



May 19, 2009

Dear Parents of Rising Sophomores:

Greetings from the Office of Parent Services and the Office of Community Relations at The George Washington University. As those who have visited the University are likely aware, one of the great benefits of attending GW is its location in the Foggy Bottom/West End and Foxhall communities. We enjoy numerous cultural activities as well as world class shopping, restaurants, and entertainment opportunities, not to mention a location mere blocks from where our country's decision makers and policy leaders are hard at work.

In recognizing the importance of our community to life at The George Washington University, the University is committed to being a good neighbor and contributing to the overall quality of the surrounding community. The Office of Community Relations and the Office of Off-Campus Student Affairs demonstrate this commitment and work in partnership with students and neighbors to address concerns and make a better community for all who live, work and study here.

In response to quality of life concerns raised by GW's Foggy Bottom neighbors resulting from the limited number of parking spaces on the streets in and around the Foggy Bottom campus – and recognizing the broad availability of public transportation - the District of Columbia Zoning Commission has imposed a condition on the University that imposes certain restrictions on student parking. This condition is one of several that permit the University to build a substantial amount of additional space on the Foggy Bottom campus to meet long-term academic, research, student housing and other University space needs.

Pursuant to this condition, freshman and sophomore students are prohibited from bringing vehicles to the Foggy Bottom campus except in exceptional circumstances. Exceptional circumstances may include, for example, transportation needs related to a disability or health condition of the student or member of his/her family. Requests by freshmen and sophomores for a policy exception due to exceptional circumstances must be documented by the student and approved by the University through its Office of Parking Services. Any violation of this policy shall be grounds for discipline under the University's Code of Student Conduct. A complete copy of the University's on campus parking policy can be found online at: <http://my.gwu.edu/files/policies/ParkingRestrictionsFINAL.pdf> and a request for exception can be made by visiting the Parking Office website at <http://parking.gwu.edu> and completing the exception request form.

Additionally, while freshman and sophomore students who live at the Mount Vernon campus may bring cars and park their vehicles at the Mount Vernon campus, these students may not drive their cars to/from the Foggy Bottom campus, as outlined above.

We appreciate your attention to these good neighbor issues and look forward to having your student return as a member of the community in the coming school year.

Sincerely,

Rodney L. Johnson
Director, Parent Services

Michael Akin
Director, Government and Community Relations



August 1, 2009

Dear Parents of Incoming Freshmen:

Greetings from the Office of Parent Services and the Office of Government, International, and Community Relations at The George Washington University. As those who have visited the University are likely aware, one of the great benefits of attending GW is its location in the Foggy Bottom/West End and Foxhall communities. We enjoy numerous cultural activities as well as world class shopping, restaurants, and entertainment opportunities, not to mention a location mere blocks from where our country's decision makers and policy leaders are at work.

In recognizing the importance of our community to life at The George Washington University, the University is committed to being a good neighbor and contributing to the overall quality of the surrounding community. The Office of Government, International, and Community Relations and the Office of Off-Campus Student Affairs demonstrate this commitment and work in partnership with students and neighbors to address concerns and make a better community for all who live, work and study here.

In response to quality of life concerns raised by GW's Foggy Bottom neighbors resulting from the limited number of parking spaces on the streets in and around the Foggy Bottom campus – and recognizing the broad availability of public transportation - the District of Columbia Zoning Commission has imposed a condition on the University that imposes certain restriction on student parking. This condition is one of several that permit the University to build a substantial amount of additional space on the Foggy Bottom campus to meet long-term academic, research, student housing and other University space needs.

Pursuant to this condition, freshman and sophomore students are prohibited from bringing vehicles to the Foggy Bottom campus except in exceptional circumstances. Exceptional circumstances may include, for example, transportation needs related to a disability or health condition of the student or member of his/her family. Requests by freshmen and sophomores for a policy exception due to exceptional circumstances must be documented by the student and approved by the University through its Office of Parking Services. Any violation of this policy shall be grounds for discipline under the University's Code of Student Conduct. A complete copy of the University's on campus parking policy can be found online at: <http://my.gwu.edu/files/policies/ParkingRestrictionsFINAL.pdf> and a request for exception can be made by visiting the Parking Office website at <http://parking.gwu.edu> and completing the exception request form.

Additionally, while freshman and sophomore students who live at the Mount Vernon campus may bring cars and park their vehicles at the Mount Vernon campus, these students may not drive their cars to/from the Foggy Bottom campus, as outlined above.

We appreciate your attention to these good neighbor issues and look forward to welcoming your student to the University and the broader Foggy Bottom/West End community in the coming school year.

Sincerely,

Rodney L. Johnson
Director, Parent Services

Michael Akin
Executive Director, Government, International and Community
Relations

THE GEORGE WASHINGTON UNIVERSITY
WASHINGTON DC

P A R K I N G



PARKING SERVICES

total GW | **Parking at GW** | **Parking Locations** | **Rates & Forms** | **Public Transportation** | **FAQ** | **Meet the Staff**

- Parking at Main Campus
- General Parking Information
- Freshman/Sophomore Foggy Bottom Parking Policy
- Parking at Other GW Locations

How do I?

General Parking Information

All faculty and staff must present vehicle registrations and current GWORLD Identification Cards before decals will be issued. Arrangements for an employee's parking cannot be made by another staff member or by a department. Parking decals cannot be sent through the mail.

Parking privileges should be cancelled at the beginning or end of the month. You must complete a termination form in the University Parking Office to stop payroll deductions. Faculty members who do not wish to have parking privileges during the summer months or while on sabbatical, must follow procedures to cancel parking as outline in the Faculty & Staff Parking brochure.

Personnel in a Leave of Absence or Leave Without Pay status (LOA/LWOP). When an employee is placed in a LOA/LWOP status, regardless of the reason, it is the employee's responsibility to contact the University Parking Office prior to the beginning of the leave period. The processing of personnel forms does not complete this process. If an employee fails to cancel parking, accrued payments will be applied upon return from LOA/LWOP for the period in which no payroll deductions were made. No exceptions will be made regarding collection of fees due upon return from leave. Employees who cancel their parking will be given first priority on the waiting list if a space is not available upon return.

Retirement Personnel who are retiring during the academic term and have payroll deductions for parking should notify the University Parking Office prior to retirement.

People with Physical Disabilities should contact the Parking office for special arrangements. If you have any questions, you may contact the Parking Office at 994-PARK (7275).

The University has a policy regarding on-campus student parking at the Foggy Bottom and Mount Vernon campuses. Violations of this policy are subject to the Code of Student Conduct. A copy of the policy can be found [here](http://my.gwu.edu/files/policies/ParkingRestrictionsFINAL.pdf) <http://my.gwu.edu/files/policies/ParkingRestrictionsFINAL.pdf>. In addition, the District of Columbia Zoning Commission has issued a District mandate regarding parking by GW students in areas surrounding the Foggy Bottom campus. Pursuant to an Order of the Zoning Commission, the University is required to notify "all undergraduate and graduate students that parking is prohibited on the streets adjacent to and surrounding the Foggy Bottom campus." Students are encouraged to park in the University parking facilities located throughout the Foggy Bottom campus.

Office of Parking Services, 2211 H St. NW, Washington, DC 20052, (202) 994-PARK (7275).
Office Hours are Monday - Friday, 8am - 5pm.

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THE GEORGE WASHINGTON UNIVERSITY
WASHINGTON DC

PARKING



PARKING SERVICES

total GW | **Parking at GW** | **Parking Locations** | **Rates & Forms** | **Public Transportation** | **FAQ** | **Meet the Staff**

[http://parking requirement exemption request form](http://parking.gwu.edu/requirement-exemption-request-form)
[Parking Exemption Required Form](#)

- [Parking at Main Campus](#)
- [Parking Guidelines](#)
- [Freshman/Sophomore Main Campus Parking Policy](#)
- [Parking at Other GW Locations](#)

How do I?

Freshman/Sophomore Main Campus Parking Policy

Due to the limited number of parking spaces on the streets in and around the Main Campus and the availability of public transportation, the Zoning Commission voted to impose a condition in the new Main Campus Plan that imposes certain restrictions on student parking. This condition is one of several imposed as part of a plan that permits the University to build a substantial amount of additional space on campus to meet its long term academic, student housing and other University needs.

Pursuant to this condition, the University discourages all students from bringing vehicles to the Main Campus. With respect to Freshmen and Sophomores in particular, these students are prohibited from bringing vehicles and parking them in the Foggy Bottom/West End Area (the area bounded by 19th Street on the east, E Street on the south, Rock Creek Park on the west, and N Street on the north), other than in exceptional circumstances. Exceptional circumstances may include, for example, transportation needs related to a disability or health condition of the student or member of his/her family. Requests by Freshmen and Sophomores for a policy exception due to exceptional circumstances must be documented by the student and approved by the University. If such an exception is granted, the vehicle must be parked in a University parking facility. Each Freshman and Sophomore must confirm by signature that the student has read and understands this parking policy, regardless of whether the student drives to the University or is eligible to have a car on campus.

The University's complete policy regarding on-campus student parking can be found [here](http://my.gwu.edu/files/policies/ParkingRestrictionsFINAL.pdf)

Any violation of this policy shall be grounds for discipline under the University's Code of Student Conduct.

Download the Parking Requirement Exemption Form below:
PARKING Requirement Exemption Request FORM

Office of Parking Services, 2211 H St. NW, Washington, DC 20052, (202) 994-PARK (7275).
 Office Hours are Monday - Friday, 8am - 5pm.

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**Parking Requirement
Exemption Request
Form**



Semester _____

Please PRINT or TYPE all information

Last Name	First	MI	GWID
E-mail Address			Date of Birth (MM/DD/YYYY)
Housing Assignment (Hall and Room) <i>if applicable</i>			Cell Phone or Campus Phone #
Permanent Home Address	(City)	(State)	

I am a Freshman / Sophomore (circle one)

Freshman and Sophomore Parking Requirement

Pursuant to an order of the Zoning Commission for the Foggy Bottom Campus Plan 2007–2026, the University prohibits all Freshman and Sophomores from bringing vehicles and parking in the Foggy Bottom/West End area. Exemptions to this parking requirement may be requested by completing this “Parking Requirements Exemption Request” form. If an exemption is granted, the student may bring a vehicle to the Foggy Bottom Campus, but must park the vehicle in a University parking facility. Requests for an exemption will be reviewed on a case by case basis and will be considered only if one of the following set of criteria is met:

Please indicate your reason for an exemption request below:

- ___ **Students who need to drive because of disability or health related issues of the student or a member of the student’s family.** Please provide medical documentation in a separate envelope. The documentation must contain sufficient information to establish why the medical condition requires driving to and parking on campus.
- ___ **Students who used to drive because they do not live within a reasonable distance of public transportation or who commute over long distances.** Please provide proof of residency, as well as evidence of lack or reasonable public transportation options.
- ___ **Students who need to drive because of an off-campus job.** Please provide documentation concerning the location of the job, as well as the absence of reasonable public transportation options for travel from campus to the job.
- ___ **Other.** Other requests for exemption may be considered so long as such reasons are (a) based on extraordinary circumstances (ie., not merely for the student’s convenience or for reasons applicable to a significant number of the student population), and (b) supported by appropriate documentation.

I, (print name) _____, have fully read and understand the terms of the Foggy Bottom Campus Parking Policy, attached hereto. I further acknowledge that all of the information provided by me in this Parking Requirement Exemption form is true and correct and that, if the exemption is granted, I will park in a University parking facility. Any violation of this policy shall be grounds for discipline under the University’s Code of Student Conduct.

Student Signature: _____ Today’s Date: _____

Return this Parking Requirement Exemption form and any supporting documentation to:

Parking Manager
2211 H Street, NW
Washington, DC 20052
(202) 994-7275

For Official Parking Office Use Only

Approved: _____ Unapproved: _____ Date: _____ Signature: _____



GEORGE WASHINGTON UNIVERSITY
RESIDENCY REQUIREMENT
EXEMPTION REQUEST FORM
FALL 2009 – SPRING 2010

First-Year and Second-Year Student Residency Requirement

Pursuant to an order of the D.C. Zoning Commission, the University requires all first-year and second-year students to reside in on-campus housing in compliance with local Washington, DC zoning laws. Exemptions to this residency requirement may be requested by completing the "Residency Requirement Exemption Request" form. If GW Housing Programs determines that your situation can be accommodated within the GW residence hall system, then no exemption will be granted. Exemptions are only considered if submitted under published deadlines, are reviewed on a case-by-case basis, and are only considered if one the following criteria are existent.

Please complete the below form.

Last Name	First	MI	GWid Number
E-Mail Address			Date of Birth (MM/DD/YYYY)
Housing Assignment (Hall and Room)			Cell Phone or Campus Telephone Number
Permanent Home Address (Street)	(City)	(State)	

Please indicate your reason for an exemption request below:

- _____ **Students who are commuters from outside of the Foggy Bottom/West End area.** Please provide proof of your residence at the local address prior to initial enrollment with documents such as a utility bill addressed to you, your parent(s) or guardian(s) at the local address.
- _____ **Students who have established permanent residency prior to initial enrollment or living with parent(s) or guardian(s) who have established permanent residency within the Foggy Bottom/West End area.** Please provide proof of your permanent residency or residence at the local address of your parent(s) or guardian(s) with documents such as a utility bill addressed to your parent(s) or guardian(s) at the local address.
- _____ **Students who are married.**
- _____ **Students with children.**
- _____ **Students with disabilities that cannot be accommodated within the residence hall living environment.** Please provide medical documentation in a separate sealed envelope. Residency Exemption Requests will only be considered from those students who are registered with Disability Support Services (DSS) prior to submission of this form. A student's condition must first meet the general eligibility criteria to request any accommodations as a student with an ADA recognized impairment.
- _____ **Students with religious beliefs that cannot be accommodated within the residence hall living environment.** Please include a statement identifying your religious affiliation and the specific belief(s) that conflict with residential life living. Additionally, a letter from a religious leader, who has a defined relationship with you relative to your faith, will be required as supporting documentation.

I, (print name) _____, have fully read and understand the terms of the above residency requirement exemption policy as stated in the Fall 2009 – Spring 2010 Undergraduate Housing License Agreement. I further acknowledge that all of the information provided by me is true and correct.

(Please Initial) _____ If the residency exemption is granted, I agree that I will provide my local address in the GWeb system and understand that if I do not provide this information, I may be subject to disciplinary action.

(Please Initial) _____ In accordance with Section 6 of the Terms and Conditions of the Housing Agreement, I agree that I have read, understand, and agree to abide by the University's parking policy prohibiting freshman and sophomore students from bringing vehicles to the Foggy Bottom Campus, except in exceptional circumstances. More information on this policy can be found on the GW University Policies Web site at: <http://policy.gwu.edu>.

Second-Year students participating in iHousing will need to complete this form by **February 20, 2009**. Newly-admitted First-Year Students must complete this form by **May 14, 2009**. Newly-admitted Transfers with First- or Second-Year standing must complete this form by **July 15, 2009**. Exemption requests will not be accepted or considered after these dates. A Residency Requirement Exemption request can only be submitted once during an academic year. All decisions will be communicated in writing on a rolling basis.

Student Signature: _____ **Today's Date:** _____

Return this Residency Requirement Exemption Request Form and supporting documentation to:
GW Housing Programs, 2129 Eye Street NW, Washington, DC 20052 Fax: 202-994-1422 gwhouse@gwu.edu



THE GEORGE WASHINGTON UNIVERSITY
 UNDERGRADUATE HOUSING
 LICENSE AGREEMENT
 FALL 2009 – SPRING 2010

This 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." 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, including, without limitation, the requirement that the Student participate in the Colonial Cash program.

STUDENT: _____ GWid: _____

DATE SUBMITTED: _____

LICENSE PERIOD: Academic Year, Fall 2009 - Spring 2010

COMMENCING: August 29, 2009 or January 09, 2010 (for Spring 2010 applicants only)

TERMINATING: May 12, 2010 (all academic year applicants)

Fall 2009 Opening – August 29, 2009, Fall 2009 Closing – December 20, 2009
Spring 2010 Opening – January 09, 2010, Spring 2010 Closing – May 12, 2010

Housing and Colonial Cash Plan charges will appear on the student's account for each semester.

The parties hereto have duly executed this Agreement in accordance with the Terms and Conditions enumerated on this Undergraduate Housing License Agreement and as stipulated in the Residential Community Conduct Guidelines and Administrative Policies (RCCGs) for the GW academic year Fall 2009-Spring 2010 as posted on the GW Housing Programs Web site found at: <http://living.gwu.edu/forms> and at the GW University Policies Web site at: <http://policy.gwu.edu>. These administrative policies are incorporated herein and made a part of this Agreement. The Student acknowledges that he or she has read, understands, and agrees to abide by said paragraphs and regulations and policies.

In accordance with Section 6 of the Terms and Conditions of the Housing Agreement, the Student agrees that he or she has read, understands and agrees to abide by the University's **parking policy regarding Freshmen and Sophomore students being prohibited from bringing cars to the Foggy Bottom Campus**, except in exceptional circumstances. More information on this policy can be found on the GW University Policies Web site at: <http://policy.gwu.edu>.

In accordance with section 26 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 the Risk Management Web site at: <http://www.gwu.edu/~riskmgnt/leadpaint.dis.cfm> and that 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, manually sign, and return to the University, by mail or in person, the "Disclosure of Information on Lead-Based Paint and/or Lead-Based Paint Hazards" form hereto Residential Property Management (RPM).

<p>Seth D. Weinschel Director, GW Housing Programs for THE GEORGE WASHINGTON UNIVERSITY</p>	<p>STUDENT SIGNATURE and DATE OF BIRTH</p> <hr/> <p>PARENT OR GUARDIAN SIGNATURE <i>(only if the student is under 18 years old)</i></p>
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RETURN THIS COPY OF THE HOUSING LICENSE AGREEMENT, ELECTRONICALLY SUBMITTED OR SIGNED BY THE STUDENT (AND PARENT/GUARDIAN IF APPLICABLE) AND DELIVERED TO:

The George Washington University
 GW Housing Programs
 2129 Eye Street NW, Washington, DC 20052.

TERMS AND CONDITIONS OF THE HOUSING LICENSE AGREEMENT

Academic Year – Fall 2009 – Spring 2010

The George Washington University (the "University") will provide a matriculated undergraduate student, who: (1) is registered for coursework, (2) does not financially owe the University for any prior balance in excess of \$500, and (3) is not *persona non grata* from Campus Housing lodging within GW Housing Programs residence hall system under the Terms and Conditions as stated below. Upon consideration of the foregoing, the student agrees:

1. This Housing License Agreement is valid for one academic year, consisting of the Fall 2009 semester and the Spring 2010 semester and will continuously be in effect throughout the Fall 2009 and Spring 2010 semesters as defined by the University Academic Calendar. Housing between the Fall and Spring semesters is available on a limited basis under separate agreement. The student agrees not to remain in residence after the termination date of this Housing License Agreement. Both parties agree that no month to month occupancy can occur after the termination date of this Housing License Agreement. The student understands that they should not enter into any binding contract or lease with a third party for alternative housing accommodations for any time period concurrent with this Housing License Agreement. **If the student does so, it will not be grounds for termination of or release from this Agreement. The student will be responsible for all payments due hereunder whether the student takes occupancy of the Housing Assignment or not. Given the unique nature of the residence hall system, the University has no legal obligation to attempt to re-let the Housing Assignment in the event the student fails to take occupancy.**
2. The student submitting a Housing License Agreement electronically shall be held responsible to all of the terms and conditions of this Housing License Agreement once submitted. The authentication procedures for the GW Housing Program's Student Web Portal (identical to that of the GWeb Information Systems) serve as an electronic signature for students. **Submitting application information electronically and then being offered a housing assignment by the University enters the student into a legally binding contract with the University and financially obligates the student to pay for the full term of the Housing License Agreement.** Electronic submission of application information does not guarantee confirmation of a housing assignment.
3. The student shall make the payments called for under this Housing License Agreement, at the times stated by the University, without any deduction whatsoever and without demand by the University. This Housing License Agreement is a legally binding contract and may not be terminated by the 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 Housing License Agreement is binding, changing circumstances or opinions about housing, Colonial Cash or a special hall or room type request. By submitting (electronic) or signing (paper) and delivering this Housing License Agreement, the student is committing to the terms and conditions set forth herein. Even if a student voluntarily vacates housing, but remains enrolled at the University, **payment will be due for the full license period of this Housing License Agreement.**
4. This Housing License Agreement is for housing space only and does not guarantee assignment to a particular hall or room, nor does it guarantee assignment with a specific roommate(s). The University cannot guarantee a student a particular accommodation. Assignments are made in accordance with established priorities and on the basis of available housing space due to the nature of many Campus Housing residence halls being former apartment buildings and hotels, 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 onto the student to accommodate for this variation. Housing rates are determined by the overall amenities each facility offers to a student, the specific amenities within a unit, and the overall number of students assigned to a unit.
5. Pursuant to an order of the D.C. Zoning Commission, the University requires all First- and Second-year students to reside in on-campus housing. Exemptions to this residency requirement may be requested by completing the "Residency Requirement Exemption Request" form. Exemptions are only considered if submitted under published deadlines, are reviewed on a case-by-case basis, and can only be considered if one of the following criteria are existent:
 - Students who are commuters from outside of the Foggy Bottom/West End area.
 - Students who have established permanent residency prior to enrollment or living with parent(s) or guardian(s) who have established permanent residency within the Foggy Bottom/West End area.
 - Students who are married.
 - Students with children.
 - Students with documented disabilities that cannot be accommodated within the residence hall living environment.
 - Students with religious beliefs that cannot be accommodated within the residence hall living environment.
6. Pursuant to an Order of the D.C. Zoning Commission regarding parking and traffic issues, Freshmen and Sophomores are restricted from bringing cars to the Foggy Bottom Campus. The University's complete policy with respect to Foggy Bottom Campus parking can be found at the GW University Policies Web site at: <http://policy.gwu.edu>. Specific to Freshmen and Sophomores, however, "The University discourages all students from bringing vehicles to the Foggy Bottom Campus. Freshmen and Sophomores in particular are prohibited from bringing vehicles and parking them in the Foggy Bottom/West End Area (the area bounded by 19th Street on the east, E Street on the south, Rock Creek Park on the west, and N Street on the north), except in exceptional circumstances. Exceptional circumstances may include, for example, transportation needs related to a disability or health condition of the student or member of his/her family. Requests by Freshmen and Sophomores for a policy exception due to exceptional circumstances must be submitted to Parking Services by completing the "Parking Requirement Exemption Request" form, located on the Parking Services Web site at: <http://www.gwu.edu/~parking/atgw/policy.cfm>. Any exemptions will be granted by Parking Services in consultation with the Office of Real Estate. If an exception is granted, the vehicle must be parked in a University parking facility. All Freshmen and Sophomores must confirm by their signature that the student has read and understands this parking policy, regardless of whether the student drives to the University or is eligible to have a car on campus."
7. A student, not required to reside in housing under section 5, may cancel this Housing License Agreement under the following circumstances listed in subsections A-F of this section. The student must notify GW Housing Programs in writing by completing the "Request to Cancel the Housing License Agreement" form. In the event of cancellation, the student may be charged a cancellation fee.
 - A. **Third- and Fourth-Year Students Assigned to Housing prior to Wednesday, April 1, 2009** (for Fall 2009 applicants only)
A third- or fourth-year student may cancel their housing assignment no later than April 1, 2009 with no cancellation fee.

- B. **Third- and Fourth-Year Students Assigned to Housing prior to Friday, May 1, 2009** (for Fall 2009 applicants only)
A third- or fourth-year student may cancel their housing assignment no later than May 1, 2009 and only be assessed a cancellation fee of \$300. Any third- or fourth-year student who requests to cancel their housing assignment after May 1, 2009 will be financially responsible for their housing charges for the entire academic year.
- C. **Students Assigned to Housing After Friday, May 1, 2009** (for either Fall 2009 or Spring 2010 applicants)
A student has five business days from the date of their assignment to cancel their housing assignment and only be assessed a \$300 cancellation fee to be charged to their student account if not otherwise required to live in on-campus housing by the Residency Requirement. For cancellations after five business days, the student will be financially responsible for the housing changes for the entire academic year.
- D. **Students Not Returning to the University**
A student not returning to the University for reasons of: graduation, academic dismissal, or for government service will have their Housing License cancelled. Such student will not be assessed a cancellation fee contingent upon proper documentation, verifying the basis for not returning.
- E. **Students Studying Abroad**
Students studying abroad in a GW recognized program will not be assessed a cancellation fee contingent upon proper documentation, verifying that the student will be studying abroad in a GW recognized program.
- F. **Students Transferring to Another College or University or Taking an Academic Leave of Absence**
A student not returning to the University due to transferring must submit a copy of their official acceptance letter to another college or university with this form. A student taking an academic leave of absence must submit documentation from their 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 providing that proper documentation is provided verifying that the student will be transferring or taking a leave of absence.

8. In the event a student voluntarily 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 Thursday, October 1, 2009** (for Fall 2009 semester) and **Monday, February 1, 2010** (for Spring 2010 semester), on a pro-rated basis.
- **Beginning October 1, 2009** (for Fall 2009 semester) and **February 2, 2010** (for Spring 2010 semester) and **any point thereafter**, none.
- Colonial Cash is non-refundable, except to the extent allowable under the University's Withdrawal and Refund Policy for tuition.
- Students receiving Title IV Federal Aid will be refunded in accordance with Federal guidelines.

Should a student, after withdrawing or taking a leave of absence, re-enroll at the University during a period covered by the Housing License Agreement, the terms and conditions of the Housing License Agreement shall again be in effect unless the student is granted an exemption by the Director of GW Housing Programs or designee.

- 9. A student agrees to observe and agree to be bound by all the rules and regulations of the University and of GW Housing Programs including those stipulated in the enclosed Residential Community Conduct Guidelines and Administrative Policies (RCCGs), the Code of Student Conduct (Code), any other publications by and available through GW Housing Programs, and all rules or modifications of rules, which shall be subsequently made. The student acknowledges that they have access to, and understands, the existing rules and regulations referred to in this section.
- 10. The University may terminate this Housing License Agreement and take immediate possession of the licensed premises occupied by the student at any time for the violation by the student of any of the terms and conditions of this Housing License, including, without limitation, default on aforesaid payments by the student when and as the same become due, or the violation of any rule of the University, or the violation of any health ordinance or regulation of the District of Columbia by the student, or whenever the student shall cease to be a registered student of the University. Students who fail to vacate the licensed premises upon termination of their Housing License will be deemed trespassers and will be escorted from campus. Students whose Housing License is terminated as provided in this section will be *persona non grata* from all campus residence halls, prohibited from requesting a future housing assignment and subsequent future Housing License Agreements, and forfeit any previously made housing payments and Colonial Cash allocations.
- 11. A student with a balance of over five hundred dollars (\$500) owed to the University, who fails to register for a minimum of 12 credits or for a minimum of 3 credits when enrolled in the last semester culminating in graduation by the official University deadline each semester, or who carries any other encumbrances, may be prohibited from being assigned to residence hall space, or may be directed to vacate after obtaining said space with no refund. A student, after entering into this Housing License Agreement, who voluntarily registers for less than 12 credits, is not released from the financial obligations of this Housing License Agreement without written approval from GW Housing Programs. Those students who fail to register for classes by Wednesday, July 15, 2009 (for Fall 2009 semester) or Friday, January 1, 2010 (for Spring 2010 semester) are subject to reassignment and/or administrative cancellation of this Housing License Agreement at the sole discretion of the University.
- 12. The University expects students will welcome other students also assigned (or considering re-assignment) to their shared licensed space with the utmost courtesy and consideration. A student with a vacancy in their room should anticipate having a roommate(s) assigned to said vacant space at some point during the academic year. Students may view current roommate information at any time for their shared licensed space by visiting the GW Housing Programs Web Portal at: <http://gwhousing.gwu.edu>. Students who inhibit or dissuade other students from moving into their room, and/or physically occupy the vacant space within their room, are in violation of the terms and conditions of this Housing License Agreement and submit themselves to administrative, financial, and/or judicial action up to and including administrative moves and/or termination of this Housing License Agreement.
- 13. A student agrees to allow no other person to occupy the licensed space nor sublet the licensed space nor assign this Housing License Agreement to another person(s). This Housing License cannot be extended into a future license period.
- 14. A student understands that the University shall have the right at any time to transfer the 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 room charge assessed will be adjusted where appropriate.
- 15. A student understands that to maximize use of residence hall rooms, the student in a partially filled room may be reassigned to another room to consolidate space. The University has the exclusive right to consolidate rooms in order to maintain occupancy and accommodate additional students in housing. In units where vacancies exist, a student may be asked to relocate to a similar room within housing. Consolidation may occur within the same residence hall or between residence halls.

16. The University will designate specific residence halls to remain open between the Fall 2009 and Spring 2010 semesters. Students permanently assigned to these facilities who formally request winter break housing, by completing the "Winter Break Housing License Agreement" form, may take advantage of the winter break housing option. A student not permanently assigned to these facilities may request winter break housing within one of these facilities at the sole discretion of the University. An additional charge may be billed to the student's account for such winter break housing. The terms and conditions of this Housing License Agreement continue between Fall 2009 and Spring 2010 semesters for a student who makes such winter break housing arrangements.
17. A student shall: (i) 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; (ii) nor permit the action of anything that shall create or constitute a fire hazard or other hazard; (iii) nor permit the accumulation of waste and refuse within the license space. A student will take reasonable action to protect the premises at all times, including prompt notification of defects and assisting the University in identifying individuals responsible for damage, theft, or loss.
18. A student shall be liable and promptly pay for the cost of correcting any violation of item 17 above and any damage to the residence hall, or any part thereof, or the damage or disappearance of any equipment, fixtures, or furnishings in any part thereof, whether caused by the student and/or a student's non-resident guest(s) in whole or in part, including costs associated with the removal of any refuse or personal property left by the student in the licensed premises after vacating or termination of the Housing License Agreement. Damage assessments are made by the Office of Residential Property Management (RPM), are charged to the student's account, and are due at the times stated by the University, without any deduction whatsoever and without demand by the University.
19. A student assigned to housing will be required to participate in the University's Colonial Cash program. A student will be allocated the Colonial Cash option which corresponds with their class standing based on semester hours earned. The student agrees to be bound by and abide by all policies with respect to the use of their GWorld card, including those applicable to Colonial Cash use. The student agrees to waive any and all rights to a refund for any unused Colonial Cash funds while still a student at the University because of special diet, medical reasons, religious requirements, conflicting schedules, or University activities. The option exists to voluntarily add additional Colonial Cash above the mandatory minimum. The Colonial Cash Program is managed by the GWorld Card Office.
20. A student agrees that, whether or not due to the negligence of the University, the University shall not be responsible for any property of the student which may be lost, damaged, or stolen, or for any loss thereof occasioned by fire, the elements, or other casualty, including water damage. All property of the student shall be within the licensed premises at the student's own risk, and the student acknowledges responsibility to obtain whatever insurance may be required to cover any loss or damage arising out of occupancy of the licensed premises.
21. The University shall have the right to close any residence hall in which said room is located as well as any food service venue during stated periods for health and safety reasons and at the end of any semester and the 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.
22. The University reserves the right for authorized representatives of the University to enter the licensed premises at any time for the repair and maintenance of the licensed premises, or the inspection thereof, pursuant to the University rules and regulations. The University further reserves the right for its staff and special police to enter and inspect/search the licensed premises at any time and its contents for violations of law and of University or residence hall policies, including but not limited to: possessing illegal substances or substances believed by staff to be illegal, or conducting activities that could endanger the life, safety, order or welfare of self or other members of the University community.
23. The University shall have the right, but not the obligation, to conduct random health and safety inspections in all residence hall rooms. Any "prohibited items" found during the inspections will be immediately confiscated and disposed of without compensation. The "prohibited items" are listed in the Residential Community Conduct Guidelines and Administrative Policies (RCCGs); by entering into this Agreement the student acknowledges and agrees to confiscation and disposal without compensation. Judicial action may result from severe or repeated health and safety violations. It is the responsibility of each resident 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 Risk Management or designee will conduct these inspections.
24. When a student vacates the licensed space, or upon termination of this Agreement, the student must remove all personal property and leave the room and any furnishings, fixtures, and appliances clean, with reasonable wear and tear excepted. The student acknowledges that items left in the premises after vacating or termination of the Housing License 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 will be the financial responsibility of the student abandoning the property. There is no obligation on the University to store any items deemed as abandoned in the licensed space, nor to reimburse the student for any loss.
25. The student acknowledges that all keys and card-keys to the licensed space received during the License Period are the property of the University and must be returned after vacating or termination of the Housing License Agreement, and that the student will be financially responsible for the loss of any keys and card-keys, including costs associated with lock changes and production of replacement keys and card-keys. Management of keys and card-keys and any charge assessments are made by the Office of Residential Property Management (RPM), are charged to the student's account, and are due at the times stated by the University, without any deduction whatsoever and without demand by the University.
26. If a student's licensed space is in one of the following listed buildings: (Schenley, West End, Building JJ, 2109 F Street, and any Scholars' Village Townhouse), the student must review, manually sign, and return to the University by mail or in person to the Office of Residential Property Management (RPM), the "Disclosure of Information on Lead-Based Paint and/or Lead-Based Paint Hazards" form (posted on the Risk Management Web site at: <http://www.gwu.edu/~riskmgt/leadpaint.dis.cfm>) prior to occupancy and commencement of the license period.
27. A student wishing to appeal any housing policy decision or charge must do so officially in writing. A student forfeits any rights to appeal matters that have not been raised once a new license period begins. Letters are to be addressed to the Director of GW Housing Programs - Assignments. Appeal letters must be typed and include the name and GWid number of the student. The student is required to submit any official documentation to support their 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 Programs and the University. Appeal decisions will be communicated to the student in writing.