

Presbyterian College

2023-2024 Residence Life Housing Contract

This Residence Life Housing Contract is binding for the entire academic year. Presbyterian College is a residential community and students are required to live on campus for the duration of their educational experience as long as spaces are available. Students participating in an academic program that requires them to be out of state (internship, study abroad, etc.) may be released from the contract while they are away. Students will be granted a release from this contract when they are separated from the College (by graduation, transfer, withdrawal, etc.). Students who reside off-campus without the expressed written permission from the Residence Life Office will be responsible for payment of all on-campus room and board fees. Students should not sign an off-campus lease without receiving written permission from the Residence Life Office.

Presbyterian College reserves the right to modify, remove, or add to the expectations and requirements of this Contract at any time upon written notice to the student. Such notice may be provided electronically.

Residency Requirements and Room Assignments

Living in an on-campus residential community throughout one's college career is an integral part of the Presbyterian College educational experience. As a residential college, we require full-time enrolled students to reside on campus unless they meet one of the following criteria of exception:

1. Residing with parents or legal guardians at their primary place of residence within 40 miles of 503 S. Broad St, Clinton, SC 29325;
2. 25 years of age or older during the academic year for which an exemption is requested;
3. Legally married (must provide documentation);
4. Parent of dependent child (must provide documentation);
5. Transferring to PC with an Associate's Degree or greater and are at least two years post-graduation from high school.
6. Medical or psychological conditions that cannot be accommodated by the college. Presbyterian College is committed to making accommodations in our residences for medical or psychological conditions for which a student has been diagnosed by a licensed health care provider. These accommodations are made in consultation with college personnel including representatives from Student Health Services, Counseling Services, and the Disability Services Coordinator. In rare circumstances when the college is unable to make accommodations as determined by these college personnel, the student will be granted an exemption, the duration of which will be specified based on the request.

Eligibility

Requirements for College housing include (a) being duly registered as a student, (b) payment of debts to the College, and (c) continuous compliance with College Residence Life policies, guidelines, standards, the PC Code of Student Conduct, and the instructions of Residence Life staff members and other College personnel. The student is committed to meet financial payment for food service and his/her space in the residential unit and for the selected board plan. Failure on the part of the student or his/her co-signer to fulfill the financial obligations of this contract will be cause for cancellation of enrollment, cancellation of graduation, and/or forfeiture of the right to academic transcripts. In the event that the student does not sign this contract, payment to the College or acceptance of a room key to the assigned space makes this contract binding.

Room and Board Costs

Room and board charges are divided in half and billed in equal amounts per semester. See the PC Business Office webpage and the published PC Financial Planning Guide for current room and board costs.

Super Singles

A Super Single is a double or quad room with reduced occupancy. They cannot be requested in advance; they only exist when a room drops below regular occupancy. When vacancies occur during the course of the academic year, the remaining resident(s) may be given the option of room consolidation or paying for the room type created by the reduced occupancy (room buyout.) The cost of a Super Single for a semester is \$3,399. The Super Single accommodation will ensure against an additional roommate being assigned to the room for the remainder of the academic year. An increase in the room fee will be prorated from the date that the student signs a Super Single

Response Contract. If the Residence Life Office determines that there is a continued need for residential unit space, students with a vacancy in their room will not be given the option of upgrading to a Super Single accommodation.

Deposits & Reservation of Space

In order for *new students* to reserve residence hall space: (a) the admission's enrollment fee must be made to the Admissions Office (with housing preference given to students who deposit by May 1 of the fall semester preceding their enrollment); (b) the student must complete the housing application process.

Room Assignments & Changes in Occupancy

Room Assignments

This contract guarantees a **space** in the system, not necessarily a given room assignment or roommate(s). Students may indicate a preference for a particular residential unit, room, and roommate(s). The College reserves the right to make assignments and reassignments in order to fully utilize available facilities and to consolidate vacancies. Room assignments and changes are prerogatives of the College and are processed by written authorization from the Director of Residence Life or designee.

The College reserves all rights with respect to the assignment and reassignment of the room accommodations, and may at its sole discretion, terminate such assignment. Students living in a multiple occupancy room must accommodate a new roommate as assigned if the room drops below capacity. For more information about rooms below occupancy, please see the section on Vacancies.

Room and Facility Closure; Quarantine/Isolation; Refunds

The College reserves all rights to close any room or area of a residential facility, or the entirety of any or all such facilities, if, in the College's sole discretion, the financial needs of the College, circumstances of public health, or any situation beyond the reasonable control of the College necessitates such closure.

The College also reserves the right to require any student to quarantine/isolate off campus at his or her own expense if circumstances of public health or the protection of others in the College community is at issue. The length of a required quarantine/isolation is at the discretion of the College and may be either temporary in duration or last for the remainder of an academic term or year.

In the event of room or facility closure, or required quarantine/isolation off campus, the College expressly disclaims any obligation to provide refunds of room and/or board costs in whole or in part, and the College retains full discretion to determine whether any refunds (or none) shall be provided.

Room Changes

The College reserves the right to change room assignments for a student at any time, for any reason. Changes may include requiring residents without roommates to move into one room together (consolidate). Changes at the discretion of the College are designed to better meet the demand of students, reduce the overall number of room changes, open spaces as special circumstances occur during the year, and ensure maximum occupancy and efficiency of all residential unit spaces.

Students may request room changes, but in order to make administrative adjustments where necessary, there will be a 2-week room freeze at the beginning of each semester. New requests for roommate changes will not be processed during this time. Room changes due to roommate conflicts will not be permitted until after the students have attempted an agreement with the assistance of their Resident Assistant, and/or Assistant Director of Residence Life.

Unauthorized room changes may result in an administrative fine of \$100, and/or referral to Student Conduct. Students may be administratively removed from their assigned space if they demonstrate an inability to function in the group living environment.

The College makes assignments without regard to race, color, religion, sex, sexual orientation, national origin, disability, or genetic information.

Roommate Conflicts

Students experiencing roommate conflicts must work with the Residence Life hall staff to arrive at some agreeable solution before a room change will be granted. The roommates must attempt a resolution by taking the following steps:

1. Meet with their Resident Assistant.
2. If necessary, meet with an Assistant Director or the Director of Residence Life, who will mediate a discussion between all roommates involved with the goal of creating a signed contract containing agreed upon standards for room behavior.
3. If, in the judgment of College personnel, roommates should not remain together, an “as needed” room change will be provided.

Vacancies

If a student has a space in his/her room, he/she must be prepared to accept a new roommate when assigned. Students exhibiting grossly inappropriate behavior intended to discourage prospective roommates or to manipulate the housing assignment process to prevent assignment of a roommate will face serious ramifications, including the loss of privileges to make housing preferences in the future, additional housing fees, and/or referral to Student Conduct for Failure to Comply.

Students with a vacancy in their room at the end of the fall semester must leave their room with adequate space for an incoming student to move in for the spring semester. If the student's room is unacceptable for an incoming student to move into, that student may be charged with additional housing fees including mandatory Super Single room rate increase (please see above, Room and Board Costs, Super Singles). The Residence Life staff will assess the student's room at semester break and determine if the vacant space is acceptable for a new roommate.

Occupancy

The College will provide the named student with a **space** in College housing for the times specified on the academic calendar. Those days when the College is closed for vacations are specifically EXCLUDED. Initial occupancy is required by the College's first day of classes. Rooms not claimed by this date may be reassigned unless the Director of Residence Life or designee has given permission for late arrival. A student who has not notified the College of late arrival may be reassigned to any available space. A room must be occupied by only the person(s) properly assigned to the room.

Check In-Check Out

Access to an assigned room is given to occupants only during regular academic sessions that require their presence on campus. Students are responsible for completing and returning to the Residence Life staff a Room Condition Report within the first week of their occupancy. At check out, damages identified in your assigned room and not noted on your Room Condition Report initial assessment may be billed to you. Halls open at 9:00 a.m. on the Saturday before classes begin for new students and at 9:00 a.m. on the Sunday before classes begin in August. Halls close at 12:00 noon on the day following the last day of final examinations, and open at 9:00 a.m. on the day preceding resumption of classes. A student is required to leave the hall within twenty-four hours after completion of his/her classes or examinations, or by the final closing date/time, whichever comes first. The student must check out in accordance with circulated checkout procedures. Failure to do so will result in an improper checkout charge of \$50. In addition, the student will be assessed charges for failure to turn in a key (\$130), for failure to clean (minimum \$25) and for any damages incurred. **Improper Check Out:** Failure on the part of the student to properly vacate (i.e. be checked out by a staff member and turn in key.) No credit will be given on any keys returned following checkout. Students must remove all of their belongings from their assignment during the check-out process unless the Director of Residence Life gives written permission. After two weeks' time, any items left by a student who has moved out will be considered abandoned and disposed of by the college. A student who is dismissed or who voluntarily withdraws from the College has 24 hours in which to vacate the residential unit.

Additional/Break Housing

The College will advertise for additional housing at a cost above and beyond this contract. The College reserves the right to use any of the residential unit rooms to house a student during vacations. It should be noted that during some break periods, College facilities and services are available on a limited basis or not available at all. Students who desire to live on campus before or after the scheduled dates of operation or during a break period **MUST** be approved by the Residence Life Office. Those registering should be prepared to pay any applicable fees at the time of registration or have charges placed on the student account. For winter break, the College may close all residential facilities completely; if not,

students may be required to consolidate to one building. For break periods, students who are not registered to stay are required to vacate their residential unit by 12:00 p.m. on the day following the last day of classes prior to the break.

Visitors & Guests

All students must abide by the Guest and Visitor policy as posted in the Garnet Book, found online at <http://www.presby.edu/garnetbook>. Students may not host guests or visitors for more than three consecutive nights during any given week. Extended visitation may result in referral to Student Conduct for violation of the Guest and Visitor policy. Non-PC overnight visitors who are on campus for a recruiting event will be registered by the hosting department. Presbyterian College reserves the right to immediately remove a non-PC visitor from campus for disruptive behavior or any violation of a College policy, local, state, or federal law.

Additionally, in order to remain in compliance with The Code of the City of Clinton, SC Sec. 50-80 ([found here](#)) and out of respect for the neighbors of the college, Student Affairs Staff and/or Campus Police & Security Officers may choose to disperse students and guests gathering out of doors in the vicinity of Presbyterian College housing facilities at any time.

Roommates should discuss expectations of guests and visitors when they begin living together. At all times, a roommate's desire to not have guests or visitors in the room supersedes a student's right to have guests or visitors in the room.

Facilities & Services

Facilities and services provided by the College include (with the exception of Scottish Arms where these items are not included): Twin or Twin XL bed, mattress, desk, desk chair, dresser, closet space, window blind/curtains, campus mailbox, Internet accessibility (except in Scottish Arms apartments), and laundry. Note: The New Upperclassmen Housing apartments have a kitchen island and stools in place of the desk and desk chair elsewhere on campus.

Residents may not remove designated College furniture from their room or have common area furniture into their room. Any unauthorized property found to be in a room, the resident(s) assigned to that room are subject to action through Student Conduct. The college does not provide: Blankets, pillow, rug, bedspread, towels, washcloths, iron, study lamp, mattress pad, bed linen (required), or other living items.

Residents will be issued a room key for their use only. Keys may not be shared or given to other students. Residents are required to carry a room key and student identification at all times.

Damage/Community Damage

Residents are held accountable for property destruction that occurs in their room and/or in the public areas of their residential building. Residents will be charged for repair or replacement costs due to the removal of or destruction of property in their residential building. When two or more students occupy the same room and individual responsibility for damages to that room/furnishings cannot be determined, the damage charge will be assessed equally among those assigned to the room. Residents are responsible for their visitor(s) and guest(s) and, therefore, will be held responsible for any damages incurred by guests or visitors. A student may not be referred to Student Conduct or assessed additional fees for damage if he/she (1) notifies a Residential Life staff member immediately and (2) he/she accepts responsibility for the cost of any repairs necessary as a result of their or their visitor(s)/guest(s) behavior.

The student or students responsible for damage resulting from abuse of facilities, negligence, or means other than those attributed to normal deterioration will be expected to assume the cost of repair or replacement. If the responsible individual or individuals are unknown, then the occupants of the residential unit will be expected to assume the cost of the repair or replacement. Community damage will be divided among the residents and assessed to each individual student account. Damage bills will be sent to residents at any time at the discretion of the Residence Life Office and at the end of the academic year or when the student leaves the residential unit. Any appeals to damage bills must be in writing to the Residence Life Office by June 15th. Community damage charges are not subject to appeal.

Personal Property

The College is not responsible for the loss of personal property in any residential units by fire, flood, theft, or other causes. Each student is responsible for his/her own property and that of his/her guests and visitors. Students are strongly encouraged to ensure adequate protection through a parent/guardian's homeowners' insurance or by purchasing an individual personal property insurance policy.

Behavior and Conduct

Students are responsible for knowing and observing the PC Code of Responsibility. The Director of Residence Life reserves the right to make other rules and regulations that may be necessary for the safety, care, and cleanliness of the premises, and for the preservation of order. The student agrees to abide by all additional rules and regulations that are adopted and disseminated.

Reasons for Room Entry

PC respects a student's right to privacy in his or her living unit. Accordingly, College officials will enter rooms only for the following reasons: (a) to conduct necessary cleaning, disinfection, or housekeeping; (b) to inspect for standards of maintenance, preservation of the existing structure, identification of damage, and to conduct any related remedial work; and (c) to enforce College rules for protecting the safety and security of members of the College community and property.

To the extent practicable, students will be given advance notice of scheduled entries for cleaning or routine inspections, such as those inspections that are conducted during breaks and after semesters. As a general matter, entries for cleaning or routine inspection do not involve searches for rule violations; if, however, under the "plain view" rule, when these entries by College staff reveal evidence of a policy violation, students will be referred to Student Conduct and any policy violations will be removed from the room.

Room searches to enforce College rules follow strict procedures to protect the privacy rights of students. Room searches may occur when (a) there is a reasonable suspicion that an occupant may be physically harmed or endangered or (b) when there is a reasonable suspicion that College regulations or state/federal laws are being violated. Determinations of what constitutes reasonable suspicion may be made by the President of the College, the Vice President for Campus Life, the Associate Dean of Students and Director of Residence Life, or a member of the Campus Life on-call staff.

Whenever practical, the search will be conducted in the presence of the resident(s) of the room. The College reserves the right to remove illegal items or unauthorized College property that is found during authorized searches.

Fire & Safety Considerations

All electrical appliances must bear the Fire Underwriters Approval Seal, and wiring and plugs must be in good condition. The following are strictly prohibited – open coil units, halogen lamps, toasters/toaster ovens, coffee makers with an exposed heating element, warming plate, hot plates, sandwich makers, woks, as well as other items listed as prohibited in the Garnet Book. **Candles and incense are strictly prohibited from all residential units.**

Students may store and use the following approved appliances in common kitchenettes: coffeepots, corn poppers, and toasters. Corn poppers and coffee pots must have enclosed heating units that are thermostatically controlled. Students leaving personal items in common kitchenettes do so at their own risk.

Room Decorations

Pictures and other decorations may be placed upon the walls. Nails, thumbtacks, tape of any kind, and other devices which may damage painted or wood surfaces are not permitted. Decals on mirrors are also prohibited. Signs for which proof of ownership cannot be established (i.e. traffic, realty, or business signs) are not permitted. Painting walls with College supplied paint may be permitted only with prior written authorization from the Residence Life Office and Campus Services. Students may not alter permanent fixtures or cause unusual damage to a room. Nothing (i.e. wires, flags, banners, clothes etc.) may hang over or out of residential windows or over light fixtures in the residential unit.

Communication

The Residence Life Office utilizes Presbyterian College presby.edu email and mail distributed to a student's Student mailbox in Laurens Hall as its primary sources for communicating relevant and important information to its residents. It is the responsibility of the student to set up their PC email account and check it on a regular basis. Residents will be held accountable for all information communicated via email and PC mailbox. *Please note: failure to properly set up and check presby.edu email account and/or retrieve mail from their mailbox does not absolve the resident from adhering to the information that is communicated by these systems.*

Pets

Due to health and sanitation issues and the possibility of other residents' allergic reactions, pets are not permitted to be kept, fed, or harbored in any residential facility. These issues may interfere with a student's right to a clean environment conducive to study. The only exception to this policy is for students with a documented medical need approved through the medical accommodation process.

All pets found in student housing which violate this policy will be immediately removed or confiscated and moved to a local shelter. Students will be charged a \$100 fine for violation of this policy and charged for any damages.

Cancellation

At the discretion of the Director of Residence Life or his/her designee, housing rates and fines may be adjusted and/or a housing contract may be administratively canceled for the purpose of safety, orderliness, and/or maximum utilization of facilities. In the event of a cancellation, the College disclaims any obligation to provide a refund of room and/or board costs in whole or in part, and the College retains full discretion to determine whether any refund (or none) shall be provided.

Dismissal from College Housing

Presbyterian College may terminate this housing contract and require the student to vacate College housing upon determination that the student has violated a provision of this contract or has violated an applicable provision of the Code of Responsibility or the Honor Code, including but not limited to: failure to pay tuition, room, or board fees, trafficking or abuse of controlled substances, weapons violations, as a response to cumulative disciplinary history, failure to provide required documentation of immunization, or damage to College housing and property, and in response to facility emergencies resulting from fire, water, weather or other damages that, in the opinion of the Residence Life Office staff, render a room uninhabitable. Notwithstanding, in any case where a student's presence in College housing poses an immediate threat to person or property, as determined by the Residence Life Office or Student Conduct, the student may be required to immediately vacate College housing until a hearing on the matter is held. In the event that this contract is terminated as a result of such a violation, the student will still be responsible for room and board fees for the entire semester in which the behavior occurred.

Residential Unit Opening and Closing Dates

Residential facilities will open and close based on the published academic calendar. All students should plan to make travel arrangements according to these dates. Any student who wishes to gain access to his/her residential unit prior to these dates/times must receive prior written permission from the Residence Life Office. A student is required to leave the residential facilities within twenty-four hours after completion of his/her last class or last examination, or by the closing date, whichever comes first.

Last Updated: February 7, 2023