



LUTHER COLLEGE RESIDENCE CONTRACT

Between (print full name)

(Hereafter referred to as the "Resident")

and

Luther College at the University of Regina.

(Hereafter referred to as the "College")

CONTRACT TERM (Please Initial):

- ☐ Fall semester
- ☐ Winter semester
- ☐ Other pre-approved dates: _____

BY SIGNING THIS CONTRACT, YOU ARE:

- Entering a legally binding contract with Luther College for accommodation in Luther Residence.
- Incurring financial obligations to Luther College and agreeing to pay all amounts owed to Luther College as listed in the contract.
- Confirming your agreement to comply with the terms of this contract and the Residence handbook.

CONTRACT SELECTION (Please Initial):

- ☐ Residence & 10 Meals per week - \$5,125.00 per semester
- ☐ Residence & 14 Meal per week - \$5,500.00 per semester
- ☐ Residence & 19 Meals per week - \$5,790.00 per semester
- ☐ Residence & a prepaid meal card* - \$3816.00 per semester
↳ Residence \$2316.00 + \$1500 prepaid meal card

Note: A request to change your meal plan to a lower meal plan must be made in writing within 2 weeks of the start of the semester.

**See appendix 1 on page 3.*

SCOPE OF CONTRACT: Services covered by this contract are:

- Rental of a single furnished room in Luther Residence "The Student Village" as assigned by the College
- One of the compulsory meal plan options with Luther College Food Services
- Local telephone service
- Laundry facility usage
- High-speed internet connection
- All utilities (power, energy, water)

OCCUPANCY: Occupancy for the resident officially begins at the start of each semester, in conjunction with the university's move-in date. It ends 24 hours after the resident's last final exam or program end date, unless otherwise pre-approved by the College. Requests for alternative move-in dates must be made in writing and approved before the start of each semester. The contract becomes null and void if the student fails to communicate or does not arrive at Luther College Residence within 48 hours after the first day of classes. In this case, the room deposit will be forfeited.

The College reserves the right to reassign residents during the semester to consolidate vacant spaces, increase quad occupancy, or for other reasons, at the discretion of Luther College. A College-initiated move will not incur additional fees.



LUTHER COLLEGE

at the University of Regina

If the resident applies for and is approved for an early arrival, different from the official move-in date, the contract will take effect on the date the resident takes possession of the assigned room keys.

FINANCIAL RESPONSIBILITIES: The Resident is responsible for the residence fees for the entire semester. The Resident agrees to pay all fees on the due dates outlined in the Luther College Residence Handbook. The Resident agrees that failure to make payment does not relieve the Resident of contract obligations. Default in payment may result in penalties such as late fee penalties, loss of service, holds placed on the Resident's account, collections, and/or lock-out and/or eviction. If the Resident requires a payment plan, the proper form and documentation must be received before the beginning of the semester. All payment plan requests are subject to approval by the Manager of Financial and Residence Services.

- **Termination by Resident:** The Resident may request a 30-day cancellation of the contract in writing to the Residence Services Department no later than the last business day of the month. All cancellations are subject to approval by the Manager of Financial and Residence Services. Residents who terminate their contract prior to the end of the term will forfeit their security deposit.
- **Room Abandonment:** Residents who terminate their contract without 30 days' written notice will be considered to have abandoned their room and will be charged a \$1000.00 departure fee or the remaining amount of their contract, whichever is less.
- **Termination by Luther College:** Luther College reserves the right to terminate a Residence contract in the event:
 - a. The Resident breaches Luther College policies outlined in the Resident Handbook.
 - b. The Resident fails to pay residence fees by the due dates outlined in the Resident Handbook.

SECURITY DEPOSIT: The security deposit is non-refundable if a withdrawal notice is not received in writing by July 31st for the Fall semester and November 30th for the Winter semester. If a withdrawal notice is received after the specified date, no refunds will be provided. If the Resident cancels this contract in writing by the mentioned dates, their security deposit will be refunded.

ACCESS AND ENTRY: The resident is responsible for the key, FOB, and meal card provided at check-in. Lost keys are subject to a fee, which will be determined at the discretion of Luther College. All rooms at Luther College Residence are designated for single occupancy only, with occasional guests as outlined in the Residence Handbook. The resident may not grant access to non-Luther residents for the use of communal spaces and facilities, such as laundry.

CHRISTMAS BREAK: The resident will have 24-hour-per-day access to the room assigned to them except for the period from 12:00 p.m. the day after university final exams end in December until the scheduled January winter semester move-in day/time while the College is closed. Residents returning for the Winter semester may leave their belongings in their rooms; however, they must turn in their keys during this period. Residents who fail to turn in their keys during the closure will be charged an administrative fee. If the Resident requires accommodation over the Christmas break, arrangements must be requested in writing in advance and are not covered by the residence fees for the semester.

DAMAGES AND COSTS: Upon move-in, a Room Condition Report (RCR) is completed and signed by a Luther College representative and the Resident. Upon move-out the room is assessed, and the College will determine whether the security deposit can be refunded. If the Resident requires an in person in room check, an appointment must be made. Eligible deposits will be refunded within 5-10 business days after the return of keys. Property left after move-out or termination is considered abandoned and will be disposed of immediately, and a cleaning/disposal fee will be charged. Only Luther Maintenance Staff will arrange repair of damages.

- The Resident is responsible for the cleanliness of the room and shared residence areas and the cost of repairing or replacing any damage or furnishings.
- The Resident is responsible for acquiring insurance coverage for their personal property; the College is not liable for damages or theft of personal property.
- The Resident agrees to leave the room and its provided contents in the same condition that it was in when the Resident arrived.
- The Resident is responsible for completing the move-out procedure provided by the College at the end of the term.



LUTHER COLLEGE

at the University of Regina

DISPUTE RESOLUTION: The specific steps and procedures for resolving disputes are outlined in the Residence Handbook, which is available to all residents, serving as a comprehensive guide for addressing conflicts and ensuring a fair and equitable resolution process.

MAINTENANCE, REPAIRS AND HOUSEKEEPING: Shared facilities, although professionally cleaned daily, (washrooms, showers, lounges, etc.) are the responsibility of all Residents who have access. Therefore, it is all Resident's responsibility to keep common areas clean and free of damage. Residents who disrespect shared spaces may have their privileges revoked.

The Resident acknowledges that the College may deem it necessary to undertake renovations of any size or scope during the semester, and although the College will take every measure possible to reduce disruption, there will be no compensation due to or during these projects.

The resident will allow Luther College, its employees, or authorized agents to access their assigned room at reasonable times for the following purposes:

- I. To conduct necessary repairs or improvements based on a maintenance request.
- II. To perform an inspection in response to complaints about the use of illegal and/or recreational drugs, smoking, or foul smells.
- III. To conduct a wellness or health and safety check of the resident, if it is deemed necessary.

Cooking, smoking, vaping, and the consumption of illegal drugs are not permitted within the Luther College dorm rooms and could result in the immediate termination of this agreement.

APPENDIX 1: The prepaid meal card is a non-refundable purchase. Any remaining funds or meals at the end of each term will not be refunded to the Resident. Non-payment of the prepaid meal card prior to the start of each term will result in automatic enrollment into the 10 meals per week plan. Regular cafeteria meal prices and taxes apply. Reloads greater than \$250.00 will get an extra 10% top up. The prepaid meal card value of \$1500.00 must be purchased each term, regardless of the remaining balance from previous terms. The Resident cannot change to a prepaid meal card option after the start of the semester.

I agree to abide by all the conditions, regulations, community standards and policies outlined in Residence Handbook, this Student Village Contract, all current laws and bylaws, and any other documents that may be added during the term of this contract:

Signature of Resident

X _____

Witness Signature

X _____

Name of Parent/Guardian if Resident is under 18 years of age:

X _____

Signature of Resident's Parent/Guardian if Resident is under 18 years of age:

X _____

Dated the ____ day of the month of _____, ____



RESIDENCE PAYMENT PLAN REQUEST FORM

Complete and submit this request form prior to the start of the semester. This form must be submitted with documentation representing your financial need for this request. Please note, all requests are subject to approval.

RESIDENT INFORMATION

Last name: _____ First name: _____

Student ID: _____ Email address: _____

REASON FOR PAYMENT PLAN REQUEST

- ☐ Funding has been delayed – provide documentation indicating approved funding pending release.
- ☐ Receiving monthly disbursements – provide documentation representing the disbursements such as student loans, band funding, government funding, etc.
- ☐ Other – provide a detailed description below.

I AM REQUESTING:

- ☐ Delayed payment – to be paid in full no later than _____ (Day/Month)
- ☐ 4 equal installments of \$ _____ due on the first day of each month.

I UNDERSTAND THE FOLLOWING (INITIAL EACH)

_____ The payment details and schedule as outlined above are only available for residence fees and not the declining meal card.

_____ Withdrawing from the University or moving out of the Residence may not release you from the payment plan obligation, or from any other financial penalties or charges.

_____ Failure to make payment by the agreed date will result in this plan being cancelled and the remaining balance will be due in full immediately.

I have read and fully understand the above:

PRINT NAME

SIGNATURE

DATE



Emergency Contact Authorization Form

RESIDENT NAME:		
DATE:		
MEDICAL INFORMATION: (Allergies, conditions, special needs, special requests that we should share with emergency/ medical personnel for your best care.)		
CONTACT PERSON 1: (Provide minimum one contact)	Name: Relationship to you: City/Prov/Country: Home Phone: Cell Phone: Work Phone: Email:	
CONTACT PERSON 2: (optional)	Name: Relationship to you: City/Prov/Country: Home Phone: Cell Phone: Work Phone: Email:	

Residents are responsible for having valid medical insurance and carrying medical cards on their person. By signing below, I understand and agree that this document will be in the possession of authorized College personnel and that reasonable care will be taken to keep this information confidential.

___ (initial) I agree to allow Luther College staff to release this information in the event of a medical emergency to a third-party medical provider.

___ (initial) I decline to have Luther College staff release this information to a third-party medical provider in case of a medical emergency.

Resident Signature

Today's Date



Luther College Residence Shared Kitchen Space Waiver

This waiver agreement (the "Agreement") is made and entered into on this ____ day of _____, 20 __, by and between Luther College Residence (hereinafter referred to as "Luther College") and the undersigned individual (hereinafter referred to as the "User").

User Information:

Name: _____

Student ID (if available): _____

Terms and Conditions:

The User acknowledges that the use of the shared kitchen space involves inherent risks, including but not limited to, the risk of personal injury and property damage. The User voluntarily assumes all such risks.

The User agrees to waive and release Luther College, its officers, employees, and agents from all claims, liabilities, damages, and expenses arising out of or in connection with the use of the shared kitchen space.

User Responsibilities:

The User must remain in the kitchen while cooking. Leaving cooking food unattended is strictly prohibited.

The User is responsible for cleaning all dishes, utensils, appliances, and the general kitchen space after use.

The User agrees not to cook high grease items, such as but not limited to, deep-fried foods, in the shared kitchen space to prevent fire hazards and excessive grease buildup.

The User must follow all posted rules and guidelines for the shared kitchen space.

The User must ensure that all cooking equipment is used safely and appropriately.

The User is prohibited from making any modifications or alterations to the kitchen equipment or space.

**Violation of Terms:**

Violation of any terms of this Agreement may result in the loss of privileges to use the shared kitchen space and may be subject to further disciplinary action by Luther College.

Acknowledgment and Signature:

By signing below, the User acknowledges that they have read, understood, and agree to the terms and conditions of this Agreement.

User Signature: _____

Date: _____

This Agreement must be completed and submitted to the Luther College Residence Office before the User is granted access to the shared kitchen space.

For Office Use Only:

Date Received: _____

Approved By: _____

Additional Notes: _____



Photo Release Form

I, _____ hereby grant permission to Luther College at the University of Regina, its representatives, employees, or agents, to take photographs, videos, and audio recordings of me during my time in The Student Village located at Luther College at the University of Regina. I understand that these materials may be used for various purposes, including but not limited to:

1. Educational and promotional materials for Luther College and its affiliated entities.
2. Publication in newsletters, brochures, websites, social media, and other forms of communication.
3. Archival and historical purposes.

I grant to Luther College at the University of Regina the right to use, edit, reproduce, distribute, and publish these materials for the aforementioned purposes. I waive any right to inspect or approve the final product before publication.

I understand and agree that I will not receive any compensation for the use of these materials. I also release to Luther College at the University of Regina, its employees, representatives, and agents from any liability related to the use and publication of these materials.

I further understand that if I wish to revoke this permission, I must do so in writing and deliver it to the Financial and Residence Services office (LC 110). However, any materials produced prior to the revocation will still be used in accordance with this release.

By signing below, I acknowledge that I have read and understood the terms of this release and voluntarily consent to its contents.

Resident Information:

Full Name: _____

Signature: _____

Date: _____

Email: _____

Phone: _____