St. John Fisher College  
Residence Hall Contract 2019-2020

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 2019-2020 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. 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 2, 2020 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. The residence halls open and close each semester according to the schedule listed below. Students must vacate the residence halls within 24 hours of their last exam prior to the semester break and the summer break. Belongings left after this date will be removed and/or donated to charity at the student's expense.

   - **Fall Opening Dates:**
     - New Students: 8:00 a.m., Saturday, August 31, 2019
     - Returning Students: 8:00 a.m., Monday, September 2, 2019

   - **Fall Closing Date:**
     - All Students: 6:00 p.m., Saturday, December 14, 2019

   - **Spring Opening Date:**
     - All Students: 8:00 a.m., Sunday, January 12, 2020

   - **Spring Closing Dates:**
     - All Students: 6:00 p.m., Saturday, May 2, 2020
     - Eligible Graduating Seniors: 6:00 p.m., Saturday, May 9, 2020

   B. Early Arrivals and Late Departures: Students are not given access to the residence halls outside of the dates above unless they are athletes, resident assistants, orientation advisors or the like who are specifically requested by their coach/supervisor. Students on disciplinary probation are not allowed to be in the residence halls during any early arrival or late departure periods. The Office of Residential Life determines early arrival and late departure dates.

   C. Per the break policy, students may apply to remain in housing during a break period, subject to advance permission and payment of the break fee. Permission is granted at the sole discretion of the Assistant Dean of Students or her designee and no student is approved for the Winter Break. Students on disciplinary probation are not allowed to be in the residence halls during any break period. Break periods during the 2019-2020 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 Break Periods:**
     - Tuesday, November 26, 2019 - Sunday, December 1, 2019
     - Saturday, December 14, 2019 - Sunday, January 12, 2020

   - **Spring Semester Break Periods:**
     - Friday, February 28, 2020 - Sunday, March 8, 2020
     - Wednesday, April 8, 2020 - Sunday, April 12, 2020

   **Note:** Students remaining in the residence halls without permission will be assessed a break fee and may be required to vacate the residence halls 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 Remaining at the College:** Returning students who wish to cancel this Contract and remain enrolled full-time may withdraw from housing without penalty for any reason until June 14, 2019, using the Withdrawal from Residence Form on ResLife Online. Students withdrawing from housing for any reason forfeit their housing deposit.

      After June 14, 2019, returning students who wish to be released from this Contract and remain full-time students 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's appeal is granted, a $500 contract release fee will be assessed. If a student's appeal to be released from the Contract is denied, room and board charges still apply.

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

      After moving 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's appeal is granted, a $500 contract release fee will be assessed. If a student appeals to be released from the Contract and the appeal is denied, room and board charges still apply.

   **Returning Students Leaving the College:** Returning students who withdraw from the College on or before June 14, 2019, can use the Withdrawal from Residence Form on ResLife Online and will forfeit their housing deposit, but not be charged the contract release fee. Students withdrawing...
after June 14, 2019 for the Fall Semester or December 13, 2019 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.

C. Room and Board Charges Upon Withdrawal:
Room and board charges will be refunded, 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 they must remove all personal belongings from the residence halls prior to January 3, 2020. 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 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, delothing, 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.

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) they 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 they accept 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.

Returning students who are not registered for full-time study by June 14, 2019 are subject to having this contract cancelled. All resident students must be financially settled and provide proof of immunizations as required by the College prior to moving in. Failure to maintain full-time academic status, remain financially settled, 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 there is an unoccupied space in the room. 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-coreing 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 their 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.