

Morrisville State College Housing License
Office of Residence Life/Morrisville Auxiliary Corporation
2010-2011

I. Introduction

A. This housing license is legally binding for the 2010-2011 academic year, or from the time the agreement is placed in effect until the end of the spring semester. Financial obligations are for the duration of this housing license (entire academic year); however, room payments are billed on a semester basis.

B. The primary purpose of the Morrisville State College Housing License is to safeguard the rights of all residents and to prevent any abridgement of those rights by the acts of others.

C. "The SUNY Board of Trustees Rules for The Maintenance of Public Order," "The Rules of the Morrisville State College Council Regulating Student Conduct and Behavior" including "The Student Code of Conduct" and the associated policies, violations and sanctions published in the Morrisville State College *Student Handbook*, are referenced in this document and are considered part of the college housing license. Students are expected to read and abide by these policies and procedures (available for review, in their entirety, on the college website at <http://www.morrisville.edu/> .

II. Provisions

A. Living in college housing requires student status. Students who live in college housing are expected to remain actively engaged in activities that lead to satisfactory academic progress. Such activities may include but are not limited to, regular class attendance and the completion of assigned work. Satisfactory engagement and academic progress is determined by faculty and Academic Deans and may be evaluated at any time. The Director of Residence Life reserves the right to remove students from campus housing when they are deemed not to be actively engaged and making satisfactory academic progress.

B. Students who live in Morrisville State College housing must sign a housing license and hold a residential meal plan. Exceptions to the residential meal plan are granted to students living in apartment-style buildings where kitchens are provided.

C. All freshmen are required to live on campus. Freshmen admitted in the fall are required to sign the housing license and are liable for that entire academic year (both fall and spring semesters); freshmen admitted in the spring semester are required to sign the housing license and are liable for that spring semester. Exceptions to the freshman housing requirement include students who transfer to Morrisville State College and are designated above freshmen status based on credits accepted, those who can commute from their permanent home residence within a 30-mile radius from the college, and those 21 years of age or older. Any student who qualifies for one of these exemptions but who decides to live in college housing will be expected to meet the terms of the housing license for the full academic year.

D. Students who wish to be exempt or released from the housing license must apply for exemption or release with the Office of Residence Life. Students may or may not be released from their license and should not move out of college housing or enter into any off-campus housing agreement until their application is reviewed and a decision is reached by committee. If the committee grants a request to move out of college housing, the student may be charged a mandatory administrative processing fee equivalent to one month's

room rent [all calculations will be performed by the Business Office]. If a residential student is *academically* suspended or dismissed from the college and that decision is changed by the college, they will remain bound by the housing license signed before the dismissal decision. The college does not provide married/family student housing.

E. Students are subject to dismissal from the college or college housing for misconduct or violation of guidelines, policies and the Student Code of Conduct. Residence life reserves the right to reassign occupants or terminate any housing license when it is determined to be in the best interest of the college or college housing system. No refund will be provided if termination of a license results from disciplinary action.

F. The college may change this license as deemed necessary.

III. Pertaining primarily to License and Occupancy

A. Terms of License

1. Room Rate

Students living in college housing are required to be registered for classes. The first day of classes is considered to be the initial date of occupancy for payment/refund purposes. From this point the student is liable for ½ of the room rental and service charge. The college is not obligated to house students prior to established student arrival times or past designated departure times, or during break periods. Housing room rates do not cover rental of rooms during these times. Exceptions may be granted and students may be charged for housing during these times.

2. Room Assignments

Building, room, and roommate assignments are made by college housing staff after a housing down payment is paid and the housing license is signed. Students may be assigned temporarily to an over-occupancy room or overflow facility. Before the close of the academic year, current residents may request rooms for the next year in accordance with published room selection materials. Requests are honored whenever possible. However, college housing staff reserve all rights in the assignment or reassignment of students to any space on campus.

3. Occupancy Management

Room changes must be coordinated and approved in advance by college housing staff. Pending enrollment, students with sole occupancy of a room designed to hold additional students, may have the option to buy out the room at the single room rate. Students not opting to buyout the room remain in a double and must accept an assigned roommate. Students placed in a single room for disciplinary reasons may be charged the single room rate for that time period.

4. Use of College Housing during Breaks or when Classes are not in session

A resident student is required to vacate his/her housing assignment when college housing closes for breaks or within 24 hours after completing their last classes or examinations, unless an exception is authorized by college housing staff. Temporary housing may be offered for short breaks for a fee. Graduating seniors may generally remain in their college housing assignment until graduation. Students may not return to campus before college housing opens, unless an exception is authorized by college housing staff. Students returning

early will be charged a fee. During breaks or past designated departure times University Police patrol college housing facilities and unauthorized person(s) are subject to arrest for trespassing. Residents living in MAC operated housing facilities are generally allowed to stay during all college breaks with the exception of summer recess.

5. Check-Out Procedures

Any student who moves out of college housing at any time, must follow these procedures within 24 hours of departure or a reasonable amount of time (to be determined by college housing staff): **a.** Remove all personal belongings from the room/suite and return furniture to original position **b.** Clean the room and have it inspected for damages by staff **c.** Sign the room condition form, noting any changes [Final inspection and damage assessment to be completed by professional housing staff at a later date] **d.** Turn in all assigned room and mail key(s) if issued, college id card, college issued laptop and cell phone. **e.** Arrange to have all mail sent to an alternative address.

6. Assessment for Loss and Damages in College Housing Facilities

Students are forbidden to purposefully or carelessly damage property owned by or operated for the benefit of the college. Students are encouraged to report all damages they [or others] have been involved in or have knowledge of, in order to effect prompt replacement or repairs and appropriate billing. Upon occupying a room, a student must complete and sign a room condition record, indicating that they will pay for damages they cause [beyond normal wear] during their occupancy. Damages and loss are determined through comparative inspections [upon arrival and departure]. Students will be held financially liable if they are found responsible for loss, damages requiring repair/replacement, lost keys/lock changes or extra cleaning of property owned by or operated for the benefit of the college. The college may refuse all privileges [grade reports, official transcripts, honorable dismissal or withdrawal], unless all financial obligations are met.

7. Refunds and Deposits

For regulations governing room refunds and deposits please refer to the Morrisville State *College Catalog* or contact the Student Accounts Office (315-684-6069).

B. Pertaining Primarily to Security and Property

1. Entering and Inspecting Rooms

The college reserves the right to enter any room when there is reasonable cause to believe that the health, welfare or security of an occupant is endangered or whenever necessary to aid in the basic responsibility of the college regarding discipline, maintenance of property owned by or operated for the benefit of the college, the educational atmosphere, and personal safety (i.e. inspection by the Office of Fire Prevention and Control - OFPC). In such cases, an effort will be made to notify the resident(s) in advance to have them present at the time of entry. Students should note that advance notice may not be possible in instances where maintenance/janitorial staff need access to rooms/apartments for routine maintenance or requested repairs.

2. Student Property Loss and Theft

The safe keeping of student property is the responsibility of each individual student and no reimbursement can be expected from the college for the loss or theft of any property for any cause. Rooms should remain locked and valuables secured at all times. Upon termination of a housing license or when a student vacates college housing, any property left behind becomes the immediate property of the college or in the case of the Commons, MAC. Such property will be disposed of according to the "Lost, Found, Confiscation of Property" policy published in the *Student Handbook*. Students are urged to register their possessions under their family homeowner

policy or make other arrangements for insurance coverage. Students are urged to report the presence of nonresidents in their building or any thefts to University Police and/or college housing staff immediately.

3. Storage

All student possessions must be removed from college facilities immediately upon departure from the college (within 24 hours of departure or a reasonable amount of time to be determined by college housing staff). Storage is not permitted anywhere on campus. No motorcycles, mopeds, snowmobiles, tools or other machines with containers of gasoline, oil, or flammable, explosive, or toxic materials are allowed in or immediately adjacent to any college housing facility.

4. Garbage Removal

Garbage and recycling disposal containers are available in each college housing facility in a designated Trash/Recycling room. Students must make sure that all garbage is put in clear, sealed plastic bags and disposed of properly. All trash bags must be clear plastic; no other bags are permitted for refuse. Students are required to utilize recycling bins for recyclable materials. Students who do not recycle and sort their trash properly will be billed according to the policy outlined in the *student handbook*.

5. Key/ID Card

Residents who lose or misplace their ID/room key must immediately report it to college housing staff and/or University Police. If students need to gain entrance to their suite/room, they must contact their building staff. Proof of identification/residence is required to gain access to any resident's suite/room. Residents will be charged a lockout fee for this service.

My signature below indicates that I understand and agree to abide by the provisions of the Morrisville State College Housing License and the Code of Conduct as detailed in the Morrisville State College *Student Handbook*. I understand that the *Student Handbook* can be viewed, in its entirety, on the college website at <http://www.morrisville.edu>. I also understand that a copy of this housing license can be obtained in the Office of Residence Life

_____	_____
Student Name – please print	Date
_____	_____
Student Signature	Date of Birth

Student M#	
_____	_____
Parent/Guardian Signature	Date
If student is under 18 years of age	

Student affairs and college housing staff members are under no affirmative requirement to notify parents of violations, but may disclose such information upon written request.