

CLARK UNIVERSITY
Office of Residential Life and Housing
Vacancy Buy-Out Request Form

Name: _____ Clark ID #: _____
Email Address: _____@clarku.edu Phone Number: _____
Current Hall/House: _____ Current Room: _____
Current class standing: First Year _____ Sophomore _____ Junior _____ Senior _____

I am interested in buying out a vacancy in the following room type: (Select one)

_____ Double Room _____ Triple Room*

* For this buyout I intend to split this buy-out cost with the following residents (all residents must submit signed Vacancy Buy-Out Request Forms to RLH)

1) Name: _____ Clark ID #: _____
2) Name: _____ Clark ID #: _____

Please note that an individual student may not buy-out more than 1 full vacancy. This means that a single student may not buy-out a triple by his/her self, but may purchase 1 space with the understanding that one space may be filled if they are the only resident assigned to the room. If more than one student is buying out a vacancy the cost of \$1200 per vacancy will be split among the residents involved.

Buy-Out Agreement:

_____ I understand and agree to the following terms and conditions:

- Students agree to pay the applicable room charges associated with this buy-out, which vary depending on the number of students buying-out a vacancy. This cost will not exceed \$1200. Students are charged a pro-rated cost for eligible buy-outs initiated mid-semester.
 - By choosing to buy-out a vacancy, that space in a room will not be listed as a vacancy for students pursuing room changes during the buy-out semester. While very unlikely, if for emergency reasons a student must be placed into a buy-out vacancy, the students involved will receive a full refund of all buy-out costs.
 - Buy-outs for known vacancies must be requested before July 1 for fall semester buy-outs, or the date of winter closing for Spring Closing. Any space not bought out by these dates may be filled during the fall/winter housing assignment processes for new, transfer, returning from leave, relocation request, and study abroad students.
 - If a student does not choose to a buy-out by the deadline, and a vacancy remains at the start of the semester, the student will have until 5:00PM on the first Friday back to request a full semester buy-out. After this time no buy-outs will be offered for existing vacancies and these vacancies will be offered for relocation requests and administrative assignments.
 - Students who acquire a vacancy in their room during the semester because a roommate moves out or withdraws from Clark will have 5 days from their roommate's move out date to buy-out the space. After this period ends these vacancies will be offered for relocation requests and administrative assignments
 - Clark University will not store any room furniture from buy-out spaces. Students are responsible for the full room inventory regardless of occupancy.
 - If a student selects a buy-out at Housing Lottery, they are financially responsible for the buy-out cost through at least the Fall semester. If after this time, a student no longer wishes to have a buy-out they may request their room be listed as having a vacancy. **Students will continue to be billed for a buy-out until a student elects to move into the vacancy.**
 - If multiple students split the cost of a buy-out and then one student subsequently leaves the room, the remaining student(s) will have the opportunity of assuming the buy-out cost, or finding another student to move in and assume the cost.
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Student Signature: _____ **Date:** _____