



Wilmington
College

Office of Housing & Residence Life

Terms and Conditions

2018-2019

Residence Life and Housing Policies and Procedures

Residential Philosophy

Wilmington College is a residential college seeking to provide a learning environment supportive of, and complementary to its academic program. All members of the campus are an integral part of the community and as such, will assume an active role in developing and monitoring an atmosphere which promotes success and greatest level of involvement for everyone.

The opportunity to interact with other students, often from different backgrounds or cultures, in campus residence facilities challenges students to expand and explore their attitudes, values, and interests. As a community member, your rights and responsibilities must be balanced with the needs of your neighbors.

Housing Policy

All full-time regular students are required to live in the residence facilities and board at the campus dining room. (Exception: those students living in Alternative Housing have some options on the board requirement.) Requests for commuter status or applications for exemption from the housing requirement are available in the Housing and Residence Life Office. An exemption may be granted by the Assistant Dean of Students for Housing for the following reasons:

- The student is part-time (taking less than 12 credit hours per semester);
- The student will be living with their parents or legal guardians at their primary address within 30 miles of the College. **(A section on the exemption application requires a notarized signature from parent/guardian verifying the student is commuting from the primary home of the parent/guardian);**
- The student is legally married. (If the student plans to marry over the summer, the exemption approval will be pending until a copy of the marriage license is submitted to the Housing Office to complete the exemption application);
- The student is a single parent with dependent child who lives with the parent and the child is identified as dependent on the student's FAFSA;
- The student will be 23 years of age by the first day of classes of fall semester.
- The student is a member of a Greek organization and will be living in the Greek-owned house providing that house has been approved by the Housing Office and the student has been approved to live in the house by the Greek organization...
- The student has had prior Military Service. Provide description/documentation of service.
- The student has already lived in the college residential facilities at least eight (8) semesters;
- The student will be studying abroad, and have made housing arrangements for the spring semester.
- The student will be student teaching outside of the 30 mile radius of Wilmington College commuting from parent's primary home address and have made housing arrangements for the spring semester
- Other.....(explanation must be included with application and will be reviewed on an individual basis by the Housing Exemption Review Board).

Board/Meal Plan Policy

Students living in campus residence halls are required to be on one of two board plans. Returning students may choose the Carte Blanche Plan or the 160 Block Plan. Returning students may change the meal plan through the first Friday of classes each semester. First Year Wilmington College students are required to be on the Carte Blanche Plan during Fall Semester, but may choose to change to the Block Plan for Spring Semester. The change may be made through the first Friday of Spring Semester classes.

Reason for Board (meal plan) Exemption:

The student has a medical condition (verified by the student's family physician and the College physician) which requires a special diet that cannot be met at the campus dining room.

Wilmington College Housing Contract Statement of Terms and Conditions Academic Year 2018-2019

Nature of Contract

1. Contract Offer

- A. The delivery of this **Contract** by the Wilmington College Housing Office to the student constitutes an offer of accommodations and services in the College's residence facilities.
- B. This offer is contingent upon its acceptance and return by the response date specified, or until there is no space available within the College's residence facilities.

2. Contract Execution

- A. This **Housing Contract** is duly executed when:
 - 1. The named student signs the **Contract**.
 - 2. The named student submits the signed **Contract** to the Housing Office.
 - 3. The **non-refundable Room Reservation Deposit** is received and acknowledged by the Housing Office. (Upper-class students must also be registered for classes through the Registrar's Office)
- B. Each resident student must remit a **non-refundable Room Reservation Deposit**. Returning students must submit a \$100.00 deposit by the deposit deadline for Room Selection as well as being registered for classes for the following semester. After serving the purpose of reserving a space, the deposit will be credited to the student's housing bill. (**NOTE: entering students must submit a \$50.00 deposit with the \$100.00 enrollment deposit**). The **Room Reservation Deposit** cannot be waived or deferred for any resident for any reason. In addition to the **Room Reservation Deposit**, Student Financial Services will bill a \$125.00 damage retainer to the student's account. The retainer will be held through the academic year. The retainer will be credited minus any damages or fines that the student may have accrued after billing is completed.

3. Contract Parties

- A. This **Contract** is between Wilmington College, hereinafter referred to as the "College", on behalf of the Housing Office, and the student, hereinafter referred to as the "Resident", whose signature appears on the **Contract**. This **Contract** is a legal document and is not transferable.

4. Eligibility

- A. Any person who has been admitted to or has enrolled in the College as a full-time undergraduate student on the main campus is eligible to enter into this **Housing Contract** with the College. Wilmington College does not discriminate in the assignment of residential housing on the basis of age, race, color, religion, national or ethnic origin, gender, sexual orientation or disability. The College requires students to live in College owned residential housing unless they are 23 years of age or older or live within a 30 mile radius of campus. Students who transfer to Wilmington College may be able to secure residential housing on a space available basis. The College reserves the right to assign residential housing space to all students on the basis of the type of space available.

5. Contract Duration

- A. This **Housing Contract** is effective for the full academic year, fall through spring semesters, or for such a period of time as may remain at the time this **Contract** is signed. This **Contract** is binding on the College and on the Resident for the entire term of the **Contract** and cannot be terminated except under conditions cited in this **Contract**.
- B. Students who are not required by the Housing Requirement to live in the residence facilities must exercise their option to commute/live off campus with their parent or legal guardian prior to signing the **Housing Contract**. In signing this **Contract**, students give up any eligibility to commute/live off campus for the full term of the **Contract**.
- C. Summer **Contracts** do not extend beyond the summer enrollment period. The College does not guarantee summer housing.

College Obligations

6. Services Period

- A. The College agrees to furnish to the Resident a space in the residence facilities, hereinafter referred to as "Room", and to grant to the Resident the use of the facilities of the hall. In the case of students placed in *the Campus Village, College-owned Houses, or College Commons*, students are assigned a room and will share common areas in each individual apartment. The College agrees to supply the appropriate number of weekly meals in the campus dining hall at times when classes and final exams are being held. These times are further specified in the **Housing Calendar** attached.
- B. The College does not furnish services and accommodations under this **Contract** during the recess periods when College classes or final examinations are not being held. Room accommodations for recess periods may be obtained separately from this **Contract** through the Housing Office for a fee. (Exception: Preferred Housing Contract includes the Thanksgiving, Winter and Spring Breaks with no additional fee.)
- C. The College agrees that the Resident, at his or her own risk, may leave or store personal property in the residence hall Room during the recess from classes during the fall and spring semester and during the period between fall and spring semesters but NOT during the summer period between spring and fall semesters.

7. Nondiscrimination

- A. The College agrees to offer rooms to eligible Wilmington College students without discrimination based on race, color, religion, national or ethnic origin, or disabilities, and commits itself to promoting equal opportunity for all in the College residence and dining halls.
- B. The College agrees to make assignments without discrimination and to avoid changes of original assignments for reasons of race, color, religion, national or ethnic origin, or disabilities.

8. Assignments

- A. The College agrees to consider the information and preferences indicated on the **Housing Application**. However, no guarantee of a specific assignment is implied.
- B. The College agrees not to alter the Resident's assignment except for disciplinary reasons, catastrophe, closing of a facility, consolidation of vacancies, unavailability of space, unresolved incompatibility of roommates, unpaid residence and dining hall fees.

- C. Once a housing assignment has been confirmed by the Housing Office, the only changes permitted are for the above reasons.
- D. The College reserves the right to consolidate vacancies.

9. Furnishings

- A. The College agrees to provide the Resident living in the residence facilities with the following room furniture and furnishings: one (1) single bed, one (1) mattress, one (1) desk or study table, one (1) chair, and clothing storage space. The Campus Village, College-Owned Houses, and College Commons common area furnishings will vary.

10. Utilities

- A. The College agrees to provide reasonable amounts of heat, water, electricity, and specified waste disposal consistent with College policies during the **Contract** services period.

11. Sanitation

- A. The College agrees to provide working plumbing services and to provide for trash removal from common areas consistent with everyday use.
- B. The College agrees to provide cleaning services for common areas (hallways, residential bathrooms, and lounges) as specified by the Physical Plant Department of the College. Exception: The residents of the Campus Village, College Commons, and College-Owned Houses are responsible for their own cleaning. Periodic inspections will occur to ensure that facilities are maintained properly.

12. Repairs

- A. The College agrees to make all repairs and perform maintenance in the residence facilities through its authorized personnel. Repairs will be made to the Room and College furnishings upon request or in accordance with routine schedules.

13. Room Entry and Inspections

- A. The College affirms its respect for each Resident's right to privacy in his or her Room and agrees to make a reasonable effort to give at least 24 hours notice prior to making campus-wide searches for specific items.
- B. The College regards Room Entry for purposes of improvements, maintenance, recovery of unauthorized College-owned property, and fire and safety checks as necessary for the health and general welfare of all residents, and therefore, entry is agreed to and authorized by the Resident.
- C. The College and Resident agree that entry and search of Rooms by College or law enforcement officials for purposes of discovering violations of College regulations, and local, state, or federal law will be subject to the College policy on room inspections and set forth in the Housing Section of the Student Handbook, and federal, state, and local laws on search and seizure.
- D. Except as indicated in this section, the College agrees that entry without notice will be made only in emergencies to protect or insure protection of life, limb or property.

14. Fee and Service Changes

- A. The College reserves the right to discontinue use of facilities and services not expressly agreed to in the **Contract**.
- B. The College agrees not to change fees or services rendered by the College as described herein, except upon 30 days prior written notice when the College determines that changing conditions warrant such action.

15. Liability

- A. The College does not assume responsibility for a Resident's or other person's loss of money or valuables, or for loss of/damage to property, or injuries sustained on the premises, nor for loss/damage to property due to electrical outages or power surges.
- B. The College recommends that the Resident contact his or her insurance carrier concerning the availability of protection against such losses.

Resident Obligations

16. Enrolled Status

- A. The Resident agrees to become and remain enrolled for full-time credit (minimum of 12 credit hours) for each academic semester within the period of this **Contract** and to report to the Housing Office failure or inability to register for classes on or before the opening of the residence facilities for occupancy each semester.
- B. Residents who drop below 12 credit hours in any one semester may be permitted to live in campus housing without penalty, but must have approval by the Assistant Dean of Students for Housing.
- C. The Resident agrees to vacate the assigned space, check out and turn in keys to the Housing Office within 48 hours after loss of status as an enrolled student. If the Resident fails to vacate within 48 hours, the College may take possession of the assigned space, change the locks to the Room and bill all associated costs to the Resident.
- D. Withdrawals, Leaves of Absences, Suspensions, or Dismissals
 - Students withdrawing or taking leave of absence from the college must vacate the college residence facilities of all personal possessions and turn in their keys within 48 hours of the effective date on the withdraw/leave of absence form. If this 48 period falls on the weekend, the student should put keys in an envelope and drop in the mail slot on the Housing Office door. Write the student's name, building and room number on the envelope. If Pyle Center is closed, the envelope should be given to Campus Safety.
 - Students who are suspended or dismissed from the college must contact the Housing Office within 48 hours of receiving official notice from the Office of Academic Affairs. If you do not contact the Housing Office, you will receive a call from us to set up a time for you to remove your personal possessions.
 - If the student fails to vacate the facilities and turn in the keys within the designated 48 hour period, the College reserves the right to bill the student for continued occupancy of the space or pack up the belongings and discard at the owner's expense.
 - The College reserves the right to remove personal belongings from room/apartment/house that have been abandoned. A space will be considered abandoned when: there is a failure to pick up and/or respond to mail (including voice and electronic mail) notices, and/or deliveries; failure to respond to written notice posted on student's door requesting verification of their presence on the premises; or removal of a substantial portion of the student's personal property

17. Fees and Payments

- A. The Resident agrees to pay fees for college-owned accommodations and services according to the payment due dates set by Student One Stop in the College catalog.

- B. The Resident agrees that any deviation from the established schedule of payment must be approved by Student One Stop.
- C. The Resident agrees to pay any late payment fees or interest after any due date according to the College payment policy.
- D. The Resident agrees that failure to make payments as prescribed does not relieve the Resident of **Contract** obligations and understands that nonpayment may result in denial of campus accommodations, in cancellations of current student enrollment, and in denial of subsequent College registration until the amounts due are paid.
- E. Any Resident enrolled and failing to check in with the Housing Office to receive their room key while this **Contract** is in effect will continue to have housing fees charged against his or her account.
- F. Any Resident who withdraws or takes a leave of absence during this *Contract* period will continue to have the housing fees charged against his or her account until the keys have been returned to the Housing Office. If, after 14 days, the keys have not been returned to the Housing Office, the lock to the bedroom will be re-keyed. That cost will be assessed to the student account.

18. Food Service

- A. The Resident agrees to subscribe to a meal plan as required by the **Wilmington College Housing and Board Requirements**. All first-semester students are required to subscribe to the Carte Blanche Meal Plan. All Preferred Housing residents must subscribe to the Preferred Meal Plan. Changes to this plan may be made at the end of Fall Semester.
- B. The Resident agrees to carry an electronically encoded I.D. card. The Resident agrees to present the photo I.D. card at each meal taken.
- C. The Resident agrees that meal privileges provided by the electronically encoded photo I.D. card is **not** transferable.
- D. The Resident agrees to notify the Housing Office of a lost, damaged, misused or abused I.D. card and to bear the cost of replacement within 72 hours of the loss. A meal voucher can be issued for a period of 3 days.
- E. The dining hall serves nineteen (19) hot meals each week while the College is in session. The Resident agrees that refunds are not made for meals that are missed.

19. Assignments

- A. The Resident agrees to provide the College with the information and preferences requested in the preference section of the **Housing Application** for the purpose of hall, Room and roommate assignments, although no guarantee of a specific assignment is implied.
- B. The Resident agrees that, unless exemption from the housing policy has been approved by the Director of Housing and Residence Life or the Wilmington College Housing Exemption Review Board, all students will be assigned a room and billed room and board fees for the academic year. (Exceptions to this policy may be found at the Wilmington College Residence Life and Housing Policies and Procedures found on page 2 of this document.) **A student who has been assigned room and board, files a Housing Exemption Application after the posted deadline the student's account will be assessed an Administrative Late Fee of \$100.00, and IF the application is approved by the Housing Exemption Review Board, a contract cancellation fee of \$500.00 will also be assessed to the student's account.**
- C. The Resident agrees that once the Housing Office has confirmed a Room and roommate, it cannot be changed. The Director of Housing and Residence Life is responsible for making decisions on any written requests for room change.

- D. The Resident agrees to register at the assigned residence hall each semester to accept the space assigned. First time, first-year students entering in the Fall will register in Pyle Center.
- E. The Resident agrees to a "room change freeze" the first three weeks of each semester. The Director of Housing and Residence Life can approve a Room Change, however all room change requests must be in writing. Violation of this policy is an illegal Room Change and the student account may be automatically billed twenty-five dollars (\$25.00).
- F. If a vacancy occurs in an assigned "Room", the remaining Resident(s) will not be guaranteed to keep the vacancy open in that "Room" but agrees to find another roommate(s) according to the Room Consolidation Policy, the Housing Office reserves the right to consolidate.
- G. The Resident agrees that, should he or she fail to occupy the assigned Room by noon of the second day of each semester, the Resident's assignment to a particular Room will be forfeited unless the Housing Office has been notified to retain the assignment. In such a forfeiture of assigned space, the Resident agrees to accept other available accommodations.
- H. The Resident agrees to report loss of the assigned Room key and to pay the charge of changing the cores of all locks on doors affected by the loss of the key(s) or by failure to surrender the assigned key upon check-out for any recess period.

21. Behavior and Conduct

- A. The Resident agrees to become aware of and observe all published rules affecting his or her status with the College. Specifically included are those stated in the Student Handbook, the Step-by-Step, and posted campus rules established by College officials and/or resident student governing bodies.
- B. The Resident agrees to conduct himself or herself in such a manner as to allow others the quiet enjoyment of the residence and dining halls. The Resident agrees to avoid causing excessive noise and/or disruptive behavior and understands that he or she may be required to provide and use earphones or to remove stereos or musical instruments from the Room if the use of such equipment is causing a disturbance.
- C. The Resident agrees that behavior which intimidates or interferes with the quiet enjoyment of the premises by roommates, behavior which attempts to force a roommate to move out of the Room, and behavior which discriminates against a newly assigned occupant will be considered by the College to be sufficient grounds for reassigning the current occupants.
- D. The Resident agrees to membership in the respective student governing bodies of the residence hall and residence area to which the Resident is assigned, including all rights, privileges, and responsibilities of such membership.
- E. The Resident agrees that occupancy of the assigned Room is limited to residents assigned to that Room, that the Room will be used only as living space, and that the space will not be loaned to or occupied by non-residents.
- F. The Resident agrees that use of the assigned Room or any part of the residence facilities to advertise, sell, solicit, or conduct a business by residents living in the building or by any other person is prohibited, except as authorized in writing by the Housing Office.

22. Breach of Contract

- A. The Resident agrees that breach of **Contract** exists when it is determined by the appropriate College officials and/or judicial body that a violation of provisions of this **Contract** or of rules and regulations of the College has occurred.
- B. The Resident agrees that the College reserves the right to reassign or remove from the residence facilities Residents who, by their behavior, have exhibited disregard for the residential community and/or the specific living area environment, the **Terms and Conditions** of this **Contract**, or College rules and regulations.

- C. The Resident agrees that breach of **Contract** may also result in cancellation of current enrollment and/or denial of registration.
- D. Original jurisdiction over any dispute arising between the parties under this **Contract** shall lie in the Wilmington Municipal Court of the Court of Common Pleas of Clinton County, Ohio, depending upon the amount in controversy, and shall be governed by the law of the State of Ohio.
- E. The Resident agrees that breach of **Contract** exists when the Resident does not fulfill the length of the **Contract**, (current academic year) and agrees that a **Contract** Cancellation Fee of \$500.00 will be assessed to the Resident's student account.

Mutual Provision

23. Withdrawal from the College and Contract Inactivation.

- A. The parties agree that this **Contract** may be inactivated under the conditions listed below. A written request and all supporting documentation must be submitted.
 - 1. Withdrawal or leave of absence from College after paying fees.
 - 2. Non-attendance or non-enrollment at the main campus in Wilmington.
 - 3. Enrollment for 11 or fewer credit hours.
 - 4. Registration in special College programs away from the main campus in Wilmington for the entire semester.
 - 5. Academic dismissal.
 - 6. Graduation from Wilmington College.
 - 7. Marriage.
 - 8. Becomes a single parent with the dependent child living with the student and the child is identified as dependent on the student's FAFSA .
- B. The Resident agrees to observe the **Contract Terms and Conditions** until written approval is given for **Contract** inactivation.
- C. The Resident who **officially withdraws, takes a leave of absence, is suspended or dismissed** from the College must visit the Housing Office to arrange for departure and for any refund due (section 24). The Resident must remove all personal belongings and officially check out of his or her resident space within 48 hours. If the Resident fails to vacate within 48 hours, the College may take possession of the assigned space, change the lock to the Room and charge all costs associated with that change to the Resident, and personal belongings left in the room becomes the property of Wilmington College
- D. After this **Contract** has been inactivated, if the Resident becomes enrolled full-time at the main campus in Wilmington again during the term of the **Contract**, the Resident agrees to fulfill the balance of the **Contract** (unless inactivation is a result of graduation, marriage, or becoming a single parent with custodial responsibilities).

24. Refund Policy

- A. In the event the Resident does not attend the College during the term of this Contract and does not occupy the assigned residence hall space, all prepaid housing and meal plan fees, **except** the **Room Reservation Deposit**, will be refunded.
- B. In the event the Resident occupies the assigned space the College will retain tuition fees and room and board fees as follows:
 - From the first day up to and including the fifth day of class.....100% refund
 - From the sixth day of class up to 10% of term (calendar days)...90% refund
 - After 10% and up to 20% period of time (calendar days).....80% refund
 - After 20% and up to 30% period of time (calendar days).....70% refund
 - After 30% and up to 40% period of time (calendar days).....60% refund

After 40% and up to 50% period of time (calendar days).....50% refund
After 50% and up to 60% period of time (calendar days).....40% refund
After 60% period of time (calendar days).....No refund

Students who withdraw before the 60% period of time will have a percentage of their financial aid returned by the school and possibly the student to the appropriate program(s). The amount of Title IV aid (other than Federal Work Study) to be returned is equal to the total Title IV aid that was disbursed for the semester multiplied by the percentage of the term not attended.

- C. Refund of housing fees will be determined by the date the Resident removes all personal belongings, **surrenders keys to the Housing Office** and officially checks out of the assigned living space. **No refund will be made to any Resident receiving academic credit for the semester or for absences from the residence and dining halls.**
- D. No refund will be given for any Resident who moves out of Alternative Housing during the academic year. (See section 28, A. 1 a and b for exceptions for December graduates and spring semester student teachers).
- E. Meal plans will be pro-rated based on the number of weeks the meal plan was used.
- F. Termination of this **Contract** as a result of disciplinary action will result in forfeiture of housing and meal plan fees.

25. Release from Contract Obligations

- A. Authority for release from any **Contract** obligations as outlined in sections 23 through 28 is held solely and exclusively by the Housing Office.
- B. Release from **Contract** obligations is not given after the beginning date of the term of **Contract** other than as outlined in sections 23, 24, and 28. The College assumes that the Resident has reviewed his or her financial resources prior to signing this **Contract**.
- C. The Resident who moves out of campus housing while the **Contract** is in force, and remains enrolled, continues to be liable for housing fees which will accrue against his or her account, whether or not services are used.

26. Contract Termination

- A. The Resident agrees that the College may terminate this **Contract** for breach of Contract as determined by the appropriate College officials which may be upon the recommendation of the appropriate judicial body. In the event of termination the College may take possession of the assigned space within 48 hours after the **Contract** has been terminated. If the Resident fails to vacate the space within 48 hours, the College may change the lock to the room and charge all costs associated with that change to the resident.
- B. The Resident agrees that the College may terminate this **Contract** upon discovery that the Resident has unpaid fees or charges, current or previous, with Student Financial Services, or that the Resident was ineligible for a **Contract** offer for cause following a judicial hearing.

27. Room Reservation

- A. Submission, by the Resident, of the **Housing Contract** and the **Room Reservation Deposit** serves as a request for space in the residence facilities.
- B. In response to the request to reserve space the Housing Office will acknowledge, in writing, that appropriate materials have been received and that space is being reserved.
- C. If the **Contract** is not accepted by the Housing Office the **Room Reservation Deposit** will be refunded, or if the Resident has an outstanding balance it will be credited to the account.

- D. After serving the purpose of reserving space for the beginning semester of the **Contract** term, the **Room Reservation Deposit** will be applied to the housing fees for the beginning semester of the **Contract** term reducing fees for that semester by the amount of the deposit.
- E. The **Room Reservation Deposit** is **NON-REFUNDABLE**.

28. Contract Cancellation

Residents not required by the College to live in College residence facilities, i.e.:

- The student is part-time (taking less than 12 credit hours per semester);
- The student will be living with their parents or legal guardians at their primary address within 30 miles of the College. **(A section on the exemption application requires a notarized signature from parent/guardian verifying the student is commuting from the primary home of the parent/guardian);**
- The student is legally married. (If the student plans to marry over the summer, the exemption approval will be pending until a copy of the marriage license is submitted to the Housing Office to complete the exemption application);
- The student is a single parent with dependent child who lives with the parent and the child is identified as dependent on the student's FAFSA;
- The student will be 23 years of age by the first day of classes of fall semester.
- The student is a member of a Greek organization and will be living in the Greek-owned house providing that house has been approved by the Housing Office and the student has been approved to live in the house by the Greek organization...
- The student has already lived in the college residential facilities at least eight (8) semesters;
- The student will be studying abroad, and have made housing arrangements for the spring semester.
- The student will be student teaching outside of the 30 mile radius of Wilmington College commuting from parent's primary home address and have made housing arrangements for the spring semester
- Other.....(explanation must be included with application and will be reviewed on an individual basis by the Housing Exemption Review Board).

A student may cancel this **Contract** by completing the **Housing Contract Release Application**. **After the deadline date the Cancellation Fee will be \$500.00.**

1. When the **Contract** begins with fall semester, the cancellation deadline date is 4:00 pm on the posted date. Exceptions are:
 - a. December graduates (for spring semester only).
 - If the Resident lives in preferred housing (i.e. Village, Commons, or College-owned Houses) the Resident must notify the Housing Office the name of the person who will be replacing the Resident before the exemption will be approved. The replacement must qualify by having a score equal to the minimum score for that particular facility complex. If the Resident lives in the Village, the replacement must have a score equal to the score of the last group that got into the Village; if the Resident lives in the Commons the score must equal the score of the last group that got into the Commons.

Failure to give the name of the replacement to the Housing Office along with the Spring Semester exemption, the Resident's student account will be assessed the \$500.00 Contract Cancellation Fee.

The resident must vacate the apartment/house and turn in keys no later than 10:45 pm Wednesday, December 11th, 2018.

- b. Student Teachers whose spring semester placement is closer to their home than to Wilmington College, therefore living with their parents.
- If the Resident lives in preferred housing (i.e. Village, Commons, or College-owned Greek Houses) the Resident must notify the Housing Office the name of the person who will be replacing the Resident before the exemption will be approved. The replacement must qualify by having a score equal to the minimum score for that particular facility complex. If the Resident lives in the Village, the replacement must have a score equal to the score of the last group that got into the Village; if the Resident lives in the Commons the score must equal the score of the last group that got into the Commons.

Failure to give the name of the replacement to the Housing Office along with the Spring Semester exemption, the Resident's student account will be assessed the \$500.00 Contract Cancellation Fee.

The Resident must vacate the apartment/house and turn in keys no later than 10:45 pm Wednesday, December 11th, 2018.

- c. Students who withdraw or are suspended from the College.
- If a resident living in any facility withdraws or takes a leave of absence from the College, the resident must vacate the space no later than 10:45 pm Wednesday, December 11th, 2018.
 - If a resident is notified that they have been suspended, the resident must vacate their space and turn in the keys to the Housing Office by **5:00 pm Wednesday, January 9th, 2019**, unless an appeal has been filed with the Academic Affairs Office. A student who has a pending appeal, may, at the discretion of the Housing Office be able to store personal belongings in the room, however, it is the resident's responsibility to notify the Housing Office to request permission.

2. When the **Contract** begins with spring semester, the cancellation deadline date is Friday, November 30th, 2018.

Important Dates for 2018-2019

FALL SEMESTER 2018

- August 16th –19th, New Student Orientation
- August 16th, 8:30 a.m. Residence Halls Open to New Students
- August 19th, 10:00 a.m. Residence Halls Open to All Students
- August 20th, Classes Begin
- August 24th, Last Day to Add Classes
- September 3rd, Labor Day Holiday
- October 2nd, Westheimer Peace Symposium
- October 23rd, Last Day to Drop Classes
- Wednesday–Friday, November 21st – 23rd, Thanksgiving Holiday
- December 5th, Last Day of Classes
- December 6th, Study Day / Thursday Night Exam
- December 7th–11th, Final Exam Period
- December 11th, 9:30 p.m. Residence Halls Close
- December 14th, 9:00 a.m. Final Grades due in Academic Records

SPRING SEMESTER 2019

- January 9th, New Student and Transfer Orientation
- January 9th, 12:00 Noon Residence Halls Open to All Students
- January 10th, Classes Begin
- January 16th, Last Day to Add Classes
- January 21st, Martin Luther King, Jr. Holiday
- March 9th –17th, Spring Break
- March 25th, Last Day to Drop Classes
- April 19th, Good Friday Holiday
- May 1st, Last day of classes
- May 2nd, Study Day / Thursday Night Exam
- May 3rd – 7th, Final Exams
- May 7th, 10:45 pm Residence Halls Close for All Students Not Graduating
- May 10th, Baccalaureate
- May 11th, Commencement
- May 11th, 5:00 p.m. Residence Facilities Close for Graduates
- May 14th, 9:00 a.m. Final Grades Due in Academic Records

MAYMESTER TERM (4 week) & SUMMER TERM (8 week) 2019

- See Academic Calendar for final dates and deadlines

