

ROOM AND BOARD * AGREEMENT 2018 - 2019

*All students assigned to College residence halls are required to have a board (meal) plan; this requirement does not apply to residents of The Village townhouses.
 Read Carefully. You shall be bound by these Terms and Conditions.
 Please PRINT Carefully

Name: _____
Last First Middle Initial Student I.D. Number

Permanent Address: _____
House Number Street

City State Zip Telephone Number

TERMS and CONDITIONS OF ROOM AGREEMENT

This agreement is binding for the entire academic year (fall 2018 and spring 2019 academic semesters).

Any person signing/accepting the terms of this document is required to comply with all College and Residence Life and Housing rules, regulations, and policies as stipulated herein, in the current *Student Handbook*, *Resident Student Handbook* and *The Village Resident Handbook*.

The College's policy prohibiting harassment or discrimination based on an individual's race, religious belief, gender, national origin and sexual orientation applies to all policies and procedures of the Department of Residence Life and Housing, including those related to room assignments, roommate relations, employment and behavioral expectations of residents.

COLLEGE HOUSING POLICY

The College believes that immersion in the educational environment is the preferred experience for new students. Therefore, all full-time undergraduate students who will need to establish an Oswego-area residence in order to attend the College are required to live on campus to the extent that facilities are available and utilized.

Students generally exempted from this requirement are those who:

- will continue to reside with their parent(s) or legal guardian(s);
- will continue to reside in their official residence, which is separate from that of their parent(s) or legal guardian(s), and at which they had resided for at least three consecutive months prior to their acceptance of the admissions offer from the College;
- are married; or
- are twenty-one (21) years of age as of September 1 for Fall admission or January 1 for Spring admission.

Students in these categories must submit a *Request for Exemption* form available on the Department's web site and at 303 Culkin Hall.

Due to current facility availability, students who fulfill specific criteria will be considered as having fulfilled the Housing Requirement and would no longer be required to live in College Housing; these students are those who first enrolled at SUNY Oswego as:

- first year/freshmen students and have lived in residence at SUNY Oswego for four (4) consecutive semesters (fall and spring) if admitted in the fall or three (3) semesters if admitted in the spring.
- or-
- transfer students and have lived in residence at SUNY Oswego for two (2) consecutive semesters (Fall and Spring) if admitted in the Fall or one (1) semester if admitted in the Spring.

HOUSING OPTIONS

SUNY Oswego houses nearly 4400 students in traditional and suite-style residence halls and townhouses. Students are typically housed in Standard Occupancy (mostly Double Rooms, see below), single gender rooms, suites and townhouses. Exceptions to this include Gender-Inclusive Housing and approved specific housing options based on medical necessity.

Gender-Inclusive Housing

Gender-Inclusive Housing offers the option for two or more students to share a living unit regardless of gender. This option is currently available for returning students in The Village townhouses. Gender-Inclusive Housing may be available in other residential communities beginning with the fall 2018 semester.

Approved Medically-Necessary Housing Options

Students can request approval for and/or provision of specific housing arrangements due to disability or medical necessity; examples of such arrangements include, but are not limited to: occupancy type; room type or location; room and/or residence hall fixtures/equipment; permission to reside off-campus. The *Request for Medical Housing Consideration* form and instructions can be found at www.oswego.edu/reslife/forms.

ELIGIBILITY

General

All full-time matriculated undergraduate students are eligible to live in SUNY Oswego residence halls. Some specific residential communities have additional eligibility requirements. Specifically,

- Lonis Hall is an option for seniors, juniors in the College Honors Program, graduate students and other students who are 21 years-of-age or older.
- Onondaga Hall houses students with at least sophomore or second-year status.
- Sheldon Hall is available to students with at least 45 earned academic credits.

The Village

The Village townhouse community is for students of at least junior status who have lived on campus at Oswego for a significant portion of their undergraduate experience. Specifically, to take occupancy in The Village, residents must have at least 57 earned credits and have fulfilled the requirement for semesters lived on campus at SUNY Oswego based on their status when they first enrolled at SUNY Oswego (3 regular semesters if they first enrolled as freshmen; 1 regular semester if they first enrolled as transfer students). Most assignments to The Village are made during the Village Room Selection process, which takes place during the preceding spring semester. To be eligible to participate in the spring Village Room Selection process for the upcoming year,

- current RESIDENT STUDENTS who first enrolled at SUNY Oswego as freshmen must:
 - have at least 42 earned credits,
 - have lived on campus at Oswego for at least 3 regular academic semesters (can include current semester) and
 - be enrolled as full-time students.

- current RESIDENT STUDENTS who first enrolled at SUNY Oswego as transfer students must:
 - have at least 42 earned credits,
 - have lived on campus at Oswego for at least 1 regular academic semester (can include current semester) and
 - be enrolled as full-time students.
- NON-RESIDENT STUDENTS who first enrolled at SUNY Oswego as freshmen must:
 - have at least 42 earned credits
 - have previously lived on campus at Oswego for at least 3 regular academic semesters and
 - be enrolled as full-time students.
- NON-RESIDENT STUDENTS who first enrolled at SUNY Oswego as transfer students must:
 - have at least 42 earned credits,
 - have previously lived on campus at Oswego for at least 1 regular academic semester and
 - be enrolled as full-time students.

HOUSING ASSIGNMENTS

The College does not discriminate on the basis of race, religion, national origin, or sexual orientation in making room assignments.

This Agreement's provisions shall not be effective and assignments cannot be made until the student's formal admission to the College is completed, the terms of this Agreement have been accepted and a \$100 Housing Deposit has been received by the College. Acceptance of the terms of this Agreement can be declared electronically or by signing and returning a hard copy of the document to Residence Life and Housing. Housing Deposits can also be made electronically or directly through the Student Accounts Office, 401 Culkin Hall.

The Department of Residence Life and Housing will attempt to honor room, suite and housemate requests when all students involved have requested each other (electronically or in writing) before any of the involved students have been assigned to a room. The College will assign room, suite and housemates for students who do not request specific mates.

New Students

Each incoming new student who has paid a Housing Deposit will receive information regarding how and when to submit their *New Student Housing Application* online. This application process is required and includes the opportunity to request specific residential communities and/or specific roommates.

Current / Returning Students

Current students select rooms for the next academic year during Room Selection, which occurs each spring semester. There are two Room Selection processes: Village Room Selection and Residence Hall Room Selection. Both processes require pre-registration, payment of the \$100 Housing Deposit, acceptance of the terms of the *Room & Board Agreement*, submission of housing preferences and participation in lottery(ies); the lotteries determine each student's priority order for choosing from available rooms. Students can request specific buildings, rooms, and/or mate(s). Requests shall be honored in accordance with the room selection procedures as established by the department.

Students assigned to The Village MUST attend at least one Village Orientation Session prior to taking occupancy; failure to do so may result in reassignment to a different residential community. All students assigned to The Village as part of a matched group may be reassigned to a different residential community if any one member of the matched group fails to attend the required Orientation(s). Students assigned to The Village after all

scheduled Orientation Sessions have taken place MUST attend a session shortly after move-in as directed by Residence Life and Housing.

ROOM AND OCCUPANCY TYPES

Room Types

The vast majority of residence hall rooms at SUNY Oswego are "doubles." A limited number of Triple, Quad and Single Rooms are available for eligible students.

Occupancy Types

- Standard Occupancy: The College designates the Standard Occupancy for all living units. This term refers to the number of individuals a specific type of room can comfortably accommodate.

The Standard Occupancy for each room type is:

- Double Room: two students
- Triple Room: three students
- Quad Room: four students
- Single Room: one student

Standard Occupancy for townhouses in The Village is six individuals and four individuals, all in single bedrooms. Townhouses can be single-gender or mixed-gender; residents choosing assignment to a mixed-gender townhouse must sign a *Mixed-Gender Townhouse Agreement* before taking occupancy.

- Plus Occupancy is defined as Standard Occupancy plus one (such as three persons in a double room, four persons in a triple room, etc.).

OCCUPANCY CHANGES

The Assistant Vice President for Residence Life and Housing, or designee, reserves the right to reassign residents, maintain rooms at their assigned occupancy by filling vacancies, and adjust the occupancy of rooms. Further, the Assistant Vice President, or designee, may reassign any room at his discretion. This includes, but is not limited to, reassigning students assigned to ADA-accessible living units in the event that such living units are needed for students requiring such accommodations.

In the event a student fails to officially check in to the residential facility and occupy his/her assigned room by 5:00 pm on the first day of classes, the room may be reassigned unless prior arrangements for late arrival have been made. Failure to officially check out of, and/or remove personal belongings from the residential community without prior approval from Residence Life and Housing may result in continuing liability for room rental charges and/or financial charges for removal and temporary storage of personal belongings.

When a vacancy arises in a room/suite/house with more than one occupant, the manner in which the vacancy will be filled is largely dependent upon the timing of the vacancy. When possible, while classes are in session during a regular academic semester, residents remaining in partially-filled living units will generally be given the opportunity to either request specific new room/suite/housemate(s) or agree to consolidate with other students in under-occupied living units.

Due to the College's commitment to provide on-campus housing for the upcoming semester's incoming new students, Residence Life and Housing does not offer residents the opportunity to request their new room/suite/housemate(s) when vacancies arise December 2nd through at least the first week of classes for the spring semester and over the summer. During these time periods, Residence Life and Housing fills these vacancies based on departmental needs.

Residents remaining in partially-filled rooms must have their room in move-in condition within one class day of receiving notification of the

assignment of new roommate(s). Failure to do so or failure to accept a roommate when assigned may result in a room rate increase retroactive to the date on which the room became under-occupied.

Gender-Inclusive Living Units

When vacancies arise in Gender-Inclusive living units, the remaining residents may be given the opportunity to request specific new room/suite/housemate(s). When such vacancies are not filled in this way, Residence Life and Housing may opt to convert the living unit to single-gender and relocate those residents affected by the change.

RATES, BILLING & REFUNDS

Oswego Guarantee

Our Commitment to Excellence and Educational Value

*Through its Oswego Guarantee, the College shows its commitment to students' ability to complete their academic program in four years if they meet certain requirements. The Guarantee further promises that students will not experience a housing or meal rate increase for four consecutive years. Therefore, students' room rates are determined by the year that they first matriculated at the College. Students assigned to The Village will pay their Oswego Guarantee Single Room Rate, see page 7.

*This is a summary of the Oswego Guarantee. The full text of this pledge can be found at http://www.oswego.edu/admissions/undergraduate/oswego_guarantee.html

Room Rates

Based on the Oswego Guarantee, a student's room rate is based on their year of first matriculation at SUNY Oswego. Each student's Oswego Guarantee Room Rate is further broken down by Room and/or Occupancy Type; the specific residential facility assignment (specific residence hall or The Village) does not influence room rates.

Billing Procedures

New students are billed the standard double rate with an adjustment made if they are assigned to Plus Occupancy and remain there after the seventh calendar day following and including the first instructional day of the first and third academic quarters or the first day of the second and fourth academic quarters. A resident who receives notification from the Assistant Vice President for Residence Life and Housing or designee of a change in occupancy or assignment effective with the beginning of the next academic quarter will be recorded in that changed occupancy and billed accordingly.

Refunds

• Housing Deposit Refunds

The Housing Deposit is refunded only in accordance with the following:

- I. If, after paying the deposit, the student does not enroll, the deposit is refundable if written application for refund is made to the College before August 1 for fall semester or before December 1 for the spring semester.
- II. If the application is made and the resident withdraws to enter military service, the refund will be granted automatically.
- III. If, during the Village Room Selection process, the student is not assigned to The Village.

• Housing Payment Refunds

Housing payment/room rental refunds are based on the date personal belongings are removed from the room/suite/townhouse, any assigned keys are returned, the room/suite/townhouse is inspected by a member of the Residence Life staff, debts related to room rental incurred by the resident have been paid in full to the College and the resident officially checks out of the room/suite/

townhouse. Students withdrawing from the College or released from residence after August 1, but prior to taking occupancy, who have prepaid room and (meal plan) are entitled to a refund less the \$100.00 Housing Deposit. Details for Room Rental Refunds are listed in the *Resident Student Handbook*.

TERMINATION/CANCELLATION POLICIES AND PROCEDURES

Withdrawal from the College

Residents withdrawing from the College are required to terminate their *Room and Board Agreement* by notifying the Assistant Vice President for Residence Life and Housing at the earliest possible date. Such notice must be signed by the student and must include the student's identification number and the date on which the termination becomes effective.

Residents who withdraw from the College during an academic semester must vacate the residential facility and remove all personal belongings from the premises no later than 11:59 pm of the date on which termination of this agreement becomes effective.

In the event a resident withdraws or is academically disqualified from the College after the fall semester and before the beginning of the spring semester, the resident must officially terminate residency, remove all personal belongings from their assigned room and officially check-out of the residential community by the deadline given; such deadline will likely be before the date of re-opening of the residential facilities for the spring semester, which is published in the *Resident Student Handbook*.

Registered Students

Permission to terminate this Agreement is requested by submitting a *Request to Terminate the Room and Board Agreement* form with required documentation at least 30 days prior to the proposed date of termination. The Assistant Vice President for Residence Life and Housing or his designee may approve or deny a properly filed *Request to Terminate*. In exercising his discretion, he shall give consideration to documented individual circumstances beyond the control of the individual, which did not exist at the time this Agreement was signed/accepted by the individual. The specific documentation required is based on the individual circumstances cited as the reason for the request. Common types of requests include, but are not limited to, those based on financial situation, medical condition and personal circumstance. Detailed information about specific documentation requirements is available on our website and in our office.

PLEASE NOTE: Decisions regarding requests based on financial circumstance will not be considered unless the student/family has accepted all available financial aid and loans AND a significant unmet financial need still exists. Approval of a *Request to Terminate*, if granted, is at the discretion of the College, not the student; further, such approval releases the College from any present or future obligation to provide room and (meal plan) for that resident and the space the student has previously occupied may be reassigned at the option of the College.

Failure to (1) pay room and (meal plan) charges upon receipt of a bill, or (2) officially check-in to the residence hall, or (3) use accommodations as provided does not release a resident from the obligations created by signing/accepting the terms of the *Room and Board Agreement*.

Official Termination of Occupancy

All students terminating residence must:

- 1) Submit to Residence Life and Housing a completed *Request to Terminate the Room and Board Agreement*
- 2) Remove all personal property from the room/suite/townhouse
- 3) Have the room/suite/townhouse inspected by a Residence Life and Housing staff member, including completion of the Room/Suite/Townhouse *Inventory and Condition Record*

- 4) Turn in any assigned keys at the front desk of the community
- 5) Complete all other official check-out procedures.

Failure to do so by the stated deadline may result in:

- Continued room rental charges for the period of elapsed time until such action is completed by the resident, and/or
- Financial charges for the cost of the labor and materials used to pack and temporarily store abandoned personal property, and/or
- Disposal of personal property not reclaimed after temporary storage.

USE OF RESIDENTIAL FACILITIES

A room/suite/townhouse may be occupied only by the resident(s) to whom it is assigned and that resident's visitors and guests. (See Rules Governing Residential Facilities section of the *Resident Student Handbook* for further guidelines regarding guests and visitors.) New and returning students may occupy their rooms according to the schedule published by the Department of Residence Life and Housing. Students given permission to occupy their rooms prior to the published date will be charged \$40 per day for room (plus approx. \$20 per day for meals) or \$20 for leaving personal belongings only, unless the charge is specifically waived by the Assistant Vice President for Residence Life and Housing or designee.

Unless otherwise provided for by the Assistant Vice President for Residence Life and Housing or his designee, a resident shall have no right to enter, use, or occupy residential facilities during any period when the College is not in session for formal academic purposes (see Housing During Periods of Recess below).

Residents may leave personal property in assigned accommodations during periods of recess. However, the College cannot guarantee security or assume responsibility for any loss of those belongings. There is no storage available over the summer. For the purpose of this Agreement, personal property shall include any property, excluding College-owned furnishings, in the possession of the resident, located in the confines of his/her assigned quarters or in other areas including luggage and storage rooms in any building or on the grounds of the campus. Residents are encouraged to obtain insurance coverage for such belongings. The resident's and/or the parent's or guardian's acceptance of this Agreement shall be construed as acceptance of any and all such risk. All residents must vacate the residential community and remove all personal belongings from the premises in accordance with the termination or expiration of this Agreement. If personal belongings are not removed from the premises, the resident, by signing this Agreement, authorizes and agrees to pay a per day room rental charge to the College for each day that the room was not available for reassignment by the College. Further, the resident agrees to pay such fees as are assessed by the College for the labor involved in the removal and temporary storage of the resident's personal belongings, and the College shall not be responsible for any resulting loss or damage to those belongings abandoned by the resident.

Housing and room assignments are not transferrable; students may not assign this Agreement or sublet the premises or any part thereof. Subletting includes, but is not limited to, short-term or temporary rental arrangements such as those offered through peer-to-peer services like Airbnb, Craigslist, or Couchsurfing. Assigning or subletting may result in disciplinary action and/or cancellation of the Agreement without compensation.

Housing During Periods of Recess (Break Housing)

The College recognizes that some residents must remain in Oswego during periods of recess (Thanksgiving, Winter and Spring breaks) when traditional residence halls are closed. The Department of Residence Life and Housing provides special Break Housing for residents. Information about and applications for Break Housing may be obtained prior to each recess from the office at 303 Culklin Hall. Residents requiring such ac-

commodations are asked to complete a reservation process by the dates published by the office for each break period. Residents will be assigned on a space-available basis. Frequently, assignments will be in rooms and buildings other than the student's regular assignment. Also, residents assigned to Break Housing may be required to purchase a break meal plan at a cost of \$20* per day.

All College and Residence Life and Housing policies are in effect during periods of recess as they are throughout the regular academic year. Further, residents living on campus during periods of recess are required to adhere to special security requirements as stated in the *Break Housing Agreement*. Break Housing can be reserved by the day, by the week or for the entire break period. Residents requesting housing for the entire break period are charged the best rate. Break Housing rates are listed below.

The Village remains open for the Thanksgiving and Spring Recesses and a portion of Winter Recess (specific dates are determined annually); Village residents wishing to stay during these times must contact the Residence Life and Housing office to make arrangements, which includes signing a *Break Housing Agreement*.

BREAK HOUSING RATES*

Break	Daily	Weekly	Break Package
Thanksgiving	\$40	n/a	\$150
Winter Recess	\$40	\$250	\$500
Spring**	\$40	n/a	\$250

*Dining contract may be required.

**Residents student teaching during the College Spring Recess are not required to pay for housing during that break.

USE, CARE and RESPONSIBILITY for ROOM and FURNISHINGS

Residents will be held responsible for any deterioration in the condition of their assigned room/suite/townhouse (including both sides of doors), its assigned furnishings, assigned bulletin board (as applicable) and for any loss or damage other than normal wear that may occur during their occupancy. All occupants of a living unit may be held equally responsible for losses or damages to the living unit or its furnishings and/or fixtures, including cost of replacement or repair and all reasonable expenses resulting therefrom. Residents of a living unit are responsible for the security and use of the living unit in accordance with College and Residence Life and Housing policies, rules and regulations. Charges for loss or damage will be added to the student's College bill and are to be paid within 30 days.

Unauthorized use of furnishings or fixtures, including but not limited to the moving of furnishings provided in a common area into or to a resident's living unit, is prohibited and shall result in a liability for the expense of return to the common area and/or repair or replacement of said furnishings or fixtures. Any unauthorized repairs and/or alterations made to the premises or its furnishings by a resident shall not mitigate any damage expense incurred by the resident. The College will not be liable for the amount of money incurred by the resident or any expense for the resident's services resulting from unauthorized alteration or enhancement of the premises, its fixtures, or its furnishings. If a student receives prior authorization from the Assistant Vice President for Residence Life and Housing or designee, repairs and/or improvements may be made that could mitigate damage expenses if such work is accepted and approved by the Assistant Vice President for Residence Life and Housing or designee.

Assessment for damaged or missing property shall be made in accordance with the schedule of charges prepared by the Department of

Residence Life and Housing. Items not covered by this schedule will be assessed by proration of depreciation or the cost in labor and materials to restore them. Residents are expected to report to staff specific items which they notice as damaged or in need of repair in their assigned living unit, public areas and corridors.

Resident's rooms are furnished with beds and mattresses, desks and desk chairs, dressers, floor lamp(s), mirrors, and wastebaskets. Each item within the room is inventoried and assigned to the room. The exact inventoried items must be in the room upon final inspection prior to checking out. Residents must review with a Residence Life and Housing staff member and sign the *Room/Suite/Townhouse Inventory and Condition Record* form prior to taking occupancy. Upon termination of occupancy, residents must have a staff member inspect the condition of the room/suite/townhouse; whenever possible, the resident will be informed and assessed a repair or replacement charge for damaged or missing items. Residents may appeal all or any part of the damage assessment with the exception of those who choose the "Express Checkout" option. If payment is not made by the resident or parent or legal guardian whose signature appears on this Agreement, within thirty (30) days of the date the charge was placed on the student's College bill, a hold will be placed on all official College records, disallowing the student further access to registration and official transcripts until such time as the charge is paid. (See the *Resident Student Handbook* for more information.)

Removal of College furnishings from a resident's room may result in liability to the occupant(s) for the replacement cost of the item(s) or expense incurred by the College as a result of such unauthorized removal. No such removal shall be deemed authorized unless designated in writing, dated, and signed by the resident and the Assistant Vice President for Residence Life and Housing or designee.

RULES GOVERNING RESIDENTIAL FACILITIES

Any person signing/accepting the terms of this document is required to comply with all College and Residence Life and Housing rules, regulations, and policies as stipulated herein and in the current *Student Handbook*, *Resident Student Handbook* and *The Village Resident Handbook*. The use of residential facilities is conditioned upon compliance with State and Federal laws and College regulations and is limited to residents and their authorized visitors or guests. Failure to comply with such policies, procedures, and regulations contained in this Agreement or in *Student Handbook*, *Resident Student Handbook* and *The Village Resident Handbook* or law may result in the imposition of administrative reassignment, College disciplinary action and/or civil and/or criminal action including the denial of on-campus accommodations. Students are responsible to report all violations of the *Room and Board Agreement* to College officials.

The Assistant Vice President for Residence Life and Housing and designees reserve the right to: (1) affect disciplinary action against a resident and/or revoke privileges to use any residential facility for that resident's breach of any terms or conditions set forth in this Agreement and/or failure to comply with Federal or State laws and/or failure to comply with policies, rules and regulations, as set forth in this Agreement, the *Student Handbook*, *Resident Student Handbook* and *The Village Resident Handbook*; (2) repossess or reassign living units with notice; (3) periodically inspect living units to determine the condition thereof, in which case written notice shall be given at least two [2] class days in advance; (4) to affect other steps, including entry and inspection of living units necessary and advisable to the safety, maintenance, security and/or management of the residential facility and (5) make policy decisions regarding unforeseen circumstances that adversely affect the residential environment that are not specifically addressed in this Agreement, the *Student Handbook*, *Resident*

Student Handbook and *The Village Resident Handbook*. Students upon whom sanctions are imposed in relation to this Agreement shall have the right to appeal. Such appeals shall be addressed to the appropriate administrative officer as provided in the *College Student Handbook* and/or *Resident Student Handbook* and/or *The Village Resident Handbook*.

Rules and regulations are authorized by the Assistant Vice President for Residence Life and Housing subject to the approval of the College Council and subject to periodic change. Prohibited items confiscated from living units will not be returned to their owners.

Students are to abide by the following regulations and policies. Due to space limitations, descriptions may be abbreviated. For more complete descriptions of policies, please refer to the Rules Governing Residential Facilities section of the *Resident Student Handbook*.

Alcohol – The residential alcohol policy is governed by the Alcohol and Other Drugs policy as stated in the College Policies section in the *Student Handbook*. The College permits individual consumption and possession of alcoholic beverages by individuals who have attained 21 years-of-age and prohibits consumption and possession by persons under 21; this includes, but is not limited to, possession of empty alcohol containers. If, at any time, alcohol is found in a residential facility room, suite or apartment, all individuals in the presence of alcohol (i.e., guests, visitors, residents, etc.) may be found in violation of this policy. Drinking contests/games and all other forms of excessive drinking are prohibited in residential facilities. Consumption from or possession of open containers of alcohol is prohibited in public areas of residential facilities. Refer to the Alcohol and Other Drugs policy of the *Student Handbook* for the complete policy description.

Appliances – All permitted electrical appliances must be UL approved and must be in good working order. Compact refrigerators that clearly conform to proper electrical and chemical standards, operate on no more than 2.0 amps, have a capacity not exceeding 6 cubic feet and have outside dimensions that does not exceed 48 inches, are permitted. Two refrigerators are allowed per resident room. Air conditioners, space heaters and baseboard units of any type, except as may be provided by the College, are prohibited.

Care of Facilities – It is the residents' responsibility to care for the condition of their assigned living units as well as other public areas including, but not limited to, bathrooms, elevators, corridors, laundry rooms, lounges, and their furnishings and equipment. Theft or littering of, or damage to College property is prohibited. Students engaging in such behavior may be subject to College disciplinary action and/or arrest and will be held financially and legally responsible. Residents will be held financially and legally responsible for the condition of their assigned living units and assigned contents. The removal of College-owned furniture from a resident's living unit or from a public area without staff authorization may result in a replacement charge and/or other disciplinary action. Structural modifications to the residential facilities, including the installation of wires or cords outside resident living units, are prohibited without prior written authorization from the Assistant Vice President for Residence Life and Housing. As part of their responsibility, residents are responsible for the actions of their guests whether those guests are students or non-students of SUNY Oswego.

Disruptive Behavior – Disruptive behavior including, but not limited to: 1) harassment, intimidation, stalking, domestic violence, bullying, or creating a hostile environment toward any individual or group of individuals; 2) acts of bias, or inciting violence, targeted toward an individual or group of individuals; 3) physical abuse, assault and/or battery; 4) threats toward any individual or group of individuals, or causing harm or reasonable apprehension of harm, or invasion of privacy; 5) creation of a condition or situa-

tion that endangers mental or physical health of self or others; 6) conduct which inhibits the peace or safety of members of the College community; 7) conduct related to the use, possession, or distribution of alcohol or other drugs including intoxication and driving while intoxicated or impaired; 8) retaliation, harassment or coercion of parties to student conduct actions or witnesses is prohibited and subject to disciplinary action.

Drugs – The residential drug policy is governed by the Alcohol and Other Drugs Policy as stated in the College Policies section of the *Student Handbook*. The use, possession, distribution or manufacture of controlled substances is prohibited on College premises. The possession and/or use of marijuana in one's living unit is a violation of New York State Law, and any consumption of marijuana in a public area is a criminal offense. If, at any time, drugs are found in a residential facility, room, suite or apartment, all individuals in the presence of drugs (i.e., guests, visitors, residents, etc.) may be found in violation of this policy. Prohibited drugs or drug-related paraphernalia can be confiscated and may be used as evidence in campus judicial and/or criminal proceedings.

Fire Safety – All individuals are required to evacuate the building upon activation of the fire alarm system. Theft or improper use of fire fighting, detection, and/or alarm equipment is prohibited. Setting fire is prohibited with the exception of designated fireplaces. Possession and/or ignition of combustible materials (including, but not limited to, candles, incense and wax warmers) and suspending combustible materials (such as tapestries, curtains, flags, fishnets, etc.) are also prohibited. Additional furniture, decorations and other items that increase the flammability of living units or public areas may be prohibited at the discretion of Residence Life and Housing staff. Examples of prohibited items include: hoverboards; halogen, lava, multi-head/octopus/tree-style, oil-burning and torchiere-style lamps. The complete policy, including all strictly prohibited items and practices, is outlined in the *Resident Student Handbook*.

Guests – Residents may host guests with the consent of all occupants of the living unit in accordance with the Guest Policy. In order to aid in protecting personal safety, personal property and the right to privacy, specific procedures are in place and outlined in the *Resident Student Handbook*.

Guns, Explosives, Flammables – Firearms, illegal weapons, firecrackers, explosives, harmful chemicals, and flammable liquids (i.e., oil-based paints, turpentine and gasoline) are not to be stored or used in or around the residential facilities. Internal combustion engines are prohibited within the buildings.

Housekeeping – Residents are expected to maintain a level of cleanliness in their living units compatible with reasonable health and safety standards. The College reserves the right to establish and enforce those expectations for individuals in order to ensure reasonable compatibility with other residents of the living unit as well as health and safety. All residents are required to recycle.

Keys – Each resident is assigned keys, lock combinations and/or access fobs when checking into residential facilities and is responsible for the return of keys upon termination of residence. Loss of keys will result in charges for replacement. Unauthorized duplication of keys is prohibited; sharing pin codes and/or combinations is the equivalent of an unauthorized key duplication and also prohibited. Residents are prohibited from using, or having in their possession, pin numbers, combination codes, keys or identification/access cards which have not been assigned to them by the College.

Noise – Specific quiet hours are established and observed in all residential facilities. Courtesy hours are observed 24 hours per day. Individual halls and living units may extend quiet hours or establish specific additional quiet hours at their discretion and/or through the *Community Living*

Agreement. Quiet hours are observed 24 hours per day during the week before and the week of final examinations. Residents are expected to defer to approved activity at all times.

Pets – Residence Life and Housing prohibits residents and their guests from bringing pets/animals into residential facilities. The only exception to this prohibition is fish in aquariums up to 20-gallons.

Security – Security is a community issue which depends upon the complete cooperation of every resident and his/her guest(s). Residents are responsible for the general security of their residential community. Acts which compromise building security are prohibited (i.e., propping open exterior doors normally locked for security purposes). Entering living units assigned to other students or non-public areas such as mechanical rooms or desk areas without appropriate authorization is prohibited.

Smoking – Smoking is not permitted on the SUNY Oswego campus. This includes, but is not limited to, e-cigarettes.

Solicitation - All kinds of sales and solicitation by students or private commercial enterprise is prohibited without the prior approval of the Department of Residence Life and Housing and the appropriate residential community student government.

Telephones – Provision of telephone service to students who occupy College-owned & maintained residential facilities is subject to federal, state, and local regulations as outlined in the *Telephone Service Agreement*. Fraudulent use and/or misuse of the College-owned telephone system including voice mail is prohibited.

Windows – The removal or loss of, or damage to, a window, screen or window stop from living units or public areas in residential facilities is prohibited and may result in an installation and/or replacement charge and disciplinary action. The placing of any objects outside the window, including aerials and similar equipment, is prohibited. Residents are prohibited from being on building ledges or roofs. Throwing objects from windows is prohibited. Opening of security screens except in emergency situations is prohibited.

ROOM RATES

Academic year room charges are based on the date of matriculation into a degree program in accordance with the "Oswego Guarantee." The "Oswego Guarantee" **DOES NOT APPLY** to Break/Summer housing.

Year of 1 st Matriculation	2014-2015		2015-2016		2016-2017		2017-2018		2018-2019	
	Semester	Year	Semester	Year	Semester	Year	Semester	Year	Semester	Year
Standard Occupancy (Double, Triple, Quad)	\$ 3,995	\$ 7,990	\$ 4,095	\$ 8,190	\$ 4,195	\$ 8,390	\$ 4,295	\$ 8,590	\$ 4,395	\$ 8,790
Plus Occupancy¹	\$ 3,595	\$ 7,190	\$ 3,495	\$ 6,990	\$ 3,595	\$ 7,190	\$ 3,695	\$ 7,390	\$ 3,795	\$ 7,590
Single Occupancy²	\$ 5,295	\$ 10,590	\$ 5,395	\$ 10,790	\$ 5,495	\$ 10,990	\$ 5,595	\$ 11,190	\$ 5,695	\$ 11,390

1. Authorized by the Assistant Vice President for Residence Life and Housing when standard accommodations are not available due to over-subscription. Plus Occupancy is defined as Standard Occupancy plus one (such as three persons in a double room, four persons in a triple room, etc.). Persons in these accommodations will be reassigned to standard accommodations as space becomes available and will be subject to an appropriate rate adjustment per quarter.

2. Single occupancy in a designed double is authorized by the Assistant Vice President for Residence Life and Housing only after the demand for standard accommodations has been satisfied.

Please Note: Rates are subject to change by action of the Board of Trustees of the State University of New York.

TERMS and CONDITIONS of MEAL PLAN AGREEMENT (Dining Services – Auxiliary Services)

	2015-2016		2016-2017		2017-2018		2018-2019	
	Semester	Year	Semester	Year	Semester	Year	Semester	Year
Full Meal Plan (Unlimited access to all meals served each week) with \$80.00 *Laker Dining Dollars per Semester	\$ 2,400	\$ 4,800	\$ 2,500	\$ 5,000	\$ 2,575	\$ 5,150	\$ 2,675	\$ 5,350
Any 12 (12 meals per week) with \$80.00 *Laker Dining Dollars per Semester	\$ 2,250	\$ 4,500	\$ 2,330	\$ 4,660	\$ 2,400	\$ 4,800	\$ 2,490	\$ 4,980
Any 9 (9 meals per week) with \$90.00 *Laker Dining Dollars per Semester	\$ 2,120	\$ 4,240	\$ 2,200	\$ 4,400	\$ 2,265	\$ 4,530	\$ 2,350	\$ 4,700
Any 7 (7 meals per week) with \$100.00 *Laker Dining Dollars per Semester	\$ 1,830	\$ 3,660	\$ 1,910	\$ 3,820	\$ 1,970	\$ 3,940	\$ 2,045	\$ 4,090
Any 5 (5 meals per week) with \$110.00 *Laker Dining Dollars per Semester	\$ 1,480	\$ 2,960	\$ 1,555	\$ 3,110	\$ 1,600	\$ 3,200	\$ 1,660	\$ 3,320
Lonis/Moreland Residents Only: Any 2 (2 meals per week) with \$250.00 *Laker Dining Dollars per Semester	\$ 1,000	\$ 2,000	\$ 1,060	\$ 2,120	\$ 1,090	\$ 2,180	\$ 1,130	\$ 2,260

*During Thanksgiving, Winter Recess and Spring Breaks normal academic meal plans are not in service. Laker Dining Dollars may be purchased to be used during these breaks at open venues.

All resident students, except those assigned to The Village, are required to participate in one of the five following meal plans:

The FULL MEAL Plan is a requirement for ALL FIRST YEAR students during their first semester on campus. For their second semester, the student may choose Full Meal Plan, Any 12 or the Any 9 Plan. In subsequent years, the student may choose from Full Meal Plan, Any 12, 9, 7 or 5 plans.

Note:

- 1) Meal Plan prices are based on the date of matriculation into a degree program in accordance with the "Oswego Guarantee."
- 2) This Agreement is for the entire academic year (Fall 2018 and Spring 2019). Payments for meal plans are made TWICE YEARLY: Fall and Spring semester.
- 3) Meal Plan changes are allowed during the first three weeks of each semester.
- 4) Prices for 2018-2019 pending approval of the Auxiliary Services Board of Directors.

- Meal plans are not transferable and are to be used solely by the student to whom the ID/Meal Card is issued. Presentation of an ID/Meal Card is required for admittance to a dining center. Individuals using another person's ID/Meal Card are subject to campus judicial and/or criminal proceedings.
- There are no refunds or exchange values for the Full Meal Plan or the Any 12, 9, 7, 5 or 2 Meal Plans at the end of each semester.
- The Laker Dining Dollars portion of the meal plan rolls over from the Fall Semester to the Spring Semester, provided a Spring Semester meal plan is purchased.

- The Laker Dining Dollars portion of the meal plan does not roll over from the Spring Semester to the Fall Semester.
- The first meal under this Agreement will be dinner on the new student arrival day as defined by the *College Calendar* for the Fall semester and all meals thereafter will be scheduled according to the *Official College Calendar*. The last meal served will be brunch on Commencement Day. Notices will be posted in the dining centers and residence halls during the year regarding meal service before and after recess periods. Payment for meals served which are not in the defined contract period (ie. recess periods) will be the responsibility of each individual.
- Students shall abide by the College's rules and policies regarding their conduct and behavior while in a dining center. The Residence Life and Housing staff works cooperatively with the Dining Services staff in adherence to these policies. Deviation from these policies will result in disciplinary action by the campus judicial system.
- The ID & Meal Plan Office, Room 503, Culkin Hall, www-oswego.edu/auxserv (phone 315-312-2588) administers the College ID and Meal Card Plan. New students are issued their first ID at no cost, which is used throughout their attendance at the College. Replacement cost for a lost card is per the fee schedule posted in the ID & Meal Plan Services.

Withdrawal, Terminations, and Board Refunds

Students who withdraw from the College and have paid for their meal plans will be refunded according to a pro-rated schedule as determined by the SUNY Oswego Student Accounts Office. If a refund is due, it will be processed by the Student Accounts Office. This process takes approximately 6-8 weeks.

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THIS AGREEMENT IS BINDING FOR THE ENTIRE ACADEMIC YEAR (fall and spring semesters).

In order to live in College housing, each student must accept the terms of the *Room and Board Agreement*. Such acceptance can be declared electronically or by signing and returning a hard copy of this document. All regulations and provisions herein shall remain in effect unless changed or modified by official written notice from the Assistant Vice President for Residence Life and Housing, the Chief Administrative Officer, and/or the Board of Trustees. I do hereby acknowledge that I have read and understand the foregoing articles.

I agree to take residence in residence halls for the 2018 - 2019 academic year and to abide by all terms, conditions, regulations and procedures stated in or referred to in the *Room and Board Agreement*.

Resident's Name PRINTED _____

Resident's Signature _____ Date _____

Parent's or Legal Guardian's Signature (if under 18 years of age) _____ Date _____



Please mail to: Residence Life and Housing
303 Culkin Hall
Oswego, NY 13126

Fax to: 315-312-6329
Email to: reslife@oswego.edu