



2025-2026 Housing & Residence Life Lease

Academic Year: August 17, 2025 through May 2, 2026

Student Name: _____ **Student ID:** _____

NOTE: It is the responsibility of the student to familiarize themselves with all pertinent information on this lease. Signing this lease is an acknowledgement of this responsibility as well as an agreement to the terms and conditions, and financial commitment of the lease.

TERMS AND CONDITIONS OF OCCUPANCY

I. Eligibility and Freshmen Residency Requirement

- A. Pursuant to Board Policy #701, all single freshmen who are under twenty-one (21) years of age are required to live on campus or in their parent's or legal guardian's permanent home. Exceptions may be granted by University Housing. See the Housing Exemption Request Form for the specific exemption criteria. Students will incur room and board charges until completed Freshman Exemption form is received and approved by the Housing Exemption Committee.
- B. To be eligible to live in University Housing, a person must be a full-time student as defined by the University Registrar's Office. If space is available, exceptions to the minimum credit hour requirement may be made on a semester-by-semester basis for students who are completing degree requirements and are in good academic, financial, and conduct status with the University, upon written request to University Housing.

II. Lease Period

- A. **This lease is for the entire academic year or the balance thereof that begins August 17, 2025, and ends on May 2, 2026.** Students who are approved to arrive early are subject to the terms of this contract and may be assessed additional charges. Students who graduate before completion of the academic year may be released from this lease by completing the Housing Exemption Request Form with University Housing and vacating their space by December 12, 2025. **All other "eligible" students choosing not to return to University Housing for the Spring 2026 semester will be assessed the \$425 lease buy-out fee, must forfeit the deposit, and must check out of University Housing by December 12, 2025, to avoid winter break housing fees. First time freshmen are required to live on campus for two semesters per Board Policy #701.**

_____ *I acknowledge and understand the specifications of the lease period outlined above.*

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- B. If a student does not check-in to their assigned space by 5:00 pm on the first day of classes or notify University Housing of their late arrival, the University reserves the right to reassign the space to another student. The student will remain financially responsible for the remainder of the lease until cancellation is processed. Proper check-in requires a completed application, having an assignment before coming to move-in and coming to move-in during the appropriate times posted/emailed by University Housing. Failure to properly check-in will result in an assessment of the \$50.00 improper check-in fee.

_____ *I acknowledge and understand the check-in requirements according to this lease agreement.*

- C. University Housing will close most of the residence halls between fall and spring semesters, as well as during spring break. Break Housing is available upon request for an additional fee. Anyone permitted to remain in the residence halls during the break may be required to move to a temporary assignment and will be assessed Break Housing fees. Apartments, Donaghey Hall and Greek Village will remain open during these breaks.

_____ *I acknowledge and understand that University Housing will close at the times listed above and break housing is available upon request for an additional fee.*

- D. Students are required to vacate University Housing within 24 hours after completion of their last scheduled final examination at the end of each semester or by the official University Housing closing time and date, whichever is earlier.

_____ *I acknowledge and understand when I am to vacate University Housing each semester explained above.*

III. Charges and Payments

- A. Room and board payments may be made at one time for each semester or as arranged through the University Student Accounts Office. Students are responsible for paying all room and board charges for the entire term of the lease. The University reserves the right to raise room and board rates at any time upon thirty (30) day notice.
- B. Without limiting its right to seek other remedies, the University may terminate this lease, suspend the meal plan, remove the student from University Housing, cancel the student's enrollment in the University, and/or deny the right to participate in the room selection process for failure to pay room and board as required or for failure to complete an official room change when directed. If meal plan privileges are withdrawn, the amount charged on the student's account will not be reduced.

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- C. The \$100 deposit is required by **April 1, 2025** (December 1 for Spring) and is not applied toward room payments. Charges may be assessed for damage to or loss of University property, both in student spaces and in public areas. Charges may be assessed for damage to student spaces that is discovered within seven (7) business days after the student has checked out, provided the space has not been reoccupied. Appeals must be emailed to housing@uca.edu within 30 days of the charge posting to their Student Account. Upon fulfilling the terms of the Lease in University Housing, the \$100 deposit will be refunded less any outstanding balance due to University Housing or the student's account. Unless graduating, the deposit will be forfeited if a student leaves UCA Housing prior to the end of the lease period. The \$100 deposit cannot be waived and is still required even if the student is on scholarship.
- D. The student's acknowledgement/signature on the Room/Apartment Condition Report (R/ACR) establishes acceptance of the condition of the room and contents at the time of occupancy and, therefore, becomes the standard for the condition of the room at the termination of occupancy. The University, at its sole discretion, shall make a determination of the amount of loss or damage, selection of repair method, and scheduling of repair.
- E. The student must check-out in accordance with the written check-out procedures found in the student handbook by 1) removing personal belongings, 2) cleaning their room, 3) returning the room key, and 4) completing the check-out form on the Housing portal on myUCA. Room and board charges will continue to accrue until the check out form from the portal is processed. Failure to properly check-out will result in an assessment of the \$50.00 improper check-out fee. Failure to return the key will result in a re-core fee. Abandoned property, trash, and/or failure to clean will result in additional fees. These charges are in addition to any individual charges assessed for damages.

IV. Student Assignment and Meal Plans

- A. **This lease is for available housing space and does not guarantee any specific room, building, roommate or type of accommodation.** The University reserves the right to make and alter the student assignment and roommate assignments. Race, national origin, disability, religion or any other basis prohibited by federal or state law shall not be considered in making roommate assignments.
- B. Student assignments can only be made after completion of the Housing Application, Housing Lease, and receipt of the \$100 deposit. Students who are not registered for classes by August 1 (January 1 for Spring) will lose their given assignment and be placed on the Housing waiting list until registered. Roommate assignments cannot be made until the requested roommates submit the completed Application, Lease, and \$100 deposit and cannot be guaranteed if received further than 14 days apart or after priority application deadlines.

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- C. The priority application dates are the deadlines that students are encouraged to submit their completed housing applications. Applying by this date gives you priority consideration for a housing assignment. The completed housing application date marks a student's place in line to receive a housing assignment. All that apply after the priority date will be on a wait list based on their application completion date. Your application is not considered complete until you pay the \$100 deposit.
- i. First Time Freshman priority application date is April 1, 2025.
 - ii. All other classifications (including upperclassmen and transfer students) priority application date is March 16, 2025 in order to participate in the Pick-a-Room process. Upperclassmen housing is not guaranteed and is first come, first serve.
 - iii. OARS accommodation priority application date is March 31, 2025. The student must have a completed Housing application and Housing must be notified of accommodations by the OARS office by the priority application date.
- D. After University Housing facilities open in August and January, students may request room and/or roommate changes within their current hall/building by contacting the Residence Coordinator. Requests to change a student's assignment to a different building may not be made until the specified room change period at the beginning of each semester in order to allow assignment of students housed in temporary/overflow housing. Room changes will be performed at the discretion of Housing & Residence Life staff. Room changes are not permitted until mid-September (Fall) and first week of February (Spring). Talk to your RA first to discuss any roommate issues. The RA will inform you on the process to change rooms after any roommate conflict has been addressed. Room change fees will be charged according to the following:
- i. 1st move - \$25
 - ii. 2nd move - \$50
 - iii. 3rd move - \$100
 - iv. 4th move and beyond - \$150
- E. At the beginning of each semester, University Housing reserves the right to consolidate students in order to open up available spaces. The University also reserves the right to reassign the student at any time due to facility changes, roommate conflicts, disciplinary action and/or an emergency or casualty that renders the student's room unsafe or otherwise inhabitable.
- F. All residential students are required to have a meal plan. Students should finalize their meal plan selection prior to the Friday before the halls/apartments open each semester. Meal service will begin with lunch on August 17, 2025, and end with dinner on May 1, 2026. Meal service may be abbreviated or unavailable during break periods. Meal plans are personal and non-transferable. Meal plans expire at the end of the semester. Dining Dollars roll until the end of Summer II session. For additional information about meal plans, visit

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the BearCard Office in the Student Center or uca.edu/bearcard.

- G. The University reserves the right to determine, designate, change and/or restrict the utilization of University Housing-managed facilities and/or areas within the facilities and grounds and to make and/or change Student Assignments and roommate assignments accordingly at any time.

V. University Housing Regulations

- A. The University Student Handbook contains the University's policies and procedures. All of those policies are hereby made a part of this lease. The Student Handbook is available on the University's website or upon request from the Dean of Students Office.
- B. The student will be held responsible in all matters affecting this lease for the conduct of any person they invite or permit to enter the University's grounds or buildings. Students are responsible for the behavior of their guests.
- C. The University does not assume any legal obligation to pay for the loss or damage to the student's personal property if it occurs in its buildings or on its grounds, prior to, during, or subsequent to the period of the lease. The student is encouraged to carry appropriate insurance to cover such losses.
- D. The University reserves the right to enter student rooms for monthly safety/cleaning checks, work orders, and as outlined in the Student Handbook.
- E. All reasonable efforts are made to protect University Housing Facilities and residents from fire, theft, or other major casualty. However, the University is not responsible for loss or damage to students' personal property for any cause or reason. Moreover, the University is not responsible for any injuries, including but not limited to death to residents or guests, or damage to their property that may result from misuse of the premises or arising from any act that violates this contract or University policy. Students are strongly encouraged to obtain renters' insurance to insure their property. If a student's assignment should become uninhabitable due to fire or other casualty, the University will make every effort to relocate the student to another University Housing assignment if available.
- F. Personal property left in a Student Assignment or storage area after the resident has moved out, whether by proper checkout or improper checkout, shall be deemed to have been abandoned and will be removed and disposed of at the student's expense. The University shall not be responsible or liable for any losses or damages to any property deemed abandoned.
- G. All requests for repairs and services should be made through the My Housing portal. University maintenance may temporarily turn off equipment and interrupt utilities to avoid

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property damage or to perform repairs requiring such interruption. University maintenance will make repairs as it determines to be necessary and according to its regular maintenance schedule. Housing and Residence Life may reassign the Resident as it deems appropriate in order to perform repairs or scheduled maintenance.

- H. When a student is locked out of their room, they may call the Housing Office at (501) 450-3132 during normal business hours or the Resident Assistant On Duty at all other times to be let into their room. Lockout fees will be charged to the resident's Student Account. Lockouts will be tracked by Housing & Residence Life and will reset at the beginning of each semester. Lockout fees will be charged according to the following:
 - i. 1st lockout - Free
 - ii. 2nd lockout - \$25
 - iii. 3rd lockout - \$50
 - iv. 4th lockout and beyond - \$100

VI. Cancellation of the lease by the student

- A. Requests for lease cancellations will only be accepted through the Housing portal on myUCA. All residents canceling this lease by May 10, 2025, will be refunded the \$100 deposit. Students canceling between May 11, 2025, and July 10, 2025, are entitled to a \$50 refund. Cancellations for any reason after July 10, 2025, will result in forfeiture of the housing deposit.
- B. **Students who fail to cancel this lease by August 15, 2025 (January 6, 2026 for Spring applicants only) will be held responsible for the remainder of the lease charges.** After the student has checked-in and received a key or after the meal plan associated with the lease has been used, this lease may only be canceled by the student for the following reasons: graduation, student teaching or academic internship, marriage, or military leave.
- C. For all other reasons, returning housing students will be assessed the \$425 lease buy out fee or the remainder of the full academic year charge (whichever is less). First-year students will be responsible for the remainder of the full academic year charge and do not have a Lease Buyout option but may be approved for an exemption. Cancellations during the lease period result in the forfeiture of the \$100 deposit.
- D. Any student without an active housing application for two consecutive semesters (excluding Summer terms) will forfeit the \$100 deposit.

VII. Cancellation of the lease by the University

- A. The University may cancel this lease and require the student to immediately vacate University Housing for the following reasons: (1) failure to meet financial obligations to the University; (2) official University disciplinary action; (3) failure to register for the required number of credit hours; (4) violation of the Student Handbook policies and procedures; (5)

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failure to maintain the student assignment in a safe and sanitary condition; (6) violation of the terms of this lease; (7) an emergency or casualty; or (8) if the student is a safety threat to themselves or to others.

- B. The University will deliver a notice of cancellation to the student's University email and allow a minimum of eight (8) hours and a maximum of forty-eight (48) hours to vacate. Students will be held financially responsible for the remainder of the lease and be assessed the \$425 lease buy out fee.

By signing this lease you are agreeing to all terms and conditions. This lease period is August 17, 2025 through May 2, 2026, excluding contracted breaks (section II-C) and is for a full academic year. The last date to cancel the lease agreement and receive your \$100 deposit back is May 10, 2025.

Student Signature

Date

Parent/Guardian Signature *(if student is under 18)*

Date

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