



TEMPLE
UNIVERSITY

Student Affairs

University Housing and Residential Life

Fall 2019 - Spring 2020

Undergraduate Housing and Meal Plan License

SPECIAL NOTICE

By moving into your assigned accommodation, you agree to the Terms and Conditions of the Housing and Meal Plan License. The Housing and Meal Plan License is accessible through the TUportal (www.tuportal.temple.edu) on the MyHousing site.

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TERMS AND CONDITIONS OF THE UNDERGRADUATE HOUSING LICENSE**ACADEMIC YEAR: FALL 2019 - SPRING 2020**

Monday, August 26, 2019 – Wednesday, May 6, 2020

Temple will provide a matriculated student, who is registered for a minimum of 12 credits and in good standing with the University, accommodations in University housing under the terms and conditions stated below.

1. HOUSING RATES

For specific rate information, please refer to the 2019-2020 Undergraduate Housing and Meal Plan Rates available on the Temple University Housing and Residential Life website at <http://housing.temple.edu>.

The cost of Fall and Spring Break housing are included in term rates. Winter Break housing requires a separate additional fee of \$300 not included in the semester rates.

2. HOUSING DEPOSIT

Students will submit a housing deposit of \$250 that is applied to the students' account for the first semester billing for residency in University housing. Students who reapply for University housing will be asked to resubmit a \$250 advance payment each year. A housing deposit is required by all students to process a request for University housing. The housing deposit does not guarantee housing. Housing is offered on a first-come, first-served basis. **This deposit is refundable until May 15, 2019 by submitting a Request to Cancel the Housing License** through the MyHousing system on the TUportal. Details about the Housing Cancellation Policy and Process can be found in sections 6-8.

3. BILLING AND PAYMENT

Student housing assignments are for the entire academic year. Students are billed for fall and spring term assignments separately by the Bursar's Office according to the Bursar's schedule. Students are responsible for all charges during the occupancy period. Charges are prorated if the student has been officially released from the Undergraduate Housing and Residential Life License by the University. Housing charges will not be prorated if the student is assigned before the start of the term and elects to move in after the start of the term. All payments are made directly to the Temple University Bursar's Office. If paying by check or money order, payments are to be made payable to "Temple University". The name and student TU ID number should be on any check or money order submitted to Temple University. Outstanding balances (including unpaid late fees) may result in the student being removed from Housing and will remain due.

4. TERM (LICENSE PERIOD)

The Undergraduate Housing and Residential Life License will be effective the earlier of: 1) your designated move-in date, 2) the date you move into the residence hall, or 3) Saturday, August 24, 2019. The license period will end on Wednesday, May 6, 2020 for the academic year fall 2019 - spring 2020. Move-in dates vary for new and returning undergraduate students. Students can access the fall 2019 and spring 2020 Move-in Schedule in the MyHousing system via the TUportal upon its release in July 2019 for fall 2019 and January 2020 for spring 2020. **Your right to occupy your assigned or booked unit is governed by the respective semesters' move-in schedule.**

Dining Service is not available to students during the break periods listed below. University housing is available to students during the following break periods for students who apply for Occupancy Extensions:

1. **Fall Break:** 12:00 p.m., Saturday, November 23, 2019 through 10:00 a.m., Sunday, December 1, 2019
(No additional charge)
2. **Winter Break:** 10:00 p.m., Wednesday, December 18, 2019 through 10:00 a.m., Sunday, January 12, 2020
(Winter Break requires an additional \$300 fee)
3. **Spring Break:** 12:00 p.m., Saturday, February 29, 2020 through 10:00 a.m., Sunday, March 8, 2020
(No additional charge)

During the fall 2019 - spring 2020 academic year, only students permanently assigned to residential facilities who formally request an Occupancy Extension, by completing a "Housing Extension" Request on MyHousing by the listed deadline dates, may take advantage of this break housing option.

Students interested in remaining in housing during Winter Break will need to apply for **Winter Break Housing**. Winter Break Housing is available in all undergraduate residence halls and will cost a flat rate of \$300 for the entire period. The Winter Break Housing will not be pro-rated. Students who submit requests after the posted deadline dates will be subject to a \$50 late fee to be considered. The Terms and Conditions of this Housing License, additional policies stated in the Break Housing Agreement, and all University policies are in effect during any break period. Details pertaining to the costs and procedures for all Extension Periods can be found online at <http://housing.temple.edu>.

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5. REVOCATION OF THE HOUSING LICENSE

This Undergraduate Housing License is revocable if the University determines in its sole discretion that a student has violated this License. A student is in violation of the Terms and Conditions of this Undergraduate Housing License if:

1. The student fails to pay fees or other charges when due.
2. The student fails to become academically confirmed by University-stated deadlines.
3. The student fails to become registered for a minimum of 12 credits and maintains a minimum of 12 credits for the duration of the semester. If a student falls below 12 credits or is planning to fall below 12 credits, they should contact University Housing and Residential Life to obtain approval to remain in housing with less than 12 credits. Students can initiate this request by e-mailing housing@temple.edu to request this consideration. Students should include their name, TUID number, and reason for the request in their e-mail to the department.
4. The student or non-resident guest(s) violates policy as stated in the Temple University Student Conduct Code, the Undergraduate Housing License, the Rights, Responsibilities, and Resource Guide, and any other official University notification or publication designed for specific residential areas.
5. The student refuses medical or psychiatric assistance when, in the opinion of a physician, psychologist, or licensed counselor, the resident is in danger or risks endangering others.
6. The student has given false information in their Housing License, or other related forms or documents.

Temple University may require a student who violates this License to vacate the residential space immediately. If a student does not vacate the unit when required to do so, Temple University may, at a student's expense, change the lock of a student's unit and have all personal belongings of the student removed from the unit. Storage and handling of personal belongings left behind will be governed by section 19. A student removed from University housing for violations of their License or through University Disciplinary action will be responsible for all housing and meal fees for the full semester period during which the student is removed from University Housing and Residential Life.

Temple University also may revoke this housing License if, due to acts of God, the university is prevented from operating any university housing facility.

6. CANCELLATION FROM THE UNDERGRADUATE HOUSING LICENSE PRIOR START OF CLASSES

The Housing License Cancellation policy below only applies from the point of initial booking through the first day students are scheduled to move-in for the fall 2019 and/or spring 2020 semester. Students who wish to cancel their Housing License must submit a **Cancellation Request** to the Office of University Housing and Residential Life by completing a "*Request to Cancel the Housing License*" request form available online via the MyHousing website through the TUportal. All requests must be submitted online. Students with limited access to a computer can visit the Office of Assignments and Billing on the 2nd floor of 1910 Liacouras Walk to submit this form. Cancellation penalties are assessed based on the submission date of a student's request.

The following is a schedule of penalties for cancellations.

All undergraduate students assigned or self-select housing

- **Prior to May 15, 2019** • *Students may cancel their housing request with no financial fee.*
- **From May 16, 2018 to July 16, 2019** • *Students will forfeit the \$250 advance payment of their Housing Deposit.*
- **From July 17, 2018 to August 16, 2019** • *Students will forfeit the \$250 advance payment of their Housing Deposit and be charged an additional \$500 cancellation fee.*

Special rules for students on the Wait List for housing

- **After a booking occurs**, *students have 7 days from the date of their booking to cancel their housing request with no financial fee.*
- **After 7 days from the date of their booking**, *students will forfeit the \$250 advance payment of their Housing Deposit and be charged an additional \$500 cancellation fee.*

Students who have failed to submit a cancellation request prior to August 16, 2019, regardless of the above cancellation schedule dates, are obligated to pay all costs, charges, and fees associated with living in University housing for fall 2019 and spring 2020 semesters unless the student is approved to cancel the University Housing and Residential Life License. In order to be released from the University Housing and Residential Life License after the start of classes, a "*Request to Cancel the Housing License*" is required.

Students with housing not registered for classes for the fall 2019 semester by Monday, July 1, 2019 will automatically be removed from housing unless they are officially registered for Orientation. Students released will forfeit the \$250 advance payment of their housing deposit. Students who remain in housing will be subject to the cancellation policy listed in this section.

As noted in Section 2, housing deposits are refundable until May 15, 2019 for students who submit requests to cancel their housing application.

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7. CANCELLATION FROM THE UNDERGRADUATE HOUSING LICENSE AFTER START OF CLASSES

After the start of classes, a student must submit a **Cancellation Request** by completing a “*Request to be Cancelled from the Housing License*” form. This form is available online in MyHousing via the TUportal. All requests must be submitted online. Students with limited access to a computer can visit the Office of Assignments and Billing on the 2nd floor of 1910 Liacouras Walk to submit this form.

Students who complete a **Cancellation Request after the Start of Classes** and provide documentation must have these materials reviewed by University Housing and Residential Life. **Students will receive written confirmation of their release from the Office of Assignments and Billing in University Housing and Residential Life.** *A student is only considered released from their Housing License with this written confirmation in which case the student remains financially responsible in accordance to the provisions listed below.*

Students may be granted a Release from University Housing and Residential Life for the following reasons:

1. Transferring to another College or University (Transfer acceptance letter from new school/college required)
2. Graduation (Copy of application to graduate required)
3. Attendance at a Study Abroad Program (Acceptance letter from Study Abroad program required)
4. Participation in a Full-time Internship (Acceptance letter from company of internship required)
5. Required participation in Government Service (Service letter from government required)
6. The student’s death (Death certificate required)
7. Academic Dismissal (Dismissal letter from school/college required)

Students who are granted approval to cancel from University housing under these conditions will have their housing charges prorated from the start date of the license period through the date of their official check out of University housing. **Students will not be assessed an additional release fee.**

A separate process to submit a request to Cancel A Meal Plan is required via the MyHousing system. Meal plans remain active until a Meal Plan Cancellation Request is approved. Please note that students approved for a housing cancellation do not automatically have their Meal Plan cancelled.

Students who are granted approval to cancel their University housing for any other reason, including but not limited to withdrawing from Temple University and Extenuating Circumstances (as described below), for the current semester are only accepted from the start of classes through Monday, September 9, 2019 (for fall 2019) and Monday, January 27, 2020 (for spring 2020). Students who are granted approval to cancel during the aforementioned period from University housing for any other reason will have their housing charges prorated from the start date of the license period through the date of their official check out of University housing. Students approved for cancellation after the aforementioned period may be assessed the total value of the remaining balance of their housing and meal plan charges for the full semester period during which the student is removed from University Housing and Residential Life as a cancellation fee.

Extenuating Circumstances. Students who wish to request to be cancelled from housing for extenuating circumstances will need to complete the Petition for an Excused Release Due to Extenuating Circumstances Form. *Extenuating circumstances refer to situations that are beyond a student’s control and which inhibit continued enrollment at the University.*

These circumstances include the following situations:

1. Serious medical condition with support from the Office of Disability Resources and Services (DRS)
2. Serious financial situation with support from Student Financial Services (SFS)

Students who are not approved to cancel their housing and still choose voluntarily to move out of University housing will continue to be held responsible for all housing and meal charges for the balance of the license period.

Cancellation fees are associated with a student’s length of stay and their official check out date. Students are encouraged to contact the Office of Assignments and Billing in University Housing and Residential Life immediately if a student plans to move out of University housing.

8. ASSIGNMENTS

Temple University reserves the exclusive right to assign and reassign as many students to a unit as necessary and to make assignments at any time within its sole discretion. Temple University also reserves the exclusive right to reassign students to another unit within its sole discretion. The University does not discriminate unlawfully based on a student’s race, gender, age, religion, national origin, sexual orientation, gender identity, or disability with respect to housing assignments. A student may request a change in their assignment by receiving written approval from the Office of Assignments and Billing or their respective Resident Director.

In order to permit roommates to contact each other prior to moving in, University Housing and Residential Life will share with a student the name(s) and e-mail address(es) of any roommate(s).

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9. OVERBOOKING AND CONSOLIDATIONS

For fall 2019 - spring 2020, University Housing and Residential Life may temporarily assign students to floor lounges in “1300,” Johnson or Hardwick Halls. Additionally, students may also be assigned to an accommodation with a student staff member, i.e. Resident Assistant, Peer Mentor, etc. in any of our residential facilities in the event the department determines to offer overbooked housing.

University Housing and Residential Life also has the exclusive right to consolidate rooms in order to maintain occupancy and accommodate additional students into University housing. In units where vacancies exist, a resident may be asked to relocate to a similar room within University housing. Consolidation may occur within the same residence hall or between residence halls, but not between campuses or between a campus and Temple University-sponsored housing. Details about room consolidations and occupancy changes to support maximizing full occupancy will be communicated to students following the end of the University’s drop/add period.

10. NO SHOWS

New and Returning Resident Students with a housing assignment who have not registered for classes and have not officially checked-in to University housing by Monday, August 26, 2019 (for fall 2019) or Monday, January 13, 2020 (for spring 2020) will lose their housing assignment and forfeit their \$250 Housing Deposit (advance payment).

Students with an assignment who are registered for class but have not officially checked-in to University housing by Monday, August 26, 2019 (for fall 2019) or Monday, January 13, 2020 (for spring 2020) will lose their housing assignment, forfeit their \$250 Housing Deposit (advance payment), and will be assessed a \$500 cancellation fee.

Students who lose their housing assignment because of a **No Show** and want reconsideration for University housing must complete and submit a new application to University Housing and Residential Life. Submitting a new application does not guarantee the opportunity to book another housing assignment.

11. ELECTRONIC AGREEMENT OF THE TERMS AND CONDITIONS

Students self-assigning housing accommodations and meal plans through the MyHousing website are responsible for abiding by all of the Terms and Conditions of both the Undergraduate Housing License and Dining Services Agreement. Self-assigning your accommodations and/or booking a meal plan electronically legally and financially obligates a student for the fall 2019 - spring 2020 license period. A copy of the Undergraduate Housing License can be found online at <http://housing.temple.edu> or can be requested by e-mailing housing@temple.edu.

12. SMOKING POLICY

In compliance with Temple University’s Smoking Policy, smoking is prohibited inside all Temple University facilities and within 25 feet of its buildings. This includes all common areas of the facilities and all private living areas. Violation of this policy will result in disciplinary action and/or removal from University housing.

Tobacco products include, but are not limited to: cigarettes, electronic-cigarettes, cigars, water pipes, pipes, hookahs, and any other combustible or non-combustible tobacco products.

13. SUBSTANCE FREE RESIDENCE HALL POLICY

The illegal use, possession, consumption, and/or distribution of drugs, including but not limited to medical marijuana, are strictly prohibited within University undergraduate residence halls. Alcohol use, possession, consumption, and/or distribution in undergraduate residence halls is prohibited by all undergraduate residents and guests whether of legal drinking age or not. Violation of this policy will result in disciplinary action and/or removal from University housing. Medical marijuana is prohibited by federal law therefore is prohibited in the residence halls.

14. ANIMALS

The presence of any pets or live animals is prohibited with the exception of a certified service animal or approved assistance animal. Students needing the assistance of such an animal must provide the Office of Disability Resources and Services with appropriate medical documentation and/or additional animal certification. After applying with the Office of Disability Resources and Services, students will be required to complete a separate Service and Assistance Animal Form available at the Office of Assignments and Billing within University Housing and Residential Life. Violation of this policy will result in disciplinary action and/or removal from University housing.

15. KEYS, KEY CARDS, AND LOCKS

Keys will only be distributed to the student who has an assignment. A student is issued keys to their unit in all locations except "1300" and Morgan Hall, where students are issued a key card. Keys may not be transferred, duplicated, or given to another person. Lost keys and key cards should be reported immediately to the Front Desk/Residence Life Office. If a unit key is lost or stolen, the core of the unit will be changed and new keys will be issued. Students will be billed the cost of changing the core, the replacement of keys, and labor. If original keys are not returned at the end of the License period, a student will be billed a Lock Core/Key Replacement fee. Locks may not be changed nor may additional locks be installed.

16. UNIVERSITY I.D. CARD ACCESS

Students are required to use their University I.D. card to access the residence halls. The I.D. card remains the property of Temple University and is the responsibility of the student to whom it was issued. It may not be transferred or loaned to another individual. If the card is lost or stolen, it is the student's responsibility to immediately have the card invalidated.

17. STORAGE OF ITEMS AND BELONGINGS LEFT BEHIND

University Housing and Residential Life does not provide any additional storage to students beyond the space within their unit. After a student has completed official checkout, express checkout, or has otherwise vacated the unit, University Housing and Residential Life will send notice to the student's Temple email and emergency contact address of any personal belongings left behind. The student's University account will be assessed a \$200 fee plus any costs incurred with removing, storing, and disposing of any belongings left behind. The student will have 10 days from the postmark of the notice to retrieve the property, or to request that University Housing and Residential Life hold the property for up to 30 days from the notice postmark.

Abandoned property not retrieved within this time will be discarded.

18. FURNISHINGS

All student rooms are furnished with either a standard twin size or extra large bed/mattress, a dresser, a desk, and a desk chair. Students assigned to apartment units are also provided living room furniture and a dinette with chairs/barstools (depending on unit). Students may bring additional furnishings if it is in compliance with University Housing and Residential Life policies found in the Rights, Responsibilities, and Resource Guide. Students are not allowed to remove any furniture provided by University Housing and Residential Life. Students who remove any furniture are subject to disciplinary action and/or replacement/repair costs of each item of furniture.

19. REFRIGERATOR AND MICROWAVE RENTAL

The University has partnered with a vendor to offer rental refrigerators and combination refrigerator/microwave units to students in residences (apartments, suites or rooms). This is the only microwave oven permitted in the resident rooms/suites.

Residents are permitted to bring refrigerators that comply with energy efficient standards such as energy-star. Personal refrigerators are limited to one per double occupancy or two per four-person occupancy. For reasons of energy and space management, refrigerator size is limited to a capacity of no larger than 3.6 cubic feet. For detailed information about rental product offerings and specifications please visit the Fall/Spring Move-in section of the Housing website at: <https://housing.temple.edu/resources-and-services/fall-and-spring-move-in>.

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20. GUEST POLICY

For the safety of all students, the admittance of guests (non-residents) into the facilities is controlled by the Guest Policy as outlined in the Rights, Responsibilities, and Resource Guide. All students and their guests are expected to understand and follow the Guest Policy. In addition to the specific provisions of the policy, all students must understand and agree to be bound by the following:

1. The student host must escort any guest(s) at all times in University housing and are responsible for all guest(s) behavior.
2. All guests must be signed in when they come into the facility and signed out every time they leave the facility.
3. The University reserves the right to deny access to any guest that the University determines, in its sole discretion, has disturbed, is suspected of disturbing, or is likely to disturb other students residing in the facilities.
4. Failure to adhere to or comply with this procedure may result in the confiscation of the student's Guest Card and may result in disciplinary action.
5. A lost or stolen Guest Card may be replaced for a \$20.00 replacement fee.
6. Minor guests are not allowed in the residence halls from Midnight to 8:00 am. A minor guest is any person, under the age of 18, who is not currently enrolled as a Temple University student.

21. DAMAGE, REPAIR, OR REPLACEMENT

The cost for replacement, repair, correction, or damage to the unit or other University property will be assessed to the student(s) residing in the unit. University Housing and Residential Life will determine the cost of repair or replacement due to damage or other loss for individual unit and all common areas. Students will be held financially responsible for the cost of replacement, repair, or correction of unit or common area damage that the University determines occurs due to irresponsible behavior, abuse or vandalism. Students of a specific living area will be held responsible for the cost of repairs of damages that occur in common areas of the specified living area, when the University determines that individual billing is not appropriate or possible. When damages occur in common areas that are not considered to be specified living areas, the cost for the repair of the damage will be billed to all residents in the residence hall, when the University determines that individual billing is not appropriate or possible. Decisions as to whether damages are billed to an individual or all students in a specified living area (i.e., room, suite, floor, or building) or to all students in the facility are made at the sole discretion of the University. Temple University will determine the cost of repair or replacement due to damage or other loss for individual unit and all common areas. University Housing and Residential Life will notify a student in writing of all damage, repair or replacement costs and assess all costs of repair or replacement directly to a student's University Account.

22. CARE OF PREMISES

Units will be cleaned and in good condition when a student moves in. If a student notices any damage to the unit or that the unit is unclean, the student must report the damage/condition to the Residential Life staff at the point of official check-in on the inspection sheet provided by University Housing and Residential Life, or student will be responsible for all damages. Students must report in writing to the Residential Life Staff, any damages caused by Temple University or its vendors to the unit in the course of repairs/service to the unit within 24 hours of the service date. Students are responsible for maintaining their unit in a decent, safe, and sanitary condition. The University will determine whether units are maintained in a satisfactory manner.

23. ENTRY

Temple University reserves the right of entry to any unit by authorized Temple University personnel for the purpose of insuring the health/safety of occupants, inspection, emergencies, routine repairs and maintenance, and suspected policy violations. Students may not deny access to Temple University personnel to perform maintenance and repair of the occupancy unit. Temple University personnel may further enter when they have determined that a student has created an unreasonable noise disturbance and the student fails to or is not present to respond to the staff's request to discontinue it.

24. COMPLIANCE WITH THE LAW AND UNIVERSITY RULES, REGULATIONS, AND POLICIES

Residency is contingent upon compliance with the laws of the United States, the Commonwealth of Pennsylvania, all ordinances of the city or town in which the residence is located, as well as all applicable Temple University policies, procedures, rules, and regulations.

Failure on the part of students to comply with all such laws and policies, including but not limited to Temple University Policies, will constitute breach of this Undergraduate Housing License. The University reserves the right to temporarily relocate or remove a student from a housing unit for violations of this paragraph pending a formal hearing when, in its sole discretion, it is deemed appropriate to do so.

Students who are non-compliant may be charged financial penalties or issued sanctions in accordance with the University Disciplinary system. If the University determines that a student has failed to comply with the above, it may impose financial penalties, disciplinary sanctions, revoke the student's Housing License and/or remove the student from University housing. A student removed from University housing for violations of this License or through University Disciplinary action will be responsible for all housing and meal fees for the full license period. Temple University Housing and Residential Life Policies are set forth in the Temple University Rights, Responsibilities, and Resource Guide and the Student Conduct Code, which are available from the Office of University Housing and Residential Life at www.temple.edu/housing

In compliance with Pennsylvania's College and University Student Vaccination Act of 2002, the University will provide information to potential residential students regarding the risks associated with meningococcal disease and the availability and effectiveness of vaccine. All residents of University Housing and Residential Life, prior to officially checking in, must complete and submit the "Temple University Immunization Form – Meningococcal Vaccine" form, showing either Proof of Vaccination (certification) or a signed Waiver. This form is available online at <http://www.temple.edu/studenthealth/Forms.html>. No student will be permitted to reside in University Housing and Residential Life without this information on record at the University. This process is managed jointly through Student Health Services and University Housing and Residential Life.

25. LIABILITY

Temple University assumes no liability for any injury to any person in the unit or for any loss or damage to any property contained in the unit. Temple University strongly advises all students to obtain appropriate private insurance to cover loss or injury to person and property and to remove items from their unit prior to University recesses. Students agree to indemnify, defend, and hold Temple University, its officers, employees, trustees, and agent harmless from any and all claims, actions or costs of any kind arising out of any property damages, loss, bodily injury, or death occurring in the student occupancy unit or upon Temple University property caused by a student's willful or negligent acts or omissions.

26. BEHAVIOR AND CONDUCT

By booking a housing assignment and/or meal plan, a student living in Temple University housing understands and agrees to follow all published rules as defined in the Community Living Standards Guide, the Student Conduct Code, the Undergraduate Housing License and Dining Services Agreement, and any official University notification or publication applicable to residents and students. Students who violate policy and procedure are subject to disciplinary action as set forth in the above documents. Students interested in reviewing the policy documents listed above prior to completing their booking can contact the Office of University Housing and Residential Life.

Temporary disciplinary removal or relocation

The University reserves the right to temporarily relocate or remove an individual from University housing for alleged violations of this section pending a formal investigation and hearing when, in its sole discretion, the University deems it appropriate to do so. Founded violations may result in the permanent relocation or removal from University housing.

Students in violation of the University's policies related to weapons as defined in the Student Conduct Code may be immediately suspended from Temple University and removed from housing pending the outcome of their hearing. This University policy applies to all students, even if otherwise permitted by law to carry a firearm.

A student removed from University housing for violations of their license or through University disciplinary action will be responsible for all housing and meal fees for the full semester period during which the student is removed from University Housing and Residential Life. If the removal occurs during the fall 2019 semester, the student may also be responsible the \$500 cancellation fee.

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27. APPEAL OF A HOUSING POLICY DECISION OR FINANCIAL CHARGE

A student wishing to appeal any University Housing and Residential Life policy decision or charge must do so officially in writing. A student forfeits any rights to an appeal after the expiration of seven (7) business days following the date of any final decision or charge. Letters should be addressed to the Associate Vice President or their designee. Appeal letters must be in writing and include the name and student Temple University ID number of the student. Students are encouraged to submit any official documentation to support their request of an appeal. The merits of any appeal will be based on the written letter, support documentation, and records maintained by Temple University and University Housing and Residential Life. Appeal decisions will be communicated to a student in writing.

28. OBLIGATIONS

By booking a housing assignment and/or meal plan, a student living in University housing understands and agrees to follow all published rules as defined in the Community Living Standards Guide, the Student Conduct Code, the Undergraduate Housing License, and any official University notification or publication applicable to residents and students. The Rights, Responsibilities, and Resource Guide is available at the following web site: <http://housing.temple.edu> or <http://housing.temple.edu/resources-and-services/rights-and-responsibilities>.

By booking a housing assignment and/or meal plan, or in the event that a student is assigned to University housing, a student is then required to live in University housing and is obligated to pay all costs associated with housing and meals for both the fall 2019 and spring 2020 semesters.

TERMS AND CONDITIONS OF THE UNDERGRADUATE DINING LICENSE

ACADEMIC YEAR: FALL 2019 - SPRING 2020

Dining License Period: Saturday, August 24, 2019 – Wednesday, May 6, 2020

New students (freshman and transfers) assigned to any unit in on-campus housing are required to contract for a minimum meal plan of 10 meals per week. Returning residents may elect to have any of the meal plans offered.

1. MEAL RATES

For specific rate information, please refer to the 2019 - 2020 Undergraduate Housing and Meal Plan Rates online on the University Housing and Residential Life website.

2. BILLING AND PAYMENT

If paying by check or money order, payments must be made payable to Temple University. The student's account will be billed on a semester basis. All payments are made directly to the Temple University Bursar's Office. The name and student TU ID number should be on any check or money order submitted to Temple University. Any outstanding balance (including unpaid late fees) will result in the student having their meal plan removed from our system, and their account forwarded to Temple University's Credit and Collections Department. The student's account will be assessed a fee for checks returned for insufficient funds. The student will be responsible for all collection and litigation fees arising from a delinquent account.

Students will be responsible for all charges during the license period. Charges are only pro-rated if the student has been officially released from the Meal Plan License by the University.

3. ELECTRONIC AGREEMENT OF THE TERMS AND CONDITIONS

Students booking their housing and meal plan on-line should visit MyMeal Plan system in MyHousing through the TUportal. Students are responsible for abiding by all of the Terms and Conditions of both the Undergraduate Housing License and Dining Services Agreement. The authentication procedures serve as an electronic signature for students. Proceeding with your booking of a meal plan legally and financially obligates a student for the fall 2019 - spring 2020 license period. A print version of the Undergraduate Housing License is available upon request.

4. MEAL PLAN ELIGIBILITY AND AVAILABILITY

Students requesting a meal plan must be registered and confirmed for classes for each semester. Food Service is provided when the residence halls are open. Food Service is not provided during break periods or when, due to acts of God, the university is prevented from meeting this obligation. Availability of Food Service during break periods will be provided with Break Housing information.

5. TERM (AGREEMENT PERIOD)

The Dining Agreement will be effective with dinner on Saturday, August 24, 2019 and will end with dinner on Wednesday, May 6, 2020 for the academic year fall 2019 - spring 2020. Dining Service is not available to students during the following break periods:

1. **Fall Break:** last meal on Saturday, November 23, 2019 is lunch; first meal on Sunday, December 1, 2019 is dinner.
2. **Winter Break:** last meal on Wednesday, December 18, 2019 is dinner; first meal on Sunday, January 12, 2020 is dinner.
3. **Spring Break:** last meal on Saturday, February 29, 2020 is lunch; first meal on Sunday, March 8, 2020 is dinner.

Availability of food service during these time frames could be adjusted due to factors beyond our control, i.e. power outages, significant weather events, and or acts of GOD.

6. CHANGING A MEAL PLAN PACKAGE

Changes to meal plans for the current semester are only accepted from the start of classes through Monday, September 9, 2019 (for fall 2019) and Monday, January 27, 2020 (for spring 2020). During this time period a student may be permitted to decrease or cancel their Meal Plan Package once.

Unless approved for a cancellation in accordance with section 8, only returning students may cancel their meal plan package. New students may not reduce their meal plan package below the minimum required Meal Plan Package.

After these dates, students are responsible for the total cost associated with their Meal Plan Package for the entire agreement period. Students who opt not to use their meal plan are still responsible for the total cost associated with their Meal Plan Package.

Students can increase their Meal Plan Package at any time throughout the academic year.

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7. UNIVERSITY I.D. CARD ACCESS

Students are required to use their University I.D. Card to gain access to any Dining Center or use Diamond Dollars. The I.D. Card remains the property of Temple University and is the responsibility of the student to whom it was issued. **It may not be transferred or loaned to another individual.** If the card is lost or stolen, it is the student's responsibility to immediately have the card invalidated. The University assumes no liability for meals or Diamond Dollars used by a third party.

8. RELEASE FROM THE DINING AGREEMENT

Students may apply for a release from the Dining Services Agreement with supporting documentation stating the reason for their release request. Releases are only considered for medical and/or religious reasons. Requests are reviewed and decided by the University on a case-by-case basis. If a student's request for release is denied, they will remain responsible for all fees associated with their meal plan, whether used or not.

9. COMPLIANCE WITH THE LAW AND UNIVERSITY RULES, REGULATIONS, AND POLICIES

By submitting a Housing and Meal Plan Application, a student agrees to understand and follow all published rules as defined in the Student Conduct Code, the Community Living Standards Guide, and the Undergraduate Housing License and Dining Services Agreement, and any official University notification or publication applicable to residents and students. Students who violate policy and procedures are subject to Disciplinary action as set forth in the above documents. Students who are non-compliant may be billed financial penalties, or issued sanctions in accordance with the Housing or University Disciplinary systems. Students who are non-compliant may have their dining privileges revoked, may be banned from any Dining Center(s), and could be required to relocate to another housing facility where a meal plan is not mandatory, and/or be removed from the residence halls. Students removed from the residence and/or dining facilities for violations of the Dining Services Agreement will be held responsible for all housing and meal fees for the full license period.

Meal plan benefits are intended solely for the participating student of the license.

10. MISSED MEALS

Missed or uneaten meals cannot be carried over from week to week or semester to semester. Missed meals are non-refundable. The week officially begins with breakfast each Monday.
