

Innovator's Hall @ Capitol Technology University 2023-2024 Housing License

THIS LICENSE made by and between the Maryland Economic Development Corporation ("Owner") and Eligible Student Applicant as defined in Section 8 below ("Licensee") and parent or guardian if Licensee is under 18 years of age, the parties hereby agree as follows:

1. **OWNER'S AGENT.** Owner has hired Capitol Technology University Foundation ("Agent") as its property manager to conduct and handle all business for Innovator's Hall, located at 11301 Springfield Rd., Laurel, MD 20708 ("Facility" or "Facilities"). This includes addressing select Licensee issues, establishing and enforcing certain policies and procedures, and collection of License Fees. Issues, policies and procedures not the responsibility of the Agent will be directed to Capitol Technology University ("Capitol Tech" or "University" or "Residential Services" or "RS"). Note that when the term "Owner" is referenced herein, Agent is authorized to act on Owner's behalf. Additionally, reference to Agent or Capitol Technology University Foundation herein shall also include any successor agent designated by Owner.
2. **GENERAL CONDITIONS.** Eligibility is defined within Section 8 and is subject to the terms and conditions noted within this License and including, but not limited to, all current rules, regulations, procedures, and responsibilities stipulated within the Collection Policy for Innovator's Hall Fees and Fines (on page 5 of this Housing License), the Capitol Technology University Catalog (available at <https://www.captechu.edu/current-students/academic-resources>), student handbook (available at <https://www.captechu.edu/current-students/academic-resources>), the Capitol Technology University Code of Community Standards (available at: <https://www.captechu.edu/current-students/academic-resources> in the Student Handbook), the Capitol Technology University Guide to Residence Life (available at https://mycapitol.captechu.edu/ICS/Residence_Life/), Residential Services newsletters or announcements, and other relevant University documents as identified by Residential Services. The Facilities are provided as a service to students and are unique to the University community. This is a revocable license only, and not an easement or lease, for the provision of housing services. Therefore, this License and the other services provided do not create a landlord/tenant relationship. This License is personal to the Licensee and is not transferable by the Licensee. Agent may make changes to the License by giving the Licensee a minimum of seven (7) days written notice before changes become effective with the exception of those changes that will have an impact on the health and/or safety of persons living in the Facilities. Implementation of health and/or safety changes will be immediate. Failure to comply with the terms of this License will result in disciplinary action and/or termination of the License as further described in the Capitol Technology University Code of Community Standards (available at: <https://www.captechu.edu/current-students/academic-resources> in the Student Handbook), the Capitol Technology University Guide to Residence Life (available at https://mycapitol.captechu.edu/ICS/Residence_Life/). Capitol Technology University Residential Services is the Capitol Technology University conduit for Innovator's Hall and provides the following: information regarding academic standing, eligibility, and enrollment; the residence life program for the Facility including administering the student conduct process; the co-curricular experience; and supervising the Residential Services Residence Life staff assigned to the Facility. The University, Owner, and Agent are committed to a stated policy of nondiscrimination. In accordance with that policy, the Agent provides room accommodations without regard to race, color, national origin, ethnic background, ancestry, sex, age, marital status, sexual orientation, veteran's status, religion, creed, gender, pregnancy, gender identity or expression, genetic information, and physical or mental disability.
3. **TERM.** The obligation of Licensee to make License fee payments shall continue for the entirety of the "License Term" (defined below) and until all such sums due Agent hereunder have been paid in full. Licensee does hereby acknowledge and agree that this License shall be in full force and effect for the entirety of the License Term, regardless of whether Licensee is for any reason unable to continue occupying the Facilities.
 - This License shall become a legal and binding agreement upon the execution hereof by Agent (for and on behalf of Owner) and Licensee, and shall be for an occupancy term beginning **August 23, 2023** ("Term Commencement Date") and ending on **April 27, 2024** ("Termination Date").
 - Any occupancy by Licensee of the Facilities subsequent to the Term shall be pursuant to a separate written housing license by and between Agent and Licensee.
4. **COMMUNICATION FEE.** The Innovator's Hall Communication Fee established by the University for each License Term is \$150 per term and is included in the License fees in Section 5. The University's Communication Fee can be referenced via the web at https://mycapitol.captechu.edu/ICS/College_Offices/Business_Office/Undergraduate_Tuition_Rates_2023-2024.jnz.
5. **LICENSE TERM, TYPE, FEE, AND PAYMENT SCHEDULE.** This License serves as final notice of payment deadlines and amounts due. Evenly priced semester payments are intended to simplify the payment(s) plan and do not provide for a full month's use of the space during the first and last month of the License. Furthermore, these installments do not represent a daily room rate, as the use of the Facilities is for the academic period (typically fall and spring semester). Licensee Fees shall be based on the Term and Unit selected below and are due to the Agent on/before the payment due dates set forth below:

(Licensee's initials) _____

TERM AND TYPE	Payment Due	Payment Due	Total License Fee
	August 25, 2023	January 2, 2024	
Single-Occupancy Bedroom 2A/4A Style	\$4,341	\$4,341	\$8,682
Single-Occupancy Bedroom 5A Style	\$4,297	\$4,297	\$8,594
Single-Occupancy Bedroom 6A Style	\$4,260	\$4,260	\$8,520
Double-Occupancy Bedroom	\$3,725	\$3,725	\$7,450
Triple-Occupancy Bedroom	\$3,057	\$3,057	\$6,114

6. **RESERVATION FEE AND DAMAGE DEPOSIT.** A Reservation Fee of \$150 ("Reservation Fee") and Damage Deposit of \$50 ("Damage Deposit") must be paid at or prior to License signing. If Licensee has a \$50 Damage Deposit on file (returning residents) a Reservation Fee of \$150 must be paid prior to License Signing for the 2023-2024 academic year.

If Licensee has a \$200 housing deposit or enrollment deposit on-file with Capitol Technology University on May 1, 2023, the Licensee authorizes Capitol Technology University to forward Licensee's \$200 housing or enrollment deposit on-file to Capitol Technology University Foundation to serve as the \$150 Innovator's Hall Reservation Fee and \$50 Damage Deposit. If Licensee has a \$150 Reservation Fee (returning students) on-file with Capitol Technology University on May 1, 2023, the Licensee authorizes Capitol Technology University to forward Licensee's \$150 Reservation Fee on-file to Capitol Technology University Foundation to serve as the \$150 Innovator's Hall Reservation Fee for 2022-2023 and authorizes the Capitol Technology University Foundation to maintain the \$50 Damage Deposit on file through the 2022-2023 license term.

Any guarantee of housing is between myself and Capitol Technology University and not with the Owner or Agent. Any housing guarantee is a guarantee that a bed will be offered to me and not a guarantee of the specific occupancy type I have requested. Residential Services will use the room selection and assignment process outlined in the Guide to Residence Life and will make every effort to honor my requested bedroom type. If I am not offered my requested bedroom type the offer of an alternate bedroom type will be made by email and I will have three business days to refuse the offered bedroom type. If I refuse the offered bedroom type within 10 business days my \$150 room reservation fee and \$50 damage deposit will be refunded.

The Reservation Fee is forfeited and nonrefundable except as above if the License is cancelled or terminated for any reason in addition to applicable cancellation or termination fines outlined in this License.

7. **LICENSEE'S LIABILITY, INDEMNITY.** Licensee will indemnify and save harmless Agent, Owner, and the University from and against any and all liability arising from injury during the License Term to person or property occasioned wholly or in part by any act or omission of Licensee, or of the guests, occupants, assignees, or sub-licensees of Licensee. **Licensee is hereby advised that Agent does not carry insurance on Licensees' personal possessions and Licensee is strongly encouraged to secure apartment dweller's or similar insurance to cover any loss or damage to Licensee's personal property.** The Owner, Agent, and University assume no responsibility for the damage, theft, or loss of personal property. Licensee may choose, at his/her own risk, to leave personal property in his/her assigned space during holiday/break/low occupancy periods. However, Agent strongly encourages Licensee to remove any valuable personal property, lock their doors, and take measures to secure their own personal property during these periods.

If storing a bicycle on the Premises, Licensee is encouraged to secure the bicycle to the bicycle racks provided by Agent.

8. **ELIGIBILITY.** To be eligible to have use of a room on the Facilities, Licensee must be admitted and enrolled as a full-time (registered for at least twelve (12) credits per semester for undergraduate students), undergraduate or special student at the University, except as may be permitted by the Director of Student Life and Residential Services or designee. *Licensee shall be deemed in breach of this License if he or she drops below the full-time course load during the License Term; however, such a breach does not release Licensee from the financial responsibility for this License.*
- A. Licensee must fulfill mandatory immunization requirements, as outlined by Office of Student Life (OSL), to live in the Facilities. (See Section 15)
- B. Licensees participating in an internship or co-op may be given use of a room at the discretion of Director of Student Life and Residential Services or designee.
- C. Agent reserves the right not to renew or continue this License for any subsequent License Term periods (at Agent's sole discretion).
9. **OCCUPANCY.** Occupancy means that access has been granted to a specific Licensee, via coding of an electronic key card or issuance of a traditional key, for a specified room located in a specified unit and the Licensee may then occupy the designated space for the License Term ("Occupancy"). Occupancy begins upon granting of access to the Licensee and ends twenty-four (24) hours after Licensee completes final exams, or at 3:00 PM on the last day of the License Term whichever is earlier. Written authorization from Agent is required for any other occupancy arrangement. Occupancy status does not require the physical presence of the Licensee or his/her belongings. In the event that Agent shall commence legal action as a result of Licensee's holding over, Licensee shall additionally be liable to Agent for any and all court costs and reasonable attorney's fees incurred by Agent as a result.
10. **CHECKOUT/DAMAGES/UTILITIES.** If Licensee has begun Occupancy, Licensee must follow proper checkout procedures to avoid additional checkout and/or lock change fines. In the event that any item(s) of personal property are left in the Facility after the License has been terminated, Agent will charge a storage fine or consider these to be abandoned and Agent may keep or dispose of same, as it deems fit without liability to Licensee or anyone else. A \$100/day fine may be charged for Licensee's failing to check-out by the published deadlines. At the discretion of the Agent, damage charges will be assessed to the responsible individuals; unit damages may be shared among unit occupants; damages within hallways, common areas and stairwells may be split among units sharing such hallways, common areas and stairwells. Damages identified by the Agent are final and conclusive.

Licensee is to conserve utilities by keeping windows closed when heating/cooling systems are in operation and lights, appliances, and personal electronics turned

(Licensee's initials) _____

off when not in use. Licensee must maintain heating and cooling at levels generally considered to be comfortable in the judgment of Agent and other Licensees when the Facility is occupied. When the Facility is unoccupied in the cold weather months, Licensee shall keep the thermostat set at 68 degrees. When the Facility is unoccupied in warmer months, Licensee shall keep the air conditioning set in the "on" position, and the thermostat set at 76 degrees. Excessive utility charges will be assessed according to Owner/Operators ability to assess to specific students.

11. FAILURE TO OCCUPY.

Unless prior arrangements have been made in writing with Agent for late arrival, failure of Licensee to take Occupancy by 10pm (Eastern Standard Time) on September 1st, 2023, or within 72 hours of signing their license (whichever comes later), at the discretion of the Agent, will result in voiding of the License and Licensee will forfeit the Reservation Fee and be charged a license termination fine of \$500.

- 12. ASSIGNMENT OF SPACE.** *This License is for any Agent assigned space and not for a specific room or bed ("Assigned Space").* Licensee is required to pay the published or officially announced License fee/rate for the Assigned Space. With approval from Residential Services, room changes may be permitted two weeks following the last day of check-in. The Agent and Residential Services reserve the right to make changes in assignments. If Licensee moves to a different room or apartment without the prior approval of Residential Services, Licensee may be expected to return to his/her original Assigned Space. The Agent and/or Residential Services reserve the right to require Licensee to move to a different room or apartment for reasons including, but not limited to: 1) assuring the most effective use of the Facilities (including consolidation and allocation of ADAAA compliant spaces); or 2) when Residential Services officials deem it advisable for the welfare and benefit of Licensee and/or other students; or 3) when repairs and maintenance are required to correct a condition dangerous to the health and/or safety of the Licensee or other licensees of the Facilities. Licensee shall not assign, sub-license or transfer his or her rights or duties under this agreement or any part thereof without Agent's prior written consent.
- 13. INDEBTEDNESS.** Failure to make payments will not release the Licensee from the financial obligations of this License. However, failure to satisfy financial obligations by published deadlines or billing due dates may result in any of the following actions by the Agent: locks changed and blockage of access and removal of Licensee's belongings, collection actions, termination of License, ineligibility to license in the future, denial of future occupancy in any Capitol Technology University Foundation managed facility at the Agent's discretion, referral to Capitol Technology University Office of Student Life for failure to honor all obligations and debts represented in the Housing License. In accordance with any policies that the University and/or Agent may adopt, late fines and interest on delinquent accounts may be charged. Collection costs plus any attorney fees and/or court costs will be charged to the Licensee/debtor. See also Collection Policy for Innovator's Hall Fees and Fines which will be incorporated here into this document.
- 14. EXECUTION OF THE LICENSE.** This License is deemed accepted and effective upon execution of the License by Agent only if License has been signed by Licensee (and parent or guardian if Licensee is under 18 years of age) without any change to the terms of the License and Agent is in receipt of the required \$150 Reservation Fee.
- 15. REQUIRED MENINGITIS VACCINE FOR LICENSEES.** Maryland state law requires that students residing in university housing be vaccinated against meningitis. *Licensee may elect to waive this requirement if Licensee (and parent/guardian if Licensee is under 18 years of age) receives detailed information on the risks associated with meningitis and the availability and effectiveness of any vaccine; and, Licensee (and parent/guardian, if Licensee is under 18 years of age) signs a waiver stating that Licensee (and parent/guardian, if Licensee is under 18 years of age) has received and reviewed information provided and has elected not to receive the meningitis vaccine. Proof of vaccination or waiver must be on file in the Office of Student Life prior to Occupancy.*
- 16. PERMISSION.** The Licensee and parent, guardian, and/or sponsor grants permission for Owner or its Agent to contact at any time the Licensee's parent, guardian, or sponsor regarding any issue related to the Licensee's residency. Further, the Licensee grants permission to the Owner and/or Agent to request and receive information from the University, and for the University to release information regarding GPA, judicial/disciplinary status or history, payment status or history, enrollment status and history, eligibility for housing, and financial aid eligibility/disbursement.

Under federal law, the Licensee has the right to confidentially register with the Residential Services the name and contact information of an individual that Licensee would like contacted if it is determined that Licensee is missing from the campus and/or Licensee's whereabouts are unknown for a period of twenty-four (24) hours or more.

17. LICENSE CANCELLATION BY LICENSEE.

Academic License: License cancellations *prior to Occupancy* will be accepted, subject to charges noted below, provided Licensee's *written* notification is received in Office of Student Life prior to August 28th:

- Cancellation of this License prior to May 1st will result in forfeiture of the Reservation Fee.
- Cancellation of this License on or after May 1st and before June 5th will result in forfeiture of the Reservation Fee plus shall be charged an additional Fifty Dollars (the "Cancellation Fine").
- Cancellation of this license on or after June 5th and on or before July 3rd will result in forfeiture of the Reservation Fee plus shall be charged an additional Two Hundred Dollars ("the Cancellation Fine").
- Cancellation of this license on or after July 3rd and on or before August 7th will result in forfeiture of the Reservation Fee plus shall be charged an additional Three Hundred Fifty Dollars ("the Cancellation Fine").
- Cancellation of this license on or after August 7th and on or before August 26th will result in forfeiture of the Reservation Fee plus shall be charged an additional Four Hundred Dollars ("the Cancellation Fine")
- Cancellation requests received after August 26th will result in all License Fee installments remaining due and payable by the above listed due dates.

- 18. LICENSE RELEASE BY AGENT VIA PETITION.** Agent may, at its sole discretion, release Licensee from this License, under limited circumstances described below, upon receipt of a written petition requesting such extraordinary action accompanied by appropriate documentation. To seek release from the terms and conditions, including financial, of this License, Licensee must file a license release petition with Agent. License releases are extraordinary, not automatic, and will be reviewed, with appropriate supporting documentation, if satisfying one of the following circumstances: for Licensees seeking to fulfill academic requirements of the University which require work outside of commuting distance to the University (i.e. study abroad programs or internships more than 50 miles from

(Licensee's initials) _____

University); for Licensees graduating in December of the License Term; or for Licensees with exceptional circumstances (e.g. medical condition rendering the License an undue hardship or impossibility to use and occupy). Review, for approval or denial, of the license release petition will be conducted by Agent. A denial of the License Release will cause the Licensee to continue to be obligated to the License terms and conditions, including financial responsibility, for the License Term. An approval of the License release will include an effective date. If the License Release is granted due to exceptional circumstances, and it is granted within the first four (4) weeks of the Current Fall or Spring Semester, Licensee: (1) will receive a refund following the percentage refund schedule used by the University for tuition refunds, and (2) will forfeit his/her Reservation Fee, and (3) will incur a \$500 License Release Fine. If the License Release is granted due to exceptional circumstances, but it is not within the first four (4) weeks of the current Fall or Spring Semester, Licensee: (1) will remain financially responsible for the costs of the License for the remainder of the current Fall or Spring Semester, receiving no refund since the space is not assignable at such a late/mid-semester date, and (2) will incur a \$500 License Release Fine if release is granted during the Fall Semester only.

19. **LICENSE TERMINATION BY AGENT.** If the License is terminated by University or Agent, Licensee (1) will remain financially responsible for the costs of the License for the remainder of the current Fall or Spring Semester, receiving no refund, (2) will forfeit his/her Reservation Fee, and (3) will incur a \$500 License Termination Fine if the termination occurs in the Fall Semester only. The University and/or the Agent reserve the right to terminate this License for the following reasons:
- A. If Licensee has breached any of the provisions of this License, including, but not limited to, eligibility requirements set forth in Section 8, or violated state or federal laws.
 - B. If Licensee is disciplinarily suspended or dismissed from the University or Licensee's License is disciplinarily terminated due to violations of University rules or regulations.
 - C. Failure to deliver all payments, including charges in addition to the License fee (if applicable) to the Capitol Technology University business office on or before the due date indicated in this Housing License.
 - D. If, based upon reasonably reliable information, the University/Agent determines the Licensee may pose a threat to the safety of self or others and/or to the stability of normal educational functions of the University, Licensee may be temporarily suspended/removed from the Facility at the discretion of University/Agent pending the outcome of their judicial/administrative review.

Exceptions to this Section 19. Termination may be approved by Residential Services and/or Agent, at their discretion.

20. **PHOTOGRAPH RELEASE.** Licensee gives permission to Owner and Agent, to use, without liability or remuneration, any photograph or photographic image taken of Licensee while participating in Agent/University sponsored events, or while Licensee is in the common areas, public spaces, grounds, buildings, or offices of Facilities. The use of Licensee's photograph or photographic image shall in no way be used in any other forum other than for legitimate business purposes. Questions or concerns about this Photograph Release should be directed to the Office of Student Life and Residential Services.
21. **PACKAGE RELEASE.** Licensee authorizes Agent to accept or reject packages, parcels, and deliveries on behalf of Licensee. Licensee hereby acknowledges that accepted packages, parcels, and deliveries may not be kept in a locked or otherwise secured area. Licensee also understands that any perishable packages, parcels, and deliveries may not be stored in a climate-controlled environment. Licensee agrees to hold Agent free of liability or responsibility for packages, parcels, or deliveries should they be lost, damaged, or otherwise harmed. Furthermore, Licensee understands that if such packages, parcels or deliveries are not claimed with seven (7) days, they may either be returned to the sender or discarded as Agent deems appropriate. Packages, parcels, or deliveries that arrive prior to a licensee's Occupancy or after move-out may also be returned to sender, or discarded as Agent deems appropriate. Licensee warrants that he or she shall not cause the shipping of illegal or hazardous items to the Facility.
22. **AIR QUALITY/MOISTURE CONTROL.** Licensee agrees to take reasonable steps in order to prevent or minimize the growth of mold and mildew within the Assigned Space. To prevent or minimize the occurrence and growth of mold, Licensee hereby agrees to: remove any visible moisture accumulation in or on the Assigned Space, including on walls, windows, floors, ceilings, and bathroom fixtures; mop up spills and thoroughly dry affected areas as soon as possible after occurrence; use exhaust fans in kitchen and bathroom when necessary; keep climate and moisture in the Assigned Space at reasonable levels. Licensee shall clean and dust the unit regularly, and shall keep the Assigned Space (particularly the kitchen and bathroom), clean and dry. Licensee shall promptly notify Agent in writing of the presence of any of the following conditions: a water leak, excessive moisture, or standing water inside the Assigned Space or any common areas; mold or mildew growth in or on the Assigned Space that persists after Licensee has tried to remove it with household cleaning solution, such as Lysol or Pine-sol disinfectants, Tilex Mildew Remover, or Clorox, or a combination of water and bleach; a malfunction in any part of the heating, air-conditioning, or ventilation system in the Assigned Space. Licensee shall be liable to Agent for damages sustained to the Assigned Space or to Licensee's person or property or to other licensee's person(s) or property as a result of Licensee's failure to comply with these terms.
23. **PETS.** Pets are prohibited, except for fish in 5-gallon aquarium or smaller. Residents who have documented disabilities requiring the use of a service animal are responsible for contacting the Residential Service Offices to review the University's policy.
24. **ROOM ENTRY AND INSPECTION CONDITIONS.** Authorized University officials and Agent reserve the right to conduct an administrative search of the Assigned Space occupied by Licensee in the case of a health emergency or when there is reason to believe that a specific violation of Residential Services or University policies is taking place that has the potential to impact the health or safety of the Licensee and/or University community. Further, the Agent/University reserves the right to permit authorized University employees to enter/inspect all rooms or apartments, including the Assigned Space under the circumstances outlined in the Guide to Residence Life, including, but not limited to performing maintenance or assessing damage.
25. **LIABILITY.** The University, Owner, and Agent will assume no responsibility for accident, personal injury, or illness sustained by Licensee or any guests or visitors of Licensee. Licensee shall indemnify and hold harmless Owner, Agent, University, its officers, employees, agents, and students from and against any and all claims, suits, proceedings, costs, losses, damages, liabilities, expenses, demands, and judgments, including court costs, attorney's fees, and other reasonable expenses of litigation, which may arise out of, relate to, or be a consequence of this License or the use or occupancy of the Assigned Space and/or Facilities by Licensee, its officers, employees, agents, guests, and invitees.
26. **KEYS/ELECTRONIC CARD ACCESS.** Wherever physical key or fob issuance is applicable, they are considered the property of the Owner and must be returned at the end of Licensee's Occupancy. Charges of Twenty Dollars (\$20.00) per key or fob will be assessed for damaged, bent, or broken keys requiring replacement, providing that the actual damaged key is returned. Charges of Twenty Dollars (\$20.00) will be assessed for lost fobs or fobs not returned at the end

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of the License Term. Lost keys, or keys not returned at the end of the License Term will result in a lock core change at an additional charge of One Hundred and Fifty Dollars (\$150.00). Licensee agrees not to duplicate, distribute, or loan keys, or any electronically coded access cards or fobs, to others. Licensee agrees not to alter any locks or install additional locks. Licensee may request a receipt for all keys returned to the Agent. In the event of a lock out, Licensee will be able to get ahold of Staff. Licensee will not be charged for the first three instances of lock out. After the third lock out, Licensee will be charged twenty five (25) dollars per occurrence until key is found or reported missing. Once key is reported missing, Licensee will be billed One Hundred and Fifty Dollars (\$150.00) for a lock core change, as referenced above.

27. **FORCE MAJEURE.** If the Owner/Agent and/or University's performance hereunder is materially hampered, interrupted, or rendered impossible, hazardous or interfered with by reason of fire, flood, casualty, lockout, act(s) of God, riots, terrorism, strikes, labor difficulties, epidemics, earthquakes, any act or order of any public authority, administrative or judicial regulations, order or decree or by any local or national emergency, and/or any other cause or event, similar or dissimilar, beyond the Agent's control, then the Owner/Agent shall be excused from performance of this License and will not have any liability in connection therewith.

COLLECTION POLICY FOR INNOVATOR'S HALL FEES AND FINES 2023-2024

The following Collection Policy for Innovator's Hall Fees and Fines is incorporated by reference and made a part to the License between Owner and Licensee for the 2023-2024 Term.

1. No bills, invoices or statements will be sent for fees or deposits. Bills, invoices, or statements will be sent for fines and damage assessments. Bills, invoices, or statements are due within 30 days of issuance. Licensee is responsible for maintaining accurate mailing and email addresses to ensure timely receipt of bills, invoices, or statements.
2. All payments are due and payable as set forth by the License on the License fee due date by cashier's check, certified check, personal check, money order, or credit card (Visa or MasterCard only).
3. Payments in check-form shall be made payable to "Capitol Technology University Foundation" and paid at the Capitol Technology University business office (11301 Springfield Rd., Laurel, MD 20708) either via US Mail or in-person during normal business hours Monday – Friday, 9:00 a.m. – 5:00 p.m. Post-mark will not be used to determine whether or not payments by mail were received by deadline. It is the responsibility of the Licensee to ensure payment arrives within three (3) business days of License fee due date.
4. Credit card and electronic clearinghouse payments ("EFT") are available via the *resident portal*. Please note that electronic payments will carry a 2.5% processing fee per transaction.
5. License fees must be paid in full on the due dates specified in the License, Financial Aid Addendum, or Installment Plan Addendum. No partial, incomplete, or postdated checks will be accepted. Postdated checks, incomplete checks, or checks not made payable to Capitol Technology University Foundation will be mailed back to the address of record for Licensee. Please write Licensee's full name and room number in the memo section of the check.
6. There will be a five percent (5%) late fine charged to Licensee's account if License fee is paid AFTER the third (3rd) business day after the License fee due date. Late charges are considered to be due and collectable as additional License fees.
7. If License fee is not paid in full by the due dates specified in the License, Financial Aid Addendum, or Installment Plan Addendum, administrative and collections actions may be taken to collect same and/or to recover the Assigned Space. Failure to remit payment within 15 calendar days of the due date will result in immediate blockage of access, followed by removal and disposal of Licensee's belongings. Once a Licensee has been found to be in default under the terms of the License, the Agent or their designee makes the determination that the Licensee should be removed. Notice is sent to the Licensee's mailbox and a copy of the same notice is affixed to the Assigned Space door of the Licensee ("the Removal Notice"). The Removal Notice gives the Licensee a date and time by which they must remove their belongings from the Facilities (the "Removal Date"). The Removal Date will be not less than 48 hours and never more than five (5) days from the date of the Removal Notice. The Removal Date will always be on a normal business day. On the Removal Date, if the Licensee has not checked-out and returned his/her keys, Agent on behalf of Owner will enter the Assigned Space. Agent on behalf of Owner will change the locks on the doors to the Assigned Space at the Licensee's expense. If the Licensee is present, Agent on behalf of Owner will ask the Licensee to remove themselves from the Facilities. If the Licensee refuses, Agent on behalf of Owner will ask for assistance from the University to remove the Licensee from the Facilities. All personal belongings of the Licensee in the Assigned Space, common areas and bathrooms will be packaged up at the Licensee's expense and risk. Agent on behalf of Owner will work with the other licensees to identify what belongs to the Licensee who has been removed. Agent on behalf of Owner will use its best judgment, and the Agent or designee will make final determination of which property belongs to the removed Licensee. All of these items will be stored for five (5) business days in the Facilities at the Licensee's expense and risk. If the Licensee does not contact the Agent to reclaim these items, they will be disposed. The cost for all such actions will be charged to Licensee's account.
8. Personal checks will be accepted at the discretion of the Agent. In the event a personal check is not accepted, the balance must be paid by cashier's check, certified check, credit card, or money order only. Checks and/or ACH payments will be only submitted to the issuing bank once for payment. If payment is returned for non-sufficient funds (NSF), Licensee is required to repay the amount of the balance due and all additional charges immediately upon notification. All returned transactions are charged a twenty-five dollar (\$25.00) "NSF" fine, in addition to the five percent (5%) late charge if applicable. After one (1) NSF payment, Agent will no longer accept personal checks or EFT payments from Licensee; only cashier's checks, certified checks, or money orders will be accepted.
9. Any License fee not paid when due will be reasonable grounds for termination and/or non-renewal of the License.
10. If Licensee is applying for financial aid and wishes to delay payment until financial aid funds become available, Licensee must complete and submit the Financial Aid Agreement along with supporting documentation to the Capitol Technology University business office by the published due date for each semester. Any Financial Aid Agreements submitted after the published due date will not be accepted. Licensee will then be required to remit payment for license fees according to the schedule outlined in section 5 of this license.

(Licensee's initials) _____

Acknowledgements Page for Innovator's Hall 2023-2024 License

Please read and initial next to each of the following, indicating that you understand and agree to the terms set forth in this page:

_____ By submitting this form online, I agree to assume the financial obligation and abide by the other terms contained in the 2022-2023 Innovator's Hall License and that I am obligated financially for the costs of this entire License Term (Academic: August 25, 2023 – April 27, 2024).

_____ I understand that I must pay the \$150 Reservation Fee and \$50 Damage Deposit directly to Capitol Technology University Foundation in order execute this license, and to be eligible for an apartment assignment from the Office of Student Life and Residential Services.

_____ I understand that my \$150 Reservation Fee is not refundable if my 2023-2024 Innovator's Hall License is cancelled or terminated or if I am released from the terms of the 2023-2024 Innovator's Hall License **for any reason** prior to the end of the License Term including, but not limited to, cancellation before enrollment or for loss of housing due to financial, academic, or disciplinary ineligibility. I have read and understand that I will also be subject to fees and fines (in addition to forfeiting the \$150 Reservation Fee) as described in this License if my License is cancelled or terminated prior to the end of the License Term.

_____ I understand that the University and/or Agent has the right to reassign rooms and/or roommates if deemed necessary and in the best interest of the residential community or the University and that I am responsible for the charges for the room to which I am reassigned.

_____ I have read all 27 sections of this 2023-2024 Innovator's Hall License and assert that I am in compliance with all eligibility requirements. I understand that this 2023-2024 Innovator's Hall License will be terminated should I be found to have misrepresented my eligibility. By signing this 2023-2024 Innovator's Hall License Verification, I agree to all the terms and conditions of this housing License, sections 1-27.

_____ I have read and understand the License Fee Collection Policy as outlined in the 2023-2024 Innovator's Hall License, which includes, but is not limited to, the following steps should I not make my payments on time: assessment of late fines, blockage of access to my space, removal of my personal items, and referral to Capitol Technology University Office of Student Life for failure to honor all obligations and debts represented in the Housing License.

_____ I understand that, following submission of this online license and the \$150 Reservation Fee and \$50 Damage Deposit and before May 1, 2023, I will be emailed a License Term and Type Addendum Page, outlining the specific Term, Type (Single-Occupancy Bedroom, Double-Occupancy Bedroom, or Triple-Occupancy Bedroom), and cost of the space to which I have been assigned; and that this form must be signed and submitted, either in person or electronically, to the Capitol Technology University's Office of Student Life in order for them to guarantee my specific housing assignment. However, failure to return this endorsed Addendum Page outlining my specific housing assignment Term and Type does NOT release me from the minimum financial obligation contained within section 5 of this Housing License.

Name: _____

Date: _____

Signature: _____

(Licensee's initials) _____