



- 3.4.1 *Termination:* Termination refers to the discontinuance of the contractual relationship between Resident and CCU, occurring after the day the CCU on-campus residences open for the academic term(s) covered by this lease/contract. Termination only occurs when approved by CCU at Resident's request or because of Eviction.
- 3.4.2 *Cancellation:* Cancellation refers to a Resident's cancelling his/her application and lease/contract for housing prior to the opening of the on-campus residences each term. Such requests must be made in writing by the Resident and approved by the Director of Residence Life prior to the opening of the residences. Students requesting cancellation on or before June 1 (for those applying for the fall semester), December 1 (for those applying for or not returning to CCU in the spring semester), or May 1 (for those applying for the summer semester) may receive the full refund of the Housing Deposit. Students requesting cancellation for the fall semester on or before July 15 may receive a 50% refund of the Housing Deposit. Any cancellations occurring after these dates will result in forfeiture of the full Housing Deposit.
- 3.5 Any Resident desiring to cancel or terminate his/her lease/contract must complete a Housing Lease Cancellation Request and submit it to the Residence Life Office, following the procedures listed in the Student Handbook. The Director of Residence Life will determine if the reasoning is sufficient to cancel or terminate the lease/contract. The likelihood of lease/contract release is very unlikely; as such, Residents should not make plans to live in any other type of residence off-campus until this decision is made.
- 3.6 CCU may terminate this lease/contract through written notice with due process and take possession of any room at any time for violation of any of the provisions of this contract, or where it is in the interest of CCU and student.
- 3.7 CCU may terminate or temporarily suspend performance of this agreement in the event of exigency such as order, health, safety, or discipline that relates to the housing facility or student life.

#### IV. ASSIGNMENT & VACATING POLICIES

*Initial:* \_\_\_\_\_

- 4.1 Full-time (12 credit hours or more), unmarried freshman and sophomore students under the age of 21 and taking courses in the CUS program are required to reside on campus and take meals on campus through CCU food service plans. (Please see the Residential Policies in the Student Handbook for the methodology used for determining class status regarding housing and food service.) Such students are required to purchase a meal plan that will be selected at the beginning of each semester. CCU reserves the right to require purchase of specific meal plans for specific groups of students. Juniors and seniors may elect to live in the CCU on-campus residences and participate in a meal plan program.
- 4.2 Residents will not be assigned a space in the CCU On-Campus Residences unless the following have been received and approved in the Residence Life Office: (1) Housing Application, (2) Housing Lease/Contract, and (3) Housing Deposit. Tenants who submit the above items will receive written notification whether or not their

- application is accepted, at which time the Lease/Contract becomes valid.
- 4.3 Residential assignments are made for the entire academic year, or for the remaining portion thereof. Changes in room assignment may be made by CCU at any time, requiring students to move to an alternate apartment or room. Residents may request a change in assignment through the Residence Life Office; however, it must be approved in writing by an authorized official in the Department of Residence Life prior to a Resident's move. Changes that occur without approval will result in an improper check-out fee and disciplinary action.
- 4.4 Refunds of housing or meal costs will not be made after the Add/Drop date for each semester, and refunds are not made for missed meals or temporary absences from CCU housing.
- 4.5 The Housing Deposit will be carried forward from year to year as a student maintains an active Housing Application and Lease/Contract on file. If there are outstanding University charges at the conclusion of the Resident's tenure at CCU on-campus residences, the Housing Deposit will be applied against those charges. After all charges are paid in full and this Housing Lease/Contract has been fulfilled, a refund will be issued through University Financial Services.
- 4.6 Residents living in a single room (bedroom) will pay an extra fee. Residents, regardless of single room status, may be required to move to another assignment or to give up his or her single room assignment in order to consolidate vacancies.
- 4.7 Residents are responsible for all losses or damages to University owned and operated property.
- 4.8 Residents who fail to properly check out of their rooms will be charged an Improper Check-out Charge, and may be responsible for additional charges resulting from loss of revenue. Students who do not return their room key at time of check-out will be charged for a lock change.
- 4.9 Should this lease/contract be terminated prior to the end of the academic year, Resident must vacate his/her residence within 6 hours of official notification, unless special written permission has been granted by the Director of Residence Life or his/her designee.

#### V. SPECIAL PROVISIONS FOR TENANTS

- 5.1 CCU on-campus housing exists primarily for full-time students in the CUS program. On a space-available basis, CCU may allow persons who are not full-time CUS students to occupy the CCU on-campus residences according to the terms of this contract, and the University and Residential Policies as detailed in the CCU Student Handbook. This determination will be made by the Director of Residence Life.
- 5.2 Tenants who enter into this lease/contract understand that this lease/contract is binding and cannot be cancelled by the Tenant, except under the "Hardship" provisions detailed in Section 3.1.2 of this Lease/Contract.
- 5.3 Tenants understand that CCU may, at any time for any reason, cancel or terminate this lease/contract, should it be in the best interest of CCU and its full-time CUS students. As such, Tenants are at an "at will" relationship to CCU; thus any violation of CCU Policies will result in immediate eviction, without the ability to undergo disciplinary review through CCU's regular disciplinary process. This decision will be at the sole discretion of the Director of Residence Life.

*Initial Only if Entering Contract as Tenant:* \_\_\_\_\_ *Dates:* \_\_\_\_\_

#### VI. SIGNATURE

I acknowledge that I have read and understand this Housing Lease/Contract and the CCU Student Handbook that contains the University and Residence Life Policies. I agree to be bound by the terms of these documents, and agree to pay all applicable rates for the space to which I am assigned.

\_\_\_\_\_  
Printed Student Name

\_\_\_\_\_  
Signature of Student (or Guardian if Student is Under Age of 18)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Residence Life Official

\_\_\_\_\_  
Date

**Office Use Only:** Assignment:

Academic Year:

20\_\_ - 20\_\_

Residence Life ● 8787 West Alameda Avenue ● Lakewood, CO 80226

ccureslife@ccu.edu ● P: 303.963.3460 ● 800.44.FAITH Ext. 3460 ● F: 303.963.3472