

University Housing is defined as any room, suite, or apartment in which an Arcadia University (Glenside) student resides and for which the student compensates the University. The University Housing Agreement details an agreement between Arcadia University and the undersigned student. The occupancy in University Housing and any University sponsored housing shall be contingent upon the agreement to the following terms and conditions. Updates and corrections will be made by the University as they become necessary, and notice of material changes will be provided.

### **General Terms and Conditions**

#### University Housing Rates

Standard double or triple occupancy rate: \$4,250.00 per resident, per semester

Single occupancy rate: \$4,950.00 per resident, per semester

The University will provide students who register for University Housing with said University Housing and a meal plan, if applicable, in University dining facilities for the academic year, excluding scheduled vacations and break periods. Student rooms may be occupied the day before classes begin for the semester or on the day before classes resume after scheduled vacations and break periods. It is the responsibility of the student to become familiar with University Housing closing and opening dates. [For the Academic Year 2024-2025](#) the opening, closing, and break period dates are as follows:

- Residence Halls open for Fall 2024 semester: August 25, 2024
- Thanksgiving Break: Residence halls close at 12:00 PM on November 27, 2024
- Thanksgiving Break ends and halls reopen: 12:00 PM on December 1, 2024
- Residence Halls close for Winter Break: 12:00 PM December 18, 2024. *Students must vacate within 24 hours of their last final if their last final occurs prior to December 17, 2024.*
- Residence Halls open for Spring 2025 semester: January 12, 2025
- Spring Break: Residence halls close at 4:00 PM on March 7, 2025
- Spring Break ends and halls reopen: 12:00 PM on March 16, 2025
- Residence Halls close for the 24-25 Academic Year: 12:00 PM on May 7, 2025. *Students must vacate within 24 hours of their last final if their last final occurs prior to May 7, 2025. Seniors who reside in housing may apply to remain in housing through Commencement.*

#### Residency Requirement

Full time undergraduate students are required to live in a university operated residence hall for their first 4 semesters following matriculation (not including summer terms). The residency requirement will only be waived for students who are veterans, married, living with parents or legal guardians with a zip code within a 25-mile radius of Glenside, withdraw from the University, take a leave of absence, or choose to study abroad. Newly accepted transfer students can be released from the residency requirement if they are transferring in at least 48 credits, if they have completed 4 full semesters at any other post-secondary institution, or have obtained their Associate Degree. Students who wish to seek an exception may contact Residence Life at [housing@arcadia.edu](mailto:housing@arcadia.edu) to inquire about the exception process.

#### Occupancy

A minimum number of residents as determined by the University should be maintained in all rooms, suites, and apartments at all times during the academic year. If the number of residents falls below the minimum, the University reserves the right to assign students to the vacant space(s) and / or relocate residents to meet the minimum requirement. Exempt from this would be housing-related disability accommodations.

#### Room Assignments

While an effort will be made to honor a student's preferences, the University reserves the exclusive right to assign rooms and alter room assignments with or without notice to the student and without consideration of the room type or room rate. Any assignments will ensure that housing-related accommodations facilitated by Disability Support Services are respected. While an effort will be made to communicate room assignment changes to a student in a timely manner, the University reserves the exclusive right to make such assignments and alterations, including filling any vacant space and consolidating students in partially filled rooms / suites / apartments, at any time.

Changes in room assignments requested by residents may be made only with the permission of the Housing Operations Coordinator and with the recommendation of the appropriate Area Coordinator.

### Break Periods

Students are not permitted to remain in University Housing during break periods. Break periods include Thanksgiving Break, Winter Break, Spring Break, and the two weeks preceding Summer Session I and following Summer Session II. Residential students may apply for a break exception if their address on record is more than 100 miles (Thanksgiving and Spring Break) or 400 miles (Winter Break) to campus, the student will be participating in university business such as work study, an in-season athletic program, internships, or thesis work, and the student is enrolled full-time the following term. All exceptions to break periods must be approved by Residence Life. Decisions regarding break and transitional housing made by Residence Life are final.

### Vacating University Housing

Students must vacate their space on the beginning date of each scheduled vacation and break period or within twenty-four (24) hours of the student's last final examination each semester, whichever is first. A graduating senior must vacate University Housing by 5:00 PM on Commencement Day. In the event a student withdraws or is dismissed from Arcadia University, or the University cancels this agreement, the student will properly vacate their assigned housing within twenty-four (24) hours of notification, unless otherwise specified in writing from Residence Life. The student must follow proper checkout procedures, including but not limited to the return of key(s) and ID card (if leaving the University) to a Residence Life staff member before leaving the University. Improper checkouts or lost keys may result in additional charges to the student.

### Refunds

Students who withdraw from the University are entitled to a prorated refund of the unused portion of their housing payment until the second week of the semester. No refunds are made for students who withdraw from the University after the second week of the semester.

The University is relieved of its obligations under, and may cancel or suspend, this Housing Agreement in the event of a force majeure condition, including, but not limited to, fire; earthquake; flood; act of God; strikes, work stoppages, or other labor disturbances; riots or civil commotions; war or other act of any foreign nation; epidemic or pandemic; governmental order; or any other cause, like or unlike any cause mentioned above, which is beyond the control or authority of the University and which makes performance in advisable, impracticable, illegal, or impossible.

### Release from the University Housing Agreement

Circumstances which result in a release from this Agreement for the second semester include: students who graduate from the University; students who are declared ineligible to return to the University; students who otherwise withdraw from the University; and students who enroll in a study abroad program. All students that seek release from this Agreement for the second semester must cancel housing via the [Housing Portal](#) and complete any additional steps communicated by Residence Life no later than one week prior to the beginning of the second semester.

### Meal Plan

All students residing within traditional or suite style housing are required to purchase a meal plan. First year students are required to purchase a standard meal plan (19 or 14 meals / week) in their first semester. Students residing in apartment style housing are not required to purchase a meal plan. No reductions may be made to the meal plan after the meal plan switch deadline (generally, two weeks into the semester); students may add a meal plan or increase their existing plan at any time. Meal plan costs and options for the current academic year may be found here: [Meal Plan Options and Rates](#).

### Access to Student Rooms and Privacy

The University reserves the right to enter residents' rooms without permission or consent, whether the resident is present or absent, for the following purposes: maintenance inspection; repairs; cases of clear emergency; to ensure compliance with federal, state, and local law and University policies; when there is cause to believe a violation of such law or policy has occurred or is taking place; or to aid in the responsibility of the University to maintain an environment conducive to learning. Residence Life staff may conduct Health and Safety inspections in University Housing at any time to ensure that residents' rooms are free of health and safety hazards, are well maintained, and in good repair. The University recognizes its responsibility to otherwise not unreasonably disturb residents' privacy.

## ***Health, Safety, and Security***

Each resident is responsible for and agrees to adhere to all health, safety, and security protocols in University Housing. Health, safety, and security protocols are subject to change at any time. In the event of a conflict between any health, safety, and security protocols and this Housing Agreement, the health, safety, and security protocols will apply.

### Access

Students have access to their residence hall at all times via swipe card access. Students are issued a room key upon check in. Students may not loan room keys or Knight Cards to others, duplicate room or building keys, or prop open any exterior or interior doors, including Knight Hall suite doors. Students are discouraged from allowing others to access any residence hall via "piggybacking," or holding doors open for others. Students are encouraged to keep room doors closed and locked whenever they depart their space. Lost keys or Knight Cards are to be reported immediately to a member of Residence Life or Public Safety.

### Guests

Guests are considered to be any person who does not live in the room, suite, or apartment. Guests not affiliated with the University are welcome on University property provided they conduct themselves in the same manner as required of all Arcadia University students. It is the responsibility of the resident to familiarize their guest(s) with the University's expectations and regulations. Residents are responsible for the conduct of their guests. Guests should have a photo ID to present if requested at all times. Guests who violate laws or University policies may be restricted from campus and / or face legal action.

Resident hosts must escort their guests at all times. The housing of a guest may not infringe upon the rights of others, including residents of the room, suite, apartment or building. Residential students are permitted to host 3 guests per resident of the room, suite, or apartment. Guests are permitted, with approval from all other roommates, to stay overnight for up to 2 nights and 3 days within a 7 day period. It is expected that hosting of guests is discussed prior to their arrival and that all residents within a space approve of the guest.

The University reserves the right to deny access to any guest if it is reasonably determined that the guest has disturbed, or is likely to disturb, other students residing in University Housing.

Minors (those under eighteen (18) years of age) who are not matriculated students, may visit for up to three (3) hours. For visits longer than three (3) hours or overnight visits, the appropriate Area Coordinator must be given advance notice and authorize access for the minor, including identifying the resident who is responsible for the minor and will remain with the minor at all times. In instances where the minor is a registered guest of a campus department or program (e.g. OverKnights or athletic recruits), Residence Life must be informed by the department, program, or student host of the dates and times for the visit, and the name of the student host that will remain with the minor at all times. For more information about Mandatory Reporting of Suspected Child abuse and Protection of Minors, click here: <https://www.arcadia.edu/mandatory-reporting-suspected-child-abuse-and-protection-minors-policy>

### Fire Safety

When a fire alarm is activated, all students and guests within the building are required to vacate immediately. Fire exit information is posted on the back of all room, suite, or apartment doors. Students are to go to their designated meeting place and wait until the building is cleared by Public Safety or other emergency personnel prior to re-entering the building. Fire Drills will be conducted within the first three weeks of each semester.

Students suspected of tampering with the fire safety equipment or pull stations, who fail to adhere to emergency personnel instructions during drills or emergency events, or that do not vacate buildings in a timely manner, will be subject to the conduct process.

### Public Areas

Obstruction of a University Housing corridor or lounge, including while working on academic / personal projects, is prohibited. Students' personal belongings must be kept in their room or apartment at all times. Any item(s) left in corridors may be moved and discarded by the Facilities Management staff.

Grey Towers Castle is often a location for functions with restricted attendance. Residents may only attend activities open to the University community or a restricted function for which they have the proper permission. Like all other students, Castle residents must purchase a ticket or receive an invitation to any restricted event held in the Castle.

## ***University Housing Rules and Regulations***

Persons residing in University Housing are subject to the University [Code of Conduct](#) and [University Housing Policies](#) as indicated in the [Student Handbook](#). All laws of the United States, the Commonwealth of Pennsylvania, and all applicable local ordinances and fire regulations must be adhered to in University Housing facilities. Adjudication of violations of [University Housing Policies](#) and the University Housing Agreement is entirely within the jurisdiction of the Division of Campus Life.

### Quiet Hours

At all times, the resident agrees to show courtesy and consideration for others in the pursuit of academic scholarship and agrees to abide by the established quiet hours in University Housing: 11:00 PM Sunday through Thursday, and 1:00 AM Friday and Saturday. Individual or group activities that unreasonably disturb others, even before quiet hours begin, will not be tolerated. The use of audio equipment, stereos, or musical instruments at levels that may unreasonably disturb other residents in or around University Housing, is prohibited. Drum sets and amplified musical instruments are prohibited.

### Smoking

Smoking cigarettes and use of any electronic smoking device is prohibited in all common and residential areas of University Housing, with the exception of the balconies or patios at Oak Summit Apartments. The University Smoking Policy can be reviewed here: <https://www.arcadia.edu/about-arcadia/offices-facilities-services/office-general-counsel-secretary-university/university-policies/policy-library/smoking-policy/>

### Prohibited Items

The following are prohibited in or around University Housing:

- a) The use or possession of weapons, including but not limited to firearms (BB guns, paintball guns, handguns, toy guns, rifles, etc.) knives longer than 3 inches, or other materials which endanger student health and/or the safety of any person or persons. This is in accordance with the University's [Weapons Free Campus Policy](https://www.arcadia.edu/weapons-free-campus-policy). (<https://www.arcadia.edu/weapons-free-campus-policy>)
- b) The use or possession of explosives, including but not limited to gunpowder, fireworks, or other materials, which may endanger student health and/or the safety of any persons. Again, this is in accordance with the University's [Weapons Free Campus Policy](https://www.arcadia.edu/weapons-free-campus-policy). (<https://www.arcadia.edu/weapons-free-campus-policy>).
- c) The use of extension cords — power strips are acceptable for use in residence halls, including the Castle, and the Oak Summit Apartments,
- d) The use or possession of alcohol by students under the age of twenty-one (21). The use or possession of paraphernalia that promotes binge drinking (beer funnels, beer pong tables, etc.) regardless of age. This is in accordance with the [Alcohol and Other Drug Policy](#).
- e) The use or possession of illicit drugs, including cannabis, THC products, and cannabis obtained for medical purposes. The use or possession of paraphernalia that may be used to administer illicit drugs (pipes, bong, hookahs, syringes, etc.) Again, this is in accordance with the [Alcohol and Other Drug Policy](#).
- f) Candles, incense, bottled gas, appliances, grills, hoover boards, drones, and devices that burn unattended or that do not have an automatic shut-off feature. Standard kitchen appliances are allowed in the Oak Summit apartments. This is in accordance with the University's Fire Policies. (<https://www.arcadia.edu/life-arcadia/campus-services/public-safety/fire-policies>).
- g) Water beds or water mattresses.
- h) Pets and/or lab specimens of any kind, including visiting pets, with the exception of aquarium fish in a tank no larger than ten (10) gallons. The occupants of the room will assume all charges for damages related to the use or malfunction of the tank / aquarium. Students who are found with pets / animals in their rooms, other than service animals or emotional support animals for which the student has been granted an accommodation by [Disability Support Services \(DSS\)](#), will be asked to remove the pet(s) / animal(s) immediately. Failure to comply with such a request will result in disciplinary action along with the permanent removal of the pet(s) / animal(s) by University officials. If the pet(s) / animal(s) presents an immediate threat, Public Safety may be involved. Guidance for students who have been approved for an ESA or service animal will be provided by DSS and Residence Life through the approval process.

### Prohibited Actions

The following are prohibited in or around University Housing:

- a) Tampering with, disabling of, destruction of, or abuse of fire and/or safety equipment.
- b) Removing a screen from a window and / or throwing or otherwise disposing of any item from a window or balcony.
- c) Hanging any wall or ceiling covering that could potentially be a fire hazard.
- d) Solicitation or commercial endeavors in or around University Housing of any kind. See the provision regarding "[Solicitation and Fundraising](#)" under Student Government Organization and the [Code of Conduct](#).
- e) Possession of alcohol in a common area, including, but not limited to, balconies, patios, hallways, stairwells, and lounges.
- f) Use of a window, patio, or balcony for access or egress in a non-emergency situation.
- g) Sitting, standing, or kneeling on the outside of any window ledge or balcony rails in Grey Towers Castle and Oak Summit.

### Restricted Areas

Entrance onto or into restricted areas such as roofs, mechanical equipment rooms, buildings closed for vacation or break periods, construction, any unauthorized area, any unauthorized entry into or use of University facilities, or the illegal possession, duplication or unauthorized use of keys to University facilities, is prohibited.

### Damage to Property

Residents will be held responsible for any damage done to any other part of University Housing and its amenities. Public area damage that cannot be attributed to specific individuals will be billed on a prorated basis to residents of that section, floor, or building. Destruction of property is cause for disciplinary action and repair costs billed to the student.

## **Maintenance and Damage**

### Room Condition Reports

The student is required to vacate the room in the same good order and condition as it was occupied. A student is required to complete a room condition report at the beginning of the academic year, and each time a room change occurs during the year. A Residence Life staff member will inspect the room when the student vacates University Housing. Damage beyond normal wear and tear will be charged to the student. A student will also be charged for furnishings that are inventoried at the beginning of the semester but are no longer present in the room when the student leaves. Each student must adhere to all policies regarding room alterations and will be charged accordingly if policies are violated. All personal items must be removed at the close of the academic year. Any personal items left behind will be disposed of and the resident(s) will be charged for removal of items.

Facilities Requests

Should a non-emergency issue arise that requires the attention of maintenance, the resident should utilize the School Dude portal to submit a work request. Directions for SchoolDude are available on the back of every residential door. Loss of heat from more than 4 hours, electrical concerns, or leaks should be communicated to the Resident Assistant on Duty or to Public Safety immediately. A SchoolDude request is not necessary in these instances.

Pests

As with any residential facility, pests concerns may arise, especially in the cooler months. Should a resident have a concern about pests, a maintenance request should be made via the School Dude portal. Residents are encouraged to clean up after themselves, and store all food in plastic containers. Residents should avoid leaving piles of clothing or wet towels in baskets or on the floor, and trash should be disposed of regularly. Health and Safety Inspections are conducted by Residence Life four (4) times a year (approximately one month into a new semester, and at Winter and Spring Break) to ensure that residents are maintaining a clean living environment.

Furniture

The University will bunk beds in a double occupancy room in Kistler, Thomas, Dilworth and Heinz Halls upon request. Students are not authorized to bunk or loft beds themselves. Bed risers are permitted, but no higher than 6 inches and are not permitted for use on beds that are bunked. The moving of University-owned furniture from one room or area in University housing to another without prior written permission is prohibited. In apartment-style housing, University-owned furniture must stay inside at all times and may not be found in hallways, on balconies, or in any other space outside the apartment. Removal or possession of University or apartment complex furniture or accouterments from public areas is considered theft.

Appliances

The following high voltage electric and open coil appliances are prohibited in all University Housing: air conditioners, air purifiers, sunlamps, space heaters, ceiling fans, lamps with exposed bulbs, halogen lamps without approved covers, coffee makers and irons without automatic shut-off capability, air fryers. The following items are permitted in the *Oak Summit apartment kitchens only*: air fryers, electric skillets, hot plates, toaster ovens, microwaves.

Each traditional residence hall room is limited to one (1) \*microwave and two (2) refrigerators (no larger than 3.5 cubic feet). All microwaves in traditional or suite style housing must be leased through an authorized University vendor.

\*Microwave ovens are not permitted in Grey Towers Castle. Triple and Quad occupancy rooms in Grey Towers Castle may have a maximum of two (2) refrigerators. Five-person occupancy rooms in Grey Towers Castle may have a maximum of three (3) refrigerators.

Refuse Disposal

Students are responsible for the removal of all personal trash from rooms, suites, and apartments. Trash must be disposed of in appropriate receptacles, located on each floor in all residence halls and apartments.

Utilities and Amenities

Utilities (electric, water, and heat) are included in housing costs. Additional amenities provided to students are wireless internet, and access to free laundry facilities. In Oak Summit Apartments, residents may be responsible for the cost of utilities should the cost exceed \$200 in one month.

Loss and Damage of Student Belongings

The University shall not be liable, either directly or indirectly, for any loss of residents' or guests' personal property by theft, or for any damage or destruction of such property by fire, water, or any other cause. Students are encouraged to secure appropriate property or renter's insurance.

I, \_\_\_\_\_, acknowledge that I have read this agreement, understand its provisions,  
(PRINT NAME)  
and will abide by all the rules and regulations contained herein and in other official publications of the University. I understand any violation of the housing agreement may result in loss of housing privileges, additional disciplinary action, and financial consequences.

\_\_\_\_\_  
SIGNATURE OF STUDENT

\_\_\_\_\_  
DATE

\_\_\_\_\_  
CO-SIGNATURE OF PARENT/GUARDIAN  
(if student is not 18 years of age)