1. CONDITIONS OF CONTRACT
   a) This is a binding agreement between Northern Arizona University, Housing and Residence Life, NAU Campus Dining, and the student. This contract is a full academic year contract. After approval by the Arizona Board of Regents, rates for room rent and room and dining plan set aside by the Arizona Board of Regents. The resident is responsible for both the fall and spring semester room rent and dining charges. For meal plans, this contract is binding for the full twelve-month meal plan. Refer to Meal Plan Policies and Procedures found at nau.edu/dining.
   b) Most residence halls are closed during the winter break between fall and spring semester, thus students may not reside in them during this time. Information about winter break housing is available at nau.edu/reslife.
   c) Should a student move from the residence hall at any time during the contract period and remain a student, that student will be held responsible for rent and dining charges for the entire contract period. The residence halls are available only for registered students; therefore, once the student is no longer registered, the student agrees to vacate within twenty-four hours of the withdrawal. A student withdrawing six weeks or less from the end of the semester is rolled in on room rent and prorated refund of the student’s rent and meal plan. The contracted resident agrees to pay the university those charges as prescribed by the Arizona Board of Regents for rent owed according to the terms of this contract.
   d) This contract is non-transferable to any other person, organization, or department of Northern Arizona University. SUBLETTING ARRANGEMENTS OF ANY KIND ARE NOT PERMITTED.
   e) Students living in residence halls must be registered for, and complete, a minimum of twelve credit hours of coursework per semester (nine credit hours for graduate students), and be pursuing a degree. Housing and Residence Life, provided space has been made available to all full-time students, will consider exceptions to this policy.
   f) Accounts with a past due balance are subject to applicable late fees per University guidelines. Detailed information related to late fees and collection costs can be found at nau.edu/sdas/.
   g) A continuing student’s residence hall application/contract may be terminated upon that student’s failure to complete rent payments when due. NAU Campus Dining has the right to suspend a student’s meal plan until payment or acceptable payment arrangements have been made.

2. RENT AND MEAL PLAN PAYMENTS
   a) Fall semester rent and meal plan due date is August 22, 2016; spring rent and meal plan due date is January 9, 2017. Students who are unable to pay the full amount will be automatically placed on a payment plan. The fall semester payment due dates are August 22, September 15, October 15, and November 15, 2016. Spring semester due dates are January 9, February 15, March 15, and April 15, 2017. Rent is charged 50% in the fall and 50% in the spring.
   b) All housing charges are posted to the student’s LOUIE account on a monthly basis. Payment must be made through Student Departmental Account Services; information regarding all payment options is available at nau.edu/sdas/
   c) Students receiving sufficient financial aid to cover tuition and residence hall rent may delay full payment until financial aid is disbursed at the beginning of the semester. When possible, financial aid recipients’ full semester rent will be deducted automatically upon disbursement. The availability of financial aid for the category of student must be available for all full-time students as of the beginning of the semester.
   d) If checking out before the end of the contract period, request to withdraw, marriage, not registered for classes, graduation, or participation in a non-local NAU program earning NAU credit. It is the student’s responsibility to supply all required documentation for a contract termination request.
   e) Residents who complete only one semester in housing due to an approved contract termination or a spring-only contract are charged the corresponding semester-only rent rate. Residents who check out prior to the end of a semester due to an approved contract termination will be charged prorated rent based on the semester-only rent rate and refund schedule.
   f) Rent refunds, when applicable, will be credited to the student’s university account to pay outstanding university charges or to be refunded to the student. Rent refunds are prorated to the student’s rent rate(s) without notice if circumstances require rent adjustment(s).

3. CONDITIONS OF RESIDENCE
   a) Room selection is based on space availability. This contract is for space only and the university reserves the right to make changes in room assignments of a Campus Dining plan does not cancel campus dining. Students are responsible for abiding by university fire and safety regulations.
   b) Room and/or hall assignment may be denied, changed, or cancelled by the university in the interest of health, safety, discipline, or maximum use of space.
   c) Room and hall transfers: A transfer process exists for students who wish to make room or hall transfers during the contract period based on space availability. Information is available through Housing and Residence Life or your Residence Hall Director.
   d) Periods of occupancy: Each resident must check out of the residence hall with an authorized staff member on the last day of the contract period or within twenty-four hours of the student’s last final examination, whichever comes first. The residence halls will close at 10 a.m. the day following the last day of final exams. Periods of occupancy may vary to accommodate changes in the academic calendar of the university.
   e) Residence entry: The university reserves the right to inspect the building for health, maintenance, repair, or safety purposes.
   f) Health and safety: i) For reasons of health and safety, pets, candles, incense, oxygen lamps, water furnishings, and some appliances are not permitted in traditional residence hall rooms. Students are responsible for abiding by university fire and safety regulations.
   ii) Residence and other buildings at NAU have been assumed or documented to contain asbestos in a variety of building materials. These materials do not pose any health risk as long as they remain undisturbed and are maintained in good condition. Students are prohibited from performing any activities that would disturb or damage existing building materials in resident buildings or rooms. For more information, contact Environmental Health and Safety at 928-525-6435.

4. CANCELLATION OF RESERVATION
   a) Applications can be cancelled prior to a room being selected at no penalty. Once a room is selected (either by the student OR by the student’s accepted roommate), a cancelled application will be subject to a cancellation fee. The student will be charged the fee based on the date of cancellation.
   b) Students wishing to cancel their housing must formally cancel their contract prior to the first day of the contract period, which is the published opening day of the residence halls. Students can cancel through the housing portal at nau.edu/reslife.
   c) A registered student who fails to cancel the housing contract prior to the first day of the contract period and is not living in the residence halls will be held financially responsible for rent charges for space in the residence halls for the duration of the contract period. The full amount of rent due under the terms of this contract shall constitute a debt owed to the university and, if unpaid, may be collected in any lawful manner and may prevent registration at the university. Detailed information related to late fees and collection costs can be found at nau.edu/sdas/.
   d) Housing and Residence Life reserves the right to use space not claimed by 5 p.m. on the first day of the class.
   e) Cancellation of campus housing does not automatically cancel NAU Campus Dining. You must contact NAU Campus Dining. Cancellation of a Campus Dining plan does not cancel campus housing.

5. CONTRACT PERIOD
   a) This contract is for a full academic year (both fall and spring semesters). Registered students checking out of the hall prior to the end of the contract period are financially obligated for the entire contract amount unless the student withdraws or is no longer a registered student in accordance with 1c.
   b) All Dining Dollars expire on the last day of the spring semester. All unused balances are forfeited.

STUDENTS UNDER 18:

Prior to receiving a room selection time, all admitted students under the age of 18 must download and submit a copy of the contract terms including a parent or legal guardian signature and date. Please sign and return it to Housing and Residence Life by email: Residence.Life@nau.edu, fax: (028) 523-7617 or mail: PO Box 6100, Flagstaff, AZ 86011-6100.

Northern Arizona University is an Equal Opportunity/Affirmative Action Institution