Read this document carefully prior to signing your Residence Life & Dining Services Contract. The contract is a legally binding document for the entire academic year. The Residence Life & Dining Services options described are offered under the terms and conditions stated herein.

**“New Student” Live-In Requirement**
The University of Wyoming (UW) Trustees established a policy requiring all new students live in a UW residence hall during their first academic year on campus and to take a minimum of 12 accesses per week dining plan. Exemptions from this requirement include students who:
- are over the age of 21;
- have completed two semesters as a full-time student or the equivalent credit hours at a prior university or college (24 credit hours);
- are married;
- live in a residence hall or with a custodian of child(ren);
- are living on property owned by parents or legal guardians, or live within a 60-mile driving distance from Laramie;
- have documented medical or health conditions prohibiting residence hall living.

**Exemption to New Student Live-In Policy**
Exemption forms are available at the Residence Life & Dining Services office.

**CONTRACT**

Payment Procedures
Please note that scholarships, grants, and financial aid cannot be applied to dining services.

Room and Dining Plan Rates
Room and dining plan rates for 2015-2016 will be approved by the Board of Trustees in early spring. After approval by the Board of Trustees, the rates will be available in the University Dining Services office and posted on the Residence Life & Dining Services website.

**Contract Period**
- Fall 2015 contracts extend from August 23, 2015, to December 19, 2015, and January 17, 2016 to May 14, 2016 (or until the hall closing date and time).
- Spring 2016 contracts extend from December 19, 2015, and January 17, 2016 to May 14, 2016 (or until the hall closing date and time). To change your plan, you will need to fill out a Dining Plan Change of Status form. All changes must be confirmed by the signature of the Dean of Student Office, Greek Advisor, and/or Internet services. Services outage for upgrades, routine maintenance, equipment of service failures, or emergency service will happen over the course of the year and UW shall have no liability for any outages or interruptions, surges or failure of these technologies. University’s communications systems may be suspended because of the interruption, surge, or failure. Resident hereby releases UW from any and all such claims and waives any claims due to such outages, interruptions or fluctuations.

**Contract Transfer or Reassignment**
A Residence Life & Dining Services Contract may be transferred or reassigned. Meal accesses may be used only by the individual to whom the contract is issued. A room may be occupied only by the student(s) to whom the contract is issued.

**Eligibility**
a. To be eligible for occupancy in UW residence halls, you must be admitted and enrolled at the University of Wyoming and carrying an academic load of six credit hours or more. Seniors in their last semester prior to graduation and graduate students may be enrolled in fewer than six credit hours. (Exceptions can be requested with the executive director of Residence Life & Dining Services or his/her designated Residence Life & Dining Services administrator.)
b. Residence Life & Dining Services reserves the right to use a student’s disciplinary status as a factor in eligibility for on-campus housing.

**Contract Cancellation**
All cancellations must be in writing. Deposits will be refunded based on the date that the written contract cancellation request is received in the Residence Life & Dining Services office and per the refund policy.

**Deposit**
- In incoming freshman and transfer students enrolling in their first-time semester at UW must pay the UW enrollment deposit, which includes a $100 housing deposit, before completing their Residence Life & Dining Services Contract. Students returning to UW must pay the $100 housing deposit when they complete the Residence Life & Dining Services Contract. Please note that scholarships, grants, and financial aid cannot be applied to deposits.
- Deposits will be held by the University for the entire period of residency. Upon contract dissolution, the full deposit amount will be credited to your account. The deposit will be applied toward the payment of any university obligations.

**Charges**
You agree to pay the room and dining plan rates for the options you select on your contract and/or to which you are assigned.

**Payment Options**
Payments can be made according to the terms and conditions of the UW Institutional Contract Account Receivables Program regarding this plan, (307) 766-6232. Any financial aid received will be applied to the balance owed.

**Payment Procedures**
You promise to pay the University charges for room and dining plan in the manner indicated on the Residence Life & Dining Services Contract.
- Room and dining plan payments are due according to the terms and conditions of the UW Institutional Payment Plan;
- Room and dining plan payments should be made to the office of the Cashier and in accordance with the terms and conditions of the UW Institutional Payment Plan.
- Room and dining plan charges are not paid according to the contracted payment schedule, you may be required to vacate your room upon notice and need privileges will be terminated immediately.
- Arrangements must be made with the Accounts Receivable office for payment of past due obligations upon receipt of notice.
- You may not be permitted to re-enroll or receive a transcript if any university charge is unpaid.
Eviction for Nonpayment
If you are evicted from Residence Life & Dining Services for nonpay- ment but remain enrolled at the University of Wyoming, you are respon- sible for paying all remaining room and dining plan charges for the contract period and properly checking out of your residence hall. Eviction may take place immediately upon notice. The entire deposit is forfeited.

Room and Dining Plan Refund Policy for Withdrawal from the University: General Students
a. If you are not receiving Federal Financial Aid, you will receive a pro-rated refund based on the actual date of official check-out from the halls per contract cancellation policy.
b. Refunds will not be granted for cancellations or withdrawals that occur during the last two weeks of a semester.
c. Even if you use the room and/or dining plan, do not release you from this contract.

Federal Financial Aid Recipients
In accordance with Federal law and dining plan charges for Federal Aid recipients will be refunded in the following manner:

When a student who receives Federal Aid withdraws from the university, he or she may owe a repayment of federal funds and/or be due a refund. A student who receives FAFSA will be sent a Return of Funds Policy and will be able to apply for any funds due to the student's account.

b. No deposit refund will be granted on or after May 1, 2015 unless the full terms of the contract are fulfilled.
c. For spring semester only, if written cancellation of the contract is received before January 15, 2016, then 100% of the deposit will be refunded to the student's account.
d. Any exceptions to this policy must be approved by the Executive Director of Residence Life & Dining Services.

CONTRACT CANCELLATION AND DEPOSIT REFUNDS
All cancellations must be in writing. Deposits will be refunded based on the receipt of your written contract cancellation request in the Residence Life & Dining Services office and per the refund policy.

Deposit Refunds
a. If written cancellation of the contract is received before May 1, 2015, the deposit will be refunded in full, less $200 unless an alternate living arrangement has been made.
b. No deposit refund will be granted on or after May 1, 2015 unless the full terms of the contract are fulfilled.
c. For spring semester only, if written cancellation of the contract is received before January 15, 2016, then 100% of the deposit will be refunded to the student's account.
d. Any exceptions to this policy must be approved by the Executive, Director of Residence Life & Dining Services & Wyoming Union or his/her designee.

Failure to Occupy Assigned Room
Residents who are not signed up for classes at the University of Wyoming, and who do not check into their room by midnight of the first day of classes, will be declared a “no-show.” Their room assignment will be canceled, deposit forfeited, and they are subject to a $200 fee unless RDLS has been notified in advance or if the Resident was unable to check in due to extenuating circumstances as determined by RDLS.

Contract Release
After July 31, 2015 at 4:30, contract holders must be officially released, in writing, from the UW Residence Life & Dining Services Contract to dismiss the room and dining plan charges. Procedures for release are available in the Residence Life & Dining Services office. Requests for release must be completed and submitted to the Executive Director of Residence Life & Dining Services for review and response. Failure to use the room and/or UW meal plan does not automatically release you from this contract and its financial obligations.

Greek Waiver
The Greek waiver is defined as the suspension of a resident’s obligations to their residence hall and dining services contract and is allowed upon petition to the Dean of Students Office. A successful petition is confirmed by the signature of the Dean of Students office, Greek Advisor, and the Residence Life & Dining Services designee on the Fraterni- ty/Greek Waiver Request to the Residence Life & Dining Services Contract. Form completed and all charges are automatically released and credited to your account. The entire deposit is forfeited.

Eviction
If you are evicted from the residence halls for disciplinary reasons, you may be responsible for paying all remaining room and dining plan charges. Eviction may take place immediately upon notice. Please refer to the Residence Life & Dining Services Responsibilities and Rights publication for disciplinary policies and processes. The entire deposit is forfeited.

Withdrawal from the University
If you withdraw or are suspended from the University, you must initiate the process with the Dean of Students Office, the Residence Life & Dining Services Office, and officially check out of your residence hall within 24 hours of the withdrawal date. Dining Plans are prorated as of the end of the week the contract is terminated. The unused portion of the room and meal charges will be credited to your account and will be based on the date you officially checked out of your residence hall. The entire deposit is forfeited.

Graduation, Internships, Exchange Programs, Student Teaching
Students cannot cancel the contract due to graduation, exchange programs, student teaching and/or internships outside of Laramie, Wyoming have their contract terminated upon receipt of proper documentation. See Contract Release Section. The entire deposit will be refunded.

Behavioral Expectations
You agree to abide by the Responsibilities and Rights for Residence Halls and Dining Services as outlined in the UW Residence Life & Dining Services Contract, and Responsibilities and Rights for Residence Halls and Dining Services; the University of Wyoming Student Code of Conduct pamphlets; and local, state, and Federal laws. Failure to do so may result in rescinding the use of all or part of residence hall or dining privileges, disciplinary evictions, responsibility to pay all room and dining plan charges for the remaining dates of the contract and other appropriate sanctions. You will be immediately suspended from residence hall occupancy if the University determines conduct that results from occupancy poses substantial risk or harm to the safety of others, or unduly interrupts legitimate operational processes of the University. Responsibilities & Rights information is available at the Residence Life & Dining Services office and will be mailed with your room assignment.

Property and Damages
Abandoned Property
Property left behind by residents following agreement termination is considered abandoned. The resident shall be charged for any costs incurred in the process of searching for and disposing of property. Abandoned items will be subject to the UW disposal procedures.

Damages
You agree to pay for all damages to the building, including, but not limited to fire and water damage, any damaged or missing furniture, any lost property, changes to locks or keys, or any service costs due to your actions or neglect. You may be held financially responsible for repair of all damages to University property or personal property of others caused by either you or your guests. The damages you owe and are financially responsible for pursuant to this section will be solely determined by the University. The University is not responsible for loss or damage to your personal property and does not provide insurance or other coverage for such personal property.

Governmental and Sovereign Immunity
The University does not waive its governmental or sovereign immunity by entering into this contract and fully retains all immunities and defenses provided by law with regard to any action based on this contract. Any actions or claims against the University under this Agreement must be brought in accordance with and are controlled by the Wyoming Governmental Claims Act, W.S. 1-39-101 et seq. (1977) as amended.

In addition, the Department of Residence Life & Dining Services personnel reserve the right to deny living arrangements to you if your presence may be detrimental or disruptive to the hall or floor environment. University Residence Life & Dining Services personnel reserve the right to deny access to the Dining Service facilities when students and/or their guests are disruptive in that environment.

Contract Modifications
Modifications and/or exceptions to the Residence Life & Dining Services Contract are not permitted without advance written approval from the Executive Director of Residence Life & Dining Services, or a designated representative determined in writing by the University which will be written and will be made available to all students in writing. You must keep a written copy of any approved exceptions. The University reserves the right to modify the provision of services in whatever manner it determines appropriate.

The University shall fully adhere to all applicable local, state and federal law, including equal employment opportunity. The University’s policy has been, and will continue to be, one of nondiscrimination, offering equal opportunity to all employees and applicants for employment on the basis of their demonstrated ability and competence without regard to such matters as race, gender, color, religion, national origin, disability, age, veteran status, sexual orientation, gender identity, genetic information, political belief, or other status protected by state and federal statutes or University Regulations.

The University of Wyoming, in compliance with Federal regulations, has compiled a report on public safety that lists safety procedures, education programs, reporting procedures, and crime statistics for the previous three years. To obtain a copy, please call (307) 766-5188, or write to: University of Wyoming Police Department, Dept. 3124, 1000 E. University Avenue, Laramie, WY 82071 or http://www.uwyo.edu/UWPD/