of housing charges will date from the official CHECKOUT date.

8. MAINTENANCE OF SPACE, ACCESS, AND UTILITIES
A. To ensure that assigned room is being cared for properly, the University’s authorized agents and employees shall have the right after first having given reasonable notice, to enter and/or inspect the space from time to time. Entry for purposes of inspection, except in case of emergency, shall be made at reasonable times. Notice having been posted and/or given, rooms may be entered for inspection by the University’s authorized agents and employees only, whether or not student occupants are present. Any “prohibited items” found during inspections will be immediately confiscated and disposed of without compensation. By entering into this agreement, the student acknowledges and agrees to the confiscation and disposal without compensation. Student conduct action may result from severe or repeated health and safety violations. It is the responsibility of the student to comply with all health and safety regulations. The health and safety inspections are not intended to be a substitute for such responsibility. Any activities, actions, or lack of action by the student that may result in possible harm to the student, other students, or property will be considered health and safety violation.

B. The University shall provide for general maintenance and upkeep of the space, including the cleaning of common areas by University employees and/or contract service providers at scheduled times. During the semesters and at vacation times routine maintenance and cleaning will be done on schedules developed by the University. Students shall inform the University’s agent or employees of any special maintenance or repairs required. A maintenance or repair request operates as a waiver of any entry notice requirement to student provided. Entry for the purpose of making requested repairs or alteration shall be at reasonable times. Physical Plant and OCRS will take care of such items as rapidly as can be accomplished as it is usually not possible to give a precise time when such maintenance or repairs will be made.

C. Authorized University agents or employees shall have the right of access to the space without prior notice to student in cases of emergency, personal injury, safety, health, or casualty damage. In addition, authorized staff members of OCRS may access student’s space and inspect personal items in the students assigned space without prior notice in situations where there is reason to believe that a violation of law or University regulations has occurred. In such circumstances, if an occupant of the premises denies a request for entry, authorized staff members of OCRS shall have the right of access to the space.
D. The University maintains limited common cooking facilities within residence halls (provided, however, that students maintain sanitary conditions), and laundry facilities for student use. The University shall also provide electricity, heat during cold seasons, cooling during warm seasons, hot and cold water, and shared sanitary facilities, all as adequate and necessary in the judgment of the University’s agents. The University shall not be responsible for failure to provide these services for any reasonable period of time if and when such failures are caused by accidents, riots, strikes, source shortages, or any other conditions beyond University control or unless the failure is caused by and results from the negligence of the University’s agents or employees.

E. Student shall save and hold harmless, indemnify and defend University, its trustees, agents, employees, and subcontractors from and against any liability to student or his/her invitees and guests resulting from property damage, personal injuries or death sustained by them in the space, except where such property damage suffered, personal injuries or death of student or his/her invitees and guests result directly from negligent acts of the University’s agents or employees.

9. UNIVERSITY REGULATIONS
A. The student shall conform and comply with all laws, regulations and ordinances of the Commonwealth of Virginia, County of Arlington and the United States of America.

B. The student shall abide by University policy entitled Community Conduct Code, and Residence Regulations; and regulations adopted and published by governing bodies recognized by the University within the residence halls and residence apartments; applicable codes of conduct or rules and regulations that apply to university leased off-campus residence apartments; and those regulations set forth in official University publications and notices, including University regulations concerning residence hall alcohol, smoking and illegal drugs policy; all of which are made a part of and specifically incorporated into this agreement.

C. The student shall not violate rules governing University residence halls or residence apartments, nor use the space for any disorderly purpose, or in such a manner as to interfere with the rights of other students in their academic pursuits. Violations of University published regulations or the rules governing University residence halls or residence apartments, as set forth in the provisions of this license agreement, may subject the student to disciplinary action, except as provided for in section 11.C below.

D. In accordance with the laws of the Commonwealth of Virginia that prohibit smoking in public areas, and in order to ensure the health and safety of residents, smoking is prohibited in all residence hall rooms, apartments, residence apartments, common areas and private residential spaces. Members of the community who choose to smoke must do so in areas outdoors at a distance from the building that does not block entrances, transmit smoke into buildings, or cause others to be exposed to second-hand smoke.

E. In the Commonwealth of Virginia, the possession and/or use of alcohol by persons under the age of 21 years old is prohibited. A resident is held accountable for what occurs in the room(s)
and is therefore expected to comply with State laws and University policies in the use and
distribution of alcohol.

10. HOUSING CANCELLATION
Any student who wishes to cancel this license agreement must do so by written notice to OCRS.
Cancellations will not be deemed terminated until officially approved by OCRS (and student has
checked out of their room if applicable). Requests will be approved as follows:
A. Prior to fall occupancy, if notice of cancellation is received after June 16th for returning students
and July 1 for new incoming students, regardless of student’s application date, a charge of 25
percent of the semester’s space fee will be assessed whether or not the space was actually
moved into (75 percent of the housing charges will be cancelled as per 10C. below).
Cancellation of this license agreement may only be made through OCRS; notification to other
departments within the University does not constitute notification of cancellation. Cancellations
prior to these dates results in the forfeiture of the nonrefundable $300 housing deposit.

B. Students planning to cancel their enrollment at the University at the end of the fall semester, or
students participating in University-approved semester abroad programs, or students receiving
a University approved leave of absence must notify OCRS in writing no later than November 14th
of their intention to withdraw from housing for the spring semester. If such notification is
received by November 14th a student within the specified categories will receive a full
cancellation of spring semester housing charges. Students within the specified categories who
do not meet the November 14th deadline may initially be billed for spring semester housing,
which may result in delays in paperwork related to graduation, transferring to other schools, or
refunds for any overpayments.

C. Any student, whose license agreement is initiated for the fall and spring semesters, who
withdraws from the University residence halls at any time during the fall or spring semesters
(except as provided for above and below) will receive a cancellation of housing charges
according to the following schedule, provided student has provided written notice of
withdrawal from housing to OCRS:
1. Withdrawal from June 17th and July 2nd respectively for returning and new students
(November 15th for fall residents and spring semester applicants) through the first calendar
week of classes equals 75 percent cancellation of housing charges.

2. Withdrawal during the second calendar week of classes equals 50 percent cancellation of
housing charges.

3. Withdrawal during the third calendar week of classes equals 25 percent cancellation of
housing charges.

4. No cancellation of charges will be given after the third calendar week of classes.

D. A student who applies for housing only in the spring semester and who later withdraws will be
subject to the same cancellation process and schedule noted above.
E. Exceptions to this policy may be granted in the case of academic dismissal, expulsion, suspension, students who cancel registration in all classes, a medical withdrawal during a semester, and/or other situations as determined by university officials on a case by case basis, in which event, a prorated cancellation of housing charges may be made. An exception to this policy will also occur when a student timely applies for a semester abroad program and the student is accepted to the program late.

11. TERMINATION

This license agreement may be terminated in the following manner:

A. Should a student at any time cease to be enrolled as a full-time student at the University, this license agreement may be terminated without notice, such notice being hereby waived. In these cases, cancellation of space charges will be made in accordance with the provisions set forth in section 10, subsections A, B, C, D, and E, of this license agreement. In limited circumstances, related only to a change in student status from full time to part time, and only after approval of a prior written request, the director of OCRS or their designee may permit a part-time student to reside in University residence halls.

B. If a student violates any of the terms and conditions of this agreement, and in particular, those set forth in section 9, subsections A, B, C, D, E, and section 17, that student may be given written notice by the University that the license agreement has been temporarily terminated and to vacate University housing pending a determination of finding by a student conduct hearing. Upon a student conduct hearing determination of finding, as implemented in writing by the assistant director of student conduct or their designee, this license agreement may be terminated.

C. If a student exhibits behavior or mode of living by which, in the judgment of the director of OCRS, the deans of Student Development, vice president for Student Development and Enrollment Management (or designee of the foregoing) that it would be in the best interest of the student, other residents, and/or the University community for the student to leave the University residence halls, then this license agreement may be terminated unilaterally by the University upon due notice (as defined by the director of OCRS or his/her designee), and a prorated cancellation of space charges may be made.

D. If the license agreement is terminated as provided in A, B, or C above, the student must vacate the space on the effective date of termination. Upon the student’s failure, to take all summary action to vacate, the University shall be entitled to immediate possession of the space and to take all summary action to secure possession without any other or further notice of any kind to student. The University may then, without notice to the student, enter, take possession of, and relicense the space. The University is further irrevocably authorized on behalf of student to remove and to store student’s belongings without any liability on the part of the University for damage or loss. In that event, the University will assess appropriate charges for storage of belongings through 8 weeks after which the University is irrevocably authorized on behalf of student to dispose of these belongings in any manner which it shall see fit without any obligation to make payment of any kind to the student resulting from such disposition, damage or loss.
E. Unless otherwise provided, the University may terminate the license agreement by providing such notice to the student by registered mail or certified mail to the student at the student’s address, or by hand delivery to the student.

F. A student whose license agreement has been terminated may be refused assignment of University housing space at a later date.

12. DINING SERVICES
All students residing in University housing are required to be enrolled in a meal plan.
A. Undergraduate students in their first two semesters of on-campus residency are required to be enrolled in either the Super Saint Meal Plan which comes with 19 meals a week and $50 Dining Dollars or the Saint Meal Plan which comes with 15 meals a week and $100 Dining Dollars.

B. Undergraduate students living on-campus after their first 2 semesters, newly admitted transfer students or graduate students in residence may select from any offered dining plans applicable to where they are living.

C. If the resident does not select a meal plan, he/she will automatically be assigned the Super Saint Meal Plan.

D. Students may change their assigned dining plan to another dining plan that they are eligible for any time prior to the start of a semester or within the first two weeks of the semester. After that, meal plans cannot be changed for the duration of the semester.

E. Appeals for release from this requirement based on religious or dietary considerations must be submitted in writing by the student to the assistant director of operations of OCRS prior to the end of the cancellation period for meal plans. Appeals will be reviewed by OCRS and Sodexo staff and decisions will be communicated in writing, normally within three (3) business days of receipt of the petition.

F. The dining plan a student has for the fall semester will also be the dining plan she/he will be assigned and billed (as part of their room and board rate) for during the spring semester, unless the student requests a change of their fall dining plan during the appropriate time periods.

G. For the fall and spring term, meal plans begin with lunch on the first Saturday before classes and terminate with lunch on the last day of the final exam period for undergraduate students.

H. Unused meal blocks and Dining Dollars terminate at the end of each semester.

I. The University reserves the right to assign all applicable students a meal plan and to suspend a student’s dining privileges if necessary.

13. CANCELLATION OF DINING SERVICES
A. Residential students may cancel their dining plans only if they officially withdraw from University housing. Nonresidential students may seek to cancel their dining plan during the 10-
day meal plan change/cancellation period at the start of each semester by making this request, in writing, to OCRS.

B. After the end of the change/cancellation period, students may cancel their dining plans only if they officially withdraw or take a leave of absence from the University. If a student requests and is approved for a change or cancellation of their meal plan for the fall semester, that change or cancellation is automatically applied to the spring semester.

C. If the resident cancels their Housing License Agreement, his/her meal plan will automatically be cancelled. If the resident had a meal plan with dining dollars attached to the plan, the dining dollar amount will not be refunded when the Agreement is cancelled.

14. CELL PHONE
All residential students shall provide their cell phone number to the University upon enrollment and are required to maintain a current cell phone number with the University and with OCRS.

15. EMERGENCY CONTACT CARD
All residential students shall provide emergency contact information to OCRS at time of check-in by filling out an emergency contact card.

16. USE OF MARYMOUNT EMAIL ADDRESS
Please be aware that OCRS utilizes a student’s MU email address as the primary email contact for all residents. All important information is sent to this email address and it is an expectation that students will be regularly checking their MU email for emails from OCRS or OCRS staff.

17. MEDICAL REPORT AND HEALTH INSURANCE
An immunization form certifying compliance with Commonwealth of Virginia immunization requirements is required for all students residing in University residence halls. Please note that all students will be automatically enrolled in a comprehensive health plan through UnitedHealthcare/Student Resource. The premium will be billed to your student account. Students who can provide proof of adequate coverage through an active individual or family plan will be given the option to waive out of the Marymount plan. All students will be informed of the waiver process by the Student Health Center.

18. EXCLUSIONS
If for any reason occasioned by fire, strike, earthquake, accident, flood, riot, emergency, natural disaster, act of God, or any reason beyond the control of the University, the University has the right to cancel this license agreement with no liability to itself except for contracted commitments due prior to the date of cancellation.

19. EMERGENCY & SAFETY EQUIPMENT
Tampering, damaging, or inhibiting the use of emergency/safety equipment including exterior residence hall doors in any residence hall is prohibited. Residents may not use emergency equipment for any purpose other than emergency use. Residents involved in such activities will be subject to disciplinary action, possible fines and may be removed from University housing. This
regulation includes but is not limited to fire extinguishers, heat and smoke detectors, exit signs or panels, fire alarm pull stations, or locked exterior doors.

20. GOVERNING LAW
This agreement shall be governed by the laws of the Commonwealth of Virginia. Marymount University is an equal opportunity/affirmative action University and employer. Marymount University does not discriminate on the basis of race, floor, national origin, sex, age, disability, religion, sexual orientation, or other protected class in any of its educational programs or activities.