



2023 – 2024

Housing

and

Residence Life

Contract

Please read the following sections carefully, so that you become fully aware of the regulations and procedures in this contract. This document is a contract and summarizes the respective legal obligations between you and New Jersey City University (NJCU) and is an agreement to the rules and regulations established by New Jersey City University's Student Code of Conduct and the Housing and Residence Life Contract.

1. Financial Responsibilities

Priority for housing is given to students who maintain full-time matriculation status. **This housing contract is for the full 2023-2024 academic year (fall and spring semesters).** You are financially obligated for both semesters unless you:

- a) Submit a housing cancellation form to the Office of Housing & Residence Life prior to August 28, 2023, that you will not require housing for the 2023-2024 academic school year.
- b) Officially, graduate after the fall semester and complete the housing cancellation form by November 2, 2023. *Students must check out no later than December 21, 2023.*
- c) A new housing applicant who is applying mid-way through the academic year for spring occupancy only.
- d) Participate in an NJCU sponsored and/or approved study abroad program for the spring semester and complete the housing cancellation form by November 2, 2023. *Students must check out no later than December 21, 2023.*
- e) A student who officially withdraws from the University for the Spring 2024 semester and completes the housing cancellation form by November 2, 2023. Students must check out no later than December 21, 2023.
- f) Students who are academically dismissed following the Fall 2023 semester must complete and turn in the Housing Cancellation form to the Office of Housing & Residence Life no later than **January 11, 2024**. Students must check out no later than 48 hours (about 2 days) after cancellation is approved.

2. Housing Refund Policy Chart **Non-refundable deposit is not included**

NJCU residential students are financially obligated for both semesters when placed in housing. If a residential student were to cancel their housing assignment, these are dates and percentages of a refund they will be granted if cancellation was received/approved. Any student who has moved in will have 48 hours (about 2 days) from when their cancellation is approved to vacate their residential space.

Note: No-shows will be administratively dropped at 25% housing charge

Fall & Spring Terms	
Time of Withdrawal/Cancellation	% of Housing Refund
By August 28 th	100%
August 29 th - September 12 th	75%
September 13 th – September 27 th	50%
September 28 th - May 13 th	0%
NEW SPRING 2024 STUDENTS ONLY	
By January 11 th	100%
January 12 th - January 23 rd	75%

January 24 th – February 13 th	50%
February 14 th – May 13 th	0%

If you receive financial aid, please note that awards may not be posted until after the full housing payment deadline. However, you are still responsible for meeting the payment deadline. Students must pay the housing costs and fees according to the schedule outlined by NJCU Office of Student Accounts regardless of any pending financial aid awards.

Financial aid applicants are encouraged to file their paperwork well in advance to avoid potential problems or delays. **Financial Aid cannot be utilized to pay the initial \$150 housing deposit required to live at the residence hall.** Please contact the NJCU Office of Student Financial Aid should you have questions regarding your financial aid package.

3. Deposits and Fees

Non-Refundable Housing Deposit: \$150 (*applied toward semester housing payment*)

**Financial Aid cannot be utilized to pay the initial \$150 housing payment required to live on campus.*

a) Room and Board Fees

2023-2024 Room Rates **Rates are subject to change**

WEST CAMPUS VILLAGE - DOUBLE: \$11,314.76/year (billed \$5657.38 each semester)
WEST CAMPUS VILLAGE - SINGLE: \$12,544.38/year (billed \$6272.19 each semester)
VODRA DOUBLE: \$9612.68/year (billed \$4806.34 each semester)
VODRA - SINGLE: \$11314.76/year (billed \$5657.38 each semester)

2023-2024 Meal Plan Rates **Rates are subject to change**

MEAL PLAN OPTION G1: \$4959.24/year (billed \$2,479.62 each semester)
MEAL PLAN OPTION G5 (junior, seniors and graduate students only): \$4959.24/year (billed \$2,479.62 each semester)

4. Meal Plan Policy

The dining services meal plan is mandatory for all residential students. This begins with dinner on the first day of check in. Meals are served seven days a week, except on major holidays when the University is closed (ex. Thanksgiving, Spring Break, Winter Break). The meal plan options are G1 and G5. Please see meal plan rates above.

- a) G1 is swipes only meal plan.
- b) G5 consists of declining dollars to use at dining facilities on campus. G5 is specifically for juniors, seniors, and graduate students.

Meal plans may be cancelled up until August 28, 2023. New students for the Spring Semester have up until January 12, 2024, to cancel housing to receive a refund for their meal plan.

5. Dates of Residence

Each semester is limited to the following dates:

Fall 2023	August 29, 2023 - December 21, 2023
Winter 2023-2024	December 22, 2023 - January 10, 2024 <i>*see note below</i>
Spring 2024	January 11, 2024 - May 13, 2024

August 29, 2023 is the earliest move-in date for the fall semester. Check-in prior to this date will not be permitted.

January 11, 2024 is the earliest move-in date for the spring semester. Check-in prior to this date will not be permitted.

*Students must move out of the residence halls for winter break. If a student wants to stay on campus for the winter break, they must submit a Winter Break/Spring Intention form no later than November 2, 2023, to be considered. During the winter break, the cafeteria is closed, and campus services are limited.

6. Refund and Damage Fee Policy

- a) The \$150 housing deposit is non-refundable. The housing deposit is required to be considered for a room in housing and residence life. Students can request a waiver for the deposit by contacting the Office of Housing and Residence Life.
- b) Any damage to the walls, floors, and/or furnishings caused by the resident(s), or any guests of the resident(s) will be charged to the resident(s) of the room. Common area damages will be apportioned to each resident assigned to the room, unless the Office of Housing & Residence Life receives written notification from an occupant of a room being charged for damage stating acceptance of the financial liability.
- c) **Physical Keys: West Campus Village**
 - a. NJCU Office of Housing and Residence Life hopes to provide a safe and welcoming environment for residential students. All students in West Campus Village will receive a physical key for their room. Please note that there is one (1) key given per student. If the key gets lost and needs to be replaced, there will be a \$35 mandatory fine placed on the student's account for a replacement key, with the possibility of an added charge of \$150 if the lock needs to be changed due to the loss of the key.
 - b. If a student gives their key to another resident or a non-residential student/person- the resident will be put through the judicial process, with the possibility of being removed from housing.

7. Room Occupancy and Guests

- a) NJCU makes every effort to provide room assignments in accordance with the housing application's lifestyle preferences. Room assignments are made without regard to ancestry, race, national origin, age, religion, disability, veteran status, or sexual orientation.
- b) No other person may use your room or any other bed in your room. You may not sublet or assign the rights to your room.

- c) You must not occupy or intrude upon the other areas of the room in a way that deters your roommate(s)/suite(s) or future roommate(s)/suite(s) from occupying that space or interferes with your roommate(s)/suite(s) use of the room. **If you do not comply with this provision, you will be charged for use of the additional space.**
- d) You must reside in your assigned room. You may not switch rooms or roommates or permit any part of the room to be shared by people not assigned by NJCU. No changes in room assignments may be made without the prior written approval of the NJCU Office of Housing and Residence Life.
- e) NJCU reserves the right to assign a new occupant to fill a vacancy, to make changes to room assignments, and to reassign or remove any student from the residence hall.
- i. Empty space checks will be done to ensure the area within an unoccupied space is both clear and clean. These checks will be monthly, typically by a Resident Assistant (RA). Any unoccupied space has the potential for a student to be assigned to. This can include but is not limited to showing a potential student the space. The current resident in the space is required to keep their personal items on their side of the room. Residents may not deny a new roommate a space in the unoccupied part(s) of the room. **Residence Life will try to inform residents at least 24 hours in advance of an empty space check and give the date/time range in which the RA will be coming, unless in the case of emergencies where advanced notice is not plausible.**
 - ii. If a resident is being assigned, re-assigned, or removed from the residence hall, they will receive email confirmation of this from the Office of Housing and Residence Life, and will be given a deadline to complete their move in/move out process, respectively.
 - iii. **Removal from Housing:** Students may be temporarily or fully removed from housing due to conduct violations, financial concerns, safety, GPA less than 2.0 and/or no longer being a fulltime student at NCJU. These conditions are at the discretion of the Office of Housing and Residence Life.
- f) **There are no room changes within the first two weeks after each semester begins.** Room changes may only be made after receiving written approval from NJCU Office of Housing and Residence Life. NJCU reserves the right to reassign a resident within its discretion. Consolidation may be necessary and may result in NJCU moving residents who are paying for a single/double occupancy room but are in a room/suite by themselves. **If a student refuses to move when requested, they will be charged for multiple bed spaces.**
- g) **Guest Policies:** **Guest policies are subject to change*
- i. **Guests (daytime and overnight) are not permitted in the residence halls for the first two weeks of the semester. The guest policy will be sent to resident students after September 15, 2023.**
 - i All guests are expected to abide by all NJCU policies, procedures, regulations, and standards. The resident host is responsible for the actions of his/her guests at all times. Any guest who violates any NJCU policies while in a student's room or any other areas of the building/campus will be asked to leave the residence hall and will be subject to all applicable legal sanctions. All guests must register at the security desk with the resident host. Both the guest and host must supply a current, valid photo ID. The resident host must escort guests inside the building and is responsible for the guest signing in and out. Guests without proper identification are not permitted. Any violation of the guest policy may result in loss of guest privileges and/or removal from housing. If your guest is removed for causing a disruption resulting in a judicial meeting needing to take place, you may also be removed pending your judicial meeting and outcomes.

8. Conditions of the Residence

- a) All maintenance concerns should be reported immediately through the website <https://login.myschoolbuilding.com/msb>. The Office of Housing & Residence Life or Public Safety should be contacted for emergency maintenance requests.
- b) Each room is provided with a specific set of furnishings. Residents may not add furniture and furniture may not be taken out of the room. Room fixtures, such as lamps or window blinds, may not be changed or removed. Residents may not remove or trade furniture with other rooms/residents. If the room has sustained damage beyond usual wear and tear, as determined solely by NJCU residents will be charged the cost of repairs. Students may not remove any furnishings from the building's lounge spaces. Those found in violation of this provision will be subject to disciplinary action by NJCU.
- c) Any damage to the walls, floors or furnishings caused by residents or their guests will be charged to the residents as a damage fee.
- d) NJCU is a smoke-free campus. No Smoking is permitted inside or around the Residence Halls. The use of vaporizers and e-cigarettes is also prohibited. According to New Jersey State Law, effective October 21, 2005, smoking of any tobacco-containing products is not permitted in any college-operated facility serving as a student residence. Violators will face disciplinary sanctions and financial responsibility for the violations.
- e) The possession or use of drugs not prescribed by your own physician, as well as illegal drugs and substances, is strictly prohibited. Students found to be in possession of controlled substances or paraphernalia are subject to disciplinary action by NJCU and referral to law enforcement authorities. If these items are found in the room, they will be confiscated and disposed of.
- f) Alcohol, including beer, is not permitted on the premises, regardless of your age. Students found to be in possession of alcohol, alcohol paraphernalia and/or in an intoxicated state are subject to disciplinary action by NJCU and referral to law enforcement authorities. If these items are found in the room, they will be confiscated and disposed of.
- g) Noxious substances, incendiary materials, explosives of any kind are strictly prohibited. Candles, incense, flammable decorations such as Christmas lights etc., fireworks, smoke laden materials/vapors, fog machines and/or such instruments are also prohibited. If these items are found in the room, they will be confiscated and disposed of.
- h) Weapons and ammunition are potential safety hazards. Possession, use, or display of weapons or ammunition is not appropriate in an academic community for any reason. This includes, but is not limited to firearms, bows, rockets, bb guns, knives, paint-ball guns or slingshots. Any residents found in violation will be subject to disciplinary action by NJCU and referral to law enforcement authorities.
- i) The use or possession of specified electrical equipment in residents' rooms or common kitchen appliances are not permitted. This includes electric cooking appliances, heating and toasting appliances and halogen lighting equipment. If these items are found in the room, they will be confiscated.

- j) Tampering with fire alarm systems, alarm pull stations, smoke detectors, fire extinguishers, and all safety equipment is prohibited. Discharging or tampering with safety equipment will result in a fine and/or are subject to disciplinary action by NJCU and referral to law enforcement authorities.
- k) All residents are expected to evacuate facilities during emergency alarms and comply with the requests of NJCU staff. Residents will be fined for noncompliance and/or are subject to disciplinary action by NJCU and referral to law enforcement authorities.
- l) Personal belongings must not be placed in halls, stairwells, building vestibules, or on fire escapes. Items are also prohibited from being placed behind the doors of rooms. The obstruction of the pathway out of a room will delay the evacuation of the building.
- m) NJCU is not responsible for any items that disappear or are stolen from residents' rooms.
- n) NJCU does not vouch for the behavior of any of the residents or their guests.
- o) Residents of this building shall not engage in objectionable conduct. Objectionable conduct is behavior that makes or may make the building or spaces within the building less fit to live in for you or other residents, and also includes, but is not limited to, anything that interferes with the rights of others to properly and peacefully enjoy their rooms, or causes conditions that are dangerous, hazardous, unsanitary, inappropriate, and/or detrimental to other residents, employees, or guests in the building.
 - (1) If objectionable conduct is found, the resident may be removed from housing pending their judicial meeting, with the understanding that housing removal may become permanent pending outcomes from meeting.
- p) Window screens should not be unlatched or removed. Violators will be responsible for replacement charges. Students found throwing items out of any window in the resident halls are subject to disciplinary action by NJCU.
- q) Quiet hours are Monday - Friday from 10:00pm to 10:00 a.m. Courteous behavior regarding noise levels is expected at all times. Noise must be reduced so that nothing can be heard from within rooms when the doors are shut. **A 24-hour quiet period goes into effect one week prior to final examinations.**
- r) No written materials, such as printed handbills, solicitations, or posters, may be placed on the door of residents' rooms. Bulletin boards are available for appropriate postings, which must have prior approval from the NJCU Office of Housing and Residence Life.
- s) Students may not run businesses from the Residence Halls or on residential property. This includes services such as nails, hair, lashes, eyebrows, tattoos, etc. Students who are found doing so will be put through the judicial process and may be removed from the residence halls.
- t) Residents must swipe their Gothic ID card each time they enter the building. No resident may use their Gothic ID card to allow another individual into the building. **Residents must show their Gothic ID card if requested.**
- u) No pets are permitted in the residence hall at any time. Emotional support animals and service animals must be approved by NJCU Office of Specialized Services. If a non-approved animal is brought into the residence halls at any time, the student will have **24 hours** to remove the animal and will be put through the judicial process.

- v) Residents are responsible for keeping their rooms clean. This includes keeping food in appropriate storage containers, regularly cleaning the bedroom and bathroom, cleaning eating utensils, promptly disposing of trash in the designated chutes on each floor, and keeping laundry clean, to help keep the room clean and free of pests. The staff conducts health and safety inspections of the residence hall rooms at least twice a semester. During the inspection, the staff will check for compliance with health codes, fire safety regulations, maintenance problems, and potential physical hazards. If a policy violation is observed during a health and safety inspection, the residents of the room will be subject to disciplinary action. Efforts will be made to notify residents of these inspections at least 24 hours in advance, but residents may not be notified of the exact time of inspection.

If it is found that a resident's room is not up to health and safety standards (i.e., cleanliness, hazardous wiring, etc.) the resident will be given 24 hours to correct the situation. If, upon reinspection, the room still does not pass, the resident will be charged a fee and will face disciplinary actions.

- w) Students are expected to attend class regularly. In alignment with NJCU attendance policy, students who are not actively attending classes and/or who have collectively missed 40% or more of their classes, will forfeit their space in housing. No refunds will be administered for students who forfeit their space due to lack of class attendance.
- x) Students are expected to maintain a GPA of 2.0 or higher to remain in the residence halls. Students whose GPA falls below 2.0 may be subject to removal from housing. Residents who receive a GPA lower than a 2.0 are **required** to attend and participate in the **Rebound Program**.
 - (1) **What is Rebound:** "Rebound is a university-wide academic probation program that ensures students on academic probation (CGPAs below 2.0) are aware of support services including tutoring, workshops, counseling, academic advisement, academic coaching, and more. Participation in Rebound has helped students exit academic probation, continue receiving financial aid, successfully appeal academic dismissal, learn about student support services, and graduate from NJCU in a timely manner." To learn more about Rebound, please click [here](#).
- y) **Parental Notification:** In accordance with the Higher Education Act of 1998, NJCU reserves the right to contact the parent(s) or guardians(s) of students involved in dangerous and/or inappropriate behaviors that may be threatening to the student or others. This includes situations relating to alcohol and drugs. The determination whether to make such contact remains within the sole discretion of NJCU.

9. COVID-19 and Public Health Informed Policies

- a) Residential students must be in compliance with all vaccination requirements including both meningitis vaccinations.
- b) Students who test positive for COVID-19 will be required to leave the residence hall. This may include returning home or going to an off-campus location for the designated isolation period, limited access to university facilities.
- c) NJCU does not provide isolation rooms for students. Students are responsible for securing off campus isolation accommodations.