

Please keep the yellow copy for your records. If you are under 18 at the time of check in, we will have a contract for your parent/guardian to sign at check in. Please contact the Office of Residential Life at 585-385-8281 if you have any questions.

St. John Fisher College Residence Hall Contract 2012-2013

By signing below, I (also referred to as "resident" or "student" in this document) contract for a space in a St. John Fisher Residence Hall for the 2012-2013 Academic Year and agree to pay the room and board fee and associated fees set by St. John Fisher College ("College") according to the dates published by the [Bursar's Office](#). I understand that this Contract is not a lease, and it does not give me any interest in the real estate defined herein as the Residence Halls. My residency is subject to the following rules:

1. Dates of Occupancy:

The Residence Halls will open for the semesters according to the schedule listed below. Students will not be given access to the Residence Halls prior to their scheduled date and time below unless they are early arrival athletes, resident assistants, orientation advisors or the like who are specifically named by his/her coach/supervisor as such and who are not on disciplinary probation. The Office of Residential Life determines early arrival dates.

Fall Semester:

New Students (Halls open at 8:00am): Saturday, September 1, 2012

Returning Students (Halls open at 8:00am): Monday, September 3, 2012

Spring Semester:

All Students (Halls open at 8:00am): Sunday, January 13, 2013

2. This Contract is effective upon execution; however, residents may only occupy the Residence Halls according to the opening dates above (or, as applicable, at the predetermined early arrival date specifically pre-approved through the Office of Residential Life) through May 4, 2013 or until graduation for eligible seniors. A student contracts for both room and board during the contract period. All charges are payable to the Bursar's Office according to the dates published by the [Bursar's Office](#).

3. This contract is binding for the entire academic year.

Returning Students: Any returning student who wishes to be released from the housing contract, but remain a full-time student at St. John Fisher College, has until June 22, 2012 to terminate the Residence Hall Contract by notifying the Office of the Residential Life of their intent in writing no later than June 22nd. **After June 22, 2012, any student who wishes be released from the housing contract, but remain a full-time student at St. John Fisher College must follow the housing contract appeal process.** Returning students withdrawing from housing for any reason forfeit the housing deposit.

New Students: New Students (first year and transfer students) can withdraw from housing without penalty until they move in. After move in, new students must follow the appeal process below.

Housing Contract Appeals:

After June 22, 2012 or once a student is living in residence (picked up keys and/or signed the Room Condition Card) s/he may [appeal to be released from this Contract](#) if faced with an extraordinary medical or financial situation that has occurred after this contract was signed. **If a student appeals to be released from the contract and is not released from the contract, room and board charges still apply.**

Contract Release Fee:

- Anyone who is approved for release from this Contract or is removed for student conduct reasons is subject to a \$500.00 contract release fee.
- Students who transfer or withdraw from the College after June 22, 2012 for the Fall Semester or December 14, 2012 for the Spring semester will be charged the contract release fee.
- Students who graduate, leave for study-abroad or are academically dismissed mid-year will not be charged the contract release fee.

Room and Board Charges Upon Withdrawal:

Room and board charges will be prorated, if applicable, based on the dates published by the [Bursar's Office](#). The date of withdrawal is the official Residence Hall checkout date or the completion of the *Withdrawal from Residence* on [ResLife On-Line](#), whichever is later. **NOTE:** If a student is academically dismissed, or is otherwise not enrolled for the spring semester s/he must remove all personal belongings from the Residence Halls prior to January 13, 2013. Belongings left after this date will be removed and/or donated to charity at the student's expense.

4. Rooms may not be occupied during the College's break periods. Students must vacate the Residence Halls after their last class during regular breaks and within 24 hours of their last exam prior to the semester break and the summer break. Per the [break policy](#), students may apply to remain in housing during a break period, subject to permission in advance and the break fee. Permission is granted at the sole discretion of the Assistant Dean of Students and no student will be approved for the Winter Break. Students on disciplinary probation are not allowed to stay on campus during a break or early arrival period. Vacation periods during the 2012-2013 academic year are as follows (housing closes at 6pm on the first date listed and opens at 8am on the second date):

Fall Semester:

Tuesday, Nov. 20, 2012 - Sunday, Nov. 25, 2012

Saturday, Dec. 15, 2012 - Sunday, Jan. 13, 2013

Spring Semester:

Friday, March 1, 2013 - Sunday, March 10, 2013

Tuesday, March 26, 2013 - Sunday, March 31, 2013

NOTE: Students remaining in the Residence Halls without permission will be assessed an accommodation fee and shall, at the option of the Assistant Dean of Students or her designee, be required to vacate the premises immediately. Unauthorized presence in the Residence Halls during vacation periods will result in student conduct action.

Room Condition:

5. Residents must sign the **Room Condition Card (RCC)** at the time of check-in to their room/unit and then again at checkout unless using an express checkout. Failure to **turn in keys as directed by Residential Life staff at the time of checkout** will result in a \$100.00 key non-return charge. If keys are returned at a later time, \$50.00 may be credited back to the student by request and at the discretion of the Assistant Dean of Students.
6. Residents are responsible for any damages to rooms/units or loss of furnishings and for unauthorized physical changes to their living area. An appropriate amount for all damage, loss, cleaning, and repairs will be charged for assigned room(s)/unit upon discovery of the damage, loss, cleaning, and repairs or at the end of the semester. The cost of damage, loss, cleaning, and repairs to any common/public area of a hall will be assessed and divided among the residents of the floor or building when the individual(s) responsible for the damage cannot be identified.
7. **No** furniture will be removed from rooms, unless the room is detripled. Facilities Services will take requests for bunking, lofting, delofting, etc. until the 6th week of each semester.
8. The College assumes no responsibility for any damage to, or loss of, a resident's personal property. *Residents are reminded to obtain appropriate insurance either through their families' homeowner policy or a separate renter's insurance policy.*
9. Physical Plant staff, Residential Life staff, and Security staff reserve the right to enter a student's room/unit at any time for the purposes of maintenance, safety, Mid-Year Inspection, and to ensure that College regulations are observed.

Conditions of Occupancy:

10. In order to maintain occupancy in the Residence Halls, students must sign or electronically accept this housing contract. In the event that a student does not sign or electronically accept this contract but is living in residence (picked up keys and/or signed the RCC) s/he shall assume responsibility for the obligations listed in this contract and release the College from any liability associated with damage or loss to personal property. Additionally s/he accepts and will abide by all regulations as stated in the [Student Code of Conduct](#) and all subsequent regulations adopted by St. John Fisher College and the Office of Residential Life.
11. All students in the Residence Halls must be financially settled and maintain full-time academic status (at least 12 credit hours per semester). Failure to maintain full-time academic status may result in cancellation of this contract (exceptions must be approved by the Assistant Dean of Students).
12. The College reserves the right to [consolidate](#) students at all times when their roommate vacates. Consolidation is at the discretion of the Office of Residential Life.
13. Changes in housing assignments may only occur with the permission of the Assistant Dean of Students or her designee. Students participating in an approved housing change must return old keys to their Residence Director no later than two (2) days after approval. Failure to return keys will result in re-coring of the room lock and new keys for each former roommate at the relocating student's expense. Residents participating in a room changes that are **not** approved will be subject to student conduct action.
14. The student must occupy his/her room; it may not be sublet, assigned or transferred. College housing may not be used for commercial purposes.
15. All students residing in the Residence Halls must contract for a College meal plan. [Meal plans](#) are for the entire year and are not transferable.
16. Residents are responsible for following all College and Residence Hall Regulations as stated in the St. John Fisher College [Student Code of Conduct](#). In the event of any conflict between the terms of the [Student Code of Conduct](#) and this Contract, the terms of this Contract shall be controlling.

I understand that this contract is binding for the entire academic year. I hereby agree to assume responsibility for the obligations listed above and release the College from any liability associated with damage or loss to my personal property. I agree to accept and abide by all regulations as stated in the [Student Code of Conduct](#) and all subsequent regulations adopted by St. John Fisher College and the Office of Residential Life.