

Housing Reservation Contract

About the Community Profile and Housing Security Deposit

Overview: In order to confirm a space in TWC housing, both a Community Profile and a \$300 deposit are necessary.

- The Community Profile includes applying for housing, parking, late arrival, disability accommodations, uploading your professional photo for your TWC ID, and it gives TWC your emergency contacts during your stay.
- The housing security deposit serves two main purposes:
 - o It reserves a spot for you within TWC's housing.
 - o It is a "hold" for any damages within your living space and/or the replacement of lost keys/access cards, IDs or other materials you'll receive at check-in.

You can use a debit or credit card through the Student Services portal to make the housing deposit as a part of completing the Community Profile.

TWC views the housing security deposit as an individual responsibility even if your program and housing fees are paid by others.

Accounting for Damages and/or Return of Security Deposit: Within 45 days following the designated check-out date for the session, TWC will complete the walkthrough of your housing, provide you an accounting of any damages and offer a period for you for review.

- If charges for lost keys, damages, etc. are less than the \$300 deposit and there are no outstanding receivables on your broader student account, TWC will credit the difference to the same debit or credit card you used.
- If charges total more than the \$300, the statement you receive will identify the additional amount you owe from damages, lost keys, etc. That amount is due on receipt and TWC reserves the right to withhold your grades until payment.

Within quite limited circumstances (e.g., timing of schools financial aid distribution), TWC may permit you to check-in without full receipt of the housing and program fee. If you do not meet the alternative payment terms resulting in your eviction, your security deposit is forfeited.

Damage Assessment: Most of TWC housing is in shared apartments and the expectation is one of a shared responsibility to care for the unit as a reasonable person would. Absent an occupant assuming responsibility for damages, any damage charges will be shared evenly across all occupants. "Damages" includes cost of repair, excessive cleaning required, or loss of furniture/fixtures. You will be assessed damages for community areas if applicable. TWC commits to using reasonable standards of use in assessing damages; our intention is not punitive.

Cancellation of Housing Contract: Participants may cancel their reservation up to six (6) weeks prior to their check-in date with no penalty (i.e., the full security deposit will be refunded).

- For cancellations within six (6) weeks of the check-in date, participants forfeit the \$300 housing security deposit.
- For cancellations on or after the check-in date, participants forfeit the entire housing fee for the established term, along with their \$300 housing security deposit.

Submission of the Community Profile, including the housing security deposit, constitutes agreement to the terms and conditions of the Housing Reservation Contract and the TWC Code of

Conduct. Receipt of this Community Profile and housing security deposit guarantees one bed space in housing provided by The Washington Center, if submitted within the appropriate term or program deadline. If there are extenuating circumstances that prevent you from paying the housing security deposit at this time, please contact your TWC Internship Advisor, as soon as possible.

Terms and Conditions of the Housing Reservation Contract

Apartment Access

- Designated persons, including TWC's Alumni-in-Residence (AiR), Office of Student Services and Community Life staff, and building management staff, have the authority to enter and inspect rooms at any time without permission or consent of the occupants for the following reasons: health and safety purposes, severe facility concerns or maintenance needs, or if there is suspicion of or evidence confirming student endangerment and/or policy infractions. Students are expected to comply with all reasonable requests for entry.

Apartment Care and Damages

- Participants living in TWC housing facilities are responsible for the upkeep of their apartment. The cost of repair, cleaning, damage, or loss of furniture will be the responsibility of all occupants of an apartment unit. Any assessed damages upon the end of the reservation term will be divided equally amongst all apartment occupants, unless there is clear evidence that specific occupants are responsible. Residents are encouraged to submit maintenance orders for missing or defective items to ensure timely follow-up and repair.
- All participants are responsible for leaving their assignment in move-in ready condition. Office of Student Services staff will evaluate and inventory each unit after all participants vacate the unit. A final charge amount will be determined after check-out apartment inspections are received from building management, which will be at least ten (10) weeks after departure.
- Any and all damages/charges to an apartment are divided among all occupants. Damage fees will be charged to the housing security deposit. Any damage amount over \$300 will be billed directly to the resident. Final damage amounts are determined after the final charges are received from building management. Final grades will be withheld at the end of any program if there is an unpaid balance on my account. Students also face eviction if outstanding balances are not satisfied in a timely fashion.

Check-in and Check-out Procedure

- All term participants must attend the both the welcome and check-out meetings, scheduled by the Student Services and Community Life staff, and follow the designated standards outlined for community living and check-out, as specified in each meeting.

- Please note ALL students must schedule a check-out appointment and vacate housing by 12noon on the designated check-out date. Failure to do so will result in an improper check-out charge of \$25.00.

Conduct and Guests

- Apartment occupancy is limited to no more than eight (8) people in an apartment at one time. To maintain a noise level that is acceptable and conducive to a professional environment,
- All guests (friends, fellow interns, etc.) in apartments must be at the mutual agreement of all roommates. Overnight guest(s) may be permitted only with the prior permission and consent of all roommates. Guests cannot stay longer than three (3) nights in a seven (7) night period, per visit in an apartment. At any point, if any roommate does not want the guest(s) to stay in the apartment, the guest(s) must find other accommodations and cannot stay in the apartment.
- All guest(s) must be registered at the front desk. Vehicles of guests may not park in TWC parking lots.
- All residents of the apartment are responsible for the behavior and actions of their guest(s), in the apartment or any TWC (or TWC-affiliated) property, whether or not they are present when the behavior occurs. Guest(s) are not permitted to stay in the apartment without the presence of their host.
- The Washington Center reserves the right to ask any guests in an apartment to vacate an apartment or any TWC (or TWC-affiliated) property at any time.

Consolidation Policy

- The Washington Center reserves the right to change student accommodations at any time. To consolidate vacant spaces, residents may be required to relocate to another apartment or housing facility. If feasible, The Washington Center will provide notice to current residents prior to the arrival of a new roommate. Please note that TWC reserves the right to lease any extra bed spaces in its housing facilities to clients unaffiliated with TWC; those leasing beds are often interns who are not taking classes through TWC.

Insurance for Personal Belongings

- The Washington Center is not responsible for any loss, theft or damage to your personal property; insuring your valuables is recommended. You may want to check your parents' or guardians' homeowner's insurance policy to verify if your belongings are covered under their homeowner's insurance. If not, you are advised to consider insuring your personal belongings with a renter's insurance policy.

Late Arrival

- Residents who are not able to arrive between 10:00 a.m. and 6:00 p.m. on the designated check-in day must complete the Late Arrival Form to inform TWC Student Services and other appropriate staff members of your late arrival. This information will help TWC to prepare for your arrival. Please note – late-arriving residents are not allowed to move in between 12:00 a.m. and 9:00 a.m.

Parking

- We do not recommend that residents bring a vehicle during their stay. The residential facilities are conveniently located to public transportation, which allows for quick and easy movement throughout the Washington, DC metropolitan area. Prior to arrival, residents must submit a parking request within your housing application to seek approval to park a car at the Residential and Academic

Facility (RAF) @ NoMa. Parking spaces are limited, and are available on a first-come, first-serve basis.

- If your parking request is approved, residents must pay the parking fee prior to or on the designated check-in date. Parking rates are determined by the management at each building.
- Residents who use the parking area must observe all building parking policies.
- Vehicles that are not registered, are not parked in their designated space, or are not parked correctly (e.g. parked in a reserved spot, blocking another space) are subject to tow at the vehicle owner's expense. TWC assumes no liability for damage, tickets, or towing that may occur to any vehicle parked in any of its affiliated parking lots.

Photo Identification

- All TWC participants are required to carry their TWC ID and access card, along with a valid, government-issued photo ID with them at ALL times. Participants must present appropriate identification to any TWC official upon request.

Removal from Housing Facilities

- The Washington Center reserves the right to remove any participant or guest from our housing facilities; any person whose conduct is considered disruptive, harmful, or potentially harmful to others or themselves may be removed from the facility and their TWC-affiliated program immediately.
- If a participant's financial assistance requires that he/she live in The Washington Center housing, removal from said housing will result in a loss of financial aid, with the appropriate amount added to the participant's bill. Please note that Student Services and Community Life regulations are subject to change. For more information, please refer to the TWC Participant Code of Conduct.

Room Assignments

- TWC participants should receive a housing assignment approximately 30 days prior to their check-in date via e-mail, provided they have completed the necessary forms by the deadline.