



Residency Agreement

Agreement

This is an Agreement made by and between the student whose name appears on the statement of confirmation of this agreement (“Student”) and Lancaster Bible College (“LBC”). The use of the word “you” or “your” refers to the undersigned student.

This Agreement grants to the Student permission to occupy a residence hall space on campus for a specific period of time. This Agreement is not a lease. The Student is not a tenant. Living in campus housing is a privilege that is part of the overall educational experience provided by the College. Students who live on campus are expected to make a commitment to contribute positively to the campus community by abiding by the responsibilities outlined in this Agreement and all associated guidelines and policies. Completing this Agreement is a prerequisite to living on campus.

The Agreement is for room space without regard to designated residential facilities, specific rooms, or specific roommates.

This Agreement is legally binding. It incorporates and supports policies stated in Lancaster Bible College Residential Living Handbook and *The Journey* Student Handbook policies. If Student is under age 18, a parent or legal guardian must sign the Agreement confirmation, along with Student. Student will be held accountable for the information in this Agreement. Please read carefully before signing this Agreement.

Affirmation of the College’s Policy of Non-Discrimination

It is the policy of Lancaster Bible College to offer equal and non-discriminatory housing to students. It does not discriminate on the basis of race, sex, color, religion, national origin, age*, disability or veteran status in provision of residential facilities and services.

Housing Requirement

All undergraduate, degree-seeking students taking at least twelve (12) academic credits are required to live in College-owned housing for up to eight (8) consecutive semesters after matriculation to the College. Students who are enrolled in a dual degree or 4+1 program through LBC are eligible to live in College-owned housing during the entirety of their program provided they lived in College-owned housing immediately prior to their transition into full graduate-level coursework. Graduate level dual degree (BS/MA) and 4+1 students must also be full-time as defined by their program, which in many graduate programs is nine (9) credits per semester. Part-time students will generally not be eligible for on-campus housing. Exceptions may include taking a reduced credit load as an approved accommodation through the Disability Services office or a Senior student who is currently a resident but has fewer than 12 credits in their final semester. Online and traditional graduate students will not be offered housing. All residents, regardless of age or program, are responsible for knowing and upholding expectations, policies, and community lifestyle standards in the Residential Living and LBC Student



Handbooks.

If at any point in a semester you are attempting fewer than twelve (12) academic credit hours, you must notify Residence Life of your change in status. Generally, you will be permitted to remain in College-owned housing for the remainder of the semester. However, the College retains the right, in its discretion, to revoke your occupancy in College housing. In such a case, you must vacate your assigned room within forty-eight (48) hours of your receipt of written notice, unless Residence Life defines a longer period.

The College will terminate a room assignment if: (1) you fail to register for at least twelve (12) academic credits in a given semester, (2) you fail to occupy the assigned College housing, or (3) you fail to pay all College fees, including tuition and, separately, room and board.

**Note about age of students requesting on-campus housing:*

Lancaster Bible College provides on-campus housing for traditional-age college students (ages 17 – 23). Students who are 16 years old or who are above the age of 23 can still apply for on-campus housing but may be required to have an interview with a member of the Residence Life staff. Decisions will be made on a case-by-case basis. The College reserves the right to deny on-campus housing and recommend alternative options.

Exceptions to the Housing Requirement

Commuter Policy

A Commuter is defined as a student who lives at their permanent residence. **Commuters may include full-time undergraduate students who are living with a parent or legal guardian within forty (40) miles of the College, OR who are married and living with a spouse, OR who are residing with their own children as a primary caregiver, OR who are at least twenty-three (23) years of age by the start of the Fall semester.** Children, spouses, and parents are not permitted to reside in College housing. We encourage students to discuss this option with their families as soon as possible. There may be implications to your financial aid package by changing your housing status from residential to commuter. Students wishing to change their status from Resident to Commuter must contact Residence Life to verify their eligibility and confirm their release from the Residency Agreement. Residents may apply to be released from the Residency Agreement to commute from their permanent residence at any time, including mid-year (between fall and spring semesters). Students who choose to commute from home mid-semester are still responsible for housing costs for that semester.

Off Campus Independent Living Policy

Full-time undergraduate students who will have successfully completed at least ninety (90) academic credits AND are at least twenty-one (21) years of age by the start of the fall semester AND are in good standing with the College (not on academic or disciplinary probation), OR have new extenuating circumstances are eligible to apply for release from the Residency Agreement to live independently off campus. Requests for release from the Residency Agreement must be approved in writing by the office of Residence Life. Requests for release are reviewed in the Spring semester for the following



academic year. Requests to be released received after the advertised deadline, including mid-year (between fall and spring semesters) or mid-semester, will not be approved unless there are extenuating circumstances.

The College reserves the right to limit the number of students who are released from the Residency Agreement each year. The College also reserves the right to revoke approval for release if the student does not successfully complete 90 credits prior to the start of the fall semester, or is no longer in good standing with the College, or does not complete the outlined requirements. Students approved for release must submit a copy of their off-campus lease to Residence Life, as well as disclose the names of their intended roommates. **Students wishing to move from a parent home to independent off campus housing must contact Residence Life to verify their eligibility and confirm their release from the Residency Agreement.**

Time Period of Residency Agreement

This Agreement addresses provisions related to housing for each academic school year you are a student at Lancaster Bible College for up to eight (8) consecutive semesters, as published by the College in its Academic Calendar. Consistent with College policies, your obligations regarding the housing assigned to you by the College begin on the day you are scheduled each year by the College to check-in to your housing for the fall semester (the “check-in” date). Your obligations under this Agreement end on the date the College closes campus housing in the spring semester each year (the “closing date”), as determined by Residence Life.

This Agreement will be temporarily suspended while residence halls close during specified days for Winter Break. The College reserves the right to, in its sole discretion, suspend this Agreement, if necessary, to protect the health and safety of its students, staff, or faculty. In addition, the College may cancel this Agreement at any time without any refund if you violate College policy and rules as set forth in or rules concerning occupancy of on-campus housing found in this Agreement and the LBC Student Handbook/Policies. These rules and policies are incorporated into this Agreement by reference. A grant of a license under the terms of this Agreement does not imply that Student has the right to occupy campus housing in the future.

The College will provide you with reasonable advance notice of the closing dates for Winter and Summer Breaks. As set forth in this Agreement, you are responsible for the housing assigned to you (i.e. room within a residence hall or apartment) and attendant common areas until you have vacated your assigned housing, your belongings have been removed from the assigned housing, and you have completed the College’s residential checkout process, as supervised by Residence Life. The College reserves the right to enforce the terms of this Agreement (e.g. restitution for damaged property) after the closing date.

Responsibilities of the parties under this Agreement

1. The College’s responsibilities.
 - a. As of the check-in date, the College will provide you with a room or apartment including



- at least the following for your use: (1) a XL twin-sized bed; (2) a desk with a chair; (3) a closet; (4) a dresser; (5) access to a restroom, including showers; (6) an overhead light; (7) access to the internet (via your own devices), and (8) access to the common areas of the residential facility, in accordance with College policies, a supervised by Residence Life or its designees (including without limitation Hall Directors and Resident Assistants).
- b. The College will provide reasonable housekeeping services, during normal hours of business (unless an emergency requires otherwise) to all bathrooms and common areas within the residential facility in which you reside.
 - c. The College will ensure that Residence Halls are secure and that students are able to access your assigned residence hall and room via key and FOB access. Each Residence Hall meets safety standards and is equipped with emergency exits and fire alarms.
 - d. All residence halls are provided with heat and air conditioning and set to temperatures by Physical Plant staff that are appropriate for the health of students.
 - e. The College reserves the right, in its discretion, to remove or relocate your assigned housing without any refund for your breach of any term of this Agreement or violation of any College policy, including without limitation, the Student handbook. Further, the College reserves the right to enforce any restrictions or policies (including without limitation the Student Handbook) necessary for the maintenance or preservation of College property or in the interest of the safety or welfare of any member of the College community.
2. Your responsibilities.
- a. **You agree to live on the College's campus for the duration of your undergraduate enrollment at Lancaster Bible College, unless exempted from this Agreement by the College in writing.**
 - b. You will abide by the terms of this Agreement, College's policies, including without limitation the Student Handbook, and by standards established by the College's staff of the residence hall assigned to you. You acknowledge that the violation of this Agreement, the College's policies, or of the standards established by the College's staff of the residence hall assigned to you may result in disciplinary action (please refer to the Student Handbook for more information) or administrative revocation of on-campus residence and termination of the Residency Agreement at any time.
 - c. As a licensee, but not as a lessee, you will occupy and reside in only the room or apartment assigned to you by the College. Further, you will comply with any changes in your room assignment as directed by Residence Life.
 - d. You will exercise care in the use of College property, including the use of the room or apartments assigned to you. If damage occurs to your room or the attendant common areas (including, but not limited to, bathrooms, hallways, lounges, and stairwells) you will receive a charge through the Office of Student Affairs for the cost of those repairs.
 - e. You will not transfer or assign the rights and interest granted by this Agreement to any other person. You will not sublet your room or apartment to another person.
 - f. You acknowledge and understand that the College does not provide storage for personal belongings other than what is provided for your use in your assigned room or



- unit, including over the summer break.
- g. You agree to pay Room and Board fees each semester according to the payment policy outlined by the tuition and fees schedule. Room and Board fees due for the Fall and Spring semesters are placed on your account prior to the upcoming semester. LBC reserves the right to remove Student from the College housing for non-payment of Student's account of charges (including but not limited to: tuition, room and board).
 - h. All new residential students will pay a \$200 enrollment deposit when they commit to attending LBC. This fee serves as your housing deposit and is non-refundable. This must be paid via your Admissions link or to the LBC Solution Center before a room assignment will be made. All returning students must pay \$100 Residence Life Fees as part of the Housing Application before a room assignment is made. This fee represents Student's housing deposit. This fee is non-refundable and may not be transferred to tuition.
 - i. As a condition of occupancy, you agree to register for a minimum of 12 credit hours each semester during the term of this Agreement, unless the Student receives written permission from Associate Deans of Student Affairs for a reduction of hours.
 - j. Any students living in traditional residence halls will select and purchase a meal plan to be used in on-campus dining. Students living in the apartments are not required to have a meal plan but may choose an option that suits their need. Meal plans cannot be changed mid-semester, but can be changed between semesters (ie a Student can have a different meal plan for the Fall and Spring semesters). Please note that Flex Dollars and meals included with meal plans do NOT roll over between semesters. Separately purchased Charger Bucks will roll over.
 - k. If withdrawing from the College you must notify Residence Life. If Residence Life is not notified, you will be charged in full for your assigned room or apartment. If you withdraw from the College after the beginning of the semester, you remain responsible for that semester's housing fees on a pro-rated basis. If you withdraw from the College, you will vacate your assigned room, including removing all personal belongings, within twenty-four (24) hours after tendering your withdrawal to the College.
 - l. You acknowledge that you are not entitled to any refund of any housing fees from the College if you are expelled or otherwise dismissed from the College.
 - m. **Eligible students may apply to be released from the Residency Agreement prior to the start of each semester. The College may approve or deny the request. Unless you receive express written approval from Residence Life to be released from the Residency Agreement and live off campus you will continue to be charged the annual room rate.** Residence Life will provide students with timely notice of Residency Agreement Release application dates. Mid-semester requests will not be approved unless there are medical or mental health reasons determined by a licensed physician that would require a student to live off campus.

Cancellation Policy

If Student completes the application process and is assigned a living space but does not enroll in classes



for fall and/or spring term and/or fails to properly check in prior to the first day of class for any given term, LBC may cancel the Residency Agreement. Student will be considered a “no show” subject to forfeiture of his/her deposit.

If written notice of cancellation for the Fall semester is received by the Office of Residence Life on or before the first day of the Fall term, this Agreement is canceled with full refund of housing charges (less housing deposit). If written notice of cancellation for the Spring semester is received by Residence Life on or before the first day of the Spring term, this Agreement is canceled with full refund of housing charges (less housing deposit).

Any cancellation after these dates will be subject to the terms of the cancellation policy for current students. Students returning to LBC Spring term, unless graduating, will be required to continue to reside on campus per the terms of this agreement.

1. Cancellation Due to Withdrawal
 - a. Students who withdraw from the College after the beginning of the semester remain responsible for that semester’s room and board fees. Refund or credit on the student’s account for pro-rated room and board fees will be granted when a student withdraws from the residence hall due to medical reasons confirmed by a licensed physician or for involuntary withdrawal due to mental or medical health reasons.
2. Cancellation Due to Student Conduct
 - a. Student(s) removed from LBC housing for disciplinary reasons will be responsible for all housing charges assessed for the semester he/she is removed.
3. Cancellation Due to Change in Status
 - a. Students who move out of the Residence Halls mid-semester in order to commute from an off-campus location will be responsible for all housing charges assessed for the semester he/she leaves campus housing. Refund or credit on the student’s account for pro-rated room and board fees will be granted when a student withdraws from the residence hall due to mental or medical health reasons confirmed by a licensed physician or for involuntary withdrawal due to mental or medical health reasons.
4. Cancellation Without Release from the Residency Agreement
 - a. Students who break the Residency Agreement by moving to off-campus housing without the express written approval of Residence Life will be responsible for all housing charges assessed for the semester he/she breaks the Residency Agreement.

Assignment of Campus Housing Spaces and Roommates

LBC reserves the right to make housing and roommate assignments and to require Students to relocate within campus housing when assignments or relocations are necessary to carry out LBC’s educational and/or administrative purposes. This right to make alternate assignments and require relocations includes the authority to take such action as part of disciplinary actions. Nothing in this Agreement shall be interpreted to guarantee Students the right to live with a specific individual or to occupy a specific residential space. Occupancy of spaces by fewer or greater Students than the intended number requires the approval of the Office of Residence Life. Student is expected to only occupy assigned space. Any



attempt to move a space other than Student's assignment will result in referral to the college student conduct system. If one Student moves from his or her assigned space, the remaining Student(s) will maintain the space in a manner that would permit another Student to be assigned immediately. LBC also reserves the right to assign Students to temporary accommodations in the event that occupancy is exceeded.

Medical & Disability Accommodations

Housing Accommodations

Students requiring housing accommodations due to medical reasons, such as a single room, a first floor room, or having a service animal, must submit a request to the Office of Disability Services with accompanying medical documentation.

Dining Accommodations

Students who have medical conditions requiring special dietary considerations must make dietary needs, as identified by a medical professional, known in writing to the Director of Dining Services and the Director of Health Services and meet with Dining Services to see if their needs can be met. If Dining Services is not able to meet the dietary restrictions, the student can request an accommodation to be released from the meal plan through the Disability Services Office.

Keys & Student ID

Students must carry your College identification card with you at all times as it provides access into approved buildings and must be presented when requested by College staff. To access your assigned room or apartment, you will use a key provided by the College. If you lose your key, or fail to return your key at the time of checkout, the College may charge you for the costs associated with changing applicable lock(s).

You may not duplicate and College keys. You may not give your assigned key or College ID to anyone else. The College reserves the right to change applicable lock(s) if it determines that there is reasonable cause to believe that your key has been duplicated or has been given to someone to whom it was not issued. In such cases, the College may charge you for the costs associated with changing the applicable lock(s).

Meals

Students residing in Lancaster Bible College residence halls are required to participate in one of the College's meal plans for on-campus dining. Students residing in Independent Living Units (ie Weber Apartments) are exempt from this provision, but may purchase any meal plan. Independent and Mini Meal Block plans are only available to Independent Living and Commuter students, or students with an approved accommodation for a meal plan reduction through Disability Services.



Liability

The College is not responsible for the theft or other loss of money, valuables, or personal effects of resident students or their guests. Therefore, each student is advised to carry personal property insurance. The College is not responsible or liable for personal accident, injury, or illness to residents, guests or visitors, or damage, theft, or loss of personal property. Students are advised to lock their room doors when they are not present and to keep valuables in a safe place.

Storage & Abandonment of Personal Property

If you leave any personal property on campus after vacating your assigned room, the College reserves the right to dispose of that property at its discretion.

Room Entry

Occupants of the residence halls have a right to reasonable privacy. LBC reserves the right for authorized LBC personnel to enter and inspect Student's campus housing space for reasons including, but not limited to: 1) investigating suspected illegal activity or violations of LBC policy or regulations, 2) assessing conditions that pose potential threat to the health or safety of campus housing residents, 3) performing maintenance/facility management duties. A student's room, refrigerator, storage areas, lockers, etc may be searched by the College when there is reasonable cause to do so.

College Furniture

Student agrees not to alter, remove, trade, or exchange any furnishings, fixtures, or equipment owned by LBC located in Student's residence hall or apartment space or complex. Room furnishings may not obstruct or hinder access to any room in College housing. Alterations, additions, and/or unauthorized use of furnishings within College housing are prohibited. This includes, but is not limited to, moving furniture from public areas to individual rooms, removing College furniture from a room or building, moving College-owned furniture from lounges outdoors and/or onto roofs, painting or applying adhesive-backed wall coverings to any wall, floor, ceiling, window, or furniture surface, the use of water beds or lofts. A maximum fine of \$50 per day, per piece of furniture, may be imposed for College furniture moved from its intended location, plus replacement and/or repair costs. The use of bed risers, cinder blocks or other materials to raise beds/furniture off the floor (other than bed loft kits provided by the College) is strictly prohibited due to safety concerns. Students found responsible for moving furniture outdoors may be subject to disciplinary action and/or will be charged for damages that occur in the process of moving furniture.

Additional furnishings brought into the room by the Student must be freestanding and clear of all existing exits/entries, furniture, fixtures, and walls.



Room & Furniture Condition

Student is responsible for the condition of the assigned space and shall reimburse the College for all damage to the space and damage to or loss of fixtures, furnishings, or properties furnished under the contract. No alterations may be made to the area or furnishings provided by the College. Student agrees not to alter, remove, trade, or exchange any furnishings, fixtures, or equipment owned by LBC located in Student's residential space or complex. Student shall make no alterations or additions to residential space(s). There is a \$50.00 charge for violating this policy. Additional furnishings brought into the room by Student must be freestanding and clear of all existing furniture, fixtures and walls.

Inventory and Inspection

LBC completes a "Room Condition Report" (RCR) prior to Student occupying an assigned residence hall or apartment space. The RCR notes the presence and condition of furnishings, fixtures, and equipment. In addition, any unusual damage or excessive wear to the space is noted. When Student moves out, LBC completes a RCR that notes any damage or unusual wear to the furnishings, fixtures, equipment, and premises. Cleaning charges are assessed if Student does not leave residence hall or apartment space in a condition allowing immediate occupancy.

Check-In

Information regarding check-in and check-out dates and procedures can be found on the Student Portal as well as in memos distributed by Residence Life staff. You may not check in to your assigned campus housing before the published date of move-in for each semester without permission from Residence Life.

Check-Out

When checking out of campus housing, you must complete all required procedures. These include cleaning your room and any related common areas, removing of all personal items from campus, returning keys, and completing a room checkout form. Failure to check out properly prior to the Winter or Summer break will result in a \$150.00 improper check-out fee.

The Student agrees to follow posted checkout procedures specific to his/her residential facility. LBC reserves the right to require students to move from their residence within 24 hours of Student's last final exam at the end of each semester, or 5:00 pm on the day of the conclusion of final exams, whichever occurs first. Students who do not vacate their rooms by the appointed time will be charged \$50 per day until the time which they vacate campus.

If you withdraw from LBC prior to the expiration of the term of the agreement, you agree to notify the Office of Residence Life in writing of withdrawal and complete proper checkout procedures with the Residence Life staff within 48 hours of withdrawal from LBC. Failure to check out within 48 hours of withdrawal or expiration of the license term will result in a \$100 per day late charge for each day. Students removed from LBC housing for disciplinary reasons will be required to complete proper



checkout procedures within the time designated in his/her actions. Failure to checkout by Student will result in a charge to change the lock on Student's former residential space based on current lock change rates. In addition, you will be responsible for all costs associated with the removal of personal belongings remaining in the space.

College Breaks

Lancaster Bible College recognizes four breaks (Fall Break, Thanksgiving, Spring Break, and Easter) during the academic semesters. All students are expected to vacate campus by the appropriate time and date (typically 5:00 PM on the Friday before break begins), unless they have received written approval from Residence Life.

All students are expected to vacate the residence halls within 24 hours of their last final exam, OR by 5:00 PM on the last day of scheduled exams, prior to Winter and Summer breaks and are expected to make plans accordingly. No student will be permitted to stay on campus December 23 – January 1. Housing will close at 12:00 PM on December 22 (or the preceding Friday if December 22 falls on a weekend) and reopen for early arrivals on January 2 at 12:00 PM (or the following Monday if January 2 falls on a weekend). Early arrivals must be approved through the Office of Residence Life.

Expenses & Enforcement

Student agrees that if it becomes necessary for LBC to take action to enforce the terms and conditions of this Agreement, Student will pay all costs and expenses (including attorneys' fees) and any fines associated with its enforcement.

THE COLLEGE RESERVES THE RIGHT TO TAKE POSSESSION OF YOUR ASSIGNED ROOM OR APARTMENT AT ANY TIME FOR VIOLATIONS OF ANY PROVISION OF THIS AGREEMENT.

Acknowledgement

By signing this Agreement, you acknowledge and represent to the College that you are aware of, and agree to abide by, the terms of this Agreement, as well as the College's policies, including without limitation the Student Handbook.

Further, by signing this Agreement, you agree and acknowledge that the housing services provided by the College under this Agreement is in the nature of a license only, and not a lease. You further agree and acknowledge that, under this agreement, (1) you are not a tenant, (2) the College is not a landlord, and (3) you are not entitled to any rights under the Pennsylvania Landlord and Tenant Act of 1950, as amended.

By signing my name, I acknowledge and represent to the College that:

1. I have read the entirety of the Agreement
2. I understand the contents of this Agreement, including my responsibilities and obligations,



which include the requirement that I reside on campus while I am a student at the College, unless I receive an exception from the College in writing; and

3. I agree to all the terms of this Agreement without exception or modification.

If you are under the age of 18, your parent or guardian must also sign this agreement.

By signing my name, I acknowledge and represent to the College that:

1. I am the parent or legal guardian of the student who has signed this Agreement;
2. I have read the entirety of this Agreement;
3. I understand the contents of this Agreement as it applies to the above student, including their responsibilities, which include the requirement that the student reside on campus while they are a student at the College, unless they receive an exception from the College in writing;
4. On behalf of the above minor student, I agree to all terms of this Agreement without exception or modification.