



**2022-23 FALL-SPRING  
ACADEMIC YEAR HOUSING AGREEMENT**

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**2022-23 FALL-SPRING USF ACADEMIC YEAR HOUSING AGREEMENT**  
**TERMS, CONDITIONS, AND RESPONSIBILITIES**

**USF Student Housing Agreement (“Agreement”):** The USF Student Housing Agreement is a financially and legally binding Agreement between the University of South Florida’s Board of Trustees, a public body corporate and a prospective or enrolled Student who is, and intends to remain, enrolled at the University of South Florida (“**University**”). This is an Agreement for the use of space in the residence halls located in St. Petersburg and all terms including length of the Agreement, cancellation terms and other terms as set forth herein.

Any alterations by the Student to the terms contained in the Agreement will neither be honored nor deemed valid without specific written approval from Housing & Residential Education, recognizing acceptance of and identifying the proposed alterations. By signing the Agreement, electronically or otherwise, the Student is acknowledging notice of all of the Agreement terms.

**I. TERMS OF AGREEMENT:**

**1. Definitions**

**Application:** The online form that is completed to initiate the Agreement and/or Dining Contract.

**Application Fee:** A \$50 non-refundable fee that is assessed to a student account upon submission of an application.

**Cancellation:** The act of ending the Agreement and the assignment. Fees may apply.

**Consideration:** The Student’s consideration is the payment form made by the Student as outlined in Section I.3. The Department consideration is the processing of the application for room assignment. Either party may cancel the Agreement before assignment of housing as set forth in Section IV below.

**Department:** USF Housing & Residential Education and/or the director of HRE.

**Residence Halls:** All traditional room, suite, and apartment style halls, unless otherwise specified.

**Room:** A traditional room, suite, or apartment in the Residential Halls.

**Selection:** The Student’s choice or the Department’s assignment of a specific Room.

**Space:** A bed in a traditional, suite, or apartment in the Residence Hall.

**Student:** An individual that has been admitted to the University.

**University:** University of South Florida

2. **Application Fee:** Upon submission of the application, a \$50 non-refundable Application Fee will be assessed to the Student account. The Application Fee will be considered paid for purposes of assignment when one of the conditions below have been exercised.
  - a. The actual payment is submitted using University payment processes.
  - b. The Application Fee is paid with an existing credit on the Student's account (i.e. the admissions deposit).
  - c. The Department processes and approves a deferral of the required fee. The Application Fee will not be waived.
3. **Effective Date:** The Agreement shall become effective upon the Department receiving both the housing application and the required fee by one of the three methods specified in Section I.3. Once this Agreement becomes effective, the student will be eligible for an assignment.

4. **Eligibility Requirement for Housing:**

- a. Students who have been accepted to the University by the University Office of Admissions are eligible to apply for housing. The Student must submit both the application and fee (see Section I.3) which is Consideration for this Agreement.
- b. Student must remain enrolled in University courses during each semester covered by the terms of this Agreement. Should Student fail to meet this enrollment requirement, the Department, on behalf of the university may cancel the Agreement and require Student to vacate their assigned Space in accordance with applicable University policies or other applicable laws, regulations, policies, or procedures.

c. **Assignment Prerequisites:**

- i. **Vaccination Requirement:** Students must submit appropriate vaccination information and forms to USF Wellness Center located in St. Petersburg before the department will complete a room assignment. Forms can be found on the webpage, <https://www.usfsp.edu/wellness/health/immunization-requirements/>. The Department will not refund the Application Fee if the Agreement is cancelled due to non-compliance with the vaccination requirements. Immunization Health History Form must be submitted to the Wellness Center:
- ii. **Orientation Requirement:** Undergraduate Students must comply with University orientation requirements by registering for appropriate orientation program with the Office of Orientation. Continuing Students have already satisfied the orientation requirement. The Department will not refund the Application Fee if the Agreement is cancelled due to non-compliance with the orientation requirement.

iii. **Availability for Housing:**

1. The Department may initiate a Standby Process in the event that the availability of housing becomes limited. In the event of a Standby Process, applicants will be required to register for the Standby List. Registration for the Standby List indicates that the Student will accept the Space assigned, regardless of preference.
2. The Department may cancel the Agreement if a Room is not available or appropriate for assignment to the Student.

5.

- a.
- b.
- c.

6.

7. **Inability to Perform:** If the Department is unable to assign a Student a space due to:
  - a. the Student's failure to meet the assignment prerequisites; the Agreement will be considered cancelled by the Student without refund of the non-refundable Application Fee
  - b. the Department's inability to identify available or suitable space; the Agreement will be considered cancelled and the Department will credit the Application Fee to the Student's account.
8. **Length of Agreement:** The Agreement dates covered by these terms, conditions, and responsibilities are for the Fall 2022 and Spring 2023 terms. The dates for each semester are available on the Department website. The Agreement start and end dates and the length of Agreement may be adjusted with notice to the Student to align with the University academic calendar. Occupancy during break periods is limited to specific locations and incurs an additional charge.
9. **Occupancy Status:** Occupancy occurs when a Student is issued the keys to the Room or is checked-in via the student housing software. If either condition exists, then the Room is considered occupied. Occupancy will remain in effect until the check-out procedure is followed to depart the Space. Removing personal belongings and vacating the assigned Space without completing the proper check-out process will be considered an improper check-out and the Student will be financially responsible for the terms of the Agreement and all associated fees.
10. **Occupancy Requirements and Transferability:** Student's assigned Space may be inhabited ONLY by the Student with whom the Agreement is made, and such Space is not transferable or assignable without the Department's prior written approval. Spaces may not be sublet to another person(s). Appropriate monetary charges, as determined by the Department, will be assessed, and/or disciplinary action will be taken, against violators of this section..
11. **Guest and Visitor Access:** Guest/Visitor access may be prohibited or restricted within Room or building. Students are responsible for the actions and any damages incurred by their guests. A Student is prohibited from inviting or hosting a person in their Room, Residence Hall, or on campus when the Student knows that that person has been barred from campus by the University Police or other University official. Any Student or person who knowingly violates this section may be subject to all applicable University, civil and criminal penalties.
12. **Entry Rights:** Authorized Department personnel may enter Student's Space without the Student's permission (but following prior notice to Student) for maintenance/housekeeping purposes and for fire/safety inspections. When authorized Department personnel have reasonable belief that a violation of a University Policy, or violation of any local, state, or federal law, regulation, or ordinance is in progress, or in the event of an emergency, such personnel may enter Student's Space without notice to Student. .
13. **Condition of Space:** The Student acknowledges their responsibility to keep Space and Room in a clean and orderly condition and to adhere to sanitation standards in shared spaces. University staff retain the right to conduct health and safety inspections of the Room. Charges may be assessed to Students for damage to, unauthorized use of, or alterations to, buildings, rooms, furnishings, appliances, equipment, or locks, and for special cleaning necessitated by improper care of buildings, rooms, furnishings, appliances, or equipment either within Student's Room or on the floor or in the building wherein Student's Space is located.
14. **Room Assignment:** The Department does not guarantee an assignment to a specific complex, building, room, roommate, room type, or room occupancy (single, double, or triple). The Department reserves the right to consolidate, change the room's gender designation, occupancy designation, or change the assignment either in advance of check-in or after the start of the term. If one of the occupants of a double occupancy room moves out, another occupant will be assigned to that room by the Department. If no such assignment can be made, upon notification by the Department, the remaining occupant will exercise one of the following options: (a) locate another roommate who agrees to be reassigned to the occupant's room, (b) be reassigned to a double occupancy room chosen by the Department, or (c) be reassigned to single occupancy, if available, and pay the single occupancy rate. In the event there is maximum

utilization of facilities and no assignment can be made, the Department will notify the Student at which time any fees paid by the student will be credited to the Student's account.

- a. The University reserves the right to contract for comparable student housing accommodations in the event of excessive occupancy, available facilities, natural disaster, etc. The Student agrees that all terms and conditions of this Agreement are applicable in the event that additional student housing accommodations must be secured.
- b. Students who have not properly occupied their Room by 12 p.m. on the first day of classes and have not notified the Department of their late arrival may be reassigned based on the needs of the Department.

15. **Room Change/Reassignment:** The Student may, after written approval from the Department, move to another Residence Hall Space in accordance with the Department's reassignment policies, which are incorporated herein by reference.

A Student shall not be permitted to transfer to another Residence Hall Space without the approval of the Department. If the Student does occupy another Residence Hall Space without the approval of the Department, they will be responsible for the rental fees of both the Space they moved to and the Space they are assigned.

16. **Use of Spaces:** The Department reserves the right to determine the need for and the use of all Rooms, lounges, and other common or public areas in and around the Residence Halls. At the discretion of the Department, the Department may limit or restrict the use of the common areas and multipurpose spaces. Residential Hall lounges may be converted and assigned as Residence Hall space when deemed necessary by the Department.

17. **Meal Plan Requirement:** All residential students living in the residence halls located in St. Petersburg are required to purchase a meal plan for all terms of residency. Additional information can be found in the dining services contract.

18. **Health and Safety:**

- a. The Student acknowledges the inherent risk associated with living in a community environment and the Student's shared obligation to prioritize health and safety for the benefit of the entire community.
- b. The Student acknowledges they have considered their own personal health status and risk factors inherent with community living.
- c. The Student agrees to adhere to University expectations intended to minimize risk of exposure of transmissible diseases consistent with health and safety guidance as determined by the University (for example practicing physical distancing and wearing appropriate face covering, etc.).
- d. The Student acknowledges they may be required to submit to symptom checking or testing to access and remain in the residential community.
- e. The Student agrees to disclose to the appropriate University medical official immediately upon notification of a transmissible disease test status (i.e. COVID-19, meningitis, tuberculosis, etc.) or contact about high risk exposure and instruction to isolate.
- f. The Student agrees to comply with University direction requiring isolation. Isolation may require removal from assigned Room, Residence Hall building, or campus. Isolation does not constitute cancellation of the Agreement.
- g. Students are required to comply with all health and safety law, orders, ordinances, policies, regulations, and guidance adopted by the University or Department as it relates to transmissible diseases. This guidance may evolve as circumstances warrant. University may require Student to leave University housing in the event the Student's continued presence poses a health or safety risk to the housing community.

19. **Accessibility:** A variety of facilities are available for Students with accessibility needs and other medical considerations in the Residence Halls. Students requesting reasonable accommodations for housing

based on an accessibility need or a medical condition must submit their request for said accommodations in writing to the Department by July 1 for the fall semester; November 1 for the spring semester; and April 1 for the summer semester(s). Department staff may confer with the Office of Student Accessibility Services and/or Student Health Services in order to determine any reasonable and appropriate accommodations. Any information provided to the Department substantiating an accessibility need or medical condition will be maintained in strict confidence pursuant to Federal and Florida laws.

20. **Utilities:** The Department is not liable for interruption or failure of utilities such as heating, air conditioning, water, electricity, internet, etc. The Department reserves the right to assess additional charges and/or rent during the Agreement period to offset increased utility and/or other operational costs, provided the Department gives written notification to the Student at least 30 days prior to any increase in rent or charges.
21. **Damage Liability:** The University is not liable for damage to or loss of personal property, failure or interruption of utilities, or for injury or inconvenience to persons (except to the extent set forth in Florida Statutes, Sec. 768.28) Students are encouraged to provide their own personal property loss insurance.
22. **Department Reservation:** The Department reserves the right to make additional and/or modify existing rules and regulations. The Department agrees to make every reasonable effort to inform Student of any regulation changes or pertinent policy information.
23. **Departmental Discretion:** The Department may cancel the Agreement or change Student's Space assignment in the interest of order, discipline, health, safety, security, maximum utilization of Department facilities and resources, and/or educational delivery, or for the Student's failure to pay rent or charges in a timely manner.
24. **Adherence to USF Restrictions and Compliance with USF Regulations:** Student's agree to comply with, and uphold, all University policies, procedures, regulations, as well as all local, state, and federal laws.
25. **Provisional Removal for Behavior:** Student(s) who have been determined to create an immediate danger, threat, or disruption to the residential community may be provisionally removed from the Residence Halls until an investigation and a resolution can occur. Students will remain financially responsible for the Agreement during the provisional removal.
26. **Correspondence:** Correspondence from the Department will be emailed to Student at their official University email account.

## II. RATES AND PAYMENT OPTIONS:

1. **Rates:** Rates are listed on the [Department's website](#) and are subject to change following approval by the University Board of Trustees. The non-refundable \$50 application payment is due with the Agreement when submitted and is in addition to the published rates. Students receiving Financial Aid will have any outstanding housing charges deducted from their aid prior to receiving a reimbursement check regardless of their payment option. The Agreement is separate from, and not contingent upon, financial aid or scholarship award notification.
2. **Student's Payment Obligation:** Student acknowledges that different Department facilities have different rental rates. The amount of rent a Student will be obligated to pay will depend on the Space assigned to Student. Student acknowledges that he/she will be bound by the Agreement and any change in rates, fees, or other financial obligation.
3. **Unpaid Charges:** Any unpaid rent, cancellation, or other charges accrued under the Agreement may be applied to Student's University account and may result in a hold being placed on Student's record and/or academic transcripts. Please see section III.2. and III.3. for additional details.

4. **Method of Payment:** The methods of payment are listed below:

- a. **Payments Online:** Online payments, via credit card or e-check, for housing, may be completed via the USF payment gateway available at [MyUSF](#). *Online payments made via the OASIS payment link will be processed as per the USF Cashier's Office protocols.*
- b. **Payments by Check:** Housing payments by paper check/money order may be mailed to the USF Payment Center at:

University of South Florida  
PO Box 864571  
Orlando, FL 32886-4571

### III. PAYMENT SCHEDULE

1. **Payment Schedule:** All housing fees are due by the financial aid deferment date for the term in which the housing is effective. Please refer to the [University Scholarships and Financial Aid Services](#) website for information on when the deferment date is for each term.
2. **Default Process:** If a Student defaults in the payment of rent or other housing charges, the Student may be charged a 5% late fee on the outstanding balance, remain liable for the agreed amount and any other housing charges. In addition, the Student's University records may be placed on administrative hold.
3. **Collection Process:** Students failing to make payment within the appropriate time frame, as set by the University Controller's Office, will be subject to the University's collections policy (please see the [University Controller's website](#) for more information).

### IV. CANCELLATION:

Notwithstanding anything contained herein, and even when Student's Cancellation is permitted under the terms of the Agreement, the Agreement may not be canceled without the prior written approval of the Department. Such approval will be in accordance with, and subject to, the terms and conditions of the Agreement. The Department may, within its sole discretion, deny any cancellation requests. Where cancellation of the Agreement is subject to the Cancellation fees set forth in the Agreement, any fees will be added to the Student's financial account and will be due and owing immediately. Non-payment of the fees may result in a Student registration hold or restriction on graduation and ability to obtain a transcript. Late payments may also include collection fees. Students should refer to Section III of this Agreement for more information regarding the Payment Schedule.

1. **Cancellation by Department:** The Department may, in accordance with applicable rules of the University, initiate reassignment or cancel the Agreement if deemed necessary by the Department in the best interest of order, health, conduct, safety, security, disaster, failure to comply with any and all University regulations, policies, or directives.
  - a. **Cancellation Due to Non-Enrollment:** The Department may cancel the Agreement for any individual who is not enrolled at the University for the duration of the Agreement. Students whose Agreement has been cancelled will be required to vacate the Room within 24 hours from notification unless otherwise indicated. Any and all cancellation fees will be charged to the Student, as applicable. Student who desires to re-enroll in classes during the term of the Agreement, will be required to secure a new Agreement for an available space before registering for classes.
  - b. **Cancellation Due to Academic Dismissal:** Students who are academically dismissed by the University will not be charged a cancellation fee, provided they cancel the Agreement, vacate the Room, and complete the prescribed check out procedures at least 5 business days prior to the opening of the Residence Halls for the upcoming term. Students who are academically dismissed and complete these steps after the opening of the Residence Halls will be charged a \$1,500 cancellation fee and a daily-prorated rental charge.

c. **Cancellation Due to Conduct Dismissal:** Students who are removed from the Residence Halls and/or dismissed from the University as a result of Student conduct sanction, or are currently a subject of an ongoing investigation by Students Conduct & Ethical Development, will be subject to all full fees set forth in the Agreement and their account will be charged full cost through the term of the Agreement.

d. **Cancellation Due to Administrative Dismissal:** Students who are removed from the Residence Halls and/or dismissed from the University as a result of administrative reasons will be responsible for a daily-prorated rental charge.

## 2. Cancellation Request by Student:

a. **Eligibility:** The Student may request a cancellation of the Agreement if one of the following conditions is met (documentation will be required and fees may be assessed as more particularly set forth below):

- i. The Student has not been assigned a Space;
- ii. Non-Enrolled Student:
  - a. The Student graduates and does not continue in another USF program
  - b. The Student receives military order for active duty
  - c. The Student has a USF medical withdrawal
  - d. The Student withdraws and is no longer enrolled at USF
- iii. The Student participates in an academic program that requires residence outside Pinellas County;
- iv. The Student participates in a USF sponsored and/or approved study abroad program that requires the Student to move to the assigned partner institution;
- v. The Student transfers to USF residence hall in Tampa and secures a USF Student Housing Agreement for a hall in Tampa;
- vi. The Student is married during the term of the Agreement;

b. **Procedure:** Students who meet any of the eligibility requirements as set forth above in section 2(a) may request the cancellation of the Agreement. The Student must submit a written request via the 2022-23 Student Housing Cancellation Request Form (available in the [Housing Portal](#) under Requests) indicating which of the conditions set forth in section 2 (a) applies and provide the required documentation. **Requests for cancellation over the phone, in-person, or via email will not be accepted.**

c. **Cancellation Request without Assignment:** Any Cancellation request received before an assignment is made will be approved with no fee. *Please note that the Application Fee will not be refunded.*

d. **Cancellation Request Due to Graduation:** A Student may request Cancellation of their Agreement and will not be charged a cancellation fee provided that the following conditions are met: (1) the Student is no longer registered for any academic program, degree-seeking or not, at the University, (2) the resident submits the request before the priority registration deadline posted on the Office of the Registrar [website](#), and (3) the Student completes the room check-out process at the end of the term (semester) in which graduation occurs. Failure to properly follow the steps above will result in a fee of \$1500.

e. **Cancellation Request Due to Non-Enrollment:** A Student, who receives an assignment prior to the opening of the Residence Halls and cancels for non-enrollment, shall be considered a

Cancellation for Non-Enrollment (see Section IV.1.a). A Student, who receives an assignment and has their courses dropped for any reason after the opening of the Residence Halls, shall have their Agreement cancelled, be charged a daily pro-rated rent plus one half of the remaining rent on the Agreement. A registration hold will be placed on their record for the remainder of the Agreement term.

f. **Cancellation Request Due to Deferred Admission/Enrollment Status:** A Student, who has received an assignment and cancels their Application due to an approved deferred enrollment request, may be charged a cancellation fee in accordance with Section IV.2.I. If the Student enrolls in the approved term, submits an Application to live on-campus, and assumes occupancy of the Room, then the Student shall have the cancellation fee credited to their OASIS account and the hold lifted. The original Application Fee will not be applied towards the new Application.

g. **Cancellation Request Due to Military Orders:** A Student, who receives lawful orders to report for military service during the term of the Agreement, shall be permitted to cancel their Agreement without a cancellation fee provided that the following conditions are met: (1) the orders were received after the Student was assigned to the Residence Halls and (2) the order require the Student to report for duty prior to the end of the semester in which the order were received. The Student will be charged a pro-rated rental rate for the time of occupancy.

h. **Cancellation Request Due to a Medical Withdrawal:** The Student must provide a medical withdrawal that has been accepted and approved by the University in order to be considered for a Cancellation due to a medical withdrawal. Medical withdrawal terminates the Agreement for any semesters commencing after the medical withdrawal date, and the Student will receive a credit for a portion of the rent for the semester the Student withdraws for medical reasons, based upon the Student's move out date.

i. **Cancellation Request Due to Campus Change (Tampa/St. Petersburg):** Student may submit a request for Cancellation along with proof of an active Agreement for the equivalent term for the campus to which they are transferring (destination campus). Any Student submitting a Cancellation request after the University's add/drop period (5:01 p.m. EST of the first Friday of the semester) will be consider for a Cancellation at the start of the Spring semester. If the Student is transitioning to a USF residence hall in Tampa in the Spring and moves out of their current assignment at the end of the Fall term, then the Student shall be released from the Agreement at the conclusion of the term without penalty when both of the following conditions are met: (1) a current housing Application and requirements have been submitted to the destination Housing Department within 3 business days of the approved Cancellation request and (2) the Student assumes Occupancy of the assigned space at the destination location.

j. **Cancellation Request Due to Marriage:** The University does not provide student housing for families. A Student may submit a Cancellation request due to marriage when a legal union occurs during the period of the Agreement. The Student shall be charged the appropriate cancellation fee as outlined in the Agreement (Section IV.2.I). Upon submitting the Cancellation request, the Student must submit a copy of the marriage license as a supporting document to process the Cancellation request.

k. **Cancellation Request Due to Consideration of Extenuating, Unforeseen Circumstances:** A Student may submit a Cancellation request for consideration of extenuating, unforeseen circumstances that have developed since the Agreement was executed. The student must submit all supporting documentation they wish to have considered when Cancellation Request is reviewed. If the Cancellation of the Agreement is approved, the Student will be subject to posted fees. If the Cancellation of the Agreement is approved after Student has checked into the Space, Student will be responsible for a prorated fee for time assigned to the Room, plus one-half of the remaining charges on the Agreement (*this may include fall and/or spring charges*). If the Cancellation request is denied, the Student remains responsible for the terms of the Agreement.

l. **Cancellation Fee Table:** Fees will be assessed as follows and are dependent on the status of the applicant in the assignment process, the reason for the cancellation, and the time of the cancellation effective date.



Status in Assignment Process	Oct. 1, 2021 – May 1, 2022	May 2, 2022 – June 1, 2022	June 2, 2022 – July 1, 2022	July 2, 2022 – Aug. 1, 2022	Aug. 2, 2022 – Aug. 18, 2022	After August 18, 2022
Assigned	No Charge	\$250	\$500	\$1000	\$1500	Half the Remaining Charges for the Agreement

## V. APPEALS

**Appeals:** Student may submit to the Department an appeal regarding the application of the Agreement if there is additional relevant information to be considered or if additional documentation supporting change in circumstances is provided. Appeals must be submitted in writing using the Appeal Form (located in the [Housing Portal](#) under Requests). Appeals are reviewed by the Appeals Officer/Committee. Appeals are not to be given or heard verbally. Decisions by the Appeals Officer/ Committee are final and cannot be further appealed.

## VI. GENERAL PROVISIONS:

- Department Interpretation Controls:** Department shall make the final interpretation of, or determination under, all provisions of the Agreement, as well as any related University Policies.
- Department Not Liable:** The Department is not liable for loss of or damage to Student's personal property kept in Student's assigned Space or on or about any of Department's facilities.
- Modifications:** The Agreement may not be modified or amended, except by a further written instrument executed by Department.
- No Waiver:** Any failure by either party hereto to exercise any of its rights hereunder shall not be construed as a waiver of such rights, nor shall any such failure preclude exercise of such rights at a later time.
- Severability:** Whenever possible, each part of the Agreement shall be interpreted in such a manner as to be valid under the applicable law. However, if it shall be found that any part of the Agreement is illegal and unenforceable, such part or parts shall be of no force and effect to the extent of such illegality or unenforceability, without invalidating the legal and enforceable remainder of such part or parts or any other part of this Agreement.
- Assignment:** The Agreement shall not be assigned by either Department or Student without the express written consent of the other party, which consent may be given in each party's sole discretion.
- Headings:** Section headings used in the Agreement are for convenience only and are not to be construed as part of the Agreement.
- Construction:** The Agreement shall not be construed more strongly against any party, regardless of who is responsible for its preparation.
- Public Records:** The Agreement is subject to the Public Records Law of the State of Florida, Chapter 119, Florida Statutes.
- Governing Law; Venue:** The Agreement and all transactions governed by the Agreement shall be governed by, and construed and enforced in accordance with, the laws of the State of Florida without regard to principles of conflicts of laws. In the event of any legal or equitable action arising under the Agreement, the parties agree that the jurisdiction and venue of such action shall lie exclusively within the courts of record of the State of Florida located in Hillsborough County, Florida, and the parties specifically waive any other jurisdiction and venue.
- Sovereign Immunity:** Nothing contained herein shall be construed or interpreted as (a) denying to either party any remedy or defense available to such party under the laws of the State of Florida; (b) the

consent of University or the State of Florida or their agents and agencies to be sued; or (c) a waiver of either University's or the State of Florida's sovereign immunity beyond the limited waiver provided in section 768.28, Florida Statutes.

12. **Merger:** The Agreement is the complete, entire, final, and exclusive statement of the terms and conditions of the Agreement between the parties as of the Effective Date, but subject to any addendum or amendment entered into between University and Student subsequent to the Effective Date. This Agreement supersedes, and the terms of this Agreement govern, any prior collateral Agreements, whether written or oral, between the parties with respect to the subject matter hereof.
13. **Time of the Essence:** Time is of the essence of the Agreement.
14. **Electronic Signature; Counterparts:** The Agreement may be executed by electronic signature in accordance with Florida law, and in two or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

*The University of South Florida is an equal opportunity institution and, as such, assigns residence hall space to qualified enrolled students without regard to race, color, marital status, religion, national origin, disability, age, Vietnam Era or disabled veterans status, sexual orientation or gender identity, as provided by law and in accordance with the University's respect for personal dignity.*



# Dining

## 2022-2023 USF DINING CONTRACT TERMS, CONDITIONS, AND RESPONSIBILITIES

**Name:** «Profile\_\_Full\_Name»

**University ID:** «Profile\_\_University\_ID»

**Email:** «Profile\_\_Permanent\_Email»

**Address:** «Address\_Permanent\_Address1» «Address\_Permanent\_Address1b»  
«Address\_Permanent\_Address2», «Address\_Permanent\_Stat  
e»  
«Address\_Permanent\_Address3»

### Dining Plan

**Requested:** «App\_PlanPrefs\_Plan\_Preference\_3»

### Meal Plan Provisions:

Your USF ID, which serves as your meal card, is required for all transactions – no exceptions. All meal plans starting in the Fall for First Year Residents are a two semester commitment (FALL 2022 & SPRING 2023); Dining Dollar Only plans are not a meal plan.

If your USF ID Card is lost or stolen, you must immediately report it to USF Dining Services 813-974-4499 to place ID on hold or you may place it on hold at usf.edu/Bullbucks. USF Dining is not responsible for any meals missed due to lost or stolen USF ID Cards. You may be eligible for a temporary card issued by the Meal Plan Office located in the MSC room 1502. The card would be valid only at dining halls for 5 days from when it was issued. You must return the temporary card or you will be charged \$10.00.

### \*ST. PETERSBURG CAMPUS ONLY\*

Once you have reported your card lost or stolen, please visit The Dining Office in Bayboro Hall to receive a temporary card from a USF Dining Team member.

### Resident Meal Plans

#### FIRST YEAR \*TAMPA CAMPUS ONLY\*

As part of your first year experience at USF, students who are residing on campus, are to select a meal plan prior to moving into their residence hall or on-campus apartment, and may select an Open Access, Any 15 and Bull Block 175 (Summer residency is not included as a previous term of residence and does not exempt a student from the meal plan requirement for new residents). Exceptions are for transfer students with 12 or more college attended credit hours (dual enrollment does not apply). First year students who move on campus after the start of the semester have one week to select an **Open Access, Any15 or Bull Block 175 meal plan**.

### \*ST. PETERSBURG CAMPUS ONLY\*

As part of your residential experience at USF, students who are residing on campus, are to select a meal plan prior to moving into their residence hall or on-campus apartment, and may select an Open Access, Any 15, or Bull Block 175 meal plan. ( For First Year Students, summer residency is not included as a previous term of residence and does not exempt a student from the meal plan requirement for new residents). Any student who moves on campus after the start of the semester has one week to select an **Open Access, Any 15 or Bull Block 175 meal plan**.

### Meal Plan Change Period:

You may upgrade your meal plan at any time. A Meal Plan change period is provided each semester during which you may change the prorated value of your Residential Meal Plan to another eligible Residential Meal Plan. **Fall 2022 change period: 08/22/22 - 08/26/22 by 4pm & Spring 2023 grace period 01/09/23-01/13/23 by 4pm. If you are looking to downgrade your meal plan, and are eligible to do so, these changes MUST be completed in-person at our Meal Plan Office location, located on the Tampa Campus in the Marshall Student Center, MSC 1502.**

### Cancellation Policy:

***It is the meal plan holder's responsibility to notify USF Dining of the request to downgrade or cancel a meal plan by the end of the Meal Plan Change Period (see above) unless withdrawing from the University.*** All cancellations must go to the USF Dining Leadership Team for review and decision. **If a student cancels their Housing assignment,**

**the student must contact USF Dining in order to cancel their meal plan. Non-payment does not cancel your meal plan.** Exceptions: Students not returning for Spring semester need to send verification of registration withdrawal or transfer to the Meal Plan Team by the end of the Fall semester. Send all attachments to [dining@usf.edu](mailto:dining@usf.edu).

#### **Dining Dollars:**

Any unused Dining Dollars from the Fall semesters will rollover to the Spring semester with the purchase of a Spring Meal Plan (excludes Dining Dollar Only Plans). If the account holder does not wish to participate in the Spring Meal Plan (off-campus students only) any unused Dining Dollars will be forfeited at the end of the Fall semester: Last day of Fall meal plan Thursday, December 8, 2022. **Unused Spring Dining Dollars will be forfeited at the end of the semester.** May 4th, 2023. It is the student's responsibility to monitor their Dining Dollar balance. This can be done by downloading the MyUSF app and selecting the Bulls Bucks button (this will show the Dining Dollars balance). Additionally, students can log onto their Canvas account and the Dining Balance will show on their dashboard. **Dining Dollar only plans are valid only for the semester purchased.**

#### **Refund Policy:**

All purchases are considered to be final. Exceptions will be made for IT processing errors. All refunds for IT processing errors will be refunded to the credit card used for the purchase.

**All meal plans will be automatically reactivated for you to enjoy beginning January 9th, 2023. Should you wish to make any changes to your plan, we encourage you to contact USF Dining at [dining@usf.edu](mailto:dining@usf.edu) during the appropriate grace period (see section: Meal Plan Change Period).**

#### **Important Dates:**

**The Fall Meal Plan begins on Thursday, August 22<sup>nd</sup>, 2022 with opening and ends Thursday, December 8<sup>th</sup>, 2022. Spring Meal Plans begin on Friday, January 6<sup>th</sup>, 2023 and ends Thursday, May 4<sup>th</sup>, 2023.**

Certain USF Dining locations may be closed for the Thanksgiving Holiday, Winter Holiday, Spring Break, and other University Holidays. Dining Hours\* are subject to change due to school holidays, exam schedules, reading days, and inclement weather conditions.

\*View USF Dining's Hours of Operations, Menus, and limited time Meal Plan Offerings at [www.usfdining.com](http://www.usfdining.com).

#### **Payment Provisions:**

All charges for a meal plan selection will be posted to the student account (OASIS) with payment due in accordance with University payment deadlines or as otherwise specified:

##### **FALL 2022**

<b>Item</b>	<b>Deadline</b>
MEAL PLAN PAYMENT DUE DATE	August 26, 2022 (4:00 PM)
MEAL PLAN PAYMENT DUE DATE For students with billed Florida Prepaid Tuition Plans or with Financial Aid Deferments	October 28, 2022 (4:00 PM)

##### **SPRING 2023**

<b>Item</b>	<b>Deadline</b>
MEAL PLAN PAYMENT DUE DATE	January 13, 2023 (4:00 PM)
MEAL PLAN PAYMENT DUE DATE For students with billed Florida Prepaid Tuition Plans or with Financial Aid Deferments	February 24, 2023 (4:00 PM)

Tax on dining dollars is deducted from the account as spent. As a resource, more information regarding student account (OASIS) payments can be found by visiting [www.usf.edu/cashiers](http://www.usf.edu/cashiers) for Tampa Campus and [www.usfsp.edu/administrative-and-financial-services/cashier/](http://www.usfsp.edu/administrative-and-financial-services/cashier/) for St. Petersburg Campus.

**Meal Plan Usage:**

All funds and plans purchased for use in USF Dining are for the personal use of the owner of the account or plan only and are non-transferable. The USF Dining funds and plans cannot be used as a gift card or gift certificate.

**Open Access**

The Open Access meal plan includes up to 8 guest vouchers to be used per semester at the dining halls. The meal plan holder must present the voucher for their guest at the register and specify they would like to use one of their guest vouchers at that time. Any unused guest vouchers will be forfeited at the end of the semester. **Students may pick up their guest vouchers from the Meal Plan Office starting the 2<sup>nd</sup> week of the fall or spring semester.**

**ANY 15:** Meals on the Any 15 run from Thursday morning to the following Thursday evening. Unused meals will not carry over to the following week and the plan will reset to 15 meals Thursday morning. Meal Plan holders can always treat guests utilizing their Dining Dollars.

**BULLBLOCK PLANS:** Any unused meals will be forfeited at the end of the semester for Fall and again for Spring. Meal Plan holders can always treat guests utilizing their Dining Dollars.

**ST. PETERSBURG CAMPUS ONLY**

The meal swipe portion of the meal plan will be redeemed at The Nest Dining Hall, located in Osprey Hall. Dining Dollars can be redeemed at all USF Dining locations. (The Reef, The Nest, Coral Café and The Bull Market). For Open Access Meal Plan Holders, guest voucher books may be picked up from the Cashier at The Nest starting the 2<sup>nd</sup> week of the fall or spring semester.

**TO-GO POLICY**

If you would like your meal to-go from one of our dining halls at the Tampa or the St. Pete campus, you can do so by opting into USF Dining's OZZI O2GO program. To view USF Dining's Reusable To-Go Policy and learn more about our OZZI O2GO Program visit: <https://usf.campusdish.com/Sustainability/WhatWeAreDoing>
