



HOUSING AND RESIDENCE LIFE CONTRACT 2025-2026

I. Purpose

This is a legally binding contract between the University of West Georgia (hereinafter "UWG") and the individual resident (hereinafter the "resident" or "student"). The resident has read and understands the terms and conditions of this contract. This agreement obligates the student to reside in UWG owned residence halls, apartments, or The Village for the entire 2025-2026 academic year as defined below or remainder thereof, as applicable. UWG agrees to furnish the resident with housing accommodation as outlined under the terms and conditions stated herein.

II. Communication

The resident's UWG student email address is the UWG'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 student email address regularly.

III. Non-Discrimination Statement

UWG is committed to maintaining a safe, inclusive, and respectful environment for living, working, and studying. Consistent with federal and state law, University System of Georgia (USG) policy, and UWG policy, the UWG prohibits harassment of or discrimination against any person because of race, color, sex (including sexual harassment and pregnancy), sexual orientation, gender identity, ethnicity or national origin, religion, age, genetic information, disability, or veteran status by any member of the UWG community on campus, in connection with a University program or activity, or in a manner that creates a hostile environment for any member of the University community.

IV. Eligibility

a. All first-time students at UWG are required to live on campus and have a meal plan for two semesters unless they are eligible for exemption via the policy waiver.

b. Definition of Mandatory First-Time Student:

Table with 2 columns: Requirement, Definition. Rows: Age (is UNDER the age of 21 first day of semester), Marital status (is NOT Married)



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Parent or Guardian	does NOT have a dependent child and is NOT the primary custodian of a child (under 18)
Online Program	is NOT enrolled in an approved undergraduate program that is deliverable ONLY online
Primary Residence	does NOT live with a parent or legal guardian within the approved exempted zip code list for the primary campus attended  Note: primary campus is the UWG location where student is taking at least 51% of semester's courses
Transfer	has NOT completed 30 credit hours or more post-high school graduation
Military	not actively serving a military commitment
Credit Hours	has NOT completed 30 credit hours or more post-high school graduation
Previous Resident	has NOT completed 2 semesters living on-campus at UWG or another accredited UWG

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, at its sole discretion, to terminate this contract. If UWG chooses to terminate the contract, any remaining balance may still be owed to UWG. Acceptance of this contract does not grant admission to UWG.

**c. The Village**

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.



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### V. Occupancy Period

- a. This contract is binding for the duration indicated in the table below based on the application term.

Academic Year 2025-2026	August 8, 2025 - May 13, 2026
Summer 2026	May 13, 2026 - July 25, 2026

The resident is authorized to access their housing assignment on the date and time specified by UWG Housing. Approved requests to move in earlier than the start date or stay after the closing date will be considered extensions of this agreement. If Student Housing approves this request, the resident is required to complete an early check-in agreement and will incur a daily rate for the additional days of occupancy. This daily rate will be assessed in addition to any other housing fees applicable to the resident. The daily rate will be charged to the resident's UWG student account, regardless of whether the resident ultimately chooses to exercise the option for early check-in that has been approved by UWG Housing. Summer housing requires a separate application.

### b. Failure to Occupy

The resident's failure to occupy their assigned room or apartment does not cancel or terminate the housing contract, nor does it relieve the resident of the obligation to pay all assessed housing fees. UWG reserves the right to modify the resident's housing assignment or reassign their room or apartment if the resident does not take occupancy by 5:00 p.m. EST on the first day of classes for the academic semester. The resident may request prior approval from UWG Housing for a delayed arrival. If this request is granted, Student Housing will hold the resident's housing assignment not to exceed 5 business days. The resident will not receive a refund or credit for any days during which their room or apartment remains unoccupied.

### VI. Application Fees and Room Rates

Housing fees are subject to the prior approval of the USG Board of Regents. 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. All tuition, fees, or other charges are subject to change after the end of any academic term per the University System of Georgia.



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- Non-refundable Application Fee (New Students): \$150.00
- Non-refundable Application Fee (Returning Students): \$50.00
- Approved Pet Fee: \$200 per semester
- The Village Comprehensive Fee (Affiliated, Non-Village Residents): \$300.00 per semester

Throughout the year, Housing and Residence Life may offer incentives to waive the application fee for promotional periods. Any promotional periods are available for a limited and specified amount of time and are not transferable. Housing rates are based on the specific residence hall and room style of the assignment and are updated and published annually online. 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. An additional social fee of \$25 will be added to all students living in The Oaks, Center Pointe Suites, University Suites, Arbor View Apartments, The Village, and Bowdon Hall for both Fall and Spring semesters. The social fee assists with offsetting expenses for events and programs for residents.

### **VII. Room Assignments and Consolidation:**

A room assignment chosen by the applicant during the application process shall be considered tentative. The resident shall not rent, sublease, transfer, or assign Resident's assigned room or apartment to any person for any reason. 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 at any time deemed necessary.

UWG has the right to consolidate all residential students in like housing accommodations to increase the occupancy of UWG owned residence halls, apartments, or The Village. UWG also reserves the right to relocate resident or modify the resident's housing assignment based on circumstances that include but are not limited to maintenance, renovations, resolve roommate conflicts, disciplinary sanction, first year student relocation, or public health recommendations.

### **VIII. Accommodations**

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



**IX. Opening and Closing of Residence Halls:**

UWG has the right to adjust opening and closing dates. Typically, residence halls open on the Saturday prior to the start of classes. More details regarding opening and closing will be sent to the resident's UWG email prior to the relevant opening and closing date.

UWG may offer reduced services during official breaks:

Official UWG Breaks	
Thanksgiving Break	November 27, 2025 - November 28, 2025
December Winter Break	December 13, 2025 - January 10, 2026
Spring Break	March 16, 2026 - March 21, 2026

At the close of the spring semester, students must check out by the required time, e.g., by the end of the applicable occupancy period specified in this housing contract, or by a date and time otherwise specified by Student Housing, 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 email address.

A resident holding a contract 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.

**X. Check-In and Check-Out**

**a. Check-In**

A resident is 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. The resident must complete a Room Condition Report (RCR) within three (3) days of taking occupancy of any University owned or managed room or apartment. The resident's failure to complete the RCR shall be deemed an acknowledgement that resident's room or apartment, including all furniture, fixtures, and appliances, are in good and workable



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condition, free from defect or damage. The RCR will be used when the resident completes checkout to determine damages to be billed.

### **b. Keys**

Upon check-in, each resident is issued a key. Every resident is expected to always carry key. In the interest of safety and security, residents are prohibited from giving their room key/IDs to anyone else to use and may result in an immediate lock change and/or disciplinary action. Duplication of room keys is also prohibited. It is the resident's responsibility to return the key following the check-out procedure to a housing staff member. If the key is lost, the resident is responsible for the cost of a lock change or replacement of their UWG ID. Should the key be broken, a replacement key will be provided at a discounted rate when the broken key is returned. If you have lost your key, please refer to our [Housing Lockout Policy](#).

### **c. Check-Out**

The resident is required to attend a closing meeting hosted by a Housing staff member. The resident is required to sign up for a check-out appointment. The resident must select a time to check out through the Housing portal. Check-out appointments will be available during designated times determined by the UWG. The resident is responsible for maintaining and securing keys 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, resident's assigned space should be clean and free of personal items, perishables, dirt, and debris.

Failure to complete a proper check-out will result in a \$150.00 improper check-out fine applied to the student's account.

## **XI. Damages and Damage Billing:**

The resident is responsible for the condition of their individually assigned room, 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 damage to UWG through the [HRL Support Request form](#).

## **XII. Code of Conduct and Housing Regulations**

The resident is expected to be familiar with and abide by the [HRL Guide to Campus Living Policies](#), and the expectations outlined in the [UWG of West Georgia Student Code of Conduct](#), accessible from the website of the [UWG Office of Community Standards](#). The resident is responsible for reviewing all policies.



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### **A. Abandoned Property**

If the resident leaves personal property which is believed to be lost or abandoned in UWG owned residence halls, apartments, or The Village after termination of occupancy, the property shall be gathered, inventoried, and stored for a period of 30 calendar days. The resident will be billed until property is recovered or disposed.

Perishable items, including but not limited to beverages and food, as well as personal refrigerators containing food or those that have not been defrosted and cleaned, will be disposed of without delay. The resident acknowledges and agrees that Student Housing assumes no liability or responsibility for any abandoned property. Furthermore, the resident understands and agrees that they are solely responsible for the removal of all personal belongings and property at the time of vacating the room or apartment.

The resident will receive notification regarding removal of the personal property. The Office of Housing and Residence Life will dispose of the property if not removed by the resident once the 30 calendar days have expired. The charge incurred to remove, store, or dispose of the property is \$300.00 and will be applied to the student's account.

### **B. Room Entry**

While UWG will make every effort to respect the privacy of the resident and give prior notice, if possible, UWG reserves the right of entry for inspection, verification of occupancy, or repairs. UWG also reserves the right of entry without notice in circumstances posing a threat to life or property or as considered reasonably necessary to preserve campus safety. The resident may not block or restrict a UWG official from access to the room.

### **C. Furniture Removal**

Public area furniture may not be removed or moved to individual rooms or outside the facilities. All furniture in the resident room must remain intact and within the room. Financial restitution may be pursued through common area billing and/or the student conduct process for public area furniture that needs to be relocated or replaced.

### **D. Unauthorized Room Change**

UWG must approve any changes to the resident's housing assignment. If Resident exchanges rooms or housing assignments with another resident without the requisite prior approval, the resident will be assessed a \$100 unauthorized change fee each day that UWG determines, upon reasonable inquiry and investigation, that the resident occupied the unauthorized room or apartment.

## **XIII. Insurance**



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The resident is 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. 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.

### **XIV. Alterations**

All dates in this contract are based on the published UWG calendar for the academic year 2025-2026. If the UWG calendar changes, UWG reserves the right to modify all dates in this document accordingly.

### **XV. 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](https://westga.edu/housing); if approved, the contract will be terminated and the resident will be responsible for the [applicable cancellation charges](#).

The University of West Georgia has a First Time in College Residency Requirement, therefore, these cancellation policies do not apply to Freshman Residential students, unless approved by the Office of Housing and Residence Life.

If a resident would like to request to cancel their housing contract, the resident must submit a [Release of Housing](#) form. Please note, once a housing contract has been signed, it becomes a legal and binding contract with the University of West Georgia to rent space on campus. Once a release of housing form has been submitted the Housing and Residence Life, please allow a minimum of 10 business days to receive a response from a Housing and Residence Life staff member, as your request will be reviewed by our Housing Cancellation committee. You will be contacted through your student email address once the committee has reviewed and decided on your request.

Once a resident reaches the 60% occupancy date of the Fall and Spring housing term, no refunds will be issued for the remainder of the semester regardless of cancellations or eligibility, unless approved by the Office of Housing and Residence Life.

#### **a. Release of Housing Contract**

The following conditions, when coupled with required supporting documentation, constitute acceptable conditions for a [Release of Contract Request](#).

- Graduating prior to completion of fall & spring contract (Verification from Registrar)
- Marriage (Marriage Certificate Required)



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- Becoming primary custodian of child under 18 after signing contract
- Participation in a UWG-sponsored Study Abroad, Student teaching, or internship program that requires off-campus residency, equivalent to at least 30 hours per week and site located 50-miles from Carrollton campus. (Letter from acceptance into a study abroad program, internship enrollment, or teaching requirements should be provided).
- Called to military service (Copy of deployment or transfer papers).
- The untimely death of the student or an immediate family member (parent/guardian, sibling) within the contractual period.
- Contracts for students who withdraw or otherwise do not enroll will be placed into inactive contract status, and their enrollment status will be verified each academic term/session within the contract period. Such students will not be assigned or will be removed from their assignment once non-enrollment is verified. Should the student move into their assignment and then withdraw from the UWG, they will be responsible for housing charges (including, but not limited to time in room).

If a student's circumstances do not fall within these conditions, they may still submit the [Release of Contract Request Form](#).

### **b. Appeal of Housing Contract**

The student must demonstrate that a significant life change has occurred and has altered the student's ability to comply with the contract requirements. Such changes must be accompanied by substantial documentation including, but not limited to: tax records, court orders, insurance claims, etc. All supporting documentation should be attached to the Release of Contract Request Form. The request will be denied if the student does not include supporting documentation with the Contract Request Form. The student can resubmit if able to acquire supporting documentation.

Should the request be based on a medical or accessibility situation, the student should contact and work with the Campus Awareness Response and Evaluation (CARE) Team and UWG's Accessibility and Testing Services.

If a student wants to appeal a decision, they can submit a written appeal within five business days of notification to the Vice President for Student Affairs and/or their designees at [vpsa@westga.edu](mailto:vpsa@westga.edu). Please allow at least two weeks for a decision to be sent to the student via UWG email. If the appeal is denied, cancellation fees may apply.

To agree to the terms of this contract, enter your student ID number that begins with "917" to serve as your signature below. This contract is a legally binding contract. Not fulfilling the terms of this contract will result in applicable cancellation charges. The University of West Georgia will not recognize any alterations or additions to this contract.