

St. John Fisher College
Residence Hall Contract 2018-2019

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 2018-2019 Academic Year and agree to pay the room and board fees and associated fees set by St. John Fisher College ("College") according to the dates published by the [Student Accounts 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:

- A. The residence halls open each semester according to the schedule listed below. Students will not be given access to the residence halls prior to their scheduled arrival 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: 8:00 a.m., Saturday, September 1, 2018
Returning Students: 8:00 a.m., Monday, September 3, 2018

Spring Semester:

All Students: 8:00 a.m., Sunday, January 13, 2019

- B. This Contract is effective upon execution; however, residents may only occupy the residence halls according to the dates above (or, as applicable, at the predetermined early arrival date specifically pre-approved through the Office of Residential Life) through May 4, 2019 or until graduation for eligible seniors. A student contracts for both room and board (meal plan) during the contract period. All charges are payable to the Student Accounts Office according to the dates published by the [Student Accounts Office](#).
- C. 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. Rooms may not be occupied during the College's break periods without prior permission. 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 or her designee and no student will be approved for the Winter Break. Students on disciplinary probation are not allowed to stay on campus during break or early arrival periods. Vacation periods during the 2018-2019 academic year are as follows (the residence halls close at 6:00 p.m. on the first date listed and open at 8:00 a.m. on the second date):

Fall Semester:

Tuesday, November 20, 2018 - Sunday, November 25, 2018
Saturday, December 15, 2018 - Sunday, January 13, 2019

Spring Semester:

Friday, March 1, 2019 - Sunday, March 10, 2019
Wednesday, April 17, 2019 - Sunday, April 21, 2019

Note: Students remaining in the residence halls without permission will be assessed an accommodation fee and may be required to vacate the premises immediately. Unauthorized presence in the residence halls during vacation periods will result in student conduct action.

2. This contract is binding for the entire academic year. Students may cancel their contract or appeal to be released from the contract in the following ways and with the following conditions:

- A. Returning Students: Returning students who wish to cancel this Contract and remain enrolled full-time may withdraw from housing without penalty until June 15, 2018, using the *Withdrawal from Residence Form* on [ResLife Online](#). Returning students withdrawing from housing for any reason forfeit the housing deposit.

After June 15, 2018, returning students who wish to be released from this Contract and remain a full-time student may appeal to be released from this Contract if faced with an extraordinary medical or financial situation which occurred after this Contract was signed ([Housing Contract Appeal Process](#)). **If a student appeals to be released from the Contract and the appeal is denied, room and board charges still apply.**

- B. New Students: New Students (first year, transfer students, & readmitted students) can withdraw from housing without penalty until they move in by contacting the Office of Residential Life.

After move in, new students who wish to be released from this Contract and remain enrolled full-time may appeal to be released from this Contract if faced with an extraordinary medical or financial situation which occurred after this Contract was signed ([Housing Contract Appeal Process](#)). **If a student appeals to be released from the Contract and the appeal is denied, room and board charges still apply.**

- C. Contract Release Fee:

- Anyone who is approved for release from this Contract is subject to a \$500.00 contract release fee.
- Students who transfer or withdraw from the College after June 15, 2018 for the Fall Semester or December 14, 2018 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.

D. Room and Board Charges Upon Withdrawal:

Room and board charges will be prorated, if applicable, based on the dates published by the [Student Accounts Office](#). The date of withdrawal is the official residence hall checkout date or the completion of the *Withdrawal from Residence Form* on [ResLife Online](#), 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 5, 2019. Belongings left after this date will be removed and/or donated to charity at the student's expense.

3. **Room Condition:**

- A. Residents must submit the **Room Condition Form (RCF)** 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.
- B. 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). 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.
- C. **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.
- D. 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.*
- E. Facilities Services 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, NYS fire safety inspections, and to ensure that College regulations are observed.

4. **Conditions of Occupancy:**

- A. 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 submitted the RCF) 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.

All students in the residence halls must be financially settled, provide proof of immunizations as required by the College, and maintain full-time academic status (at least 12 credit hours per semester). Failure to maintain full-time academic status or provide immunization information may result in cancellation of this Contract. New students may request a one-time exception from the Office of Residential Life to drop below 12 credits if the request is supported by their academic advisor.

- B. 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.
- C. Changes in housing assignments may only occur with permission from the Office of Residential Life. 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 room changes that are **not** approved will be subject to student conduct action.
- D. The student must occupy his/her room; it may not be sublet, assigned or transferred. College housing may not be used for commercial purposes.
- E. All students residing in the residence halls must contract for a College meal plan (board) for the academic year.
- F. 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.