

UNIVERSITY OF WEST GEORGIA
HOUSING AND RESIDENCE LIFE CONTRACT 2023-2024

This is a legally-binding contract between the University of West Georgia (UWG) and the individual Resident. The Resident has read and understands the terms and conditions of this contract. This agreement obligates the Student to reside in the residence halls, apartments, or The Village for the entire academic year as defined below or remainder thereof, as applicable. The University of West Georgia will not recognize any alterations or additions to this contract.

The Resident's UWG email address is the University's official form of communication with the Resident and where official notices related to this Contract will be sent. Students are required to check their UWG email address regularly.

UWG does not discriminate in room and/or hall assignment on the basis of race, color, religion, national origin, ancestry, sex, age, disability, status as a veteran, sexual orientation, or any other characteristic protected by federal law, state law, or University System of Georgia (USG) policy.

UWG agrees to furnish the Resident with housing accommodations as outlined under the terms and conditions stated herein.

Contract Period: This Contract is binding for the duration indicated in the below table based on the application term. Approved requests to move in earlier than the start date or stay after the closing date will be considered extensions of this agreement. Summer housing requires a separate application.

Academic Year 2023-2024	August 4, 2023 - May 12, 2024
Summer 2024	May 10, 2024 - July 28, 2024

Application Fees and Room Rates: The Resident agrees to pay a non-refundable Application fee and all applicable Housing Rates associated with this contract in accordance with UWG fee payment deadlines. The first-time application fee is \$150.00 and the returning application fee is \$50.00. Housing rates are updated and published annually online. Housing rates are based on the specific residence hall and room style of the assignment. [UWG Room Rates](#) and information about the residence halls are available on the [HRL website](#).

Additional room charges may apply for approved early arrival and late stay requests outside of the dates of this agreement.

Eligibility: First time (FT) UWG undergraduate students are required to live on campus for two semesters when starting UWG. Some students may be eligible for exemption to the FT-UWG Policy. See [First Time UWG Policy and Policy Waiver](#)

The resident must maintain active enrollment for each term that they are housed. The Resident is responsible for notifying UWG if their enrollment drops to zero credit hours. A change in eligibility status may cause UWG to terminate this Contract.

Any Organization member living in the Organization's House in The Village must meet UWG eligibility requirements and be approved by the Organization's President. Approval by the Organization President must be submitted to UWG.

Room Assignments and Consolidation: - A room assignment chosen by the applicant during the application process shall be considered tentative. Final room assignments are made by UWG. UWG accommodates assignment preferences when possible. Inability to meet a preference request does not void this contract. UWG retains the right to move a Resident to similar housing accommodations when at any time deemed necessary.

Accommodations: Residents requiring accommodations because of a documented disability must coordinate their accommodations request through [UWG Accessibility Services](#). Residents are strongly encouraged to request accommodations prior to moving into the residence halls.

Opening and Closing of Residence Halls: UWG has the right to make adjustments to opening and closing dates. Typically, residence halls open on the Saturday prior to the start of classes. As a practice, UWG Residence Halls remain open during University break periods listed below. More details regarding opening and closing will be sent to the Resident's UWG e-mail prior to the relevant opening and closing date.

The University may offer reduced services during official breaks:

Official UWG Breaks	
Thanksgiving Break	November 20, 2023 - November 24, 2023
December Winter break	December 8, 2023 - January 5, 2024
Spring Break	March 18, 2024 - March 22, 2024

At the close of the spring semester, students must check out by May 12, 2024 at 12pm unless a late stay request is granted in writing by UWG. Opening and closing dates for summer terms will be announced on the Housing website and communicated to the resident's UWG e-mail address.

Residents holding contracts for a summer term directly following or preceding an academic year term may be offered housing during the transitional period between terms. Confirmation of transition housing must be obtained in writing from UWG.

Early Arrival and Late Stay requests may be available before and after term start and end dates. Specific information about early arrival and late stays will be communicated to the applicant's UWG email address in advance of the relevant time period.

Check In and Check Out: Residents are responsible for following check-in and check-out procedures at the start and end of their stay on campus and in the course of an approved room change by meeting with residence hall staff and presenting their Wolf Card. At check-in, residents will receive a physical room key or a PIN—used in conjunction with their Wolf Card—to access their assigned room.

Residents are responsible for maintaining and securing keys, PINs and Wolf Cards through the time of check-out; when physical room keys must be returned to residence hall staff and PINs will be deactivated. At the time of check-out, residents' assigned space should be clean and free of personal items, perishables, dirt and debris.

Code of Conduct and Housing Regulations: Residents are expected to be familiar with and abide by the [HRL Guide to Campus Living Policies](#), and the expectations outlined in the University of West Georgia Student Code of Conduct, accessible from the website of the [UWG Office of Community Standards](#).

Damages and Damage Billing: The Resident is responsible for the condition of the Resident's individually assigned room, its furnishings and other items of property. The Resident will be billed for individual room damage or vandalism. Common area damage billing will be assigned to Residents on a pro-rated basis unless UWG is able to identify the individual(s) responsible for the damage. The Resident is responsible for reporting damages to UWG through the [HRL Support Request form](#).

Insurance: Residents are encouraged to work with their (or their parent's/guardian's) insurance company for homeowner's or renter's insurance that may cover property brought to campus by Residents. UWG will not be held liable for loss or damage to personal property resulting from issues including but not limited to water, fire, windstorm, electrical storm, snow/ice storm, interruption of utilities, or vandalism.

Alterations: All dates in this contract are based on the published University calendar for the academic year 2023-2024. If the University calendar changes, UWG reserves the right to modify all dates in this document accordingly.

Terminate Contract: UWG reserves the right to cancel a resident's contract at any time. Upon extraordinary circumstances, the resident may request to cancel their contract online at westga.edu/housing; if approved, the contract will be terminated and be responsible for the [applicable cancellation charges](#).

You can save a copy of this legally binding contract by clicking the save icon in the viewer.

To agree to the terms of this contract, enter your student ID number that begins with "917" below.