



THE UNIVERSITY OF TENNESSEE CHATTANOOGA

Housing and Residence Life

UTC Housing and Residence Life Contract 2025-2026

Terminology

- **Housing Defined:** "Housing" shall be:
 - *Location:* North or South Campus (or a temporary overflow location)
 - *Building:* Bed and Unit to be assigned by UTC Housing and Residence Life
- **Contract Start Date Defined:** "Commencement Date" shall be: 8/13/25 at 8 AM
- **Contract End Date Defined:** "Expiration Date," Contract End Date shall be: 5/6/26 at 12 PM
- **Resident Defined:** "Resident" shall be the student submitting the housing application.
- **University Defined:** "University" shall be University of Tennessee at Chattanooga Department of Housing and Residence Life
- **University Official Defined:** "University official" shall mean an employee of the University when acting in the course and scope his or her employment duties.

Terms and Conditions

This Housing Contract is made and entered into by and between the "University" and "Resident" under guidelines established by the "University" on the "Commencement Date" on which Resident agrees to the terms and conditions of this Housing Contract.

HOUSING FEES

1. **RENTED PREMISES:** The University rents to Resident, and Resident rent from The University, rental space which consists of the exclusive use and occupancy of the bedroom (the "Bedroom") assigned to the Resident (or Residents, in shared bedrooms) and the shared use and occupancy of the kitchen and/or living/dining area (as applicable) with other Residents (the "Roommates") of the assigned housing (the "Housing"), located on the campus of the University of Tennessee at Chattanooga (or its designated overflow location) (the "Community"). The premises rented to Resident are referred to herein as the "**Rented Premises.**"
2. **RESERVATION FEE (pre-payment):** Prospective resident must remit a four hundred dollars (\$400) pre-payment to retain a room assignment. The \$400 pre-payment will be deducted from the full balance of the rent owed for the room. The prepayment is due within 4 days of receiving an assignment, unless extended by Housing and Residence Life. The remaining balance will be assessed at the time other University charges are billed, typically the second week of July for the fall semester and early December for the spring semester and will appear on Resident's MOCs Express statement. **The pre-payment may be refundable in full if the Resident's notice of cancellation is received prior to May 1. If the Resident's notice of cancellation is received on or after May 1 and prior to June 1, Resident will be refunded 50% of the pre-payment. If the Resident's notice of cancellation is received on or after June 1, Resident will not be entitled to a refund of any portion of the pre-payment.**
3. **RENT:** Each semester it is the Resident's responsibility to pay Resident's housing fees in full according to the University Bursar's Office payment schedule (usually mid-August for the fall semester and mid-December for the spring semester). Arrangements for special payment schedules must be made with the University Bursar's Office. If the fee is not on Resident's My MocsNet statement, then the Resident is responsible for advising the University Bursar's Office of the oversight at that time. Failure to pay fees (including housing fees) or confirm attendance at the University will result in classes being dropped, a late fee and cancellation

of Resident's housing assignment. Residence hall room fee rates for each academic year are subject to approval by the Board of Trustees. Proposed residence hall room fee rates may be accessed via the web at <https://www.utc.edu/enrollment-management-and-student-affairs/housing/residence-halls/rates-and-bed-counts>.

4. **UNIVERSITY MEAL PLAN:** Under University policy, all freshmen and sophomores (0 – 59 semester hours) living on campus are required to purchase one of the university meal plans available to freshmen and sophomores as identified on the Dining Services website <https://www.utc.edu/finance-and-administration/auxiliary-services/dining-services/meal-plans> . Additional information regarding university meal plans, including meal plan rates, can be found on the Dining Services website or by contacting Dining Services at MocsDining@utc.edu.

PERIOD OF CONTRACT

5. **OCCUPANCY DATES:** This contract is intended for occupancy during the fall and spring semester. Residents are expected to take occupancy of their assigned rooms by the first day of classes. Unless official notification of a variation is received, the University reserves the right to reassign spaces not claimed by that time and charge/forfeit the prepayment.
6. **WINTER BREAK:** Residence halls close for Winter Break: December 10th, 2025 at 12pm (noon) to January 9th 2026 at 8am and Residents are not permitted entry during that time. Any resident needing accommodations over Winter Break must make a request to Housing and Residence Life and plan to change rooms to a centralized location on campus. If approved, an additional housing fee will be assessed for this period. Any residents that do not stay for the break will be required to turn in their room key and have their card access turned off for the break period.
7. **CHECK-OUT:** Residents must check-out within twenty-four (24) hours of their last final exam, or by the contract end date, whichever comes first. The Residents, collectively and individually, will be held liable for any damages and cleaning services that are necessary before renting the facility to another party. Provision is made for a checkout evaluation upon move out with University's staff. Failure to execute a proper checkout with University's staff will result in assessment of administrative costs and will limit the Resident's recourse to paying the damage and/or cleaning fees determined appropriate by the University's staff. In addition, Resident should complete a Winter Break check-out with a Housing staff member in December, before the residence halls close for break.

CANCELLATION OF CONTRACT

8. **CANCELLATION (Resident):** Housing facilities are rented for the academic year beginning on the Contract Start Date and ending on the Contract End Date. No Resident may withdraw from their housing except in a case of extreme necessity and approved by the University. Cancellation of registration or academic suspension does not automatically release the Resident from the contract. Subletting by the Resident is not permitted. Residents should submit their request to be released from their academic year housing contract by completing the online "Housing Cancellation" form located through their Manage My Housing account. Residents who are approved to be released from their housing contract will be subject to a fee in accordance to a cancellation fee ; review the website for most up to date details.
9. **CANCELLATION (University):** The University may cancel the contract if Resident fails to meet the full terms and conditions stated herein or violates University and/or residence hall rules and regulations as stated in the Student Handbook, which are incorporated into this contract by reference as if set forth fully herein. Residents may appeal a decision by the University to terminate the contract by submitting an appeal letter and supporting documentation to housing@utc.edu. The Housing Appeals Committee will review information submitted by the resident in their monthly meeting. Resident would be notified via email of the Housing Appeals Committee's decision. Housing Cancellation appeals must be submitted by the contract end date for an appeal to be heard.

RESIDENCY ELIGIBILITY AND REQUIRMENTS

10. **ENROLLMENT REQUIREMENTS:** All Residents must be enrolled as full-time students unless exempted by the Department of Housing and Residence Life. Residents with fewer than twelve (12) hours will not be released from their obligations under this agreement without a monetary fee being assessed. If Resident ceases to be enrolled at the University during the term of this agreement, then he/she will be required to vacate the rented premises within forty-eight (48) hours of withdrawal from the University and will not be released from his/her obligations under this agreement without a monetary fee assessment.
11. **RESIDENCY REQUIREMENTS:** All single first-year students are required to live on campus. Students may apply for an exception if they: (i) live within a 45-mile radius of the University campus; (ii) are married and/or have dependent(s); or (iii) have medical condition preventing them from living in a campus environment. Students are required to submit a residency exemption to get approval.
12. **MENINGOCOCCAL MENINGITIS VACCINATION REQUIREMENT:** New incoming students, who are less than 21 years of age, who will be residing in on campus housing, must have documentation of a dose of conjugate vaccine at greater than or equal to 16 years of age.

ASSIGNMENT AND USE OF ROOM

13. **CONSOLIDATION:** The University reserves the right to make any changes in the accommodations it deems proper or necessary. Apartments are to be occupied by no more than the maximum allowable number of Residents. In case one of the Resident's roommates moves, the Resident(s) who remains agrees to accept an assigned roommate(s) or to move to another room upon request. When available, a Resident may request a double room to be occupied privately at a higher rate. It may also be necessary to consolidate prior to the commencement date and/or after the commencement date, should there be a need for space. This determination is made exclusively by the Department of Housing and Residence Life. Consolidations may occur at any time for any reason deemed necessary by the Department of Housing and Residence Life.
14. **ROOM CHANGES:** Prior to moving to campus, the University reserves the right to make any changes in the accommodations it deems proper or necessary. Once on campus, Resident may submit a Request for Room Change. Requests made require a meeting with the Resident Director to establish the need for a room change. If the request is granted, a room change fee may be assessed. Room changes are contingent upon room availability. Vacancies can be filled at any time. Residents may be notified when new residents are assigned to their room.
15. **CARE OF ROOM:** The Resident agrees to care for his/her own room/apartment daily. Double-sided foam tape, nails, contact paper, etc. are not to be used on the walls and furniture. Lofting beds are not permitted. Staff members perform monthly health and safety inspections of rooms/apartments. Also, the Resident agrees to exercise reasonable care in the use of the common areas and non-public facilities.
16. **REPAIRS:** All repairs to the premises are to be made only by personnel authorized by the University Repairs to the premises, including non-public common areas, that are necessitated by willful acts, negligence or accidents by the Resident will be charged to the Resident and are to be paid upon presentation of a bill by the University by the date specified. Loss or damage caused by failure to report a malfunction of equipment or other needed repair will be the Resident's responsibility.
17. **ABANDONED PROPERTY:** Residents are responsible for their own personal property at all times. When residents have not vacated the assigned space as scheduled (room changes as well as at the end of the contract period) and have not removed personal property, housing staff will make a reasonable attempt to contact the residents. Forty-eight (48) hours after this attempt to contact, the personal property will be removed and stored at the resident's expense. Personal property removed by housing staff will be stored for 30 days provided onsite storage space is available. After 30 days, the items will be disposed of at the discretion of the University. For substantial items abandoned, the University reserves the right to sell, donate, or dispose of items. The University is not liable for damage to or loss of property that might occur during the course of removal or disposal. Residents will be billed for all costs incurred in removing personal property and restoration of the unit to usable space.

18. **INSURANCE:** The University is not responsible for damage to or disappearance of personal possessions of the Resident under any circumstances. IN CASE OF FIRE, FLOOD, OR OTHER DAMAGES OR LOSSES, THE UNIVERSITY DOES NOT INSURE RESIDENTS' PERSONAL POSSESSIONS. RESIDENTS ARE STRONGLY ADVISED TO INSURE THEIR OWN POSSESSIONS.

19. **RIGHT OF ENTRY BY UNIVERSITY OFFICIALS:** By signing this Housing Contract, the Resident expressly consents to allowing University officials to enter the Rented Premises during the term of the Housing Contract under the conditions provided under this section.

(1) Safety/Maintenance Inspection. University officials may enter the Rented Premises to conduct a safety/maintenance inspection of the health and safety conditions in the Rented Premises, to perform maintenance and repairs, and/or to perform cleaning and janitorial operations. University officials will provide advance notice to the Resident prior to performing a safety/maintenance inspection of the Rented Premises.

(2) Search Inspection. University officials may enter the Rented Premises, without advance notice to the Resident, to conduct a search inspection for the purpose of inspecting whether violations of university policies, rules, and regulations are occurring or have occurred inside the Rented Premises. A search inspection must be authorized in writing by the Vice Chancellor for Student Affairs before University officials may conduct a search inspection. The Vice Chancellor for Student Affairs may authorize a search inspection only upon reasonable suspicion that University policies, rules, or regulations have been or are being violated inside the Rented Premises.

(3) Emergency Inspection. In an emergency, University officials may enter the Rented Premises to conduct an emergency inspection, without advance notice to the Resident and without prior authorization from the Vice Chancellor for Student Affairs, if the University officials reasonably believe that the delay from obtaining prior written authorization from the Vice Chancellor for Student Affairs would pose a significant risk of substantial harm to persons, property, or the Rented Premises.

20. **KEYS AND ID CARDS:** Possessing, using, or duplicating University keys, University access cards or University identification cards without authorization from the University or unauthorized entry into or use of university facilities is prohibited.

- Keys are to remain in the possession of the person to whom they are issued. If you lose your key, you must immediately inform a staff member so that the security of your room can be established as quickly as possible.
- Lost keys will result in a lock change and associated costs. If a student mistakenly locks himself out of his room, a loaner key may be obtained at the residence hall complex office. For safety and security reasons, students are required to show a photo ID to receive a loaner key. The loaner key must be returned within 48 hours. If the key is not returned in the 48-hour period, the lock will be changed, and the associated charges will be assessed to the student's account.
- Students are allowed to check out a loaner key three (3) times per academic year without penalty. On the fourth and successive times thereafter, a service charge per lockout/loaner key will be assessed to the student's account.

GENERAL PROCEDURES AND POLICIES

21. **QUIET HOURS:** Quiet hours have been established in each apartment complex. The following hours are in effect seven days a week: 10pm - 7am. Courtesy Hours are in effect 24 hours per day. During Courtesy Hours, students are expected to refrain from noise which is a disturbance to another member of the community.

22. **DRUGS OR NARCOTICS:** Use, possession, or being under the influence of marijuana or any narcotic, stimulant or hallucinogenic drug in violation of State or Federal law is prohibited while on University-owned or University-controlled property. Such a violation will represent grounds for termination of this contract.

23. **SMOKING POLICY:** The University provides a smoke-free environment. Smoking and vaping are NOT allowed inside any residence hall building.
24. **GAMBLING, ALCOHOL, WEAPONS, FIREWORKS, GRILLS & ANIMALS:** Gambling, the use or possession of alcoholic beverages, visitation other than specified in the housing option (noted in the Student Handbook), the use or possession of firearms or fireworks, the use of charcoal or gas grills (unless provided by the University), and the housing of cats, dogs, or other animals are prohibited, with the exception of fish in a 10-gallon aquarium, ADA service animals, or approved emotional support animals, violate this contract and are subject to disciplinary action, including dismissal from University housing.
25. **VISITATION:** Freshmen residents may have guest of the opposite sex in the apartment from 12pm to 12am. Upperclassmen Residents must agree to a visitation policy governing when members of the opposite sex may or may not visit. Visitors are not permitted unless the host is present.
26. **OVERNIGHT GUESTS:** Resident acting as a host may have an individual overnight guest of the same gender provided permission is secured at least one (1) day in advance from the Resident Director. Guests are not permitted unless the host is present. Guests are subject to the rules and policies of the University and visits are limited to no more than three (3) days. Hosts are responsible for the actions of their guest(s). Overnight visiting by members of the opposite sex is not allowed.
27. **UNIVERSITY RULES AND REGULATIONS:** Residents are responsible for following all rules promulgated by the Departments of Public Safety and the University. Rules include the prohibition against any fire hazards including, but not limited to, candles, incense, open flames, and halogen lamps. Damaging and or interfering with smoke and fire detection equipment and failure to follow fire evacuation procedures and directives from safety officers or resident staff are also violations of safety rules. Additional rules and regulations are found in the Student Handbook, other University publications, and on official bulletin boards. Each Resident is expected to abide by all University rules, regulations, and policies and are subject to disciplinary action for violations of university rules, regulations, and policies, including, without limitation, removal from university housing and/or dismissal from the University.
28. **FAIR HOUSING:** The University does not discriminate with regard to race, color, religion, or national origin in the assignment of space.
29. **NON-DISCRIMINATION STATEMENT:** Housing space is limited. Assignments are thus made with priority to: (1) first-year students and (2) returning residents. Housing is guaranteed for first-year students only. Room assignments are made without regard to race, color, religion, ethnic or national origin, age, disability, sexual orientation, or veteran's status. An attempt will be made to honor mutual roommate requests, but they are not guaranteed.
30. **SEXUAL OFFENDER STATUTE:** No sexual offender or violent sexual offender, whose victim was a minor, shall knowingly reside or conduct an overnight visit at a residence in which minor resides or is present.
31. **AMENDMENTS:** Any amendments to this Contract must be in writing and signed by both parties. The terms of the Contract remain in effect with all changes in assignments within the agreement period. In accepting this contract, you are agreeing to live on campus and not to a specific living area or bedroom space.

(Revised 3/10/25)