



# Housing

## THE GEORGE WASHINGTON UNIVERSITY GRADUATE HOUSING LICENSE AGREEMENT FALL 2016 – SPRING 2017

This Housing License Agreement (the "Agreement") is made between The George Washington University as Licensor, hereinafter referred to as "the University" or "GW", and the individual named below as Licensee, hereinafter referred to as the "Student" or the "Resident." The University and the Student hereby agree that the University will license a housing assignment to the Student subject to the terms and conditions of this Agreement.

STUDENT: \_\_\_\_\_ GWid: \_\_\_\_\_

DATE SUBMITTED: \_\_\_\_\_ Current Email Address: \_\_\_\_\_

LICENSE PERIOD: **Academic Year, Fall 2016 - Spring 2017**

COMMENCING: August 13, 2016 or January 14, 2017 (for Spring 2017 applicants only)

TERMINATING: May 22, 2017 (all academic year applicants)

FALL 2016 Opening: August 13, 2016 at 8:00AM EST, FALL 2016 Closing: December 23, 2016 at 12:00PM EST

SPRING 2016 Opening: January 14, 2017 at 8:30 AM EST, SPRING 2017 Closing: May 22, 2017 at 12:00PM EST

Housing charges will appear on the Student's account for each semester.

This Agreement incorporates the **Terms and Conditions of the Graduate Housing License Agreement** ("Terms and Conditions") and the **regulations and policies of the [Residential Community Conduct Guidelines](#)** ("RCCG") for the GW academic year FALL 2016- SPRING 2017. The Terms and Conditions and RCCG may be revised periodically. The most current version will always be available on the [GW Housing Web site](#). The Student acknowledges that he or she has read, understands, and agrees to abide by the Terms and Conditions and the regulations and policies of the RCCG. If a revision is made to these materials, the Student will be notified via email.

In accordance with Section 40 of the Terms and Conditions of the Housing License Agreement, the Student agrees that he or she has reviewed the list of property addresses in the Lead-Based Paint Disclosure Information as posted on [Office of Health and Safety Web site](#). If the room assigned to the Student is in one of the properties listed in the Lead-Based Paint Disclosure Information, the Student further agrees to review and electronically sign, the "Disclosure of Information on Lead-Based Paint and/or Lead-Based Paint Hazards" form available via [GW Housing e-Services](#)

<p>THE GEORGE WASHINGTON UNIVERSITY</p> <hr/> <p>Seth D. Weinschel Executive Director, GW Housing &amp; DSA Financial Services</p>	<hr/> <p>STUDENT SIGNATURE and DATE OF BIRTH</p>
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STUDENTS WILL ELECTRONICALLY SUBMIT THIS HOUSING LICENSE AGREEMENT WHEN STUDENT APPLIES FOR HOUSING

## TERMS AND CONDITIONS OF THE GRADUATE HOUSING LICENSE AGREEMENT

### Academic Year – FALL 2016 - SPRING 2017

The University will license a housing assignment (the "licensed space") to a graduate Student, who: (1) is registered for coursework, (2) does not owe the University for any prior balance in excess of \$500, (3) is a degree seeking, matriculating student, and (4) is not *persona non grata* in relation to Campus Housing within the GW Housing residential system, pursuant to these terms and conditions (the "Terms and Conditions") as stated below. Upon consideration of the foregoing, Student agrees:

#### Electronic Signature

1. Upon electronic submission of a housing application through GW Housing e-Services, Student agrees to these Terms and Conditions of the Housing License Agreement. The electronic submission of the application and the authentication procedures used by GW Housing e-Services (identical to that of the GWeb Information Systems) shall serve as Student's electronic signature. **The offer of a housing assignment by the University in response to Student's application enters the Student and University into a legally binding agreement governed by these Terms and Conditions, and the Student shall be fully responsible for all fees and charges due pursuant to this Agreement.** Electronic submission of the housing application does not guarantee confirmation of a housing assignment.

#### License Agreement Dates

2. This Agreement is valid for one academic year, consisting of the FALL 2016 semester and the SPRING 2017 semester and will be continuously in effect throughout the FALL 2016 and SPRING 2017 semesters as defined by the University Academic Calendar. For the purposes of Graduate Housing, the Fall 2016 semester is defined as August 13, 2016 through December 23, 2016 and the Spring 2017 semester is defined as January 14, 2017 through May 22, 2017. Graduate Housing is opening continuously from the start date to the end date, including dates that are otherwise defined as break periods by the University (Thanksgiving, Winter, and Spring Break). Student agrees to vacate the residence after the termination date of this Agreement. Both parties agree that no month-to-month occupancy can occur after the termination date of this Agreement.
3. Student understands that Student should not enter into any binding contract or lease with a third party for alternative housing accommodations for any time period concurrent with the term of this Agreement. **If Student does so, it will not be grounds for termination of, or release from, this Agreement. Student will be responsible for all payments due hereunder whether Student takes occupancy of the licensed space or not. Given the unique nature of the residential system, the University has no legal obligation to attempt to re-assign the licensed space in the event Student fails to take occupancy.**
4. Student is responsible for ensuring that Student is properly checked into and out of their licensed space. Until Student is properly checked out of their licensed space, Student shall, in accordance with Section 35 of these Terms and Conditions, continue to be responsible for any damage to the licensed space, or any part thereof, or the damage, tampering, or disappearance of any equipment, fixtures, or furnishings in any part thereof, even if the Student has moved out.
5. This Agreement shall terminate automatically 24 hours after your last examination in the Spring semester, or on the TERMINATION DATE shown above on this Agreement, whichever occurs earlier. Except in unusual circumstances and pursuant to arrangements approved in advance by GW Housing staff, Student and Student's property must be removed from the licensed space in accordance with this paragraph.

#### Early Termination of License Agreement

6. This Agreement may terminate within 24 hours of the established dates by which Student must be registered with the University for the Fall semester. If Student has a balance of over five hundred dollars (\$500) owed to the University, fails to register for coursework by the official University deadline each semester, or carries any other encumbrances, Student may be prohibited from being assigned to a licensed space, or may be directed to vacate said licensed space without refund of fees paid. If Student, after entering into this Agreement, fails to register for classes by June 15, 2016 (for FALL 2016 semester) or December 7, 2016 (for SPRING 2017 semester), Student may be subject to reassignment and/or administrative termination of this Agreement at the sole discretion of the University.
7. The University may terminate this Agreement and take immediate possession of the licensed space occupied by Student at any time due to Student's violation of any of the Terms and Conditions of this Agreement, including, without limitation, default on aforesaid payments when and as the same become due, violation of any regulation or policy of the University, violation of any health ordinance or regulation of the District of Columbia, or should Student cease to be a registered student at the University. If Student fails to vacate the licensed space upon termination of this Agreement, Student may be subject to disciplinary action, and will be deemed a trespasser and escorted from campus. If this Agreement is terminated as provided by this Section, Student will be prohibited from requesting a future housing assignment with GW Housing and from staying overnight in any University residential facility, and will be required to forfeit any previously made housing payments.

#### Cancellation of License Agreement

8. A Graduate Student may cancel this Agreement under the following circumstances listed in subsections A-D of this Section 8. In the event of a cancellation, Student must notify GW Housing in writing by completing the "Request to Cancel the Graduate Housing License Agreement" online form via GW Housing e-Services and may be charged a cancellation fee. Should Student, after withdrawing or taking a leave of absence, re-enroll at the University during a period covered by the Agreement, the terms and conditions of the Agreement shall again be in effect unless Student is granted exemption by the Executive Director of GW Housing or a designee.
  - A. **Students Assigned to Housing Prior to June 15, 2016** (for Fall 2016 applicants only), any student may cancel their Graduate housing assignment and be assessed a \$150 cancellation fee, to be charged to their student account, rather than be assessed the entire housing charge. **Any graduate student who requests to cancel their housing assignment on or after June 16, 2016 will be responsible for the full housing charges for the entire academic year.**
  - B. **Students Assigned to Housing on or after June 15, 2016** When assigned on or after June 15, 2015 (for either Fall 2016 or Spring 2017 applicants), Student has five business days from the date of assignment to cancel their housing assignment and be assessed a \$150 cancellation fee to be charged to their student account. The cancellation period is not applicable to subsequent room reassignments or changes within the residential housing system. For cancellations after five business days, Student will be financially responsible for the housing charges for the entire academic year.

Students who complete self check-in, gain access, or otherwise take physical possession of the assigned space forfeit the ability to cancel their housing assignment.

**C. Students Not Returning to the University**

Students not returning to the University for reasons of: graduation, academic dismissal, study abroad, or for government service will have the Agreement cancelled. Such student will not be assessed a cancellation fee contingent upon proper documentation, verifying the basis for not returning.

**D. Students Transferring to Another College or University or Taking an Academic Leave of Absence**

Students not returning to the University due to transferring must submit a copy of Student's official acceptance letter to another college or university with this form. A student taking an academic leave of absence must submit documentation from Student's GW school or college indicating an approved official leave of absence. A student transferring or taking a leave of absence will not be assessed a cancellation fee if proper documentation is provided verifying that Student will be transferring or taking a leave of absence.

9. In the event a student withdraws or takes a leave of absence from the University after the commencement of the License Period, refunds of housing charges are made in accordance with the following schedule:
- **Prior to Monday, September 27, 2016** (for FALL 2016 semester) and **Monday, February 14, 2017** (for SPRING 2017 semester), on a pro-rated basis.
  - **Beginning October 28, 2016** (for FALL 2016 semester) and **February 15, 2017** (for SPRING 2017 semester) **and any point thereafter**, none.
  - Students receiving Title IV Federal Aid will be refunded in accordance with Federal guidelines.

### Payment

10. Student shall make the payments required by this Agreement, at the times stated by the University, without any deduction whatsoever and without demand by the University. This Agreement is a legally binding contract and may not be terminated by Student for any reason including, but not limited to: financial aid need, desire to commute from home, medical reasons (other than as required by law), delay in receiving a housing assignment, lack of understanding that this Agreement is binding, changing circumstances or opinions about housing, Colonial Cash or a special residential facility or room type request. Even if Student voluntarily vacates housing, but remains enrolled at the University, **payment will be due for the full License Period of this Agreement.**

### Occupancy and Use of Space

11. Student agrees that Student will not allow another person(s) to occupy the licensed space, sublet the licensed space, or assign this Agreement to another person(s). This Agreement cannot be extended into a future license period.
12. This Agreement is for licensed space only and does not guarantee assignment to a particular residential facility, suite, or room, nor does it guarantee assignment with a specific roommate(s). The University cannot guarantee Student a particular accommodation. Assignments are made in accordance with established priorities and on the basis of available housing inventory. Because many residential facilities were apartment buildings and hotels before their conversion, the University acknowledges that there may be variations in overall size and shape between like units occupying the same number of students. No additional charge or credit will be assessed against Student to accommodate for this variation. Housing rates are determined by the overall amenities each residential facility offers, the specific amenities within a unit, and the overall number of students assigned to a unit.
13. As a general rule, room/residential facility swaps and changes requested by Student will be considered based on a timeline published by GW Housing. Outside of the designated time frame, changes can be made only if under special circumstances and if the alternative space desired is determined to be vacant. GW Housing shall oversee the room swap and change processes for all residential facilities. Unauthorized moves, unauthorized use, possession, duplication or transfer of room keys, access cards, and/or GWorld cards may result in disciplinary action, a return to the original room, and possible loss of future participation in housing assignment processes. Inasmuch as possible, Student will be given 48 hours' notice prior to receiving a new roommate.
14. Room/residential facility changes made by GW Housing after the beginning of the semester shall be based on the date of the request and/or priority of request as determined by GW Housing staff. All students are eligible to participate, but changes are made only as spaces become available and are allocated by GW Housing. Approved room changes to be made between the Fall and Spring semesters must be made before departure for winter vacation, if the new space is available. The licensed space being vacated must be cleared in order to permit assignment of a new student entering the space for the second semester. A student who fails to move before vacation, or fails to clear his/her licensed space for incoming student(s), Student will be charged for occupying the licensed space as well as the labor and time expended by staff and housekeeping personnel to clear licensed space. The University will assume no responsibility for loss or damage of articles in the accomplishment of this action.
15. Student acknowledges and understands that the University shall have the right at any time to transfer or administratively move Student to another room and that the occupancy of such other room shall be subject to all terms and conditions herein, with the exception that the financial room charge assessed will be adjusted where appropriate.
16. If Student poses a threat of harm to the safety of any member of the GW community Student must receive "Clearance" from both the Director, of the University Counseling Center, or designee, and the Dean of Student Affairs, or designee, prior to returning to the residential facility. Immediate or eventual return to the residential facility is at the sole discretion of University officials.
17. If Student's behavior or actions disturb the peace of the residential facility, or require excessive or continuing intervention from housing and/or University staff, that Student may be charged under the Code of Student Conduct ("Code"), and if found in violation, be removed from the residential facility in addition to other appropriate sanctions.
18. The use of residential facilities and the licensed space are limited to residential student housing use, and are not to be used for any business or commercial use. This includes conducting business from an on-line service provided by the University over the Internet from a licensed space. All individuals must follow the Code of Conduct for Users of Computing Systems and Services, and Network Usage and Security Policy. Fund-raising activities by any individual, student groups or organizations may be authorized within specific guidelines approved by the Dean of Student Affairs or designee, and enforced by GW Housing staff. Exceptions to this policy may be made at the University's sole discretion.

## Service Interruptions and Break Periods

19. The University shall have the right to close any residential facility, the licensed space, or any food service venue for any stated period due to health and safety concerns, as well as at the end of any semester or academic year. In the event of an emergency requiring a Student to remain at the University, the University, at its option, may temporarily assign the Student to another room and/or provide for alternative dining arrangements.
20. During vacation sessions, there will be a reduction in services that will affect mail distribution and other administrative services. Notwithstanding the foregoing, the George Washington University Police Department, GWPD, will be available 24 hours a day in case of emergencies.

## Community Rights and Responsibilities

21. Student agrees to observe and be bound by all the rules and regulations of the University and of GW Housing including those stipulated in the RCCG, the Code, any other publications by and available through GW Housing, and all rules or modifications of rules, which shall be subsequently made. Student acknowledges that Student has access to, and understands the existing rules and regulations referred to in this Section.
22. GW is a smoke free campus. Smoking is prohibited in and around all University owned and operated facilities, including residence halls. Student is prohibited from smoking or inhaling any tobacco or other smoking product by any method, including but not limited to cigarettes, cigars, pipes, e-cigarettes, and hookahs inside a licensed space or a residential facility.

## Visitation Policy

23. Student will be held responsible for the behavior of Student's visitors and their adherence to University regulations/policies and federal and/or local law. Visitors include non-residents of a room or suite, including, but not limited to, other GW students and individuals not enrolled as a student in the University. Visitors found to be in violation of the University's policies or the law may be subject to arrest, administrative and/or disciplinary action by the University or may be escorted from the licensed space and barred from further entry into all residential and/or University facilities, dependent upon the persons affiliations with the University. If an individual is barred from further entry into residential or University facilities, his/her re-entry into any residential facility may subject him/her to disciplinary action by the University and/or criminal prosecution for unauthorized entry.
24. Student must escort Student's non-resident visitors, including, but not limited to, other GW students, at all times. The University reserves the right for authorized representatives of the University, to require proof of identity from any individual and may remove or bar any unescorted non-resident from residential or University facilities absent any other criminal acts or violations of University policies.
25. Visitation must not interfere with sleep or study of roommates, suitemates, and neighbors. Student must be considerate of the rights and feelings of others and must respect the privacy of roommates and suitemates. Under typical circumstances, there are no restrictions governing hours when authorized visitors may be admitted to residential facilities. **However, visitation policies for overnight visitors may be set out in a community compact or other University directions, rules or regulations, in which case these policies must be followed.**
26. Visitors are not to be issued keys by staff or given keys by any resident. Student may not have overnight visitors for more than 8 days per month. Visitation is limited to no more than two overnight visitors per student in each licensed space and the visitor's stay must be approved by all roommates or suitemates prior to the visitor's arrival. Overnight visitors may stay for no more than four consecutive nights in any two week period. No visitors will be permitted during reading and examination periods, or during vacation periods. Additional limitations may be placed on the number of visitors Student may have at any one time. A residential facility may be closed to non-residents at any time in order to ensure the safety and welfare of the resident population.
27. Private and/or intimate behavior that may make others uncomfortable is not acceptable in a group living situation that is necessarily semi-public.

## Room Care and Condition

28. Student is responsible for the care and condition of the licensed space. A room or suite that becomes excessively unsanitary so as to create health hazards will be ordered to be cleaned by Student or by specific assignment of housekeeping personnel, if necessary. In the event Student fails to adequately complete the cleaning so ordered or fails to complete it within the time period established by the University, the University reserves the right to complete the cleaning and to assess Student for the associated costs to complete the cleaning. Student will be charged for these additional services and may be subject to administrative and/or disciplinary action.
29. Student is responsible for damage beyond normal wear and tear to University property. At check-in, Student shall receive an inventory form. This form is to be completed, listing the furnishings and describing the condition of the licensed space. Before Student vacates the licensed space, this form will be used by a staff member, sometimes in the company of Student, to assess the condition of the licensed space. Any discrepancies not attributable to normal use will be charged to Student. If Student fails to check out and leaves their room surfaces, furnishings, fixtures, and appliances clean and clear of debris Student will be assessed a fee, in addition to the cost of damages or losses attributed to them. The room inventory and damage assessment process is managed by the Office of Property Management.
30. Student, individually and collectively, are also responsible for maintaining the condition of common-use areas within the residential facility and furnishings therein. If Student litters, defaces, or damages common-use areas and areas surrounding the residential facility, Student will be charged for the cost of increased cleaning services required, or repairs and replacements as necessary. Student may also be subject to administrative and/or disciplinary action for damages caused. Charges for damage to common-use areas may be assessed and billed equally to all students of the residential facility where the damage occurred. If damage should occur in the licensed space or common-use areas, Student may not make repairs or hire outside contractors or vendors to perform repairs. Non-payment of damage assessments or fees will result in an encumbrance being placed on Student's record. Grades, future registration, transcripts, diplomas, participation in future Housing Selection processes, and other academic information will be encumbered until accounts are settled.
31. Student shall neither make nor permit any alterations, modifications, or obstructions of, or upon, any part of the licensed space without the prior written approval of the University including, but not limited to: painting, disassembling, or altering any item or fixture. Additionally, you shall neither commit nor permit any action of anything that shall create or constitute a fire hazard or other hazard. Student will be financially responsible for any services and costs required to restore the licensed space.
32. Student will take reasonable action to protect the licensed space at all times, including prompt notification of defects and assisting the University in identifying individuals responsible for damage, theft, or loss. Doors, windows, window screens and window restrictors may not be removed, altered or tampered with in any way. All individuals are prohibited from accessing the roofs of university residential facilities, unless otherwise posted or approved in writing by authorized representatives of the University.

## University Property

33. Student acknowledges that all keys and key-cards to the licensed space received during the License Period are the property of the University and must be returned after vacating or termination of this Agreement and Student will be financially responsible for the loss of any keys and key-cards, including costs associated with lock changes and production of replacement keys and key-cards. Management of keys and key-cards and any charge assessments are made by the Office of Property Management, are charged to Student's account, and are due at the times stated by the University, without any deduction whatsoever and without demand by the University.
34. Room furniture shall not be stored on balconies, roofs, or patios. Public area furniture shall not to be moved into student rooms or other non-designated areas. Any waterbeds, hot tubs, spas, (and the like) are prohibited. No loft, platform, or partitions of any kind, door installation or removal or any other construction of any kind are permitted. If such furniture is found or alteration is made without permission, the University reserves the right to require removal of such furniture or restoration of the previous condition, as appropriate, at the cost of the Student, including for any damage sustained by the University. The hanging of clothing, banners, posters, lights, lit signs or the like in windows or outside of buildings is prohibited. The placement of food, plants, or other items on outside windowsills is prohibited. Violations of the terms in this Section 33 may result in administrative and/or disciplinary action.
35. Student shall be liable and promptly pay for the cost of correcting any violation of the terms of Sections 27 through 33 above and any damage to the licensed space, or any part thereof, or the damage, tampering, or disappearance of any equipment, fixtures, or furnishings in any part thereof, whether caused by Student and/or a non-resident visitor(s) in whole or in part, including costs associated with the removal of any refuse or personal property left by Student in the licensed space after vacating or termination of this Agreement. Damage assessments are made by the Office of Property Management, are charged to Student's account, and are due at the times stated by the University, without any deduction whatsoever and without demand by the University.
36. Student agrees that, whether or not due to the negligence of the University, the University shall not be responsible for any of Student's property or the property of Student's visitor which may be lost, damaged, or stolen, or for any loss thereof occasioned by fire, the elements, or other casualty, including water damage. All of Student's or Student's visitor property shall be within the licensed space at Student's or Student's visitor's own risk. Student acknowledges responsibility to obtain whatever insurance may be required to cover any loss or damage arising out of occupancy of the licensed space. If Student does not already have coverage, the University encourages you to visit to <http://risk.gwu.edu/student-renters-insurance> obtain coverage.
37. When Student vacates the licensed space, or upon termination of this Agreement, Student must remove all personal property and leave the room and any furnishings, fixtures, and appliances clean, with reasonable wear and tear excepted. Student acknowledges that items left in the licensed space after vacating or termination of this Agreement shall be deemed to be abandoned property and may be immediately disposed of by the University, in its sole discretion. Any costs incurred by the University associated with such disposal of Student's abandoned property will be Student's responsibility. There is no obligation on the University to store any items deemed as abandoned in the licensed space, nor to reimburse Student for any loss.

## Authorized Room Access

38. The University reserves the right for authorized representatives of the University to enter the licensed space at any time for the repair and maintenance, or the inspection thereof, pursuant to the University rules and regulations. The University further reserves the right for authorized representatives of the University to enter and inspect/search the licensed space and its contents at any time for violations of law and of University or residence hall policies, including, but not limited to: possessing illegal substances or items believed by staff to be illegal or prohibited, or conducting activities that could endanger the life, safety, order or welfare of self or other members of the University community. Any items found during the inspections that have the purpose of facilitating or enabling illegal or prohibited activity will be immediately disabled, confiscated, and/or disposed of without compensation.
39. The University shall have the right, but not the obligation, to conduct random health and safety inspections in all rooms within a licensed space. Any "[prohibited items](#)" found during the inspections will be immediately disabled, confiscated, and/or disposed of without compensation. "Prohibited items" are determined by the Office of Safety & Security, and are posted on the GW Housing website. By executing this Agreement, Student acknowledges and agrees to confiscation and disposal of such prohibited items without compensation. Administrative/disciplinary action may result from health and safety violations. It is the responsibility of Student and Student's visitors to comply with the University's health and safety regulations. The health and safety inspections are not intended to be a substitute for such responsibility. The Office of Safety & Security or designee will conduct these inspections.
40. The Dean of Student Affairs or a designee may authorize a thorough inspection or administrative search of a licensed space, and its contents for health and safety reasons and/or when there is reason to believe a violation of law, University policy, rule or regulation may have occurred. An inspection or search of the licensed space and its contents may also include all personal effects of residents and their visitors, including an inspection and review of the contents of any safe, computer, cell phone, camera, personal digital assistant, or other device found therein when the University has a reasonable basis to believe it may contain evidence of a violation of law or University or residence hall policies. An inspection or administrative search will be conducted by the Dean of Student Affairs or a designee. Any "prohibited items" found during the inspections that have the purpose of facilitating or enabling illegal or prohibited activity will be immediately disabled, confiscated and/or disposed of without compensation. The George Washington University Police Department will be contacted for items found that pose a substantial threat to person, property, or are prohibited by the University, which include, but are not limited to, illegal drugs, weapons, explosives, etc.

## Disclosure of Information on Lead-Based Paint and/or Lead-Based Paint Hazards in the Aston

41. A list of buildings built before 1978 and which may contain lead-based paints are posted on the Office of Health and Safety website at [http://www.gwu.edu/safety/health/program/forms\\_documents/lead\\_paint\\_disclosure.cfm](http://www.gwu.edu/safety/health/program/forms_documents/lead_paint_disclosure.cfm). Lead from paint, paint chips, and dust can pose health hazards if not taken care of properly. Lead exposure is especially harmful to young children and pregnant women. Before letting pre-1978 housing, the disclosure of the presence of known lead-based paint and lead-based paint hazards must be made. The University recognizes that any housing built prior to 1978 may contain lead-based paint and/or lead-based paint hazards. If the building in which Student's licensed space is located is included on **License Agreement Dates** the list of buildings built before 1978 posted on the Office of Health and Safety website, Student must review and electronically sign, the "Disclosure of Information on Lead-Based Paint and/or Lead-Based Paint Hazards" form available via GW Housing e-Services and posted on the Office of Health and Safety website at: <http://www.gwu.edu/safety/health/pdf/leaddisclosure.pdf> prior to occupancy and commencement of the License Period.

The University reserves the right to update and modify any of the Terms and Conditions of this Agreement, at any time and in its sole discretion, by posting a change notice or a new Agreement on the [GW Housing website](#) If Student wishes to appeal any housing policy decision or charge, Student must do so in writing. Student shall

forfeit any right to appeal matters that have not been raised prior to the commencement of a new license period begins. Letters of appeal are to be addressed to the Executive Director of GW Housing and DSA Financial Services. Appeal letters must be typed and include Student's name and GWid number. Student is required to submit any official documentation to support Student's request of an appeal. The merits of any appeal will be based solely on the written letter, supporting documentation provided, information conveyed verbally, and records maintained by GW Housing and the University. Appeal decisions will be communicated to Student in writing.

#### **Links to important documents & websites:**

Housing License Agreement: <http://living.gwu.edu/housing-license-agreement>

Residential Community Conduct Guidelines (RCCG): <https://living.gwu.edu/conduct-guidelines>

Code of Student Conduct: <https://studentconduct.gwu.edu/code-student-conduct>

GW University Policy website: <http://compliance.gwu.edu/find-policy>

Prohibited Items List: <https://safety.gwu.edu/sites/safety.gwu.edu/files/downloads/prohibited-items-v072013.pdf>

GW Housing website: <http://living.gwu.edu>