



Housing and Meal Plan Contract

Academic Year 2025-2026

Please read all provisions of this Contract as you are legally bound by these terms and conditions for the entire academic year. Please contact us at (303) 871-2246 or hre@du.edu should you require this Contract in any other format. For more information about Housing & Residential Education, please visit: <https://studentaffairs.du.edu/housing>.

Disclaimer

Upon acceptance by the University of Denver (“the University”), through this Housing and Meal Plan Contract (“Contract”) and in accordance with the Housing Application, the University grants to the student a revocable license to occupy the assigned residential space, as specified in the housing placement notification. The student understands that this Contract, and the license being granted, may be terminated by the University if: (1) the student violates any term or condition of this Contract or any applicable University policies; (2) the student is no longer eligible to remain in University housing; and/or (3) the University determines, in its sole judgment, that termination is necessary to protect the health, safety, and/or welfare of the student or other members of the University community. If the University terminates this Contract, and the license granted herein, the student must remove all belongings and complete the checkout process specified by Housing and Residential Education (“HRE”) by the date set forth in the housing cancellation notification.

Because this Contract is not a lease, the University is not required to follow eviction procedures prior to terminating this Contract, and the student does not have the legal rights of a lessee. Completion of the Housing Application in no way implies acceptance to the academic programs at the University or any guarantee of receiving a placement in University housing.

Live-On Requirement and Exemption

- The University has a requirement that undergraduate students must reside in University housing and subscribe to a residential meal plan for the first two years they attend the University unless they meet the criteria for exemption from the live-on requirement as set forth below.
- **Before** submitting the Housing Application and executing this Contract, to avoid the cancellation fee and/or being charged any other housing or meal plan fees, students must request to be exempted from University housing and/or residential meal plan requirements by completing the appropriate Live-On Exemption form in the [Housing Portal](#).
- At the time of submitting such requests, the student must provide documentation of one or more of the following criteria:
 - The student will be living during the academic year at their parent/legal guardian’s permanent residence within a twenty-five (25) mile driving distance of campus;
 - The student is legally married or in a legally recognized civil union;
 - The student is 21 years of age or older before University housing opens for the academic year;
 - The student resides with their dependent children; or
 - The student is a transfer student who lived for two years in housing affiliated with the institution of higher education that they previously attended.
- If the University approves a student for exemption from the live-on and/or meal plan requirement, the exemption applies **only** to the term of this Contract. The student must submit an exemption request for each year of the two-year live-on requirement.
- Rather than requesting a Live-On Exemption, students who have already executed this Contract must follow the procedures and meet the criteria set forth in the Contract Breakage section below. Such students will not be eligible for Contract Breakage based on the Live-On Exemption criteria.

Accommodations/Medical Leave of Absence/Study Abroad/Withdrawals

- Students with disabilities, medical or mental health conditions may request an accommodation related to the



requirements of this Contract or for any other housing/living needs, such as an emotional support animal, by submitting the request through [AccessibleDU: Student Disability Services \(“SDS”\)](#).

- The University strongly encourages students to submit a request for accommodation to SDS promptly and prior to the priority deadline for submission of the Housing Application as specified on the [HRE Apply for Housing webpage](#).
- SDS will evaluate each request to determine eligibility for reasonable accommodations related to the requirements of this Contract or for other housing/living needs.
- Following SDS’s determination of eligibility, HRE implements SDS-approved reasonable accommodations based on availability at the time of SDS’s notification of the approved accommodation. If HRE does not have availability for a housing placement with an SDS-approved reasonable accommodation, HRE may, at its discretion, place the student on a waitlist until a placement with that reasonable accommodation becomes available or release the student from the Contract.
- Students who receive a release from housing and/or residential meal plan requirements as an approved housing accommodation through SDS will incur pro-rated charges from the start of the term of this Contract through the date the student checks out of University housing or the date of approval of the cancellation of housing and the meal plan, whichever date is later.
- Students who receive an approved medical leave of absence or withdraw from the University will incur pro-rated room and meal plan charges from the start of the term of this Contract through the date on which the student checks out of University housing.
- For students who are participating in a study abroad program through the University, this Contract will terminate at the end of the quarter prior to the student’s departure for the study abroad program. Students must submit a new Housing Application and execute a new contract for the academic quarter in which they return.

Eligibility/Term

- To be eligible for University housing, students must (1) be full-time degree-seeking students (12 credits for undergraduates and 8 credits for graduate students) at the University; and (2) not be enrolled in fully online program(s) that have no systematic in-person component on campus. Individuals who are full-time employees of the University are not eligible for University housing despite meeting the credit requirement set forth above.
- The University will terminate this Contract if a student is no longer eligible to remain in University housing as specified in this Contract, such as when the student has withdrawn from all classes, the student has been approved for a medical leave of absence, and/or the Office of International Education has informed HRE that the student is participating in a study abroad program through the University.
- HRE may consider a student’s conduct status and academic status as factors in determining a student’s eligibility for University housing.
- Unless otherwise specified in the housing placement notification, the term of this Contract is the entire academic year consisting of Autumn, Winter, and Spring Quarters as listed in the Academic Year Calendar published by the Office of the Registrar.
- This Contract is effective on the move-in date designated on the housing placement notification and extends through the move-out date specified by HRE for the applicable academic term, provided that University housing is closed, and students are not permitted to remain in University housing unless HRE has approved a student to remain in University housing, during the winter break subject to a winter break housing fee, as applicable.
- During the term of this Contract, the student may only cancel this Contract through the Contract Breakage process set forth below. The student cannot cancel this Contract by returning keys and/or moving out of the assigned residential space.



Deposit/Payments/Rates

- For all incoming undergraduate first year and transfer students who apply for University housing, the University includes a *nonrefundable* housing deposit as part of the enrollment deposit paid when the student accepts an offer of admission to the University. The University will apply such deposit toward room charges for the first quarter of this Contract.
- The University initiates room and residential meal plan charges when University housing opens for the applicable academic term regardless of the date of occupancy. Students are responsible for payment of room, residential meal plan, and any other charges as specified herein. These charges are billed to the student's myDU account and payable according to deadlines established by the Office of Student Billing.
- The University reserves the right to adjust rates at any time during the year with at least thirty (30) days written notice to the residents, following which the new rate shall be due and payable.
- This Contract does not apply to housing for Summer session. Summer housing rates and placements are subject to a separate contract and are in addition to those charged during the academic year.

Contract Breakage

- All students:
 - At any time after executing this Contract, a student may submit a Contract Breakage Request Form based on a significant unanticipated change in circumstances beyond the student's control that occurs after the date on which the student executed this Contract.
 - The student must complete and submit the Contract Breakage Request Form and include an explanation and adequate supporting documentation for the significant unanticipated change in circumstances.
 - The University will review the request and determine in its sole discretion whether to approve a breakage of this Contract based upon a significant unanticipated change in circumstances. The University will inform the student of the decision.
- Students who are not subject to the live-on requirement:
 - To avoid being bound by the terms of this Contract, a student who is not subject to the live-on requirement must complete and submit the Contract Breakage Request Form **no later than June 30, 2025**.
 - If a student who is not subject to the live-on requirement submits a Housing Application after June 30, 2025, the student has five (5) Business Days from the date on which they signed this Contract to complete and submit the Contract Breakage Request Form to cancel this Contract, with no further financial obligation other than the cancellation fee specified below, provided that the student submits the Contract Breakage Request Form and the University has cancelled this Contract prior to the student checking into their assigned residential space.
 - For purposes of this Contract, Business Day refers to any weekday Monday through Friday in which the University is in operation, including days when the University is in operation, but classes are not in session. For example, University holidays are not Business Days.
 - If a student who is not subject to the live-on requirement receives a housing placement notification after June 30, 2025, the student has five (5) Business Days from the date of their housing placement notification to complete and submit the Contract Breakage Request Form to cancel this Contract, with no further financial obligation other than the cancellation fee specified below, provided that the student submits the Contract Breakage Request Form and the University has cancelled this Contract prior to the student checking into their assigned residential space.
 - **The student is responsible for verifying that HRE received the completed Contract Breakage Request Form by the deadline and for verifying that the University has canceled this Contract.**
- Students who are graduating or officially withdrawing from University:
 - Students must complete and submit the Contract Breakage Request Form based on graduation or official withdrawal from the University with adequate supporting documentation. Provided that the student submits the Contract Breakage Request Form and the University has cancelled this Contract, the student will have no further financial obligation other than applicable assessed damages and pro-rated room and meal plan charges through the approved date the student checks out



of their assigned residential space. Students who have been approved for Contract Breakage after check-in must remove all belongings and complete the check-out process specified by HRE within 48 hours of notification of approval for Contract Breakage.

- Students who have been approved for Contract Breakage will be responsible for the amounts set forth in the applicable table below.

PRE-CHECK IN CONTRACT BREAKAGE

Timing of Approval	Financial Responsibility
Execution of Contract – June 30, 2025	<ul style="list-style-type: none"> • \$200 Cancellation Fee
July 1, 2025 – Day Prior to Specified Check-in Date	<ul style="list-style-type: none"> • \$200 Cancellation Fee; and • \$1,000 Breakage Fee
After June 30, 2025 and within Five (5) Business Days of the completion of the Housing Application and execution of this Contract. (Only for Students Not Subject to the Live-on Requirement)	<ul style="list-style-type: none"> • \$200 Cancellation Fee
After June 30, 2025 and within Five (5) Business Days of Receipt of Housing Placement Notification (Only for Students Not Subject to the Live-on Requirement)	<ul style="list-style-type: none"> • \$200 Cancellation Fee

POST-CHECK IN CONTRACT BREAKAGE

Timing of Approval and/or Student Check Out (Whichever is Later)	Financial Responsibility
Approved Significant Unanticipated Change in Circumstances	<ul style="list-style-type: none"> • \$1,200 Breakage Fee; • Pro-rated Room and Meal Plan Charges through the Approved Date Student Checks Out of University Housing; and • Assessed Damages (if any)
Graduation or Official Withdrawal from University	<ul style="list-style-type: none"> • Pro-rated Room and Meal Plan Charges through the Approved Date Student Checks Out of University Housing; and • Assessed Damages (if any)

Notices

- The student understands that the University will send all student account information and notices to the student’s University issued email account (“DU email”).
- The student will be deemed to have received such notices when the email enters the University’s information processing system for the student’s DU email.
- The student acknowledges that they are responsible for regularly checking their DU email from the time they submit a Housing Application until the end of the term of this Contract.
- The student’s failure to check their DU email or receive any billing statements is not valid grounds to appeal financial obligations for their housing or meal plan.



Housing Placements/Reassignments

- HRE offers housing placements according to availability and capacity.
- HRE does not guarantee housing placements for all students who are subject to the live-on requirement.
- HRE gives priority to students who are fulfilling the two year live-on requirement who have submitted a Housing Application by the deadline specified on the [HRE Apply for Housing webpage](#). Priority refers to receiving a housing placement, not necessarily the student's requested roommate, first choice of building, room, floor/wing, or occupancy.
- No Show
 - For students who have received a housing placement notification, unless HRE has given the student prior written approval, the housing placement will be held until 12:00 pm MT on the second day of classes for the quarter. Students who fail to check in by this deadline: (1) will lose that housing placement; (2) are subject to the obligations of this Contract and the live-on requirement; and (3) are liable for the room, meal plan, and any other charges under this Contract.
 - For 3rd year or 4th year students who have met the live-on requirement and for graduate students, unless HRE has given the student prior written approval, the housing placement will be held until 12:00 pm MT on the second day of classes for the quarter/semester. Students who fail to check in by this deadline: (1) will lose that housing placement; (2) are subject to the obligations of this Contract; and (3) are liable for the room, meal plan, and any other charges under this Contract.
- Only the student to whom the housing placement is issued may occupy the assigned residential space specified in the housing placement notification.
- The University reserves the right to make temporary assignments and to reassign students for the duration of this Contract at any time, in the University's sole discretion.
- For reassignments for the duration of this Contract, the University will inform the student of the relocation within University owned or operated housing no later than 48 hours in advance of the relocation.
- Once a student has received the keys or DU ID card access to their assigned residential space, the student:
 - Is not permitted to refuse the housing placement; and
 - May only request a reassignment through the room change request process as set forth in the Housing Portal.
- HRE will coordinate moves only for students who initiate their own move request during the specified room change periods by submitting a request through the [Housing Portal](#) or contacting a HRE professional staff member, which *does not include* student staff or front desk staff. No one can request a move on behalf of a student or request that another student be required to move.
- HRE reserves the right to refuse to adjust housing placements before the Friday of the third week of classes for each quarter/semester.

Room Access

- The University reserves the right to enter a student's assigned residential space without notice for the purpose of inspecting the premises when an authorized agent of the University has reasonable belief that:
 - Entry is necessary to investigate a concern about the to the health, safety, and/or welfare of a member of the University community;
 - A suspected violation of University policies or a crime has occurred;
 - Cleaning, maintenance, repair, assessment of damages, and/or other related inspection is necessary;
 - Verification is necessary that closing procedures were completed for break periods;
 - Inspection is needed to verify that the assigned residential space is ready for a new resident; and/or
 - University property is being or has been damaged.

Behavioral Expectations

- The student agrees to abide by the policies set forth in the Guide to Residence Living (available on [HRE's Guide to](#)



[Residence Living webpage](#)) and the [Honor Code](#), all applicable local, state, and federal laws, and applicable public health orders and guidance. Failure to comply may result in the student losing privileges with respect to housing, dining services, and/or disciplinary removal from University housing.

- The student shall not make alterations or changes, including but not limited to painting the walls or furniture or removing/disassembling University-provided furniture, to their assigned residential space or any other space within University housing. The University will not move or store furniture.
- If an incident between roommates occurs, the University reserves the right, in its sole discretion, to remove or relocate either or both student(s) from the assigned residential space.
- The University may immediately suspend or remove the student from University housing if the University determines the student's continued occupancy poses substantial risk of harm to the health, safety, and/or welfare of others or unduly interrupts University operations. If the University removes the student from University housing, the University will not refund room, meal plan, or any other charges, and the student will be responsible for the room, meal plan, and any other charges under this Contract.
- At any time, if the University determines, in its sole discretion, based on the student's past behavior or criminal activity, that the student's continued occupancy poses substantial risk of harm to the health, safety, and/or welfare of others or unduly interrupts University operations, the University may remove the student from University housing.

Abandoned Property

- The University considers any personal effects, valuables, or other property that students leave behind following the termination or expiration of this Contract abandoned property (even when the student has not followed the applicable checkout process), and the University may retain such property as its property or may dispose of such property through sale, donation, or in such other manner as the University in its sole discretion may determine.
- The University has the right to retain the proceeds derived from the sale or other disposition of such property.
- The University may charge the student for any costs the University incurs in moving or removing such property from the assigned residential space.

Damages

- The student is financially responsible for all damages incurred by themselves or their guests and repair of these damages. Damages or service costs resulting from actions or neglect by the student, or their guests may include, but are not limited to, fire damage, water damage, any damaged or missing furniture, any lost property, changes to locks or keys, or any other resulting service costs. The student agrees to pay for damages to their assigned residential space and group damage charges for damage to the building as set forth in the [Guide to Residence Living](#).
- Students are not permitted to make their own repairs within their assigned residential space for any damages or broken items. The student must submit work requests through HRE website to repair broken items.
- Because the University is not responsible for loss or damage to a student's personal belongings or those of the student's guests, regardless of the cause, it is strongly recommended that the student review their current homeowners policy to determine applicable coverage and/or purchase renters insurance through a private insurance carrier licensed by the State of Colorado.

Residential Meal Plans

- Residential meal plans can only be changed prior to the first Thursday of the quarter/semester or as otherwise specified on the [HRE website](#). Students must request a meal plan change through the [Housing Portal](#).
- Students who are subject to the live-on requirement may not cancel a meal plan independently from this Contract unless a student submits a Contract Breakage Request Form and includes all necessary supporting documents or an SDS-approved accommodation to be released from the meal plan. The University will review these requests on a case-by-case basis. If the University approves the request, the University will remove the meal plan accordingly and charge the



student on a pro-rated basis through the effective date of cancellation, provided that the University will not refund meal plan charges incurred prior to the effective date of cancellation for unused meal plan cash and missed or uneaten meals.

- Students who are not subject to the live-on requirement and who have elected to have a residential meal plan may cancel their meal plan prior to the first Thursday of the quarter/semester or as otherwise specified on the [HRE website](#). Students must request a meal plan cancellation through the [Housing Portal](#) or by contacting HRE at housingassignments@du.edu.
- For any approved meal plan cancellations, the University will remove the meal plan accordingly and charge the student on a pro-rated basis through the effective date of cancellation, provided that the University will not refund meal plan charges incurred prior to the effective date of cancellation for unused meal plan cash and missed or uneaten meals. Students forfeit any remaining meals at the end of each quarter/semester, and the University will not refund charges for missed or unused meals. The University carries over unused meal plan cash within the term of this Contract, but the University will not refund charges or carryover unused meal plan cash balances at the end of the term of this Contract.
- If a student officially withdraws from the University prior to week six (6) of the quarter, the University will credit the student's account for a pro-rated portion of the meal plan based on the day on which the student files the applicable withdrawal documentation with the University or vacates their assigned residential space, whichever occurs later.
- The University does not provide meal service during any of the break periods between quarters or during the Summer.
- Available meal plans are listed on the HRE [Room & Meal Plan Rates](#) webpage.

The University of Denver prohibits discrimination and does not discriminate on the basis of race, color, national origin (including shared ancestry or ethnic characteristics), ancestry, age, religion, creed, disability, sex (including sex stereotypes, sex characteristics, sexual orientation, gender identity, and gender expression), marital, family, or parental status, pregnancy or related condition, genetic information, military enlistment, or veteran status, and any other class of individuals protected from discrimination under federal, state, or local law, regulation, or ordinance (each a Protected Status) in any of the University's educational programs and activities, and in employment (including application for employment) and admissions (including application for admission), as required by Title IX of the Education Amendments of 1972; the Americans with Disabilities Act; Section 504 of the Rehabilitation Act of 1973; Title VI and VII of the Civil Rights Act of 1964; the Age Discrimination Act of 1975; the Age Discrimination in Employment Act of 1967; the Equal Pay Act; the Colorado Equal Pay for Equal Work Act; the Colorado Protecting Opportunities and Workers' Rights ("POWR") Act; and any other federal, state, and local laws, regulations, or ordinances that prohibit discrimination, harassment, and/or retaliation. Individuals may refer any concerns about allegations of discrimination to the University of Denver, Office of Equal Opportunity & Title IX, Driscoll Commons, Suite 30, 2050 E. Evans Ave., Denver, CO 80208, (303) 871-7016 or titleix@du.edu or to the U.S. Department of Education, Office for Civil Rights, 1244 Speer Blvd., Suite 310, Denver, CO 80204.

All questions concerning this Contract should be directed only to housingassignments@du.edu or 1-303-871-2246. Other staff members, including but not limited to professional residence hall staff and student staff, are not authorized to interpret this Contract and/or to bind the University regarding any modifications to this Contract.