



Early Arrival Program

DigiPen Housing and Residence Life 2023-2024 EAP23 Agreement

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Introduction

Our Early Arrival Program (EAP) is a first-year program in partnership with DigiPen's Office of Student Engagement that allows incoming first-year residents to move early to their apartment community for the academic year to get familiar with the area, meet new friends, and become acquainted with faculty and staff through events before the academic year begins. Several fun events are planned over the early start including local trips within the Redmond and Seattle area. EAP Coordinators have also set up social nights aimed to get residents together to continue building new friendships.

The EAP is offered in two options: Events Only and Events and Housing. The Events Only option is open to all first-year students who may live locally, and housing accommodations are NOT provided. The Events and Housing option is for first-year students who have also applied and been accepted, and meet move in requirements to the Academic Year housing program.

Section 1: Term Information

1-A: Agreement Term Dates

	Date/Time
Application Cancellation Refund Deadline	06/01/2023, 12am (PST)
DSS Accommodation Deadline	05/01/2023, 12am (PST)
Agreement Term Start	08/12/2023
Move In Day	08/12/2023* 10am-5pm (PST)
Agreement Term End/Spring Term End	08/18/2023**

- *If participating in the "Events and Housing Option", are confirmed placement in 2023-2024 Academic Year Housing and have met all move-in requirements detailed in the 2023-2024 Housing Agreement
- **If participating in the "Events and Housing Option", are confirmed placement in 2023-2024 Academic Year Housing, and have met all move-in requirements detailed in the 2023-2024 Housing Agreement Student will stay in their assigned apartments and continue into the 2023-2024 Academic Year Term.

1-B: Payments and Fee Schedule

	Description	Charge Amount	Payment Deadline
Room Charge	Events Only	\$1000.00 USD	08/04/2023
	Events and Housing	\$1500.00 USD	

**If your 2023-2024 Academic Year Housing Application is cancelled/withdrawn, you will automatically be switched to the "Events Only" option & billed accordingly.*

1-C: Cancellation of Agreement

	Date	Charge Amount
Application is cancelled on or before the "Application Cancellation Refund Deadline"	06/01/2023	\$0.00
Application is cancelled after the "Application Cancellation Refund Deadline", and before "Agreement Term Start"	06/01/2023 - 08/12/2023	\$0.00
Application is cancelled within 1 week of assigned <i>Move In Day</i>*	08/05/2023 - 08/12/2023	50% Agreement Term Charge
Applicant does not Cancel and does not Occupy 48hrs within assigned <i>Move In Day</i>*	<i>Move In Day</i> * - 48hrs after <i>Move In Day</i> *	Agreement Term Charge Withheld, No Refund

- *Move In Day for First-Year Students is August 12, 2023, if participating in the Early Arrival Program, Events and Housing Option.

1-D: Termination of Agreement

	Date	Charge Amount
Agreement Termination	08/12/2023 - 08/18/2023	Agreement Term Charge Withheld, No Refund

Section 2: General Provisions

1. This Student Agreement ("Agreement") is entered into by and between DigiPen Housing LLC, also known as DigiPen Housing and Residence Life ("DHL") and me, a registered DigiPen Institute of Technology student ("Student"), in good standing, for the use and occupancy by Student of a DHL-assigned shared housing unit ("Unit"), as specified above, according to the terms specified below.
2. This Agreement may have sections that exclusively apply to those participating and who have been confirmed in the "Events and Housing" Option. Students who are participating in the "Events Only" Option of the Early Arrival Program are exempt from clauses in this agreement which stipulate provided Housing, and certain charges which pertain to the management of DHL premises and provided accommodations.
3. Student understands and agrees that the student is entering into this agreement for this entire Agreement Term (subject to early termination by DHL) and will be financially responsible for all payments as provided in this Agreement.
4. I agree to all terms and conditions of this Agreement and acknowledge this Agreement is binding once I electronically sign and submit it online.
5. This Agreement is entered into by and between DHL and me, a DIT student, for my use and occupancy of a Room on DHL Premises/Property, and programs provided by the Early Arrival Program (EAP) according to the terms specified herein. This Agreement is a legal and binding document between DHL and me.
6. This Agreement constitutes the entire agreement between the parties and supersedes all prior oral or written agreements, commitments, or understandings concerning the matters provided for herein. No amendment shall be valid unless it is in writing and signed by the parties.
7. If I am younger than 18 years of age at the time I sign the Agreement, my parent or legal guardian must also provide their signature.
8. DHL/DIT and I intend for this Agreement to constitute a license for the use of a Room and Common Areas in the DHL Premises/Property as assigned by DHL, in the event that the student is participating in the "Events and Housing" Option of the EAP Program, and further intend that this Agreement will not constitute a lease and will not create or transfer an interest in or a lien upon real estate. The relationship created by this Agreement between DHL and me is that of licensor and licensee, not that of landlord and tenant. My use and occupancy are being provided incidental to the provision of educational services by DIT.
9. I may not transfer or assign this Agreement, or the right to occupy my assigned Room, or any other rights or benefits granted hereunder, to another person.
10. The information provided by me in my application is true, complete and accurate. If DHL or DIT determines that I have provided untrue, incomplete or inaccurate information, DHL/DIT will have a basis to declare me in breach of this Agreement, take disciplinary action against me, and/or require that I vacate my assigned DHL Room/Unit immediately.
11. All charges in this Agreement for the related service or action represent a reasonable approximation of DHL/DIT administrative costs, and I will be financially responsible for all payments as stated in this Agreement.
12. Violations of any policy instituted by DHL/DIT/Property and included in this agreement shall be grounds for DHL to declare a Breach of Agreement. Breach of Agreement may result in, but is not limited to: disciplinary action under the Student Code of Conduct, termination of this Agreement,

dismissal from DHL property, future ineligibility to reside in DHL property, collection of outstanding debt and recovery of collection agency fees.

13. DHL will not disclose information relating to my student record, housing account, application and assignment information as required by state and federal law, including but not limited to FERPA, except as stated. I may authorize the release of information via my Colleague Self-Service (CSS) Account.
14. I acknowledge that any updates to personal information, address, and/or emergency contacts made on the DigiPen Housing Portal/Application will not be reflected on Colleague Self Service (CSS), as it is a proprietary application managed by DigiPen Housing LLC.
15. I give consent for necessary information such as my Name, Chosen Name, School Email, and Vehicle Information, to be shared with the property owners and applicable DIT departments that DHL partners with for property management purposes and assigned roommates.
16. If I am seeking accommodation for a disability, I must indicate my desire to start the **Disability Support Services** (DSS) accommodation process by selecting the option in the DigiPen Housing Application. To request housing accommodation, students must obtain and submit medical documentation regarding their disability and needs of the specific housing accommodation to the DSS office in accordance with the applicable deadlines of each Term. DHL cannot proceed with disability accommodation without direction from DSS.
17. I am required to adhere to vaccination requirements established by DHL, the University, and/or Public Health-Seattle & King County.
18. I must verify that I understand the inherent risk in living in congregate housing, notwithstanding health and safety measures, and that I am assuming such risk by signing this agreement.
19. This Agreement may be amended with a 30-day notice by the DHL/DIT during the term of this Agreement.

Section 3: Eligibility

1. I represent and warrant that I am eligible to reside in DHL Property because I meet and will maintain for the Agreement Term all the following eligibility criteria and expectations:
2. I currently am or have been accepted as a student at DIT, and I will maintain my status as a registered ("matriculated") student. Non-Degree seeking students are not eligible for participation in DHL's Housing or EAP Program.
3. I am or will be at least 17 years of age at the time of the Agreement Term starts.
4. I have not been dismissed from any DHL/DIT Housing facility nor has DHL/DIT ever terminated my agreement, contract or lease, or filed an eviction or unlawful detainer action against me for any DHL Housing facility.
5. If at any time after I have submitted this Agreement I become ineligible under the eligibility criteria stated above to reside in DHL Property, I agree to inform DHL in writing at housing@digipen.edu of my ineligibility within 24 hours of becoming ineligible, and to vacate as described in this agreement within 72 hours of becoming ineligible, unless I am required to vacate earlier as described in this Agreement.

Section 3: Program Activities

1. Orientation

- a. EAP Orientation is required for all program participants. Exceptions can be granted by DIT staff on a case-case basis by emailing housing@digipen.edu from your DigiPen email.

2. Events

- a. Event Schedule: DIT Staff and Program Coordinators will provide a comprehensive schedule of events prior to the start of the EAP Program. These events are subject to change at staff discretion.
- b. Event Participation: Program Events are voluntary. Non-Participation in events, or failure to follow procedure to participate in scheduled events will not constitute a breach of agreement or be eligible for reimbursement.
- c. Event Communication: I understand that event-related updates, reminders, or changes may be communicated via email, Microsoft Teams Channel, or other designated communication channels. It is my responsibility to stay informed and promptly review any event-related communications to ensure I am aware of any changes or additional instructions.
- d. RSVP Deadline: I understand that an RSVP deadline will be provided with some event invitations. It is my responsibility to submit my response on or before the specified deadline to allow the organizers to adequately plan for the event, including arranging seating, catering, materials, and other necessary resources.
- e. Late RSVPs and Changes: I acknowledge that late RSVPs or changes in attendance may not be accommodated due to logistical constraints. It is crucial that I respond by the designated RSVP deadline to ensure my attendance and proper arrangements for the event.
- f. Event Cancellations, Rescheduling or Replacement:
 - i. The organization or institution responsible for the events, activities, or programs acknowledges that adverse weather conditions or unforeseen circumstances can impact the planned schedule. By participating in these events, activities, or programs, participants acknowledge and accept that the responsible authorities have the discretion to cancel, reschedule, or make necessary adjustments to ensure participant safety, quality of experience, and overall success.
 - ii. The program directors acknowledge that event adjustments may occur due to unforeseen circumstances beyond their control. By participating in the program, participants acknowledge and accept that no adjustments to program costs will be made, and while best efforts will be made to provide equivalent event opportunities, no guarantees can be provided.
- g. Dietary Restrictions: Some meals will be provided during the Early Arrival Program. It is my responsibility to relay any/all dietary restrictions to the Program Coordinator and/or DIT staff upon arrival so they can accommodate these requests.

3. DIT Shuttle

- a. DIT Provides Shuttle service to and from scheduled EAP events, and limited service to campus during the Agreement Period. Shuttle information and ride booking site are available at: <https://www.digipen.edu/student-portal/campus-information/commuting-to-campus>
- b. Timeliness and Cooperation:
 - i. Arrive at the designated pick-up point on time to ensure the smooth operation of the transportation service.
 - ii. Follow the instructions provided by the driver or college staff regarding safety and seating arrangements.
- c. Respectful Behavior:
 - i. Treat drivers, fellow passengers, and college staff with respect and courtesy.
 - ii. Refrain from engaging in any form of harassment, discrimination, or disruptive behavior.
- d. Safety Measures:
 - i. Fasten seat belts, if available, and remain seated while the vehicle is in motion.
 - ii. Do not distract the driver or engage in any activity that may compromise the safety of the vehicle or its occupants.
 - iii. Avoid behaviors that could impair the driver's concentration, such as loud or excessive noise, horseplay, or throwing objects inside the vehicle.

Section 4: Payments & Deposits

1. "Events and Housing" Option

- a. I will be charged for and will pay the Room rate for the Room type, or program type to which I am assigned. I will pay my DHL charges according to the dates shown in Section 1 of this document.
- b. My Room rate includes electricity, gas, Internet access, water, sewer and garbage services. A temporary failure in utility service is not a breach of this Agreement.
- c. The deposit does not apply toward room charges or other incidental charges and is held until the student Moves Out and after any outstanding charges on the student's housing or tuition balance have been paid.
- d. You'll be liable for the following charges, if applicable, which may be withheld from your security deposit upon expiration of the Agreement (including but not limited to): unpaid charges; repairs or damages caused by negligence, carelessness, accident, or abuse; replacement cost of DHL property that was in or attached to the Unit and is missing; unreturned keys; packing, removing, or storing property removed or stored; removing illegally parked vehicles; special trips for trash removal caused by parked vehicles blocking dumpsters; late payment and returned-check charges; and other sums due under this Agreement

- e. If I am assigned a Room before the Agreement Period begins and do not Cancel as stipulated in Section 11 of the DHL Housing Agreement, I must pay the entire term of housing charges regardless of the date I Move In.
 - f. If I am assigned a Room after the Agreement Period begins, I must pay prorated housing charges based on my Move In date assigned by DHL, even if I do not Move In on that date.
 - g. If I Cancel my application, I will be subject to Cancellation charges as stated in Section 11 of the DHL Housing Agreement.
 - h. If I Terminate my Agreement, I will be subject to Agreement Termination charges as stated in Section 12 of the DHL Housing Agreement.
2. If I fail to make payments as required by this Agreement, my Agreement and assignment may be terminated, and If prior to the Agreement Term, I may be denied access to Move-In, or Program Events.
 3. If my Agreement is terminated by DHL after Agreement Term Start, and if participating in the “Events and Housing Option” I will be required to move out and will be charged a termination charge as detailed in the DHL Housing Agreement.
 4. During my Agreement Term all billing adjustments and incidental charges placed on my account after the due date are due by the first of the month following the date on which the charge is assessed.
 5. I will make payments in accordance with DIT's payment policies, which can be viewed at: <https://www.digipen.edu/student-portal/student-services/tuition-and-housing-payments/how-to-make-payments>. These policies may be adjusted at any time.
 6. If I have any questions about my account or if my payment will be late, I will contact the DIT Accounting department by emailing accounting@digipen.edu from my DigiPen Email. Contacting DIT Accounting about late payment does not extend existing payment deadlines.
 7. If I am a recipient of Financial Aid, Loans, or other assistance program, I will contact faid@digipen.edu to make the appropriate preparations for my account.
 8. If I fail to make payments as required by this Agreement DHL/DIT Accounting:
 - a. DHL may contact the person(s) I have designated as authorized to receive my financial account information
 - b. DHL may declare me in breach of and terminate this Agreement, cancel my assignment and require that I Move Out, and/or take further action against me including, but not limited to: Denying future applications for DHL Housing, assessing collection agency charges, assessing legal fees and moving and storage costs, and obtaining a legal judgment against me for any balance due.
 - c. If I wish to dispute any charges posted to my account, I must submit a request within 60 days of the charge being posted to my account to accounting@digipen.edu. I understand that waiver requests submitted more than 60 days after charges have been posted will not be considered, and I will be responsible for full payment of those charges.
 9. After I Move Out, or complete the program, all charges are due immediately.
 10. I authorize the DHL, DIT and their respective agents and contractors to contact me regarding outstanding charges or repayment of outstanding charges at the current or any future number that I provide for my cell phone or other wireless device using automated telephone dialing equipment or artificial or prerecorded voice or text messages.

Section 5: Cancellation or Termination of Agreement

1. Resident may Cancel their Agreement before Agreement Term Start. Cancellations after the Agreement Term Start are considered Early Termination of Agreement.
2. Cancellations must be communicated to DHL in writing by emailing housing@digipen.edu from the applicants DigiPen email, or the email used to apply. Cancellations cannot be made via phone, in-person, or by any person other than the applicant.
3. Depending on the date of cancellation as noted in Section 1-C, Student will not be assessed a cancellation charge if:
4. Student submits their cancellation within one week (7 days) of completing their agreement
5. Student's offer of admissions to DIT is rescinded by DIT.
6. Student has received military orders for entry into the service, a permanent change of station, or deployment for at least 90 days. Student must provide DHL with copies of any such military orders at housing@digipen.edu
7. Student has sought and received approved accommodation from Disability Support Services for a documented disability that cannot be reasonably accommodated in DHL Housing. Written notice from housing@digipen.edu stating the accommodation cannot be granted is required.
8. If Student cancels within one week (7 days) prior to their assigned Move In Day,
 - a. DHL will cancel this Agreement and reassign Student's Room;
 - b. Student will be charged cancellation charges as stated in Section 1-C.
9. If Student does not notify DHL requesting to cancel their Housing Agreement/Application and does not Move In to their Room within 48 hours of Agreement Term Start. Approval for Move Ins after this date may be provided at DHL discretion.
 - a. DHL will cancel this Agreement and reassign Student's Room:
 - b. Student will be charged cancellation charges as stated in Section 1-C.
10. If Student is assigned a Room after the Agreement Period begins and does not Move In to their Room by their assigned Move In Date. Approval for Move Ins after this date may be provided at DHL discretion.
 - a. DHL will cancel this Agreement, and reassign Students Room
 - b. Student will be charged cancellation charges as stated in Section 1-C.
11. If Student wishes to cancel this Agreement and has a balance due, Student will pay the balance immediately
12. Student may request early termination of this Agreement during the term of the Agreement after Move In Day.
13. Student will be charged Termination Charges as stated in Section 1-D. Charges are dependent on Move Out date, and Occupancy Period and will be calculated by DIT Accounting/DHL Staff.
14. Student remains responsible for all occupancy and other applicable charges (as determined by DHL, and DIT Accounting) per this agreement
15. Terminations must be communicated to DHL in writing by emailing housing@digipen.edu from the applicants DigiPen email, or the email used to apply. Terminations cannot be made via phone, in-person, or by any person other than the applicant.

- 16.** Exceptions are considered when Student provides documentation to DHL that establishes one of the following qualifying events. Student must provide documentation within 1 week of their Early Termination Move Out Date and is subject to approval by DHL or DIT Accounting.
- a. Student has completed their academic program or are graduating.
 - b. Student has filed for Institutional Withdrawal due to Financial Hardship, as determined by DIT Accounting.
 - c. Student is transferring to another DIT institution or participating in a DIT study-abroad program.
 - d. Student is participating in an internship program for DIT credit located 20 or more miles away from DHL Housing for the next term.
 - e. Student has received military orders for entry into the service, a permanent change of station, or deployment for at least 90 days. Student must provide DHL with copies of any such military orders at housing@digipen.edu
 - f. Student has sought and received approved accommodation from Disability Support Services for a documented disability that cannot be reasonably accommodated in DHL Housing. Written notice from housing@digipen.edu stating the accommodation cannot be granted is required.

Section 6: Injury or Loss

1. DHL/DIT shall not have any responsibility or provide any compensation for any injury to me or any guest of mine, or for loss or damage to my property or that of any guest of mine, except to the extent caused by DHL/DIT negligence.
2. I acknowledge that DHL/DIT recommends that I carry appropriate insurance against such injury, loss or damage. I acknowledge that DHL/DIT does not promise, warrant or guarantee the safety or security of me or any guest of mine, or of my personal property or the personal property of any guest of mine against the actions of other parties.
3. Nothing in this Agreement shall be construed as being intended to protect any person or class of persons from injury or harm.
4. If there is loss of or damage to my property or that of any guest of mine for any reason beyond DHL/DIT's control including, but not limited to, natural disaster, fire, flood, earthquake, condemnation, pandemic, quarantine, utility malfunction, infestation, or other emergency or force majeure event, DHL/DIT shall have no liability to me or any guest of mine for reimbursement, damages, inconvenience, annoyance or compensation of any kind.
5. I unconditionally release the DigiPen Housing, any affiliate of DIT, their directors, officers, employees, owners, board of directors, executives and partners from liability for any injury to student, resident, guests of student or residents, whether or not caused by DHL or the affiliates of DIT, their directors, officers, employees, owners, board of directors, executives and partners.

Section 7: Breach of Agreement

1. Residents are responsible for being informed about DIT's Code of Student Conduct, Student Handbook, and DHL's Residence Life Handbook & Housing Agreement. DIT and DHL reserve the right without prior notice to change the rules, policies, or information. New policies will be enforced 24 hours after notification of the change to students through email.
2. Residents are beholden to all Property rules and regulations. Property Staff/Ownership reserves the right without prior notice to change the rules, policies, or information.
3. Residents may find the documents listed above on the [DigiPen website](#) and are additionally available by request to DHL Staff.
 - a. DIT Student Handbook & Code of Student Conduct
 - b. DHL Housing Agreement and Residence Life Handbook
4. Violations of any policy instituted by DHL/DIT/Property, or Student failing to abide by or fulfill any term of this Agreement shall be grounds for DHL to declare a breach of agreement.
5. Breach of Agreement may result in but is not limited to: disciplinary action under the Student Code of Conduct, termination of this Agreement, dismissal from DigiPen Housing, future ineligibility to reside in DigiPen Housing, collection of outstanding debt and recovery of collection agency fees.
6. If DHL terminates Student's Agreement for breach prior to the end of the Agreement Period or should the student be suspended or dismissed from DIT as an outcome of a Student Conduct proceeding:
 - a. Student's Agreement will be terminated and Move Out date determined by DHL.
 - b. Student will be responsible for paying the current term's housing charges in addition to any early termination charge detailed in Section 12.
 - c. Student will not receive a prorated refund of any of the current term's housing charges.
 - d. Any decision of the DIT to not declare Student in breach of this Agreement shall not be deemed a waiver of any subsequent default or breach. Any decision of DIT to not declare Student in breach of this Agreement or any other waiver on the part of DIT shall not be construed to be a modification of the terms of this Agreement unless stated to be such in writing and signed by DIT.

Section 8: Severability and Choice of Law

1. The provisions of this Agreement are intended to be severable. If any term or condition is determined to be invalid for any reason, the remaining provisions of this Agreement shall continue to be valid and enforceable.
2. This Agreement shall be governed in all respects by the laws of Washington State. The parties agree that any legal action related in any way to this Agreement shall be brought exclusively in King County, Seattle, Washington.

Section 9: Emergency Closures

1. DHL's inability to make a Room available to me for any reason beyond DHL's control including, but not limited to, natural disaster, fire, flood, earthquake, condemnation, pandemic, epidemic, endemic or other public health emergency, quarantine, utility malfunction, infestation, or other emergency or force majeure event shall not constitute a breach of this Agreement by DIT/DHL.
2. In such circumstances, DHL shall have no liability to me in any way for injuries, reimbursement, damages, inconvenience, annoyance or compensation of any kind. DHL may attempt to find, but cannot guarantee, an alternative space for me.
3. The canceling of classes or the shutdown of the DIT campus shall have no effect of this Agreement, including COVID-19 impacts.
4. Shuttle services between DHL Premises and DIT are offered as a courtesy to residents participating in the DHL program. Temporary interruption or disruption of service shall not constitute a breach of this Agreement by DIT/DHL.

Section 10: COVID-19

1. All residents are prohibited from behavior that would create a health or safety hazard within DHL Housing and DIT may request or require a resident to leave DHL Housing if their continued presence in the housing community poses a health or safety risk for community members.
2. Residents are required to comply with health and safety laws, orders, ordinances, regulations and health and safety guidance adopted by DIT or DHL as it relates to public health crises, including COVID-19. This guidance will evolve as the public health crisis evolves and may include, but is not limited to, social distancing, limitations on gatherings, wearing a face covering, COVID diagnostic and surveillance testing (including before or upon arrival to campus), contact tracing, disinfection protocols, limitations on guests into DHL Housing, and quarantine / isolation requirements (including before or upon arrival to campus).
3. Residents must comply with all directions given to them by DHL staff. Failure to comply with directives from DHL Staff will result constitute a breach of this Agreement by the Resident
4. Removal or Re-Assignment from DHL Housing to address health concerns does not constitute a termination of a resident's housing agreement.

Appendix A: Word Bank

- **Resident(s)/Student(s):** DIT student who enters into agreement with DHL by signing the DHL Housing Agreement and DHL Resident Handbook. May be referred to as "I" or "Me" for the purposes of this agreement.
- **DIT:** DigiPen Institute of Technology
- **DHL:** DigiPen Housing LLC, also known as DigiPen Housing and Residence Life
- **DHL Staff:** Staff members of DigiPen Housing LLC.
- **Resident Assistant (RA):** Student-staff members of DigiPen Housing LLC
- **"On Duty" Staff:** DHL Staff and RA's who serve in a 24/7 "On-Duty" rotation to attend to resident issues. The phone lines to reach these staff are provided to residents upon occupancy.
- **Premises/Property/DHL Communities:** Units leased by DHL, and apartment communities at which DHL leases units.
- **Property Owner(s)/Property Management Team:** The ownership and/or management of the property at which DHL leases units.
- **Apartment/Unit:** An apartment leased by DHL and assigned to a group of residents.
- **Bedroom/Room:** A room within a unit, and assigned to specific residents to reside within.
- **Common Area(s):** The living room, dining area, kitchen, bathroom(s), patio, hallways of a unit.
- **Community Facilities:** Any facility or area on the property for resident use. (Pool, Gym, etc)
- **Community Passageways:** Stairwells, hallways or main walking pathways for residents to access community facilities, or their units.
- **Emergency Maintenance Line(s):** Phone lines for each property in which the property management team can be reached for emergency maintenance issues. These phone lines are provided to residents upon occupancy.
- **Colleague Self Service:** is an important portal that allows students to access their academic and financial information while enrolling and attending DigiPen. Students can use CSS to register for classes, view grades and classroom information, track financial aid and scholarship progress, and more. CSS is only available to incoming students and students currently attending DigiPen.
<https://www.digipen.edu/student-portal/for-incoming-students/registration/managing-css-and-using-colleague-self-service>
- **DHL Housing Portal/Application:** DHL's proprietary application and housing management software, on which a resident is able to view Housing Information, and place applications.
<https://housingapp.digipen.edu/Housing/>
- **Check In, Move In, Occupancy:** When the resident obtains keys to their assigned unit from DHL, or is otherwise provided access/permission by DHL to occupy after or on Agreement Term Start.
- **Check Out, Move Out, Vacate:** When the resident returns keys of their assigned unit as specified by DHL
- **Occupancy Period:** The number of days in an Agreement Period in which the Resident has access to and possesses keys to their assigned unit.
- **Agreement Termination, Terminate:** Ending the Agreement after Agreement Term start, or Occupancy Period start, whichever is sooner.
- **Application Cancellation, Cancel:** Ending the Agreement before Agreement Term Start, or Occupancy Period Start, whichever is sooner.
- **Apartment Condition Forms:** The form provided by DHL used to identify the condition of Rooms and Common Areas, filled out by the Resident within 48hrs of Move-In/Occupancy.

- **Health and Safety Checks:** Inspections conducted by DHL Staff to assess the current condition of the unit & identify potential risks/agreement violations.
- **Roommate Agreement:** Informal written agreements conducted by DHL staff per term between occupants of a unit to establish "house rules" and expectations for roommates - relating to quiet hours, guests, sharing of personal items, etc.
- **Single Room:** A room within a unit assigned to (1) Resident
- **Double Room:** A room within a unit assigned to (2) Residents
- **Triple Room:** A room within a unit assigned to (3) Residents
- **Incidental Fees:** Cost assessed by DHL in response to a violation of terms set forth in the DHL Housing Agreement, or DHL Residence Life Handbook. May be deducted from Deposit at end of Agreement Term or charged to student account during Agreement Term.
- **Daily Room Rate:** Cost of assigned room per day (total term room rate/# of days in *Agreement Term*)
- **Term Room Rate:** Cost of assigned room for *Agreement Term* Period, not including incidental fees

Approval and Signature

Student DigiPen Email: _____ Colleague ID: _____

Student's Signature (if the age of 18 or over)

By signing below, Student is certifying and agreeing to the following: Student has read and understands this Agreement, and Student is at least the age of eighteen (18). This Agreement expresses the complete understanding of the parties, and Student consents to its terms and conditions.

Name: _____ Date: _____

Signature: _____

Student's Signature (if under the age of 18)

By signing below, Student is certifying and agreeing to the following: Student has read, understands, and consents to this Agreement. Student has asked Student's parent/guardian to sign this Agreement below, and Student hereby consents to the DigiPen Housing LLC & DigiPen Institute of Technology releasing Student's records related to Student's occupancy and use of DigiPen Housing LLC as well as information from those records to Student's parent/guardian who has signed below, for the purpose of Student's parent/guardian fulfilling their obligations pursuant to this Agreement.

Name: _____ Date: _____

Signature: _____

Parent/Guardian Consent (if student is under the age of 18)

By signing below, I am certifying and agreeing to the following: I am the parent or guardian of (student name) _____, who is under the age of eighteen (18), and who meets the eligibility criteria for student housing as detailed above.

I have read and understand the terms and conditions of this Agreement. As the parent/guardian of the above-named student, I have the legal right to consent to and I do consent to the terms and conditions of this Agreement. I also agree to guarantee and pay for all applicable charges, fees, and debt, as well as perform all terms and conditions of this Agreement, should the above-named student fail to abide by or perform the terms and conditions of this Agreement:

Parent/Guardian Name: _____ Date: _____

Mailing Address: _____

Phone Number: _____

Signature: _____