



TEMPLE
UNIVERSITY

Student Affairs

University Housing and Residential Life

Fall 2018 - Spring 2019

Graduate 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 Forms Page on the MyHousing Application.

INDEX

Graduate Housing License

1)	<u>HOUSING RATES</u>	3
2)	<u>HOUSING DEPOSIT</u>	3
3)	<u>BILLING AND PAYMENT</u>	3
4)	<u>TERM (LICENSE PERIOD)</u>	3
5)	<u>ELECTRONIC AGREEMENT OF THE TERMS AND CONDITIONS</u>	3
6)	<u>REVOCAION OF THE HOUSING LICENSE</u>	4
7)	<u>CANCELLATION POLICY</u>	4
8)	<u>RELEASE FROM THE GRADUATE HOUSING LICENSE</u>	5
9)	<u>ASSIGNMENTS</u>	5
10)	<u>FAMILY HOUSING</u>	6
11)	<u>SMOKING POLICY</u>	6
12)	<u>PETS</u>	6
13)	<u>KEYS AND LOCKS</u>	6
14)	<u>UNIVERSITY ID CARD ACCESS</u>	6
15)	<u>FURNISHINGS</u>	6
16)	<u>UTILITIES</u>	7
17)	<u>STORAGE OF ITEMS AND BELONGINGS LEFT BEHIND</u>	7
18)	<u>DAMAGE, REPAIR, OR REPLACEMENT</u>	7
19)	<u>CARE OF PREMISES</u>	7
20)	<u>ENTRY</u>	7
21)	<u>COMPLIANCE WITH THE LAW AND UNIVERSITY RULES, REGULATIONS, AND POLICIES</u>	8
22)	<u>LIABILITY</u>	8
23)	<u>BEHAVIOR AND CONDUCT</u>	8
24)	<u>APPEAL OF A HOUSING POLICY DECISION OR CHANGE</u>	9
25)	<u>OBLIGATIONS</u>	9
26)	<u>GUEST ADMITTANCE POLICY</u>	9

Graduate Meal Plan License

1)	<u>MEAL RATES</u>	10
2)	<u>BILLING AND PAYMENT</u>	10
3)	<u>ELECTRONIC AGREEMENT OF THE TERMS AND CONDITIONS</u>	10
4)	<u>MEAL PLAN ELIGIBILITY AND AVAILABILITY</u>	10
5)	<u>TERM (AGREEMENT PERIOD)</u>	10
6)	<u>CHANGING A MEAL PLAN PACKAGE</u>	10
7)	<u>UNIVERSITY ID CARD ACCESS</u>	11
8)	<u>RELEASE FROM THE DINING AGREEMENT</u>	11
9)	<u>COMPLIANCE WITH THE LAW AND UNIVERSITY RULES, REGULATIONS, AND POLICIES</u>	11
10)	<u>MISSED MEALS</u>	11

TERMS AND CONDITIONS OF THE GRADUATE HOUSING LICENSE

ACADEMIC YEAR: FALL 2018 - SPRING 2019

Housing License Period: August 1, 2018 – May 31, 2019

1. HOUSING RATES

For specific rate information, please refer to the 2018-2019 Graduate Housing and Meal Plan Rates available online at <http://housing.temple.edu>

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. This deposit is refundable until May 15, 2018 by submitting a **Request to Cancel the Housing License** through the MyHousing system on the TUportal. Details about the Housing Cancellation and Release Policy and Process can be found in sections 6-8.

3. 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) may result in the student being removed from Housing, 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 occupancy period. Charges are only prorated if the student has been officially released from the Graduate Housing and Residential Life License by the University. Housing charges will not be prorated if the student elects to move in after the start of the license period. University Housing and Residential Life provides no subsidy or other special financial assistance for fourth-year Podiatric students participating in clinical rotations.

4. TERM (LICENSE PERIOD)

License will become effective August 1, 2018 and will end on May 31, 2019 for the fall 2018 – spring 2019 academic year.

Students who reapply to University housing for the 2019 - 2020 academic year may be offered the opportunity to extend this license through July 31, 2019.

Students who do not reapply to University housing for the 2019 - 2020 academic year can request an extension of their current license period. No extensions will be allowed beyond June 30, 2019. This request must be made formally by completing the "Graduate Housing Summer Intent Form" available in the Office of Assignments and Billing and submitting it to University Housing and Residential Life no later than April 30, 2019. Only those students with written approval for an extension by University Housing and Residential Life will be permitted to remain in University housing. If approved, the terms and conditions of this license will apply through June 30, 2018.

Students not returning and who do not move out by May 31, 2019 are subject to financial penalties and potential judicial action by the University.

Students who are required to move-in earlier than August 1, 2018 due to academic program requirements, Orientation, or other reasons are subject to fees and charges associated with moving in earlier than the aforementioned term date. Unless a rate is determined, fees will be pro-rated on a per diem basis based on Fall 2018 rate.

5. 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 2018 - spring 2019 license period. A print version of the Undergraduate Housing License is available upon request.

Student Affairs

University Housing and Residential Life

6. REVOCATION OF THE HOUSING LICENSE

A student is in violation of the terms and conditions of this Graduate 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 9 credits and maintains a minimum of 9 credits by University-stated deadlines.
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. If the removal occurs during the fall 2018 semester, the student will also be responsible for 25% of the housing and meal fees for the spring 2019 semester.

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

7. CANCELLATION POLICY

The Housing License Cancellation policy only applies to cancellation requests made from the point of initial booking through July 31, 2018.

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 and Meal License"* 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 graduate students assigned or self-select housing

- **Prior to May 15, 2018** • *Students may cancel their housing request with no financial fee.*
- **From May 16, 2018 to July 16, 2018** • *Students will forfeit the \$250 advance payment of their Housing Deposit.*
- **From July 17, 2018 to August 26, 2018** • *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.

Cancellation requests must be received prior to July 31, 2018. Beginning on August 1, 2018 (the start of the Housing License Period), students are obligated to pay all costs associated with living in University housing (Housing and Meal Plan charges) for fall 2018 and spring 2019.

Student Affairs

University Housing and Residential Life

8. RELEASE FROM THE GRADUATE HOUSING LICENSE

After the start of classes, a student must submit a **Release Request**, requesting to be released from their Housing License by completing a “*Request to be Released from the Housing and Meal License*” form. This form is available online in the MyForms section of 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 **Release Request** 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. Withdrawing from Temple University (Approval from school/college required)
2. Transferring to another College or University (Transfer acceptance letter from new school/college required)
3. Graduation (Copy of application to graduate required)
4. Attendance at a Study Abroad Program (Acceptance letter from Study Abroad program required)
5. Participation in a Full-time Internship (Acceptance letter from company of internship required)
6. Required participation in Government Service (Service letter from government required)
7. The student's death (Death certificate required)
8. Academic Dismissal (Dismissal letter from school/college required)
9. **Extenuating Circumstances.** Students who wish to request a release 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:*
 - Serious medical condition
 - Serious family emergencies
 - Other extenuating circumstances

Students who are granted a release from University housing under these conditions will have their housing and meal plan 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.

Students who are granted a release from University housing for any other reason will have their housing and meal plan charges prorated from the start date of the License period through the date of their official check out of University housing. Further, these students will be assessed a charge equal to 25% of the total value of the remaining balance of their housing charges for fall 2018 – spring 2019 as a release fee. Once released, students can continue or change their current meal plan at no additional penalty, or cancel their current meal plan and be assessed 25% of the remaining value of their meal plan as a release fee.

Students who are not released 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.

Release 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.

9. 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).

Student AffairsUniversity Housing and Residential Life

10. FAMILY HOUSING

Married students and/or students with one dependent child, age 12 years or younger at the time of their booking, may request a “Family Housing” unit. Students can request “Family Housing” at the Podiatric Student Residence Complex. Students who request a one-bedroom apartment will be charged an individual rate for housing. Students who request a two-bedroom apartment will be charged double the individual rate (cost for each bedroom). Three-bedroom apartments are not available for Family Housing. The Rights, Resources, and Responsibilities Guide includes information about additional requirements by our department with regards to family housing. Availability is limited and on a first-come, first-served basis.

11. 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.

12. PETS

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.

13. KEYS AND LOCKS

Keys will be distributed only to the student who has an assignment. Two sets of keys may be issued to a student only when living in a designated Family Housing unit. Keys may not be transferred, duplicated, or given to another person. Lost keys should be reported to the Office of Graduate Housing and Residential Life immediately. If a unit key is lost or stolen, the core of the apartment/unit will be changed and new keys will be issued. The student will be billed the cost of changing the core, the replacement of keys, and labor. If keys are not returned at the end of the license period, the student will be charged a Lock Core/Key Replacement fee. Only University Housing and Residential Life personnel may change locks or install additional locks.

14. UNIVERSITY I.D. CARD ACCESS

Students are issued an official Temple University I.D. card which verifies their housing assignment. The I.D. card remains the property of Temple University and is the responsibility of the student to whom it is 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.

15. FURNISHINGS

Podiatric Student Residence Complex — Furnished units provide a standard bed/mattress, dresser, desk, and desk chair for each occupant in addition to living room furniture and a dinette with chairs for each unit. Family Housing units are not equipped with children’s furniture (crib, changing table, etc.). Students may bring additional furnishings if they are in compliance with University Housing and Residential Life policies.

All units at the Podiatric Student Residence Complex are furnished. The cost for furnishings is incorporated into the unit rate at the Podiatric Student Residence Complex. Students are not allowed to remove any furniture provided by University Housing and Residential Life.

Any student who removes any furniture will be subject to student conduct action and/or replacement/repair costs of each item of furniture, and/or removal from University Housing and Residential Life. 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.

Student AffairsUniversity Housing and Residential Life

16. UTILITIES

Water, heat, electric, and cable TV utilities are included in the room rate. Internet access and basic telephone service are provided and included in the room rate. Telephone service provided includes: (1) receiving incoming calls, (2) free five-digit internal campus calls, and (3) emergency 911 service. A prepaid calling card is required to call outside the University.

17. STORAGE AND BELONGINGS LEFT BEHIND**Podiatric Student Residence Complex**

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 disposed of.

18. DAMAGE, REPAIR, OR REPLACEMENT

The cost for replacement, repairs, 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. University Housing and Residential Life will notify the student in writing of all damage, repair, or replacement costs after the end of student's license period and assess all costs of repair or replacement directly to student's University Account. Students are responsible for repayment to the University of any cost associated with charges pertaining to the damage, repair, or replacement other than normal wear and tear.

19. 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 immediately to the Residential Life Staff at the point of official check-in on the inspection sheet provided by University Housing and Residential Life or the student will be held 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 72 hours of the service date. Students are responsible for maintaining their unit in a decent, safe, and sanitary condition. Routine safety and health inspections may be conducted periodically to verify unit condition.

20. ENTRY

Temple University reserves the right of entry to any unit by authorized Temple 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 unit.

Student AffairsUniversity Housing and Residential Life

21. 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 Graduate 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 their 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 on-line 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.

22. 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 therein. 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.

23. 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 Rights, Responsibilities, and Resource 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.

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

Students in violation of the University's policies related to weapons as defined in the Student Conduct Code will 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 2018 semester, the student will also be responsible for 25% of the housing and meal fees for the fall 2018 and spring 2019 semesters.

Student AffairsUniversity Housing and Residential Life

24. APPEAL OF A HOUSING POLICY DECISION OR 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 thirty (30) days following the date of any final decision or charge. Letters should be addressed to the Associate Vice President or his/her 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.

25. 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 Rights, Responsibilities, and Resource 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 2018 and spring 2019 semesters.

26. GUEST ADMITTANCE POLICY

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

1. Students are required to have the permission of their roommate(s) in order to have a guest visit them within their unit.
 2. The student host must escort any guest(s) during the check-in and check-out process and are responsible for all guest behavior
 3. All guests must be signed in when they come into the Podiatry facility and signed out every time they leave the facility.
 4. 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.
 5. 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. A lost or stolen Guest Card may be replaced for a \$20.00 replacement fee.
 6. Guests who are under 18 are subject to specific registration processes. Please consult with your residence hall's management to obtain the necessary documents for any expected guest who is under 18.
-

Student Affairs

University Housing and Residential Life

TERMS AND CONDITIONS OF THE GRADUATE DINING LICENSE

ACADEMIC YEAR: FALL 2018 - SPRING 2019

Dining License Period: Saturday, August 25, 2018 – Wednesday, May 8, 2019

Residents of Johnson, Hardwick, Peabody, White, “1940”, “1300” (suites only), and new students (freshman and transfers) assigned to Morgan Hall are required to contract for a minimum meal plan of 10 meals per week. Residents of all other University Housing and Residential Life facilities are not required to contract for a meal plan; however, they may elect to have any of the meal plans offered.

1. MEAL RATES

For specific rate information, please refer to the 2018 - 2019 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 2018 - spring 2019 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. The Dining Centers on the Main Campus is open for breakfast, lunch, and dinner from Monday through Sunday. A late night “Fourth Meal” is available Sunday through Friday, from 8:00 p.m. until midnight. 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 25, 2018 and will end with dinner on Wednesday, May 8, 2019 for the academic year fall 2018 - spring 2019. Dining Service is not available to students during the following break periods:

1. **Fall Break:** last meal on Saturday, November 17, 2018 is lunch; first meal on Sunday, November 25, 2018 is dinner.
2. **Winter Break:** last meal on Wednesday, December 19, 2018 is dinner; first meal on Sunday, January 13, 2019 is dinner.
3. **Spring Break:** last meal on Saturday, March 2, 2019 is lunch; first meal on Sunday, March 10, 2019 is dinner.

6. CHANGING A MEAL PLAN PACKAGE

Changes to meal plans for the current semester are only accepted from the start of classes through Friday, September 7, 2018 (for fall 2018) and Monday, January 28, 2019 (for spring 2019). During this time period a student may be permitted to decrease or cancel their Meal Plan Package. Unless released in accordance with section 8, only those students living in an assignment that does not require a meal plan may cancel their meal plan package. Students living in an assignment that requires a meal plan package may not reduce their meal plan package below the minimum required for that Housing facility. A meal plan may be reduced downward only one time per semester. 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. Students living in a facility that requires a Meal Plan and then moves to a facility that does not, have the option to continue, change, or cancel their Meal Plan within one week of their move.

Student AffairsUniversity Housing and Residential Life

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 Rights, Responsibilities, and Resource 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.
