



\_\_\_\_\_  
*Last Name*

\_\_\_\_\_  
*First Name*

\_\_\_\_\_  
*Middle Initial*

\_\_\_\_\_  
*Permanent Address*

\_\_\_\_\_  
*City*

\_\_\_\_\_  
*State*

\_\_\_\_\_  
*ZIP*

\_\_\_\_\_  
*Cell Phone*

\_\_\_\_\_  
*Email*

I am a:  Returning  New  
 Undergraduate  Graduate

**RESIDENTIAL AGREEMENT**

**Contract Term**

This Residential Contract is binding for the entire Academic School Year 2020 - 2021, effective August 16, 2020 through May 7, 2021. For residents admitted in the Spring Semester, the contract term is January 9, 2021 through May 7, 2021. Should the resident withdraw or take a leave of absence from CIM, the fee for housing for that semester in which the withdrawal or LOA occurs is non-refundable.

Residents are expected to reside in their assigned room for the duration of the academic year except for vacation periods and official closing periods as listed below. Residents are expected to honor all hall policies and regulations as listed in the 1609 Hazel Handbook. The Associate Dean and Residential Life staff will manage the room assignments and report to administration any changes that affect the cost per occupancy for any student residing in 1609 Hazel (e.g. change from single-room occupancy to double-room occupancy).

**Residency Requirement Exemptions**

On-campus housing is required for all current first and second year undergraduate students, unless the student will be residing in their family home within 50 miles of campus.

First and second year students should not sign any other lease or housing agreement before receiving official exemption from the housing requirement from the Associate Dean for Student Affairs. Signing an external lease will be rendered null and void. Any such external housing agreement is not cause for release from the CIM housing requirement. Any student who remains enrolled at the Institute but leaves the residence hall during the

contract period without a release from the residency requirement continues to be liable for the charges for the full academic year contract period. This CIM Housing Contract housing requirement will be rendered null and void only at such time as the individual student has received and accepted official release from the residency requirement by the Associate Dean for Student Affairs or other appropriate CIM Official.

### **Operating Dates and Procedures**

1609 Hazel will open for 2020-21 residents on August 16, 2020 at 8:00 am. The building remains open during Fall Break, Thanksgiving Break, and Spring Break. The residence hall will close to all residents for Winter Break on December 17, 2020 at 5:00 pm and will reopen for the Spring Semester on January 9, 2021 at 8:00 am. 1609 Hazel will close to students on May 7, 2021 at 5:00 pm.

**Students are expected to vacate the residence hall for Winter and Summer Breaks no more than 24 hours after their final academic obligation (e.g. exams, juries, lessons). Extensions of housing are handled on an individual basis and must be approved by the Associate Dean of Student Affairs and the Resident Director. Inappropriate travel arrangements are not cause for housing extensions.**

### **Key Fobs**

Key fobs will be distributed to residents by the Residence Life Staff at the beginning of the year, after completion of the Room Condition Report. Any student who loses their key fob will have 7 days from the loss to locate it. After one week, the room must be re-keyed and the student will be charged the according fee.

Key fobs must be returned when a resident moves out of the residence hall. This includes but is not limited to summer closing, leaves of absence, withdrawal from CIM, and sudden release from the residence hall. The resident will be charged for any keys not returned.

### **Room Charges**

The room damage deposit, paid at the beginning of the school year, will be refunded by check if the room is left clean and in good condition. The Room Condition Report, completed at the beginning of the year, will be used to assess any deterioration in the condition of the room. Charges will be assessed for damage. Rooms which require extra cleaning at the end of the year will be charged accordingly.

Any damage that cannot be ascribed to a particular person(s) will be divided among all residents of the suite or floor as a suite or floor damage charge. **The Resident Director is responsible for assessing damage charges. Resident Assistants cannot make any evaluation of damage charges.**

**Acknowledgement of Terms**

By signing below, the resident acknowledges that they

- i. Have read this agreement in full,
- ii. Understand the terms of this agreement, and
- iii. Have signed this agreement voluntarily.

\_\_\_\_\_  
*Resident Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Staff Signature*

\_\_\_\_\_  
*Date*

**Return your completed contract with your housing preference form.**

**You may mail a copy to:**

**Cicely Schonberg, Resident Director  
11021 East Blvd  
Cleveland, OH 44106**

<b>CLEVELAND INSTITUTE OF MUSIC</b>  Residential Life – On Campus Housing  Student Affairs Division  Academic School Year 2020-2021	<b><i>Staff Use only</i></b>  Date Received _____  Staff Initials _____
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