Agreement Requirements

1. Admission to Richard Bland College
2. Full-time student with a class load of at least 12 credit hours
3. Clearance of any outstanding balances with the business office
4. Paid required fees
5. Completed online application for housing
6. Students who live outside a 30 mile radius from RBC will receive housing priority Preference

Exceptions to be above may be made by the Director of Residence Life. Visit www.rbc.edu for housing deadline payment information.

Terms and Conditions: 2016-2017

1. PERIOD OF AGREEMENT:

This Agreement is for the Fall and Spring semesters of the 2016 – 2017 Academic Year. The student signing this Agreement will live in College housing with an on-campus meal plan for the entire period of the Agreement. The Agreement period begins the first scheduled date of the arrival of residential students for the Fall 2016 semester and ends with the student’s timely move-out at the end of the Spring 2017 semester (12:00PM on the day following the last college recognized exam day) or the date of Commencement for graduating students. (See paragraph 8 below.) A student, who enrolls late and applies for housing accommodations, will be bound by this Agreement for the balance of the period.

Eligibility: It is RBC policy that only full-time students enrolled at RBC are permitted to reside in campus housing. All residential students are required to be in good academic standing and to maintain a class load of at least 12 credit hours. First priority of housing assignments is given to students who live outside of a thirty mile radius of the college. This policy is designed to maintain the commitment to an educational residence hall environment. There are limited exceptions to this policy. Requests for exceptions and written guidelines to the approval of exceptions should be addressed to the Office of Residence Life.

By signing this agreement, the student is bound by the standards contained within the Residence Life Community Living Guide and the Standards of Student Conduct. Nothing in this document proscribes or limits the authority and power of Richard Bland College, its Board of Visitors, officers, and employees to establish policy, rules and regulations, which shall be applicable upon their effective date and operate continuously unless otherwise stated. Further, RBC reserves the right to make reasonable modifications to this Agreement to insure personal safety or protection of property, provided reasonable advance notice is given.

2. REQUIRED FEES:

NEW HOUSING RESIDENT:
Housing Deadline (Fall - May 1, 2016) / (Spring - November 1, 2016)
$150.00 Non-Refundable Enrollment Fee
RETURNING RESIDENT:
Fall Housing Deadline (March 27, 2016)
$150.00 Non-Refundable Room Reservation Fee

3. PAYMENTS:

Room and board rates are payable by the semester. All payments must be made prior to, or, not later than, the first day of class. Failure to make the required payments constitutes a violation of this agreement and can result in the loss of the student’s room assignment and meal plan.

Checks or Money Orders must include the student’s Full Name (first, middle, and last), ID number (provided by Admissions), and Date of Birth. Each payment sent should clearly indicate the type of payment being made; for example: “Non Refundable Room Reservation Fee”.

DIRECT ALL PAYMENTS TO THE UNIVERSITY CASHIER:
In Person: Maze Hall, Business Office
By Mail: Richard Bland College Business Office, 8311 Halifax Road Petersburg, VA 23805
By Phone: (804) 862-6100, Option 5

4. HOUSING PROCESS:

Students seeking housing must submit the required fees prior to their Housing & Food Service Agreement being processed. If an Agreement is submitted prior to the payment, the student will be responsible for notifying the housing office by email, once all required fees are paid (residencelife@rbc.edu). Room assignments are made only after the receipt of a signed Housing & Food Service Agreement and all required fees have posted to the student’s account.

Rooms are to be occupied only by the person(s) properly assigned to them by the Office of Residence Life (“ORL”). Room assignments are not transferable, and subletting is not permitted.

Additional Provisions - If the premises become uninhabitable because of damage, fire, earthquake, accident, flood, riot, emergency, act of nature or any reason beyond the control of RBC, this agreement is cancelled and RBC is no longer obligated to provide housing and the student will be released from any obligation to pay rent for the time remaining on this Agreement. The ORL will make all reasonable efforts to identify and provide alternate housing for each student affected. A refund of the room rent will be made (in accordance with the schedule printed in RBC Catalog) if RBC is unable to offer alternate housing. Should any of the conditions described above result in damage or loss to personal property, loss of other items of value, or if there is any other resulting expense, RBC will not be responsible.

5. ROOMMATE REQUESTS:

First-time RBC students seeking to request a particular roommate must indicate their desired roommate when completing the Housing & Food Service Agreement. Students must list each other to increase the likelihood of the roommate match being honored. Current students must complete their roommate selection during the housing lottery process which is emailed to students rbc email account.

6. SINGLE ROOM REQUESTS:

Singles are extremely limited and are assigned on a first-come first-served basis and according
to grade point average. Students interested in securing a single room must indicate the desired room preference when completing the online Housing & Food Service Agreement. Requests will be honored in the order received based on the date Housing fees post to the student’s Banner account, student registered for at least 12 credit hours, and date housing application was received.

7. ROOM ASSIGNMENTS:

New students, who submit their Housing & Food Service Agreement and pay fees can expect to receive their housing assignment no later than June 1, 2016. Students who are placed on a waiting list will receive a room assignment according to the following: (1) the date that the signed Housing & Food Service Agreement was received by ORL; (2) the date all required fees were posted to their university account; AND (3) when space becomes available. ORL will continue to make assignments until all spaces are assigned.

8. IMPORTANT DATES: Dates are subject to change. See tuition and fee guide.

<table>
<thead>
<tr>
<th>Student Move in Date:</th>
<th>FALL SEMESTER</th>
<th>SPRING SEMESTER</th>
</tr>
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<tbody>
<tr>
<td>Move in Deadline:</td>
<td>Friday August 12, 2016</td>
<td>Sunday, January 15, 2017</td>
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<td></td>
<td>Tuesday, August 16, 2016</td>
<td>Wednesday, January 18, 2017</td>
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Dates are subject to change, see official dates in RBC Catalog

Early Arrivals – Richard Bland College does NOT accommodate early arrivals. Students arriving before the posted move in date should make other, off-campus arrangements.

Late Departures – Residents seeking to remain on-campus beyond the stated Housing & Food Service Agreement period (i.e., term breaks and year closings) must submit the extended stay request form for approval to the Director of Residence Life within 2 weeks of the last day of regular classes prior to the subject break. Any resident approved by the Office of Residence Life to remain after the closing of residence halls will be assessed $40.00 per day, to be paid in advance to the Business Office (this does NOT include meals). Factors affecting approval include but are not limited to the availability of appropriate ORL staffing and building needs (including maintenance).

Claim It or Lose It - Failure to claim a room assignment by the designated move in deadline can result in the student forfeiting their room assignment, and the right to a reassignment during that term. Reassignments may be made subject to availability of rooms and at the discretion of the Director of ORL.

Vacation Periods – The residence halls are not open for occupancy during Thanksgiving Break, Winter Break, or Spring Break. The student is encouraged to plan ahead and make alternate arrangements during this time. Residence Halls remain open during Fall Break. As noted above, the student is expected to vacate the residence halls no later than twenty-four hours following his/her final exam at the end of each semester, unless the student is graduating, in which case the graduate will vacate the residence hall at the conclusion of the commencement ceremony, not to exceed 4 hours.

<table>
<thead>
<tr>
<th>Break</th>
<th>Halls close at</th>
<th>Halls reopen at</th>
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<tbody>
<tr>
<td>Thanksgiving Break:</td>
<td>5:00 p.m.</td>
<td>8:00 a.m.</td>
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<tr>
<td>Winter Break:</td>
<td>5:00 p.m.</td>
<td>8:00 a.m.</td>
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<tr>
<td>Spring Break:</td>
<td>5:00 p.m.</td>
<td>8:00 a.m.</td>
</tr>
</tbody>
</table>

on November 23, 2016
on November 27, 2016
on December 10, 2016
on January 15, 2017
on March 11, 2017
on March 19, 2017
9. ROOM CHANGES:

Rooms are to be occupied only by the person(s) assigned by ORL. Requests for a Room Change must be made during the designated Room Change Period, which occurs at the conclusion of the late-registration/validation period of each semester, which can be found on www.rbc.edu. The Director of Residence Life will announce the Room Change Period. Students are responsible for knowing when the Room Change Period begins and ends. If the student wishes to change his/her assignment, he/she must obtain the Room Change Form and detailed instructions from his/her RBC email or ORL. If the request is feasible, ORL will grant the student’s request. The College does not provide moving assistance for students seeking a room change. Room changes may be made to accommodate disabilities, or as interim measures related to alleged misconduct. The Deputy ADA Coordinator receives and addresses requests for disability accommodations. RBC officials responsible for matters relating to alleged student misconduct (e.g., Director of Residence Life, Chief of Police, Title IX Coordinator) determine interim measures.

- If a student moves without authorization, they could lose their room assignment and be charged the value of the room they moved into, up to $4,320 for an unauthorized move.

- The College reserves the right at any time to (a) assign temporary housing if demand exceeds capacity; (b) alter or cancel an assignment; (c) require a student to move from one room and/or residence hall to another; or (d) consolidate vacant spaces / rooms to achieve maximum occupancy. Residents who refuse to consolidate are in violation of this Agreement, and will be subject to loss of housing and forfeit of housing funds paid. The meal portion of this contract may continue at the written request of the student. Those requests should be emailed to residencelife@rbc.edu.

- If there is a conflict between residents that cannot be resolved amicably, the Director may move all parties involved.

10. FOOD SERVICE:

All students living in College Housing must participate in the meal plan and will be automatically charged the approved meal plan rates. There will be no refunds for missed meals. Students with special dietary needs prompted by a disability should contact the Deputy ADA Coordinator to seek an accommodation.

The meal plan begins with the first day of arrival of residential students in the Fall and extends through the last day of Spring semester final examinations. The dining hall will be closed between semesters and during scheduled holidays and breaks (Thanksgiving, Fall, Winter, & Spring). During inclement weather closings, students should check their RBC email for any adjustments to the dining hall hours of operation.

Richard Bland College meal plans have been designed to accommodate the various needs of students. The meal per week allowance come as part of all meal plan options and allows the student to enjoy the number of meals specified in the plan. A student can use your meals for breakfast, lunch, and dinner in our all-you-care-to-eat dining hall. Each time a student uses a meal, it is subtracted from the student’s daily/weekly balance. Students have the option to purchase blocks of meals for the semester.

80 Meals per Semester / $150 Dining Dollars
All meal plans include dining dollars which may be used for additional meals or a la cart items. **Returning students who fail to select a meal plan option will be automatically assigned the standard 80 block meal plan.** Meal plan changes will only be honored during the meal plan change period only which will be published on www.rbc.edu under residential living.

Meal plan **dining dollars do not carry over from one semester to the next, nor are there any refunds for unused meals or dining dollars at the end of the semester.** When a student becomes a meal plan member, the student’s ID card becomes the pass to use the selected meal plan. **Meals do not carry over from day to day, week to week, or semester to semester.** Additional information regarding Food Services should be obtained directly from Statesman Grill.

**11. FACILITY:**

Under the terms of this Agreement, Richard Bland College agrees to provide furnished living spaces with cable and internet connections in the residence halls and to provide facility maintenance as required. ORL will provide postal boxes for each residential student. Each hall is equipped with computer labs. Residents and their guests are strictly prohibited from tampering with any and all RBC-provided computer equipment. Students using RBC-provided computer equipment must comply with the College’s Acceptable Use Policy for Students. All requests for room repairs must be reported to the Residence Life staff immediately. Residents are not permitted to supplement these furnishings with their privately owned furnishings. Privately owned furnishings shall include but not be limited to such things as mattresses, beds, dressers, desks, and chairs.

**12. LIABILITY, LOST, DAMAGE OR THEFT**

Although the College will use reasonable efforts to protect student’s property, the student agrees to accept full responsibility for loss or damage to personal property. The purchase or expansion of household content or renter’s insurance is recommended to cover personal belongings prior to the resident’s move-in at the University.

The student agrees to cooperate with his/her roommate in the common protection of their property. Room doors are to be locked at all times. Students are prohibited from lending room keys or RBC cards to any other person. Failure to comply with this directive constitutes a violation of this Agreement; any such violation resulting in a loss of safety or property may be grounds for terminating this Agreement with forfeiture of monies paid.

The student agrees that any personal effects, valuables, or other property of the student left in the residence halls after expiration of the Housing & Food Service Agreement period; residence hall closures and openings; and/or Winter and Summer breaks and not claimed within 10 days after the end of such period, may be considered abandoned.

**13. RESIDENCE HALL MAINTAINANCE**

Residents are responsible for maintaining established standards of cleanliness and safety throughout the building. Specifically, residents are solely responsible for maintaining the cleanliness of their rooms and apartments—including living room areas and bathrooms. Residents are responsible for
notifying Residence Life staff directly of any maintenance needs or extermination issues that need to be addressed.

14. DAMAGES

Common area repair cost as a result of willful abuse, vandalism, and otherwise disorderly conduct will be prorated among residents and each account will be billed accordingly in the event the responsible party is not identified. In the event of major damages to furniture or fixtures within a specific residence hall or to the physical facility, damage(s) will be evaluated and each resident will be assessed an equal amount based on the cost incurred to restore damaged furniture, fixtures, or physical facility to its original condition in the event the responsible party is not identified.

The College reserves the right to apply all or a portion of a student’s housing deposit toward payment of any room charges, damages at the time of departure from the residence hall.

15. SAFETY AND COMPLIANCE WITH FEDERAL, STATE, AND UNIVERSITY POLICY

To protect the health, safety, and welfare of the College and its community, the College reserves the right for authorized representatives to enter residence hall rooms at any time for the purpose of inspection, repair, and/or maintenance and the establishment of order. By signature below, the student acknowledges that the use, distribution or possession of illegal drugs, and the use, distribution or possession of illegal contraband or stolen property, or unlawful possession or distribution of prescription drugs is against Virginia and/or federal law. The student further acknowledges and agrees that College staff, officials, or the campus police may arrest for violation of federal or state drug laws, or for theft or possession of stolen property. Possession or use of weapons is prohibited, even if the student has an issued weapons permit. Pets of any kind are prohibited in residence halls. Maintenance and health and safety inspections are undertaken for health, sanitation, and safety reasons. If, however, illegal substances or other evidence of policy violations are found in plain view during maintenance or housing inspections, or in response to an emergency involving student health or safety, students may be subject to police action (including arrest) and/or a referral to Judicial Affairs for violations of the College Student Code of Conduct. If necessary, RBC may conduct searches of residences for illegal drugs, contraband, or other illegal activity by obtaining search warrants or gaining the resident’s consent to search.

The College reserves unto itself the absolute right to enter and inspect any room in order to maintain discipline or protect the property or the health and safety of its students. Inspections may occur as frequent as necessary when there is reason to believe that the occupants of the room are in serious physical, psychological, or emotional distress.

The College strictly enforces Safety and Fire regulations. Persons who are identified removing, destroying, or otherwise tampering with safety equipment will be subject to disciplinary actions in addition to restitution for damages. **The residence halls and rooms are subject to inspection visits by the Fire Marshall.**

Personal electrical equipment allowed in the residence halls is limited to clocks, small refrigerators, small radios and stereos, fans, shavers, small hair dryers, TV’s, and computers. **ELECTRICAL HEATERS ARE NOT PERMITTED.** If these items are found in your room, they will be confiscated. **SURGE PROTECTORS ARE THE ONLY ELECTRICAL EXTENSION CORDS THAT ARE AUTHORIZED.**
16. EMERGENCY EXITS:

Emergency exits should only be used in the event of an emergency (e.g., fire, fire drills, emergency evacuations, and other times specifically designated by the Residence Life Staff or Emergency Response Personnel). Failure to comply with Fire & Safety policies will result in fines and/or removal from the residence hall.

17. CANCELLATION OF ASSIGNMENTS

Cancellation notifications must be submitted in writing to residencelife@rbc.edu or:
Office of Residence Life
Richard Bland College
8311 Halifax Road
Petersburg, VA 23805

This Agreement is binding; therefore, students who have not cancelled the Housing & Food Service Agreement in writing and the written cancellation has not been received by the Housing Office 30 days prior to the start of each term will be bound by this Agreement.

Students who cancel their housing assignment after the cancel timeframe will be assessed charges for the time the student is in possession of the room and forfeiture of their $150.00 housing deposit. Official timeframe dates can be found on www.rbc.edu. Having possession of a room includes (1) having a current housing assignment, (2) having possession of the key to the assigned room, (3) having personal belongings in the assigned room, and/or (4) no completed exit form on file. Assessment charges begin on the first scheduled date of move in and the date one of the above has been completed.

Students who submit a Room Cancellation and/or Withdrawal form must vacate the residence hall the day the form is submitted. Cancellations (which includes withdrawing from school) of the Housing and Food Service Agreement forfeits a student’s room damage deposit of $150.00.

ALL CANCELLATIONS WILL BE PROCESSED ACCORDING TO THE PROCEDURES OUTLINED IN SECTION 18 (WITHDRAWAL/CANCELLATION / VALIDATION).

18. WITHDRAWAL / CANCELLATION / VALIDATION

Students who officially withdraw or are released from the College or Housing (during any session) before the fifth calendar day of the beginning of classes and are CLEARED to attend by the Business Office or are NOT CLEARED by the Business Office, will be charged prorated room and board fees for the number of days in the residence hall. They are NOT eligible for a refund of any deposits.

Students who officially withdraw or are released from the College or Housing (during any session) after the fifth calendar day from the start of classes and are CLEARED by the Business Office, will be charged the ENTIRE Room Rate for the semester and a prorated Board Rate, based on the exit date. They are NOT eligible for a refund of any deposits.

Students who officially withdraw or are released from the College or Housing (during any session) after the fifth calendar day from the start of classes and are NOT CLEARED by the Business
Office, will be charged the PRORATED rate for room and board up until the date the student vacates. They are NOT eligible for a refund of any deposits.

Students who are required by the College to depart the residence hall for reasons of misconduct will not receive a refund for unused room charges; however, the board (meals) will be prorated. They are NOT eligible for a refund of any deposits.

Students who submit a Room Cancellation and/or Withdrawal form must vacate the residence hall the day the form is submitted. Cancellations of the Housing and Food Service Agreement forfeit a student’s room fee.

19. EXITING THE RESIDENCE HALL

Students must complete an Entrance/Exit Form when checking into a Residence Hall and prior to departing the Residence Hall. The student is considered to maintain possession of the room until a completed exit form is properly received by The Office of Residence Life.

Students vacating the residence halls during a semester, but who plan to return the next semester, must submit a new Housing and Food Service Agreement for the upcoming semester.

Students who fail to properly turn in their key at the end of the Housing & Food Service Agreement and/or prior to any departure will be charged the cost of changing the lock.

When a room is permanently vacated, the residents are responsible for returning the room and its contents to its original and clean condition, but should not undertake repair. The cost of any necessary repairs will be charged against the student’s college account. Failure to leave the room appropriately clean may result in a cleaning charge. If the student(s) whose actions necessitated the repair(s) or cleaning cannot be readily identified, then the cost of such repairs or cleaning will be charged among the residents of the room. Items left in the room after the Office of Residence Life has determined the room is vacant shall be deemed abandoned. Room cleaning charges will be applied to students account who vacant without properly returning their room/apartment to its original condition.

20. TERMINATION OF AGREEMENT:

The College may terminate this agreement and take possession of the room at any time for violation of the provisions herein, for violation of any federal or state law, college regulation or policy, or for health reasons. The student removed in this situation will not be permitted to return to their housing assignment until approved by the Director of Residence Life.

This Housing and Food Service Agreement is entered into by Richard Bland College and the Student in full acknowledgment that public and private higher education housing institutions in the Commonwealth of Virginia (such as Richard Bland College) with residential on-campus student housing assignments are not bound by the Virginia Landlord Tenant Laws. Among other things, Richard Bland College is not obligated to follow civil court proceedings related to removal of the Student and the Student’s property from the on-campus student housing assignment, but may automatically remove the Student and the Student’s property from on-campus housing in accordance with this Agreement or the terms of other College policy or procedure if Richard Bland College determines that this Housing and Food Service Agreement has been violated or the Student otherwise does not qualify for student housing.
Initial beside each of the following statements and write your R# on the line above:

__________ I understand that if I fail to check-in by the stated Move-In Deadline, I will forfeit my Room Assignment (Section 8).

__________ I understand that I assume possession of the residence hall when I receive my key. Not staying in my housing assignment does not remove my financial responsibility for the cost of room and board.

__________ I understand that if I choose to cancel this assignment, I must do so by the stated cancellation deadline in order to be eligible for a housing room deposit refund (Section 17).

__________ I understand that if I withdraw from the college while cleared after the fifth day of classes, I will be charged the entire rate for Room, and a prorated rate for meals (Section 18).

__________ I understand that if I withdraw from the College while not cleared, I will be charged a prorated amount for Room and Board, based on the date that I exit the Residence Hall (Section 18).

__________ I understand that room change requests will only be honored during the Official Room Change Period (Section 9).

__________ I understand that in order to protect the health, safety, and welfare of the college and its entire campus community, the College reserves the right for authorized representatives to enter residence hall rooms at any time for the purpose of inspection, repair, and/or building maintenance, the maintenance of order and decorum, compliance with University policy and this Agreement, and compliance with federal, state and local laws (Section 15).

By signing below, I understand that I am entering into a LEGALLY BINDING agreement with RBC and acknowledge that I will abide by: (1) the regulations of the College set forth in the current edition of the Student Handbook; (2) the regulations set forth in the Housing and Food Service Agreement; (3) the regulations set forth in the Department of Residence Life’s Guide to Community Living; (4) the provisions outlined by the managers of Campus Dining Facilities; and (5) the Rules and Regulations outlined by staff members of the individual Residence Hall Communities. The provisions of this Agreement may only be waived or modified in writing by the Director of Residence Life.

Student Signature _______________________________ Date ________

Parent/Guardian Signature _______________________________ Date ________

(If student is under age 18)