

Morrisville State College Housing License 2018-2019 **Office of Residence Life/Morrisville Auxiliary Corporation**

I. Introduction

- A.** This housing license is legally binding for the 2018-2019 academic year in both the state owned residence halls and MAC operated housing (Commons); or from the time the agreement takes effect until the end of the spring semester in either state or MAC operated housing. Financial obligations are for the duration of this housing license: for the entire academic year. Room payments are billed on a semester basis consistent with college billing procedures.
- 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," "The Student Code of Conduct," and 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. All are available for review, in their entirety, on the college website at <http://www.morrisville.edu/>.

II. Provisions

- A.** Living in college housing requires registered 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 by their academic department not to be actively engaged and making satisfactory academic progress.
- B.** Students who live in Morrisville State College housing must accept the terms of the housing license. Any student who checks into and occupies a room in the residence halls must abide by the housing license as a condition of residency. All residents must hold a meal plan. Residents living in apartment-style buildings where kitchens are provided are allowed to choose a meal plan as specified by MAC. All other residents must have a full residential meal plan.
- C.** All freshmen and sophomores are required to live on campus. Freshmen and sophomores continuing or admitted in the fall are required to accept the housing license and are financially liable for that entire academic year (both fall and spring semester): freshmen and sophomores admitted in the spring semester are required to sign the housing license and are liable for that spring semester. There are exceptions to the freshman and sophomore housing requirement as detailed in the "New/Transfer Student Request to Live Off Campus" form available from Residence Life. Any student who qualifies for one of the 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, once the student has checked into the residence hall.
- D.** Students who wish to be exempt or released from the housing license during the current semester 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 the committee. If the committee grants a request to move out of college housing, the student will 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 day a resident moves into a residence hall is considered to be the initial date of occupancy for payment/refund purposes. From this point the student is liable for $\frac{1}{2}$ 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 with possible exceptions for residents assigned to MAC housing, i.e. the Commons. In the state-owned residence halls, exceptions to stay may be granted however students granted permission to stay are charged a nightly fee for housing during these times. This fee is applied to the student's account and billed according to Student Account procedures.

2. Room Assignments

Building, room, and roommate assignments are made for freshman and/or coordinated for returners via a room selection process by college housing staff. Students may be assigned temporarily to an over-occupancy room or overflow facility. Requests are honored whenever possible but may not be feasible due to space limitations College housing staff reserves all rights in the assignment process to assign students to any available space on campus or reassign a student if necessary.

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 and remain in the room as a double must accept an assigned roommate and maintain room in order to receive a roommate at any time. Refusal to allow assigned roommate to move in or maintain room in ready condition to accept a roommate may result in student being charged for single room. 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 Residence Life professional 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 Residence Life professional staff. Students returning early without authorization by college housing professional staff will be charged a fee. During breaks, University Police patrol college housing facilities. 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 in accordance with MAC procedures and supplementary agreements

5. Check-Out Procedures

Any student who moves out of college housing during the semester has 48 hours to complete the process. All students moving out of college housing at any time must follow these procedures: **a.** Remove all personal belongings from the room/suite and return furniture to the original position **b.** Clean the room. **c.** Have room inspected for damages with residence life staff. Sign the room condition form, noting any changes. Final inspection and damage assessment to be completed by professional housing staff with maintenance/custodial input at a later date. **d.** Turn in all assigned room

and mail key(s) if issued, college id card, college issued laptop if not paid off, and cell phone. **e.** Submit current or future home mailing address with Registrar's Office.

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. Residents of an area are responsible for all common area damage and resulting charges. Charges will be divided amongst residents of an area unless the responsible party comes forward or is identified by residents or staff within 7 days. Responsible party will then assume the full damage charge. 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* available on the College website at www.morrisville.edu 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. In addressing violations or emergency incidents, advance notice by responding staff other than knocking on the door may not be feasible. Students should note that advance notice may not be possible in instances where maintenance/janitorial staff need access to rooms/apartments for maintenance or requested repairs. All rooms are inspected prior to the closing of the halls for each vacation.

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, including items in laundry areas, 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. The college does not provide any storage. 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 college housing staff immediately.

3. Storage

All student possessions must be removed from college facilities immediately upon departure from the college. Academically dismissed students have a designated time specified in their academic dismissal letter within which to remove their possessions from the residence halls. The college does not provide any storage. Any property left behind becomes the immediate property of the College. Such property will be disposed of according to the "Lost, Found, Confiscation of Property" policy published in the *Student Handbook*. No motorcycles, mopeds, snowmobiles, tools or other machines or any engine/motor 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 area. 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 the loss of a key to college housing staff and/or University Police. Loss of an ID must be reported to MAC during office hours or University Police after office hours immediately to prevent misuse of ID. If students need to gain entrance to their suite/room, they must contact their building staff. Building staff will respond as soon as staff are available. Proof of identification/residence is required to gain access to any resident's suite/room. Residents will be charged for replacement of a lost key or id card.

I affirm 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 or on the website.

Student Name – please print

Date

Student Signature

Student M#

Date of Birth

Parent/Guardian/Witness Signature

Date

If student is under 18 years of age, a parent/guardian must sign. If student is under 18 years of age and no parent or guardian is available to sign, professional staff may act as a witness.

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.