

SUNY Polytechnic Institute
2017-2018 Housing and Dining License
Conditions and Regulations

Terms of the License

This license is extended by SUNY Polytechnic to individual students for an assigned space in SUNY Polytechnic's residence halls. This license is for a residence hall space, not a particular room, and should not be construed to be a lease. This license is for the period of time the residential facilities are open as specified in SUNY Polytechnic's 2017-2018 academic calendar. Failure to occupy a space after signing this license does not relieve the student of the responsibility to fulfill its terms. Likewise, a student who occupies a space without signing the license is nevertheless responsible for all its terms and conditions.

Students shall not assign or sublet this License to any part or all of the Premises. Subletting includes short-term or temporary rental arrangements including, but not limited to, those offered through peer to peer accommodation services such as Airbnb, Craigslist or Couchsurfing. Assigning or subletting may result in discipline and/or license revocation without compensation.

Students may not occupy rooms for non-academic purposes when the residential facilities are officially closed.

All students with the admission classification of freshman and who are not qualified for an exemption are required to live on campus for their first two (2) years at SUNY Polytechnic. Students who transfer to SUNY Polytechnic with freshman or sophomore status must reside on campus until the conclusion of their second year as an enrolled full-time student. Extenuating circumstances that lead to exemptions may include: residency with parent/parents or legal guardian at a permanent home address within a 30-mile radius from campus (residence must have been the permanent home of the parent or legal guardian for at minimum six months prior to enrollment;) student has dependents; student is legally married; student has verification of prior military experience; student is twenty-one years of age prior to August 1, 2016; or other special circumstances. Students may apply for an exemption by contacting the Director of Residential Life and Housing.

Residents in SUNY Polytechnic's housing are expected to conduct themselves in a manner appropriate to a community living environment. In addition to the requirements in the Housing Application and this license, residents must abide by the Residential Life Policies and Procedures (available at: www.sunypoly.edu/reslife) and by the Student Code of Personal Conduct (available at www.sunypoly.edu/pdf/student_handbook.pdf). Resident students are expected to be familiar with SUNY Polytechnic policies and with the terms and conditions of this housing license. The relationship between SUNY Polytechnic and its students is non-custodial in nature and no "special relationship" is established as a result of an individual student's status or residential status.

In accordance with the college's equal opportunity policy and federal housing guidelines, the Office of Residential Life and Housing ("RLH") does not discriminate against individuals in connection with the housing assignment process.

This license is in effect for the academic year. Residents enrolled in the fall semester will be permitted to cancel their license if they will not be attending SUNY Polytechnic in the following spring semester because of withdrawal from SUNY Polytechnic, graduation, transfer, or participation in a SUNY Polytechnic-sponsored study abroad program. In the absence of an approved Request for License Exemption or Termination, students who fail to move in to the assigned room will be billed the full semester's room and dining charge. Failure to check into the complex, failure to reside in the assigned room, failure to accept or use a dining card and/or failure to pay room and dining charges does not release the student from the obligations of this license. (See Withdrawal and Termination Procedures).

Eligibility

To be eligible for residence in SUNY Polytechnic housing, a student must be registered as a matriculated undergraduate or graduate student at SUNY Polytechnic and be in good financial standing with the SUNY Polytechnic Office of Student Accounts. Preference for residence is given to full-time degree seeking students with at least one in-person on-campus course. Reduction of courses to part time status does not void a signed housing and dining license. Fully online, new part-time and non-matriculated students may request housing by contacting the Director of Residential Life and Housing and they may be determined to be eligible for on-campus residency if space is available. Only registered students who have completed a: (1) Residency Application with License; or (2) Application for Graduate or Transfer Housing with License; or (3) Application for Room Selection with License; and a Room Condition Form are permitted to live on campus. Students who are under eighteen (18) years of age upon move in must have parental authorization via signature on this license.

Dining License

All resident students are required to participate in one of the full dining plans offered by campus provided dining services. The Dining License is in effect for the entire academic year when classes are in session. The College Association/Auxiliary Services administers the SUNY Polytechnic ID Card and meal plans. Changes to the selected dining plan are accepted until 4:00 p.m. the first Friday of classes each semester. After this date, mid-semester dining plan changes are not accepted. Meal plan changes are administered by the College Association.

Occupancy

Occupancy is defined as acceptance of keys and/or gaining entry into the room. In the spring semester, occupancy is defined as failure to obtain approval for license release via the Request for License Exemption or Termination and/or failure to remove all personal possessions from the room and return all keys prior to spring semester official opening of the residential halls. Approved adjustments to the room and dining charges are made on the date all personal items are removed and keys have been properly returned to RLH.

Room Deposits for New Residents and Housing Applications for Returning Residents

New resident students must have completed the following to receive a room assignment:

- a new Student Deposit on record at Student Financial Services; (1) a Class of 2021 Residency Application; or (2) 2017- 2018 Application for Graduate or Transfer Housing.

Current residential students must have completed the following to receive a room assignment

- have on file at the Student Financial Services a \$150 housing deposit by the deadline established by RLH;
- a 2017-2018 Housing Application by April 8, 2017;
- be registered full time for Fall 2017 courses by the end of the Early Registration Period.

To hold the selected room after May 1, 2017, current residential students must have registered full-time for fall 2017 classes by the end of the advanced registration period. Current students who apply after April 7, 2017 and part-time students may be permitted to reside on campus by request and based on availability, with full time students given preference for placement.

Students who participate in room selection and are later academically dismissed will lose their housing and their specific housing assignment. Students who have been academically dismissed may be eligible for a refund of their \$150 room deposit. If dismissed students are readmitted to SUNY Polytechnic, they must reapply for housing.

Deposits

Housing deposits for the next fall semester are not refundable after May 31st in the preceding spring semester, or for the next spring semester after December 1st in the preceding fall semester. However, if a student deposit is accepted after May 31st for fall or after December 1st for spring, a refund request will be considered for up to thirty (30) days from the date of deposit. Students who are disciplined and are suspended, expelled or removed from campus housing are not eligible for a housing refund. EXCEPTIONS: A deposit and any unused portion of paid housing fees may be refunded for those students who: (a) withdraw to enter military service, subject to the Director of Residential Life and Housing's approval; (b) or withdraw due to circumstances beyond their control, as detailed more fully in the Residential Life Policies and Procedures.

Rates

| Room Rate | Dining Rates |
|--------------------|---|
| \$4528 Single Room | \$2300 19 All You Can Eat Meals + 175 Points + 2 Guest Passes |
| \$3920 Double Room | \$2250 14 All You Can Eat Meals + 250 Points + 2 Guest Passes |
| \$3256 Triple Room | \$2275 10 All You Can Eat Meals + 400 Points + 2 Guest Passes |
| | \$2400 125 Block All You Can Eat Meals + 450 Points + 2 Guest |

Passes

(More information on residential dining plans, meals per week and associated points is available at sunypoly.edu.)

Billing Procedures

Upon being assigned to a room, students are billed the 2017-2018 standard single rate with adjustments made to the rate if assigned to a double or triple room. Standard accommodation is a bedroom occupied by one person (single room) or two people (double room) persons. As necessary, SUNY Polytechnic reserves the right to triple the standard double rooms to house three occupants at a triple room rate. Charges are billed by Student Financial Services and are due and payable prior to occupancy. Students are required to pay in full or provide evidence of financial assistance to Student Financial Services before the payment deadline. Students who do not meet financial obligations for room and dining charges are not permitted to obtain a key, and may be subject to removal from the halls and/or revocation of meal plan privileges.

Housing Assignment and Administrative Room Changes

RLH has the authority to make room assignments and reassignments in the residence halls. Students may be reassigned to another bedroom or suite at any time at the discretion of the Assistant Vice President for Student Affairs or designee. Reasons for reassignment may include, but are not limited to: it is determined that a student's lifestyle, hygiene, health, or behavior may be adversely affecting the other students in the suite or building; for the purpose of consolidation; for conflict resolution; or for facility maintenance. When possible, a student will be given 24 hours notice before an administrative room change occurs or a new resident student is checked in. Students are not guaranteed their specific housing preference and are liable for the housing fees at the specified rate of the room to which they are assigned. Students occupying a double room who do not have a roommate or who lose a roommate will be offered the opportunity to either consolidate or move to a single room, if available. Students who refuse consolidation will be charged the single room rate in the absence of an assigned roommate. Once rooms have been assigned, any changes in assignment must be requested and approved utilizing a Room Change Request and receive final approval from the Residence Director(s). Residents are prohibited from switching rooms or permitting any part of their rooms or suite to be shared by persons not assigned by SUNY Polytechnic.

Damages

Students are held responsible for damage beyond normal wear to: (a) the room; (b) public areas of the residence hall; and (c) SUNY Polytechnic provided furnishings. Pre-announced inspections are made during the academic year for the purpose of checking on cleanliness, safety and use of SUNY Polytechnic property. Appropriate charges will be assessed based on conditions found at the time of checkout with residential life staff, as well as during facility staff inspections after residence halls are closed for the semester. If damage occurs in public areas, either the individual, if known, or the group in the immediate living area will be charged. When reasonable to assess and repair, damages that occur during the academic year will be billed at the time of occurrence. Students with outstanding damage bills will have their records placed on hold until bills are paid in full.

Winter Break Occupancy

Residence halls will remain open during the fall and spring semesters. Residence halls are officially closed during the winter break. Residents housed during break periods must be on the campus for an approved academic purpose and pay an additional pro-rated charge determined by the SUNY Polytechnic, payable in advance. Specific accommodations for the winter break may be limited and break housing may not be offered in the resident's regularly assigned room. Graduating students eligible to remain for Commencement ceremonies are required to vacate the residence halls by 5:00 p.m. on graduation day.

Summer Occupancy

This license is in effect for students who request and are approved for housing for the summer session. Summer housing is offered only to students on campus for an approved academic purpose, and the student must be a full time resident student in the proceeding spring and following fall semester. Students requesting summer housing will be reassigned to campus suites designated for that purpose. In addition to students, conference guests may occupy certain residence hall rooms during the summer months; therefore, summer students may be subject to special policies and regulations related to conference groups housed on campus. In addition, students may be required to move to accommodate maintenance work in the residence halls. Fire and safety regulations and health regulations prohibit the cooking of meals in the residence hall suites, including during the summer months. Students may prepare light snacks within rooms and suites. There is also a kitchen unit in the common area of each residential complex.

Early and Late Arrivals

Generally, students may not occupy or deliver items to their rooms or suites prior to the semester's opening date. Students whose presence on campus is required by SUNY Polytechnic (e.g., athletics) may be granted permission to arrive early. Returning resident students must request early arrival according to the published timeline released by RLH each semester. Students must notify RLH if they plan to arrive after the official opening date for campus housing or they may forfeit their room assignment and be re-assigned to a new room upon arrival.

Right of Inspection

SUNY Polytechnic reserves authorized employees' right to enter residence hall suites at any time to ensure the safety and well-being of members of the college community and to ascertain the condition of SUNY Polytechnic property, and for the following purposes: housekeeping, maintenance, damage inspection, occupancy and vacancy determination, emergencies, investigation of suspected violations of the Student Code of Personal Conduct and/or the Housing and Dining License and for announced health and safety inspections. There will be at least one pre-announced health and safety inspection per semester.

Withdrawal and Termination Procedures

Before withdrawing from SUNY Polytechnic, a student must terminate their housing and dining license by notifying the Office of Residential Life and Housing using the Request for License

Exemption or Termination at the earliest possible date. Failure to terminate the license in the prescribed manner may result in additional charges for room rental, moving, storage and dining services.

Upon withdrawal, a student must officially terminate housing and dining by:

- submitting a completed mail forwarding card
- removing all belongings and cleaning the assigned room
- contacting a Residential Life staff member to complete the checkout process
- signing the Room Condition Report
- turning in all residence hall keys to the Office of Residential Life and Housing

Refund eligibility date (if applicable) will not begin until the resident completes all of the above. Notice to the Registrar of course withdrawal does not constitute notice of housing and dining license termination. Residents withdrawing from SUNY Polytechnic must vacate the residence halls and remove all personal belongings from its premises by midnight (12:00 a.m.) of the date on which the withdrawal becomes effective. Student Financial Services will mail any check resulting from eligible refund, if applicable, to a withdrawing resident's permanent mailing address in the order in which the approved refund request is received. Students will continue to receive a billing statement and late fees as appropriate following withdraw from courses and the residence hall.

Permission to terminate this license in the absence of withdrawal from SUNY Polytechnic courses is requested by submitting a Request for License Exemption/Termination Form with required documentation must be submitted at least 30 days prior to the proposed date of termination. The Request for License Exemption/Termination Form is also used to request mid-year release from the Housing and Dining License. The Assistant Vice President for Student Affairs or designee will forward the request to the License Exemption Committee for review. Consideration for release from the license is given to documented individual circumstances that are beyond the control of the student and which did not exist or could not have been known at the time the license was signed by the student. Failure to: (1) pay the balance of a student account; (2) officially check in to the room; or (3) use the housing accommodations provided does not release a student from the obligations created by signing/accepting the terms of the Housing and Dining License.

Students registering and occupying a room for two (2) weeks or less who officially withdraw from the institution and complete the termination of housing and dining as outlined above will receive a pro-rated refund for room and dining based on the number of days since the official residence hall opening date. Any student who occupies a room after the Saturday following the second full week of classes is responsible for the entire semester's dining and room charges. Exceptions may be made when a student withdraws to enter active military service or due to extenuating circumstances beyond his or her control. Exceptions to the refund policy will be reviewed by the License Exemption Committee and will be considered in review with refunds granted to the student for tuition and fees.

Personal Property Losses and Claims

SUNY Polytechnic is not responsible for loss of or damage to personal property of students. Personal Property Insurance may be available through the parent or legal guardian's homeowner's insurance or through individual purchase of renter's insurance. All residents are encouraged to provide for security of their belongings by locking rooms and carrying personal property insurance. Mail Services and RLH are not responsible for unclaimed property or packages.

All regulations and provisions herein shall remain in effect unless changed or modified by official written notice.

Please read and sign this contract and return to the RLH, State University of New York Polytechnic Institute. If the student is under the age of eighteen (18), a parent or legal guardian must also sign this contract. The signature of a parent or guardian shall constitute: (a) the parent or guardian's agreement to the terms of this license on behalf of the student; (b) the parent or guardian's agreement to fulfill the financial obligations of the student under this license; and (c) the parent or guardian's agreement to the terms of this license on their own behalf with respect to any rights they may have or subsequently acquire as a result of the student's occupancy of SUNY Polytechnic residential facilities.

BY SIGNING THIS LICENSE YOU AGREE THAT: (1) YOU HAVE READ AND UNDERSTAND THE TERMS AND CONDITIONS CONTAINED IN THIS LICENSE; AND (2) THAT YOU WILL BE LEGALLY BOUND BY THE TERMS AND CONDITIONS CONTAINED HEREIN, AS WELL AS, THE TERMS AND CONDITIONS IN SUNY POLYTECHNIC POLICY, THE RESIDENTIAL LIFE POLICIES AND PROCEDURES AND THE SUNY POLY STUDENT CODE OF PERSONAL CONDUCT.