



# FIVE TOWNS COLLEGE

## Student Housing Application

### CONDITIONS OF RESIDENCE LIVING

#### I. TERMS AND CONDITIONS OF OCCUPANCY

The complete terms and conditions are published in the Five Towns College *Residence Life Handbook*, which is incorporated herein by reference. Further, the Code of Conduct contained in the Five Towns College *Student Handbook*, is incorporated by reference, too.

1. This agreement is for a license for a residence hall assignment. Students are expected to conduct themselves in a manner which demonstrates due regard for their fellow residents. In order to live on campus, students are expected to abide by all provisions of the College Catalog, handbooks and this application. All rules of the residence halls and College must be followed, including those that are published in the *Student Handbook*, *Residence Life Handbook*, and in all Residence Life publications.

2. To live in on-campus housing, resident students must meet the following requirements: (1) must be a full-time student registered for classes five (5) days a week; and (2) maintain a 2.0 grade point average each semester and cumulatively.

3. Further, applications by individuals with disabilities who seek to reside in on-campus housing but request reasonable accommodations, including requests for service or emotional support animals, must follow stated procedures initiated by filing a **Student Access Registration Form** with the Student Access Office. That process is explained in the *Residence Life Handbook*.

4. Assigned rooms are available for occupancy on the date set by the Residence Life Office. Students residing in residence halls must vacate their room and return keys no later than 24 hours after their last exam or 5 p.m. on the final day of exams. Graduating students who will be attending commencement exercises must vacate their room by 3 p.m. on the day of graduation. Failure to move out within the prescribed period will result in a fine and possible eviction. The College will not be held responsible for students' belongings and reserves the right to confiscate and dispose of belongings left in the residence halls after the dates provided for moving out.

5. If granted, a housing license is only valid for the current academic year/semester. While every effort is made to accommodate the housing needs of continuing students, the college does not warrant that a subsequent license will be issued beyond the current academic year/semester.

6. Students who have resided on campus for six (6) semesters may only continue to live on campus thereafter with permission from the Director of Residence Life.

#### II. CANCELLATION/TERMINATION OF AGREEMENT

1. Prior to the first day of classes, this agreement may be cancelled in writing by notifying the Residence Life Office. The student will be subject to charges as indicated below. These charges apply to all students, including those who cancel due to a leave of absence or withdrawal.

- a. Students who have assignments for the Fall Semester have until July 1st and for the Spring Semester until January 2nd, to cancel without penalty. Thereafter a cancellation fee applies.
  - b. Students who are assigned a room after July 1st or January 2nd will have 15 days after notification by the Residence Life Office to cancel with no penalty. Thereafter, a fee will be assessed.
  - c. Students residing in the residence halls for the Fall Semester will be charged a cancellation fee if they cancel for the second semester, unless such a fee is waived by the Residence Life Office. Only those students who expect to graduate in December will be exempt from these charges.
2. If, after 24 hours from move-in day, a student has not cancelled or taken occupancy, the room assignment may be cancelled automatically and reassigned. Applicable charges will be assessed unless student provides written notification to the Residence Life Office.
3. Cancellations after taking occupancy for any reason (graduation, withdrawal, leave of absence, etc.) must be made in writing to the Residence Life Office. The effective date of a student's cancellation is the date on which the student: (a) cancels in writing at the Residence Life Office (b) vacates and removes all personal belongings from the room or (c) returns keys and properly checks out with the residence hall staff. The cancellation will not be considered effective until the three conditions stated above are met.

**THE REFUND SCHEDULE FOR ROOM AND BOARD IS:**

<b>Withdrawals During</b>	<b>Refund %</b>	<b>Housing Obligation %</b>
Day Before Scheduled Move-In	100%	0%
1 <sup>st</sup> Week	90%	10%
2 <sup>nd</sup> Week	70%	30%
3 <sup>rd</sup> Week	50%	50%
4 <sup>th</sup> Week	25%	75%
After the 4 <sup>th</sup> Week	0%	100%

**The \$150 Housing deposit is refundable until July 1st for the Fall Semester and January 2nd for the Spring Semester.**

- 4. The College reserves the right to terminate this agreement and repossess a room when a student fails to pay College fees, violates College policies or regulations, begins a leave of absence, or drops below 12 credits in any semester.

### **III. ASSIGNMENTS**

The College strives to make appropriate roommate assignments. However, should a student desire a roommate switch, efforts will be made to meet this request. Nonetheless, the right to live in on-campus housing is contractual and the student, thereby, obtains a license to do so. This license is non-transferable. The room(s) shall be occupied by no fewer than the number of students previously assigned by the College. Most rooms are double occupancy. In certain, limited circumstances, singles may be available for an additional charge. Sometimes, depending on enrollment, three students may be assigned to a room.

If during the term of occupancy, a license is terminated with respect to either roommate, the remaining student must accept a replacement roommate. If a new roommate is not accepted, the license of the remaining student may be terminated. The Residence Life Office reserves the right to consolidate resident students on an as needed basis. No change in room assignments shall be made without the prior consent of the Residence Life Office. The College reserves the right to increase the capacity of the room(s) to accommodate an additional student(s). Reassignment to another room is subject to availability, schedule, and authorization by the Residence Life Office. Regulations and procedures for room changes are published in advance of the period for change. The Residence Life Office reserves the right to reassign students to different rooms or terminate this license at any time if it determines, in its sole discretion, that such assignment or termination is necessary or advisable in the interest of health, safety, consolidation of resources, or the conduct of its residence life program.

### **IV. SECURITY DEPOSIT**

A refundable security deposit is required for all resident students prior to move-in. A full refund is given, providing that there are no damages to the assigned room and/or common living areas. Refunds are issued after the Spring Semester.

### **V. MOVE IN/MOVE OUT**

A resident is required to check-in formally at the beginning of occupancy. Check-in and check-out will occur at the Residence Life building desk where a resident must fill out appropriate forms and pick up or return keys. The Room Inventory and Condition Form obtained at move-in will become the basis for the assessment of charges due to damage or loss. Keys will be issued to the resident on record at the beginning of the occupancy period. Keys cannot be transferred or given to another person. Extra keys will not be given out, nor may a resident duplicate a key.

Lost keys must be reported immediately to the Residence Life Office. Keys that are stolen, mislaid temporarily, or not returned at the end of the occupancy period, or at the time of

move-out will be considered lost keys. In all cases when a key is lost, the core of the lock will be changed, and new keys will be issued. The resident will be billed a service fee to cover the cost of changing the core and cutting new keys. Before moving out, a resident is to remove all refuse, discard material and must leave the room clean. All charges for additional cleaning required for removal of personal property, and/or any loss or damage caused by the resident(s) will be billed equally to each resident. Belongings left behind upon move-out or expiration of occupancy agreement will be considered abandoned and removed, so please, follow instructions.

When one roommate moves-out while the others remain, each is equally responsible for cleaning the room/bathroom. Students are advised that if the room/bathroom is found to be in an unacceptable condition, cleaning service will be provided, and the residents will be held jointly responsible for this cost.

## **VI. FURNISHING AND UTILITIES**

1. The College agrees to equip each room with a bed, chest of drawers, closet space, desk, desk chair, and one active telephone line for each resident. Connection fees and toll charges may apply.
2. The College assumes no liability for loss or damage to a resident's personal property due to fire, theft, or other causes.
3. The College reserves the right to levy charges for damages, unauthorized use, or alterations to rooms, equipment, and/or bathroom walls, floors, ceilings.
4. The resident may not install equipment, make alterations or do repairs to their room without prior permission from the Residence Life Office. This includes nailing or tacking of items on the walls. Certain products acceptable for this purpose that do not damage, should be used.
5. The College agrees to provide reasonable amounts of heat, water, and electricity during the contract period. Interruptions of any one or all of these services, due to circumstances outside of the College's control, are considered to be temporary, and residents will not be able to claim damages for loss of utilities.
6. Waterbeds and makeshift lofts are prohibited in the residence hall. Putting tape, decals, signs, or other decorations on the interior and exterior of the building is prohibited.
7. Privately owned furniture must be approved by the Residence Life Office before installation.

## **VII. BEHAVIORAL EXPECTATIONS**

All students must abide by the policies, procedures and expectations as stated in the College's *Catalog*, *Student Handbook* and *Residence Life Handbook*, which are incorporated into this document by reference. These documents are provided at room check-in and are available on the College's website and should be fully read. The Residence Life Office reserves the right to remove residents from housing for violating these procedures and policies. Such instances may be a breach of contract by the resident and **NO REFUND WILL BE GRANTED FOR ROOM AND BOARD CHARGES.**