

2026 – 2027 Housing and Dining Services Contract

Terms and Conditions

The Housing and Dining Services Contract establishes the terms and conditions upon which Christopher Newport University (hereinafter “CNU” or “University”) provides a student one bed space in University-operated residence halls. Assignment of one bed space in some University-operated residence halls requires mandatory participation in Dining Services plans as provided herein. Acceptance of these terms creates legally enforceable rights and obligations.

Nothing in this contract limits the authority and power of the University to establish or change policies, rules, or regulations that, upon their effective date, may operate prospectively to unilaterally modify the terms of this contract expressly or by implication.

This contract shall be construed and interpreted in accordance with the laws of the Commonwealth of Virginia, regardless of any choice of law doctrine. Any terms or conditions in this document are determined to be unenforceable for any reason are deemed severable and all remaining portions shall remain in force.

Any fees incurred by the University in the enforcement of this contract, such as attorney fees or collections fees, shall be reimbursed by the student.

All communication regarding this contract, housing, or dining, will be sent to a student’s University email account.

Housing Terms and Conditions

1. Eligibility: To be eligible to reside in University-operated residence halls, managed by Residence Life and Housing Administration (hereinafter “RLHA”), a student must be enrolled at CNU and registered for a full-time course load (a minimum of 12 undergraduate credit hours or 9 graduate credit hours) during the period of occupancy in which the bed space is assigned.

A student must provide the required immunization documents according to [University Policy 9025](#) before moving into their assigned bed space. A student who does not meet this requirement will not be eligible to reside in their assigned bed space until compliant and shall remain obligated to the rates and fees detailed in this contract while non-compliant.

Eligibility for University-operated residence halls may be revoked, at any time, at the University’s sole discretion, as a result of conduct or other policy violations, non-payment, or other reason deemed to be in the best interest of the University or the student, without refund. Students who are notified that they are no longer eligible for University-operated residence halls agree to vacate their assigned space within 24 hours of notification.

If a student, at any point during occupancy, ceases to maintain a full-time academic status (less than 12 undergraduate credit hours or less than 9 graduate credit hours), the student must notify RLHA in writing and receive permission to remain eligible for University-operated residence halls as a part-time student. If the demand for bed space in University-operated residence halls makes it necessary, a part-time student may be required to vacate their assigned space to allow for assignment of a bed space to a full-time degree-seeking student. Maintaining an enrollment of less than full-time status (12 undergraduate credit hours or 9 graduate credit hours) does not release a student from the obligations, terms, or conditions of this contract.

2. University Housing Guarantee: As part of the University’s Housing Guarantee, all entering first-year students (incoming freshmen) live in University-operated residence halls unless they are approved to be exempt from the University’s Housing Guarantee. Unless exempt, CNU guarantees on-campus housing for all incoming first-year students for the next three years. Transfer students are eligible for on-campus housing. Transfer students who secure a bed space will be guaranteed on-campus housing through the completion of their junior year.

Students may request an exemption from the University's Housing Guarantee for one of the reasons listed below by submitting a Request for Residency Exemption and all required documentation:

- Student will live with a relative within the approved distance to commute to campus (25 driving miles).
- Student has exhausted all financial resources and residing off-campus will enable them to continue their enrollment at Christopher Newport.
- Student has a diagnosed medical condition (qualified under ADA guidelines) that affects their ability to successfully reside in University-operated residence halls, and no alternative reasonable accommodations can be made by the University to meet the medical need.
- Student has unique life circumstances (e.g. marriage, documented religious considerations, etc.).

Applicable forms and documentation must be submitted prior to the completion and acceptance of the Housing and Dining Services Contract for the academic year. Once this contract is signed or accepted, exemptions may not be granted.

3. Period of Contract: The Housing and Dining Services Contract commits the University to providing residential and dining services and is in force for one full academic year (Fall and Spring semesters). For contracts signed after the start of the academic year, the agreement remains in effect through the end of the Spring semester or until the end of the assigned period of occupancy, whichever is later. The terms and conditions of the contract begin on the date the student electronically or physically signs the agreement and conclude on the last day of their occupancy. A student's decision to reside off-campus during the period of the contract does not release them from obligations of this contract.

4. Period of Occupancy: The period of occupancy is the time a student may reside in their assigned bed space. The period of occupancy and the period of contract are not the same. A student's assigned bed space determines the period of occupancy for the 2026 – 2027 academic year, which are as follows:

Extended Apartments: Monday, August 3, 2026 to Tuesday, July 6, 2027 by 10 a.m. EST, in:

- Presidents Hall
- Rappahannock River Hall
- CNU Apartments: Monroe, Washington
- Greek Village

Apartments: Wednesday, August 12, 2026 to Friday, May 28, 2027 by 10 a.m. EST, in:

- CNU Landing
- CNU Apartments: Harrison, Madison, Jefferson
- CNU Village: Taylor, Tyler, and Wilson

Main Campus Residence Halls: Saturday, August 22, 2026 to Wednesday, May 5, 2027 by 10 a.m. EST, in:

- Santoro Hall
- York River Hall
- Potomac River Hall
- James River Hall
- Warwick River Hall

The aforementioned periods of occupancy are subject to change by the University.

Main Campus Residence Halls are closed during the following academic breaks: Thanksgiving, Winter, and Spring, as published in the residential calendar available at <https://cnu.edu/life/housing/calendar>, unless otherwise stated in writing. Academic break periods are excluded from the period of occupancy; therefore, students may not remain in their assigned bed space when their residence hall is closed, except with written permission from RLHA and fees may apply. During the aforementioned academic breaks, CNU Apartments, Presidents Hall, CNU Village, Greek Village, CNU Landing, and Rappahannock River Hall will remain open and available for occupancy.

A student who fails to occupy the assigned bed space at the start of the period of occupancy (i.e. on the designated move-in day) or throughout the full duration of the period of occupancy without authorization from RLHA have abrogated their right to that bed space and may result in the loss of the assigned bed space, termination of this contract without refund, and/or cancellation fees added to the student's account as defined in the Cancellation of Contract section.

Students may not allow anyone else to occupy the assigned room or bed space assigned.

Students may request an extension of their occupancy beyond the period of occupancy listed in this contract by requesting to arrive early or stay late, or requesting permission to remain in their bed space when a residence hall is closed. Such extension of occupancy must be approved in advance and in writing by RLHA, and such approval is not guaranteed. Such extensions may require a student to move bed spaces. The terms and conditions of this contract apply to any extended period of occupancy. A fee of \$40.00 applies per day of occupancy beyond the dates listed in this contract, including early arrival, late stay, academic break stays, or other periods as designated by the University. Fees incurred for early arrival, late stay, and/or academic break stays will be applied to a student's account and are non-refundable.

Students must vacate the assigned bed space at the end of the period of occupancy. Regardless of when or why a student vacates an assigned space, the student must follow all checkout instructions and return the bed space's assigned room key. Failure to check out properly may result in a \$50.00 improper checkout fee and additional fees per day of occupancy beyond the dates listed in this contract until checkout is completed. Students who do not check out properly may not be eligible to appeal improper checkout fees or other related fees. If a student is not planning to return to CNU, the student must return their mailroom key to the mailroom on the same date that a student checks out of their bed space. Failure to return a mailroom key will result in a \$75.00 fee and is non-refundable.

Graduating students who participate in a commencement ceremony at the end of their final semester may remain in their assigned bed space until 10:00 a.m. on the day following the ceremony without incurring additional fees. Graduating students living in Main Campus Residence Halls who do not participate in the commencement ceremony must vacate their assigned bed space upon the closure of the Main Campus Residence Halls, as outlined in the Residential Calendar.

Incoming first-year students and incoming transfer students who are required to move-in before the start of their assigned period of occupancy, specifically for Welcome Week or Changing Tides, will not be charged additional fees, provided their move-in occurs on or after the approved move in date. Incoming first-year students and incoming transfer students may not move-in before the start of their assigned occupancy period unless their early arrival is sponsored by a CNU organization, academic or administrative unit; the request must be approved by RLHA and fees may apply. If an academic or administrative unit chooses to supplement or offset the charges incurred, that is a transaction between the student and the corresponding department, exclusive of RLHA. If an academic or administrative unit chooses to supplement or offset the charges, students are advised that this may be considered a taxable benefit.

In select residence halls, a Resident Assistant (RA) may be offered the opportunity to preference one or more suitemates (hereinafter "RA Suitemates"). The students identified by the RA and selected as RA suitemates are required to sign an RA Suitemate Agreement as an addendum to this contract. RA Suitemates will be required to move in and out according to the period of occupancy for Main Campus Residence Halls, unless otherwise stated in writing from RLHA.

Rates and fees are posted on the [CNU Housing Portal](#) and/or the [RLHA website](#). This contract or any contract addendums do not limit the fees that may be applied to a student's account.

5. Housing Assignment: Students who have signed a Housing and Dining Services Contract will be assigned to one bed space. RLHA is responsible for all student housing assignments, including room, unit, and building. The University may change a housing assignment at any time, as deemed necessary. RLHA does not guarantee assignment to a specific bed space, room, residence hall, accommodation type, room/unit size, amenity, or roommate/suitemate. All University-operated residence halls are considered multiple occupancy, unless specifically designated as single-occupancy by RLHA.

Returning students will be assigned a bed space through the Housing Selection Process or, if the student does not select a bed space during that process the student will be administratively assigned based on availability. The Housing Selection Process occurs in the spring term of the academic year and is available to all current students residing on campus, students studying abroad in a University-approved program, and students participating in approved internships.

Students are required to move into their assigned bed space in accordance with the move-in schedule published on the [Residential Calendar](#). Students must verify occupancy of their assigned bed space during the designated occupancy verification period as prescribed. Following the conclusion of the occupancy verification period, students may submit a request for a room change. If a room change request is approved, a fee of \$50.00 will be assessed, and any applicable room rate adjustments will apply.

Students may not change their housing assignment, exchange rooms or roommates/suitemates without prior written

approval from RLHA. All room change requests must be approved in writing by an authorized RLHA staff member. Unauthorized room changes will result in a fee of \$150.00, and the student will be required to return to their original assigned bed space.

If a bed space becomes available in a room for any reason, RLHA may fill the vacancy or consolidate available spaces by reassigning students, at its discretion, without prior notice to or permission from the other student(s) of the room or unit. The student agrees to accept any assigned roommate/suitemate and/or comply with the request to consolidate. During periods of reduced occupancy, and at the discretion of RLHA, a student may be offered the opportunity to occupy the room at the single-occupancy rate.

Additionally, the University may reassign a student to an alternative space during the contract term as needed for University purposes; the student may be responsible for any difference in fees/rates. Failure to relocate as directed by RLHA may be considered a breach of the Housing and Dining Services Contract.

The University may enter a student's room and common areas at any time for any legitimate University purpose. This includes the right to enter without notice or consent to conduct administrative inspections or searches, including but not limited to inspections or searches related to personal safety, health, and fire safety.

Requests for housing or dining accommodations must be initiated by the student through Accessibility and Care Team Support (ACTS). Students must possess a qualifying health condition and provide supporting documentation to begin the formal request process. The University only provides accommodations that have been expressly approved by ACTS.

6. Conduct: Students must conduct themselves in a manner that does not interfere with University activities, the rights, property, and privacy of others, and must comply with all local, state, and federal laws.

Students are bound by, and expected to comply with, the terms and conditions of this contract, and all policies and procedures outlined in the Housing and Dining Services Contract, Student Handbook, Residence Life and Housing Administration Handbook, Student Code of Conduct/Honor Code, and any other policy, rule, or regulation governing student conduct that may be adopted during the period of occupancy, which are hereby incorporated herein. Failure to do so may result in the student being removed from University-operated residence halls, denied eligibility for University-operated residence halls, subject to campus disciplinary action and/or legal action, at the University's discretion. A student's recurring disregard for the terms of this contract may result in termination of this contract, at the discretion of the University, without refund.

Students occupying a unit with a vacant bed space are required to keep that space free of personal property and are prohibited from using any additional furniture associated with that space. Unauthorized use of a vacant bed space may incur a fee per day for each day of unauthorized use, and the student will be required to clear the space promptly.

Students are issued one hard key for select bed spaces; duplication of the issued key or sharing the key with anyone is prohibited. Students are responsible for returning the hard key issued to them at the end of their occupancy period or when they move out of the space, whichever comes first. Failure to return a hard key for their assigned room will result in a non-refundable fee of \$100.

Pets, permanent or visiting, are not permitted in the residence halls. Service Animals may be permitted in residence halls only pursuant to applicable [University Policy 9060](#). Emotional Support Animals may be permitted in residence halls only pursuant to applicable [University Policy 9040](#).

7. Damage, Fire, and Theft: The student agrees to use all public areas of the residence hall, their assigned bed space, and all residence hall equipment and furnishings solely for their intended purposes. The student is responsible for their own actions as well as the actions and behavior of their guests. Students and their guests shall not alter, deface, or otherwise damage fixtures, signage, walls, locks, elevators, or any other aspect of the building.

Each student is financially responsible for damages to the room they are assigned and for damage or loss to the furnishings and fixtures provided by the University, including if damage is caused by a student's guest or animal. The student agrees to pay for the restoration of University property to its original condition at the time of occupancy and for repairs or replacement (except normal wear and tear).

Damage to common spaces will be charged equally to each student assigned to the unit. If one or more students accept responsibility for the damage, a written statement from the responsible party must be submitted to RLHA for no charges to be assessed to the other students.

Students may not remove or alter University furnishings from any assigned room or common space. Removal of residence hall property from its appropriate location is considered theft.

Students are responsible for completing a Room Condition Form (RCF) within seven (7) business days of move-in and responsible for advising the University of any damage, issues, or malfunctions in their assigned space and within the residence halls. Failure to submit this form constitutes the student's agreement that the unit is in good condition, barring normal wear and tear. In the absence of a completed form, RLHA's assessment of the unit shall be deemed conclusive, and the student may be held financially responsible for any damages discovered upon checkout.

8. Liability: The University assumes no responsibility for injury to persons, or loss of or damage to items of personal property that occurs in its University-operated residence halls, on its grounds, prior to, during, or subsequent to the period of contract. Students (and their parents, guardians, or supporters) are strongly encouraged to purchase and maintain appropriate insurance to cover such losses. CNU has partnered with GradGuard, which offers renters insurance.

Items abandoned in University-operated residence halls are subject to the procedures outlined in [University Policy 1070](#).

Dining Services Terms and Conditions

9. Dining Plans: A dining plan is required for all students living in Main Campus Residence Halls: Santoro Hall, York River Hall, Potomac River Hall, James River Hall, and Warwick River Hall or when the housing assignment does not include a kitchen in the unit. First-year students in the aforementioned residence halls are required to have the Unlimited Dining Plan during their first semester living on campus. First-year students may elect to change their dining plan from an Unlimited Dining Plan to a 14 Dining Plan in the second semester of their first year residing on campus. Second-year, third-year, and fourth-year students in one of the above-named residence halls may choose from the 14 Dining Plan, 10 Dining Plan, or Unlimited Dining Plan, unless otherwise specified.

Second-year students living in Greek Village are required to have either the 10-Dining Plan, 14-Dining Plan, or Unlimited Dining Plan. Third- and fourth-year students living in Greek Village may elect to have any of the dining plan options available, including no dining plan.

The 80 Block Dining Plan is only available to students who commute to campus or students assigned to a unit with a kitchen (CNU Landing, CNU Apartments, CNU Village, Presidents Hall, Rappahannock, Greek Village, and James River Apartments/Theme Units). Access to a community kitchen does not qualify students for the 80 Block Dining Plan or to avoid the dining plan requirement.

Students who reside in a unit with a kitchen are not required to select a dining plan.

Dining Plan meals will be served during the hours designated by Dining Services and are subject to change. Dining plans are not active during Fall, Thanksgiving, Winter, Spring, and Summer Breaks. No credit adjustments or refunds are available for missed meals or unused dining dollars. Dining Service may also be suspended if the campus is closed due to an emergency or other exigent circumstance. Students who arrive before the start of their occupancy period and/or the first day of classes may purchase Captain's Cash for use at campus retail locations. The University is not responsible for offering meals to students when classes are not in session, including University closures or academic break periods.

Any student who has not selected a dining plan, when assigned a building that requires a dining plan, by July 1 will be administratively assigned the Unlimited Dining Plan and will be financially responsible for the dining plan assigned.

A student's selected or assigned dining plan remains in effect for the entire academic year, including both the Fall and Spring semesters. A student's dining plan may not be cancelled independently during the period of occupancy. A student is only released from their dining plan obligation if they are granted a cancellation of the Housing and Dining Services Contract. In such cases, the dining plan release is automatic and governed by the same conditions, fees, and effective dates as the housing release.

A request to change or modify a dining plan do not constitute a request for cancellation. Dining plan change requests must be submitted to RLHA no later than 9:00 a.m. on the Friday of the first week of classes in the applicable semester in order to be considered. Approved dining plan changes will not take effect until formally approved by RLHA.

Dining service days, plan use details, hours, and related terms and conditions are published online at the Dining Services webpage on or before August 1 and are subject to change without notice. Rates of Dining Plans are online at <https://cnu.edu/life/dining/mealplans/> and are subject to change. Changes to dining plans and options may be made by the University at any time. Changes will be published online at <https://cnu.edu/life/dining/>.

10. Rates/Fees: The student agrees to pay the room and board rates that are established by the Board of Visitors, published on the university website, for the academic year or portion thereof for which this contract is applicable. Students are required to pay for the bed space and rate they are assigned. No full or partial refunds shall be considered or issued under any circumstance. This includes, but is not limited to, unoccupied or unused bed space; unused dining plan access; facility conditions; or the loss, reduction, or modification of amenities or services. This also includes, but is not limited to, University closures; delays, modifications, or changes to the academic or residential calendar; or other circumstances beyond the University's control.

Fees may be adjusted related to a room change or dining plan change. Rates and fees are based on the room assigned and/or dining plan selected.

11. Payment: Financial obligations created by this contract must be met by the payment due date as set forth by the Business Office in the bill which is delivered to the student's official University email account prior to the beginning of each semester. Billing and due date information is available at <https://cnu.edu/businessoffice/>.

Room and Board fees must be paid in full prior to occupancy or dining plan use unless there is a pending financial aid award verified by the Office of Financial Aid, or when payment arrangements have been agreed upon with Student Accounts.

In the absence of an approved Cancellation of Contract, financial obligations unpaid on that date are enforceable, owed and collectible. Failure to pay room and board fees by the deadline set forth by the Business Office may result in immediate termination of occupancy.

Students will be notified of their rates, fees, and payment expectations via their official University email account prior to the payment deadline and according to the timelines set forth by Student Accounts. A registration hold may be placed on student accounts for unpaid balances, and all accounts must be settled prior to registering for the next semester's classes.

The student acknowledges that room types, styles, sizes, configurations, and shapes vary. No additional fee, credit, or other financial offset will be provided related to facility variations.

12. Housing Deposit: Returning students who already have a housing deposit balance on account retain that deposit balance, less any fees for cleaning, damage, or lost keys. The housing deposit will remain in the student's account as long as they reside in University-operated residence halls and will carry over to the following academic year if the student participates in the Housing Selection or signs a housing contract for the following year.

13. Cancellation of Contract: This contract may not be cancelled, waived, modified, or reassigned, except as outlined below. The University may terminate or temporarily suspend all or any part of this agreement without notice in the event of an exigency that would make continued operation of student housing and/or dining service unsafe or impracticable.

The University may unilaterally cancel this contract under the following circumstances:

Rescinded Admission: Admitted students who have their admission rescinded prior to enrollment will be released from further obligations. If admission is rescinded prior to the student's approved move in date and prior to dining plan use, all room and board rates/fees will be removed from the student's account. If this occurs after the student's approved move in date or after dining plan use, the student will receive a pro rata reduction of room and board rates/fees based on dining plan use and/or dates of occupancy.

Dismissals or Suspensions: The contract will be cancelled without a refund if a student is dismissed or suspended from the University or from the residence halls. Any remaining housing deposit balance will also be forfeited. The student will be responsible for room and dining plan rates/fees through the end of the semester in which the decision to dismiss or suspend occurs. In addition, fees for damage to University property may also be assessed.

University Determination: If the University determines that continued occupancy by a student would pose an unacceptable risk of harm to the general well-being of themselves or others, or the residential community, the student may be removed from housing immediately. The student will remain obligated to pay the balance of room and dining plan charges due for the contract term and any additional charges for damages that may apply.

The student may unilaterally cancel this contract under the following circumstances:

Residency Exemptions: Students who are assigned a bed and receive approved exemption from residency, before the start of their occupancy period, may cancel their contract without a financial penalty up until July 1. A \$500 cancellation fee applies for cancellations due to an approved exemption after July 1. If a student is approved for a residency exemption, but nonetheless signs this contract and takes occupancy of a bed space, the student will remain financially responsible for the applicable room and board rates for the period of contract and subject to a \$500 cancellation fee. Location-based residency exemptions will not be granted for the current academic year once the period of occupancy has commenced.

New Students: Admitted new students and new transfer students may request to cancel the contract without financial penalty by July 1 or 10 business days after accepting an offer of admission, whichever is later, if they receive an exemption or are no longer attending. Cancellations after July 1 will be charged a \$500 cancellation fee.

Returning Students: Returning students who participate in the Housing Selection Process and receive a room assignment have five business days from the conclusion of the Housing Selection Process to cancel their contract without financial penalty. Students will be released from further obligations if the contract is cancelled within the five-day period. Cancellations after the five-day period and up until July 1 will be assessed a \$500 cancellation fee. Returning students who participate in the Housing Selection Process and request to cancel this agreement after July 1 will result in a cancellation fee equal to one semester of the applicable housing and dining rates/fees.

Withdrawals: After occupancy, students who voluntarily withdraw may receive a refund of room and board charges on a pro rata basis. Refunds are determined by the date the student vacates and properly checked out of their assigned bed space and vacated as prescribed. All refunds remain subject to the tuition refund deadlines and schedules established by the Business Office. After the tuition refund deadline passes, no refunds of any rates/fees are available.

Medical or Military Withdrawal: After occupancy, students who are approved for a medical or military withdrawal may receive a prorated refund of their room and board rates/fees even if the withdrawal occurs after the tuition refund date set forth by the Business Office. Refunds are provided on a pro rata basis, established by RLHA and determined by the date the student checks out of their assigned bed space and vacates as prescribed.

Signatories should retain a copy of these terms and conditions for reference. This contract is effective and binding upon signature. If the student is a minor at the time of contract acceptance, the student's parent or guardian must also sign this contract. The parent or guardian's agreement to the terms and conditions of this contract also permit the student to make routine decisions related to their housing and dining which may incur additional fees including but not limited to room change, dining plan change, addition of summer housing, retention fees, or cancellation fees.