

Rochester Institute of Technology

Terms and Conditions of Housing
and Meal and Debit Plans

2005-2006



It's All About **OUR** Students!

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INTRODUCTION

Welcome to the Rochester Institute of Technology (RIT) housing community. This document is part of your housing contract; it provides the policies and procedures for our community and defines your responsibility as a member of the community. By signing the housing contract and residing in RIT housing you agree to abide by the housing contract, this document, and all federal, state and local laws (available in RIT's library, <http://wally.rit.edu>) and Institute policy (available in the Student's Rights and Responsibilities handbook). With advance notice, RIT can modify the terms and conditions during the term of this agreement. These terms supersede any and all prior terms and conditions.

The housing contract and these terms and conditions do not constitute a lease. They confer a limited and revocable license to occupy RIT housing. This license can be revoked by RIT as provided in these terms and conditions.

If, at any time, you fail to comply with these terms and conditions and those of the housing contract, RIT may terminate your housing contract with appropriate notice. The resident shall vacate housing within three (3) business days of termination

ELIGIBILITY

You must be enrolled as a student, 12 credit hours or more or full-time equivalent at RIT, a registered cooperative (co-op) student, a student registered in a field-study instruction program, part of a special RIT sponsored program approved by RIT Housing Operations, or a spouse, domestic partner or dependent of and living with a resident in an RIT apartment meeting one of the criteria above. Matriculated students will be given priority to RIT housing. In addition, you must continue to maintain your eligibility throughout your contract by preventing/resolving holds placed on your student record. Your housing contract will be terminated immediately if you do not meet the eligibility standards. Notification by the Bursar's office to RIT Housing Operations of indebtedness by a student can result in eviction from housing. Any student leaving for withdrawal, leave of absence or suspension is expected to check out (see check out procedures) of housing within two (2) business days of submitting official paperwork or receipt of notice of suspension.

RESIDENT'S USE AND LENGTH OF CONTRACT

RIT housing contracts are binding for the entire academic year, September through May, or from the day you move in until 24 hours after your last exam unless you are graduating. If you fail to move out on your move-out date, you will be charged \$100 a day on your student account. A cancellation fee (see current rate schedule) will be charged for breaking a housing contract that is binding for a full academic year, which includes quarter breaks.

Residents are prohibited from living with anyone other than their assigned roommate(s). Occupancy of all RIT housing is limited to those students assigned by RIT Housing Operations. You may not license or loan your housing, space, room

or any part of your living quarters to anyone else. Residents who knowingly harbor ineligible/illegal residents may face disciplinary action, termination of their housing contract and their participation in Housing Selection revoked. If at any time, you fail to comply with the terms and conditions of this contract, RIT may terminate your housing contract with appropriate notice.

RESIDENCY REQUIREMENT

First-year freshmen are required by RIT to live in the residence halls for their first academic year. First-year freshmen currently assigned to the residence halls wishing to commute (live with parent/guardian within a 30 mile radius) must be released from their residence hall contract. Please contact RIT Housing Operations for release procedure.

RATES

Refer to the RIT Housing Operations rate sheet for 2005–2006. Rates are also posted on our web site at <http://housing.rit.edu>.

ASSIGNMENTS

In making assignments to RIT housing, Housing Operations will not honor any requests for assignments or room changes which discriminate on the basis of race, color, religion, national origin, ancestry, disability, or sexual orientation. Whenever possible, you will be assigned to your preferred location and roommate(s). Incoming freshmen and students returning from co-op will be guaranteed RIT housing; however, particular preferences are not guaranteed. Transfer and graduate students are assigned RIT housing on a space-available basis; housing is not guaranteed.

RESIDENCE HALLS AND RIT INN ASSIGNMENTS

RIT Housing Operations does not permit cohabitation in the residence halls or the RIT Inn. All deaf/hard of hearing students will be assigned to a fire strobed rooms. RIT Housing Operations shall have the sole right to determine all residences hall and RIT Inn assignments and reserves the right to:

- Change room or hall assignments.
- Assign roommates together or consolidate students.
- Monitor any student's option to participate in any or all portion(s) of the Housing Selection Process.

Space Vacancy in Room

If you are in a double or triple room assignment, you must keep the unoccupied side of your room empty for a new assignment at all times or you will be either required to pay the double as a single rate or be subject to consolidation. An inspection will be conducted immediately upon a space becoming vacant in RIT housing.

Single Room Policy

Single rooms are assigned based on a point system that honors seniority. For more information contact RIT Housing Operations.

In Time of Expanded Occupancy

Entering freshmen are guaranteed housing. Space is assigned based on the receipt date of your deposit to admissions, therefore, on a first come, first served basis. Students who are the last to be admitted by Admissions or the last to pay their enrollment deposit may be temporarily placed in over-occupied double rooms, lounges, vacancies in special interest housing, or local hotels.

Transfer, graduate and returning students are assigned to RIT housing on a space-available basis. Transfer, graduate and returning students may be placed temporarily in lounges, local hotels, fraternities or sororities.

UNIVERSITY COMMONS ASSIGNMENTS

The four bedrooms in a University Commons suite are assigned as single rooms. The kitchen, living room area, and bathrooms are common space shared among the residents of the single rooms. Students will be assigned using the following criteria: gender, smoking and non-smoking, age, and major. RIT shall have the sole right to determine all assignments to the single rooms within a University Commons unit and reserves the right to change unit assignments or reassign rooms.

Space Vacancy

The unoccupied room within your assigned University Commons suite will remain locked, vacant and ready for a new assignment at all times. In the event that one or more of the single rooms within the unit become vacant due to the move out of a student or the failure of a student to take occupancy, the responsibility for assigning a new student to the vacant room rests with RIT Housing Operations. Residents who move from a current assigned single room to a newly vacated and restored room in the same unit will be assessed the charges incurred by RIT Housing Operations to restore the newly vacated space. With the exception of potential room restoration charges, remaining residents assigned to the single rooms within the unit have no additional financial responsibilities due to vacancies. If a space is vacated in a University Commons suite due to a residents leaving on co-op, RIT Housing Operations is not responsible for finding a student to fill the space for only the amount of time the student will be out on co-op. RIT Housing Operations does not issue housing contracts for less than an academic year.

RIT Housing Operations will assign students to the vacant single rooms based on application date using the criteria above. Students currently assigned to the single rooms within the suite will be notified by RIT Housing Operations that a student has been assigned to a vacant single room within the suite. The current students in the

suite cannot deny access to the suite or the vacant single room to a newly assigned student. If current residents of the suite know a student that they would like to move into the vacant single within the suite, that student must follow the application process for the single room by seeing an assignment staff member in the RIT Housing Operations Office in Grace Watson Hall within five business days of the vacancy occurring. No Roommate Addition Forms will be accepted for single rooms within a University Commons suite.

ASSIGNMENTS FOR APARTMENTS

Colony Manor, Perkins Green, Riverknoll, and Racquet Club

Students applying individually will be assigned randomly after using the following criteria: gender, age, major, smoking and non-smoking. RIT shall have the sole right to determine all apartment assignments and reserves the right to change apartment assignments or reassign spaces. RIT reserves the right to consolidate apartment assignments and to assign a new resident into any unit which falls below required occupancy even if the resident is being charged the alternate occupancy rate. A resident shall not assign, sublicense or transfer his/her assignment rights in the apartment or any part thereof. All deaf and hard of hearing students who desire to reside in RIT apartments will be assigned a unit specifically equipped with a strobed fire alarm system.

Failure to Occupy or Loss of Roommate

Fall Quarter - When an assigned resident fails to occupy or cancel his/her fall quarter housing assignment, it is the responsibility of the remaining residents to secure a new roommate. Residents will be assessed an alternate occupancy rate until the vacancy is filled. In the event that the vacancy is filled by the end of drop/add through a completed roommate addition, the alternate occupancy rate will be retroactively adjusted to the current quarterly rate. (See Alternate Housing Charges for Apartments for more information.)

Winter/Spring Quarter – When an assigned resident fails to occupy or when a current resident has filed an End of Quarter Move-Out Notice, remaining residents will have until the start of the following quarter to secure a replacement roommate before the alternate occupancy rate is applied. It is the responsibility of the remaining residents to secure a new roommate. Apartment keys must be signed out by replacement roommate in order for the rate to be adjusted. See Alternate Housing Charges for Apartments for more information.

Summer Quarter – Students assigned to the apartment will have no additional financial responsibilities due to vacancies.

SUMMER ASSIGNMENTS

A summer housing application must be submitted to RIT Housing Operations. Housing is available in the residence halls and some apartments and University for summer quarter. Double rooms and doubles as singles are offered within the specified summer quarter area in the residence halls. Assignments to apartments and the single rooms in University Commons are limited. Students who will occupy the apartment/suite for the 2005-2006 academic year will be given priority. Not all vacant apartments will be assigned during summer in order to allow for maintenance and renovation work. Apartments/suites that have not been refreshed in the previous four to seven quarter period will not be assigned for summer. All RIT housing is charged on a weekly per student basis for summer quarter. See current rate sheets available at RIT Housing Operations or via our web site at <http://housing.rit.edu>.

Residents living in RIT housing during the summer quarter are prohibited from storing other resident's personal belongings. Residents found in violation of this policy are subject to disciplinary action. Residents who leave personal belongings in RIT housing that are not on contract during the summer quarter will be assessed the current summer rate.

Residents remaining on contract during the summer quarter will be responsible for cleaning and preparing the apartment for fall quarter residents to the standards of RIT Housing. Your specific cleaning instructions can be found at <http://housing.rit.edu/forms/cleaninginstructions.pdf>. An inspection will be conducted with notice to resident(s) prior to fall quarter move in. A failed inspection will result in RIT housing or its agent cleaning the apartment. Charges for this service will be assessed to the summer resident(s)' account(s).

HOLIDAY CLOSING AND HOUSING

Residence Halls

On Sunday, December 18, 2005 at 10:00 am the residence halls close for the holiday vacation period. Students must vacate their room and leave the residence halls during this holiday break. Departure must be prior to building lock up and no entrance to the building will be allowed prior to Sunday, January 8, 2006. Residence Life staff will check all student rooms during this break. Alternate housing is available at the RIT Inn & Conference Center for a fee for students who must stay over the holiday break. Students may contact RIT Housing Operations for information regarding alternate housing.

Apartments and RIT Inn & Conference Center

Students who continue their stay in their apartment, University Commons suite, or the RIT Inn & Conference Center student room during the holiday break will not experience additional charges for that time.

APARTMENT COMPLEX OCCUPANCY

Colony Manor

1 Bedroom Lower	1 or 2 people
1 Bedroom Upper	1 or 2 people
2 Bedroom	4 people
2 Bedroom Townhouse	4 people
3 Bedroom Townhouse	4 people

Perkins Green

1 Bedroom	1 or 2 people
2 Bedroom I & II	4 people

Riverknoll

1 Bedroom	1 or 2 people
2 Bedroom Townhouse	3 people
3 Bedroom Townhouse	4 people

Racquet Club

1 Bedroom	1 or 2 people
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University Commons Occupancy

4 Single Rooms	1 person per room
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RIT will not issue housing contracts that would result in exceeding the maximum occupancy of any apartment unit. No more than two people may occupy a one-bedroom apartment; no more than four people may occupy a two or three bedroom apartment.

NO-SHOW DATES AND CHARGES

Your assignment in RIT housing will not be guaranteed if you do not pick up and sign out your key from RIT Housing Operations' staff by the following dates for the start of each quarter. In addition, if you are a registered student and you fail to sign out your keys by the specified date for the quarter of your arrival shown below, it will result in a no-show penalty of \$300 being placed on your student account.

Fall	September 5, 2005
Winter	November 28, 2005
Spring	March 13, 2006

CHARGES RELATED TO ROOMMATE ADDITION

Housing charges for a roommate addition will begin as of the date designated on the housing contract under the question section "I will need to move in on".

ADVANCED HOUSING RESERVATION FEE

Returning students who secure a space in RIT housing for the 2005–2006 academic year will have a \$300 housing reservation fee placed on their student account at the time of sign up. RIT Housing Operations reserves the right to cancel a student's 2005-2006 housing contract if the resident is not in good financial standing with the Institute. The \$300 is applied to the fall housing charge.

See Cancellation/Refund section for refund information. Any student whose housing reservation fee is waived at the time of sign up and then cancels after June 15, 2005 will be assessed a \$300 cancellation fee.

ALTERNATE OCCUPANCY RATE FOR APARTMENTS

Two- and Three-Bedroom Units – *Fall and Winter Academic Quarters*

If an apartment becomes under occupied prior to the beginning of the winter or fall academic quarter the remaining residents will be charged the alternate occupancy rate until a new roommate(s) is added and signs out a key.

If an apartment becomes under occupied after the beginning of the winter or fall academic quarter the alternate occupancy rate will be applied to the remaining residents effective the following quarter.

Please note that Housing Operations reserves the right to assign into under occupied units.

Summer Quarter

No alternate occupancy rates apply during summer quarter.

One-Bedroom Units – *Fall and Winter Academic Quarters*

If a one-bedroom apartment has two residents on contract prior to the beginning of the academic quarter (fall, winter and/or spring), the residents will be charged the alternate occupancy rate. The alternate occupancy rate will remain in effect until one resident cancels his/her housing contract. Standard housing rates will apply to one-bedroom units that are at occupancy. The standard rate remains in effect for the balance of the academic year unless a second resident is added and signs out a key.

Summer Quarter

No alternate occupancy rates apply during summer quarter.

BETWEEN QUARTER CHARGES

Housing charges for each quarter only cover periods when RIT is officially in session. Students who remain in housing from one quarter to the next will not be assessed

additional charges during quarter breaks. Students who remain in housing during the quarter break period, but do not return for the following quarter, will be charged for interim housing. Please see published rates for 2005–2006.

CHECKING IN TO HOUSING

All residents are required to check in at designated locations to obtain apartment/room/suite key(s). You may not accept keys from a roommate or a former resident. Upon moving into your apartment/room/suite you should complete an inspection and sign a Move-In Inspection form which should be an accurate and complete report of the contents and conditions of your assigned housing. If you have not signed and returned this form to Housing Operations within 48 hours of your key sign out, you waive your right to provide input on this form.

Room Changes

The Center for Residence Life and Housing Operations regulate the number of room changes that are allowed during any quarter. For more information contact your Residence Life area office or RIT Housing Operations.

RESIDENT'S RIGHT TO TERMINATE

You have the option of terminating your housing contract at the end of an RIT academic quarter if you are not a current freshman that is bound by the RIT residency requirement. You must submit an End of Quarter Move Out Notice to RIT Housing Operations. This notice must be delivered at least one month prior to the last daytime class as designated on the official RIT calendar, <http://www.rit.edu/~930www/Calendar/>. The applicable dates for the 2005–2006 academic year follow. If you terminate your contract in order to move to non-RIT housing and are still a registered or full-time equivalent student, the cancellation fee will apply. See Cancellation Fee section. A student leaving for a registered co-op will not be charged a cancellation fee.

Fall 2005 1 End of Quarter Move-Out Notices must be filed by October 14, 2005.
Resident must vacate no later than November 20, 2005.

Winter 2005 2 End of Quarter Move-Out Notices must be filed by January 27, 2006.
Resident must vacate no later than March 5, 2006.

Failure of a student leaving RIT housing to submit a Move-Out Notification form and return their keys by the applicable date will result in the following improper check-out fees:

Failure to submit move-out notification:	\$50
Failure to return keys:	\$85
Failure to submit move-out notification form and return keys:	\$135

RIT'S RIGHT TO TERMINATE

If a resident is found to have violated RIT policy or regulation under RIT's Student Conduct Code, RIT may terminate the housing contract prior to expiration of the term. The foregoing also applies to all members of the resident's non-RIT family residing in the apartment. In exceptional circumstances involving dangerous behavior or the potential for it to occur, a resident may be asked to leave RIT housing in consultation with the Office of Student Conduct and Mediation Services. RIT may terminate a housing contract prior to its expiration and remove a resident immediately from his/her room in the event the resident's behavior is or has the serious potential for becoming dangerous to him/her or others.

The reasons for terminating a resident's contract for endangering behavior must be set forth in writing and approved by the Directors of the Center for Residence Life and RIT Housing Operations in consultation with the Assistant to the Vice President for Student Conduct and Mediation Services. Once approved, the resident may be required to leave RIT housing immediately and, if necessary, may be removed by Campus Safety, even though he/she may appeal the decision subsequent to leaving. A resident whose contract has been terminated for endangering behavior has ten (10) business days after termination to appeal the decision in writing to the Assistant to the Vice President of Student Affairs/Student Affairs Office, stating reasons for the appeal and the desired resolution. A subsequent appeal to the Institute Appeals Board may occur under the rules set forth by the RIT Code of Student Conduct.

CHECKING OUT OF HOUSING

You must follow the proper check-out procedure when vacating housing by completing a Move-Out Notification form by the appropriate date (see Resident's Right to Terminate section) and by returning keys in a completed Key Return Envelope to an area office or designated location. Failure to check out properly will result in an improper check out fee as follows:

Failure of a student leaving RIT housing to submit a move-out notification and return their keys by the applicable date will result in the following improper check-out fees:

Failure to submit Move-Out Notification form:	\$50
Failure to return keys:	\$85
Failure to submit Move-Out Notification form and return keys:	\$135

These fees will be placed on your student account. Checking out of housing also includes removal of all personal belongings by the designated date on your Move-Out Notification form. Belongings not removed will be considered abandoned. RIT Housing Operations reserves the right to dispose of or store* all abandoned items, without notice, found in the student's assigned housing or elsewhere on the

premises after termination of the housing contract. (*Storage, if applicable, will occur off-site at a third-party storage facility at the resident's expense.) Resident will be charged for removal costs on their student account. To the extent that the responsible resident cannot be determined, all coresident on contract during the academic year will be charged for removal or storage costs of abandoned items.

RIT Housing Operations will inspect the apartment/room/suite when you move out at the termination of the contract. The condition of the apartment/room/suite, including all furnishings and fixtures, and any damage which is deemed by RIT Housing Operations to have arisen during your occupancy will be noted in the space provided on RIT's copy of the Move-Out Inspection form. You will be charged for any damage and excess cleaning costs deemed necessary. You must leave the apartment/room/suite in move-in condition to avoid potential charges. Your specific cleaning responsibilities to return the apartment to move-in condition can be found on-line at <http://housing.rit.edu/forms/cleaninginstructions.pdf>.

RELEASE

Freshmen with valid reasons may be considered for a release from RIT's residency requirement. A student must be officially released before checking out of the residence halls. Contact RIT Housing Operations for information on releases. Freshmen students who are not officially released and check out of the residence halls will continue to be charged rent for the remainder of the 2005–2006 academic year. Freshmen who move to non-RIT housing including parent/guardian's home who remain registered students and have been approved for release, will be assessed the cancellation fee.

CANCELLATION/REFUND/RENT ADJUSTMENT/HOUSING RESERVATION FEE

Cancellation Before Fall Move-In

If you make the decision not to attend RIT, to commute from your parent/guardian's home within a 30-mile radius of RIT, or move off campus after submitting a housing contract, you must cancel your housing contract in writing to RIT Housing Operations prior to June 15, 2005 or you will be subject to a \$300 cancellation fee.

Cancellation Fee After Move-In

A cancellation fee will be charged to your student account if you remain a registered student and move to non-RIT housing after the official move-in day. See RIT Housing Operations rate sheet for 2005–2006 for specific amounts.

Refund Policy for Returning Student's Housing Reservation Fee

If a contract holder submits written notice of cancellation to RIT Housing Operations prior to June 15, 2005, the \$300 reservation fee, if applicable, will be refunded in full as credit to his/her student account.

Failure of any resident to submit written notice of cancellation to RIT Housing Operations by June 15, 2005 will constitute a forfeiture of the full amount of the reservation fee, except under conditions listed in the prorated refund section below which needs to be verified in writing no later than the end of fall quarter 2005.

Waived Housing Reservation Fee

If you had your housing reservation fee waived during the Housing Selection Process and then you cancel your 2005-2006 housing assignment after June 15, 2005, a \$300 cancellation fee will be placed on your student account.

Prorated Rent Adjustment

Your rent will be calculated on a per day basis through the day your keys and Key Return Envelope are returned for the following reasons:

Transferring within RIT housing.

Active military service—a student called to active military service.

Academic suspension—verified in writing from the academic department or the Registrar's Office.

Illness—certified by an attending physician, which prohibits attendance.

Co-op—changes in co-op employment status, verified in writing by the Co-op Office or employer.

Marriage—certified by a marriage certificate.

Partial Rent Adjustment

Applies for reasons not listed above in the Prorated Rent Adjustment section. Unused charge is determined by the number of weeks in the quarter minus the number of weeks the room was occupied.

Refund Schedule

The first week of classes—90% of unused charge is refunded.

Fall September 5–11, 2005

Winter November 28–December 4, 2005

Spring March 13–19, 2006

The second week of classes—75% of unused room charge is refunded.

Fall September 12–18, 2005

Winter December 5–11, 2005

Spring March 20–26, 2006

The third week of classes—60% of unused room charge is refunded.

Fall September 19–25, 2005

Winter December 12–18, 2005

Spring March 27–April 2, 2006

The fourth week of classes—50% of unused room charge is refunded.

Fall September 26–October 2, 2005

Winter January 9–15, 2006

Spring April 3–9, 2006

After the fourth week no credit is given. However, the federal government has required that students receiving any Title IV federal funding who are in their first quarter at RIT be eligible for prorations through the end of the sixth week of classes if they officially withdraw from RIT or take a leave of absence. For further information, you may contact the Bursar's Office.

HOUSING GUIDELINES AND EXPECTATIONS

All federal, state, and local laws of the town of Henrietta are also in effect on the RIT campus. Violations of these laws are also violations of RIT policies and can result in arrest by outside law enforcement, or in disciplinary action by RIT. Failure to comply with any authorized personnel will result in disciplinary action by RIT. RIT expects each student to assume the responsibility to protect his or her own individual rights as well as rights of others. Any person violating any individual's rights will face appropriate disciplinary action including the possibility of arrest.

COMMUNITY EXPECTATIONS FOR ALL OF RIT HOUSING

Residents are expected to conduct their behavior to allow for the quiet enjoyment of the property and premises that is reasonable as deemed by RIT staff for a student housing facility. Conduct which infringes upon the rights of others to a quiet living environment that supports a student's academic pursuits is not acceptable under any circumstances and is cause for disciplinary action which may lead to removal from RIT housing. In addition, a current resident(s) of RIT housing is expected to create a welcoming environment for a new roommate assigned to his/her room/apartment/suite. Any current resident who creates an uncomfortable or hostile environment for a new roommate will be subject to disciplinary action which may result in removal from housing and his/her participation in the Housing Selection process revoked. A resident's right to sleep or study takes precedence over other residents' desire to have guests, watch television, play music (including musical instruments) etc., in the apartment/room/suite. Denying your roommate access to the apartment/room/suite or interfering with your roommate's right to study or to sleep is prohibited.

Upon notification of an interim suspension or other action that might require a temporary move as required by the Assistant to the Vice President for Student Affairs/Student Conduct, Housing Operations reserves the right to add the cost of temporary housing to your quarterly rent.

The Center for Residence Life and RIT Housing Operations staff reserve the right to remove materials deemed offensive that are facing a public area including but not limited to doors and windows.

Providing false information, lying, forgery, or any other types of misrepresentation concerning a violation of policy, when questioned by a Residence Life or RIT

Housing Operations staff member or any other RIT official, is prohibited. Failure to comply will result in disciplinary action. Any act which violates RIT housing policies or endangers the health, safety, or well being of any person is prohibited. Intentionally or recklessly causing physical harm to any person, including assault, harassment, or creating a threatening situation is prohibited. Sexual, racial, disability, sexual orientation, religious harassment or verbal abuse to others will not be tolerated on the RIT campus.

Entry into unauthorized area (roof, boiler room, storage room, other student apartment/suite/rooms, ball room, etc.) without proper permission from RIT officials is prohibited.

The denial of access to all public areas, except when they are in use for authorized and registered activities, is prohibited.

Theft, vandalism, and damage of property are prohibited. Any damage to your housing will result in a minimum charge of \$20.

Quiet Hours

Violation of established RIT Housing quiet hours is prohibited. There are mandatory quiet hours for RIT housing each evening that are to be observed throughout the academic year; they are 11:00 pm to 7:00 am Sunday through Thursday and 1:00 am to 7:00 am Friday and Saturday. Any community may choose to vote on and enforce stricter quiet hours. Twenty-four hour courtesy hours are always in effect. During exam weeks all areas observe 24-hour mandatory quiet hours.

Solicitation

Solicitation or canvassing of any kind by a resident or others, without the prior consent of Residence Life, will not be permitted in, or about the premises. Any money-making form of business operated from RIT housing is prohibited.

Proselytizing (religious solicitation) is prohibited.

Housekeeping

You are responsible for cleaning your own apartment/room/suite, removing waste materials regularly and maintaining sanitation and safety conditions acceptable to RIT Housing Operations and Residence Life. Your specific cleaning responsibilities can be found on-line at <http://housing.rit.edu/forms/cleaninginstructions.pdf>. It is important to note that if you reside in an apartment, trash/debris may not be left in the common areas of your complex. All trash/debris must be disposed of in the trash receptacles provided. Failure to comply may result in disciplinary action, charges placed on your student account and your participation in the Housing Selection process being revoked.

Any cleaning needed to your housing during occupancy or after check out that is deemed excessive by RIT Housing Operations or Facilities Management will result in a charge. In residence halls, Facilities Management housekeeping staff cleans suite bathrooms and all public areas.

Sports Play

The use of skateboards, bikes, roller blades, roller skates, scooters or similar devices in any area of housing or tunnel areas is prohibited. Also, skateboarding is not allowed on any stairs inside or outside of housing. Skateboards, roller blades, etc., are not permitted around any of the building perimeters, entrance ways, breezeways, or residential quads. Use of such items on roadways or walkways requires extreme caution. Pedestrians have the right of way on all walkways. The use of squirt guns is not allowed anywhere inside housing including the tunnels. Paintball guns are prohibited.

Sports playing is not allowed anywhere inside or outside any RIT housing, lobbies, tunnels, hallways, on walkways, or the quads.

Exception – Frisbee, hackie sack, and four square are allowed in residence halls quads.

VISITATION/OVERNIGHT GUEST

Resident students have guest privileges. The following guidelines apply to guests of same sex and opposite sex. Guests are permitted under the following conditions:

Guest must abide by all RIT terms and conditions. All overnight guests must be registered by the hosting resident in advance of their arrival with the RIT Housing Operations office or Center for Residence Life using a guest registration form. Copies of this form are available in the RIT Housing Operations and Residence Life Offices. The form must be completed by the host and signed and agreed to by all others on contract for the affected apartment/room/suite. Consent for guest visit must be granted by all apartment/room/suite residents. Your guest visit may not exceed two nights and three days, except by special permission from your area office. Guests may not move in their belongings.

You, the host, assumes full responsibility for your guest's behavior and any charges or damages that result from his/her conduct. The resident as the host must strictly respect the privacy and right to normal use of the apartment/room/suite by roommates. Guests may not sleep in any public areas. Visitation by opposite sex guests on single-sex floors and apartments/suite is allowed.

Apartments – Residents will be held responsible for the conduct of their dependents and spouses, including payment for any damages caused by their behavior. If the behavior of a resident's dependent or spouse becomes a nuisance to the community or neighbors in the sole judgment of RIT, RIT may terminate the contract.

FIRE SAFETY

You shall give immediate notice to RIT of fire, accident, damage, and dangerous or defective conditions. Possession or use of candles or other open flame devices (even if for religious purposes) are not permitted in RIT housing.

The burning of incense and potpourri is prohibited. All torchier style lamps, including but not limited to those that use a halogen, incandescent, or fluorescent bulbs, are prohibited.

Any style lamp that uses a halogen bulb 300 watts or more is likewise prohibited.

Fog machines and similar devices are prohibited.

Portable space heaters and free-standing air conditioners are prohibited.

Extension cords and multi-plug adapters are prohibited. Residents may use a UL listed plug strip that has a circuit breaker. No more than one strip can be used per outlet. The strip should not pose a safety hazard.

Setting materials on fire, possession or use of flammable or highly combustible material is prohibited.

When a fire alarm is activated, you must vacate the building. Refusal to leave a building during a fire alarm, to cooperate with any reasonable request by an RIT official, or to produce identification upon request, is prohibited.

Students with disabilities must contact RIT Housing Operations, Center for Residence Life and Campus Safety, prior to move in if assistance during an emergency/fire alarm is needed. Necessary precautions for safe departure will then be put in place for the student in case of emergencies.

Students whose mobility becomes impaired during their stay in housing are required to notify RIT Housing Operations, Center for Residence Life and Campus Safety, so assistance during an emergency can be given if needed.

Any student found responsible of causing an avoidable fire alarm will face disciplinary action and may be charged up to \$200 restitution.

Falsely reporting a fire, bomb threat, serious injury or any emergency situation is prohibited.

Tampering with, altering, or changing any building system (i.e. safety equipment, lock, elevator, fire alarm, fire extinguisher, smoke detector, telephone equipment, TV cable, computer cable or pathway, plumbing/electrical system, etc.) is prohibited.

Strobe lights cannot be obstructed by any material or object. Any student found guilty of tampering, altering or changing any building system will face disciplinary action and student may also be required to pay restitution.

Fire and smoke doors need to be closed at all times unless on a magnetic hold.

Storage in any apartment/room/suite or floor/house, closet, hallway or basement of any flammable liquids, propane tank, fireworks, explosive devices, canned or compressed gases, poisons, highly combustible substances, chemicals, etc., is prohibited. The storage or use of gasoline or electric powered vehicles or engines regardless of their state or dismantlement in housing is likewise prohibited.

The Town of Henrietta prohibits the use of kerosene heaters within RIT housing.

The use of exterior fireplaces (chimineas, patio fire pits, etc.) is prohibited.

HAM radio operation is prohibited because it has the potential to activate the fire alarm system.

Material, curtains, flags, as well as other hangings in your apartment/room/suite must be flame resistant or be noncombustible and cannot exceed 10% of the aggregated area of the walls. In addition, hangings should be placed directly against a wall and should not interrupt the operation of the smoke detector. Nothing can be attached in any way from or on the ceiling.

If the alarm is falsely activated, residents will face disciplinary action and may be charged up to \$200 restitution.

Residents are also responsible for any guest that falsely activates the alarm.

Deaf/hard of hearing students will be assigned to housing with strobed fire alarms.

Apartments/UC Suites

If a fire alarm is determined to have been caused by a dirty stove, the resident must clean the stove before using it again or within 24 hours, whichever is sooner. If the stove is not cleaned within 24 hours, RIT Housing Operations will have the cleaning completed at the resident's expense. Charges for cleaning will be placed on the resident's student account.

Some bedrooms at University Commons are furnished with a switch which, when activated, will sound an alarm indicating an emergency within that particular suite bedroom/suite.

Residence Halls and RIT Inn

Cooking meals in student rooms is not allowed. All microwave ovens are prohibited in student rooms. Only microwave ovens purchased by RIT Housing Operations

can be used in public areas. Hot air popcorn poppers, coffee pots and hot pots with automatic shutoff are allowed in kitchens and lounges. Appliances that create excessive heat or are open-flame/open-element are prohibited in any area of residence halls and the RIT Inn. This includes, but is not limited to toasters, toaster ovens, hot plates, George Forman grills, heaters, gas grills, etc. Refrigerators are allowed in student rooms but cannot exceed 5 cubic feet. Violations of the policy related to candles, halogen lamps, torchiere-style lamps and other fire hazards will result in the item being confiscated and stored at your expense. A violation will result in the resident facing disciplinary action or termination of housing contract.

RIT Inn: Nothing can be hung, attached, or stored on a balcony.

CARBON MONOXIDE

Carbon monoxide warning devices have been installed in select apartments which have furnaces contained in the unit. The sounding of a carbon monoxide alarm should be taken seriously and residents shall immediately vacate the apartment in accordance with RIT policy and procedure. Tampering with a carbon monoxide alarm or any other emergency equipment is a criminal offense and the responsible person will face judicial action, restitution charges and/or termination of his/her housing contract. Strobe lights and smoke detectors located in RIT housing cannot be obstructed by any material or object.

COLONY MANOR BASEMENTS

The Town of Henrietta and RIT's terms and conditions strictly prohibit the use of Colony Manor basements for sleeping quarters or the storage of beds, mattresses, bed frames, futons or hide-a-beds. Violators of this policy, which shall include all coresident in the living unit, will be subject to judicial action which may result in removal from housing and their participation in the Housing Selection process being revoked. Due to the safety risk involved, RIT shall have the right to make random inspections of all Colony Manor basements.

PICNIC/GRILL AREAS IN APARTMENTS AND UC SUITES

Residents must keep designated picnic and grill areas clean and free of litter and debris. Personal grills cannot be stored in apartments/suites or on balconies and can only be used if located a minimum of 10 feet away from the building. Violations of this policy will result in judicial action and may include confiscation of the grill at your expense.

GRILL USE FOR RESIDENCE HALL AND RIT INN

Personal, floor or house grills are prohibited on RIT property. Use of any illegal grill

is a violation that will result in disciplinary actions handled by Residence Life. Facilities Management is the only authorized distributor of charcoal grills. Reservation forms can be obtained from RIT Housing Operations and the Center for Residence Life. Grills are reserved, delivered and picked up through Facilities Management.

INSURANCE

It is recommended that your possessions be covered by an adequate insurance policy. RIT is not liable for any damage to your property anywhere on the premises, (i.e. damage to clothes in laundry machines, water leaks, fire, flood, etc.) or the loss or theft of your property either in your apartment/suite/room or outside your housing. All personal valuables should be identified and labeled. Further information is available from RIT Housing Operations or your family insurance agent.

SMOKING REGULATIONS

Smoking is prohibited in RIT housing, residential quads and within 25 feet of any residential building. Smoking is only permitted in designated areas outside. Any resident who violates this policy will face disciplinary action or termination of his/her housing contract and in addition, will be charged the cost of the special cleaning process to convert the apartment/room/suite back to a non-smoking space.

KEYS

Keys are the property of RIT and must be returned to RIT along with a Key Return Envelope at the end of your housing contract. Residents are held responsible for their housing keys and will be charged \$85 for each key not returned. Any unauthorized duplication, distribution, or swapping of room keys, exterior door keys, RIT keys or master keys is prohibited. Residents agree not to alter any locks or install additional locks without written permission of RIT. Residents must carry their keys at all times and lock their door when they leave their residency. Failure to pick up and sign for housing keys does not release a resident from his/her rent responsibility.

In the event a key is lost or stolen it must be reported to RIT Housing Operations and a lock change will be completed. If you lose your keys a second time a charge of \$85 will be placed on your student account. If you have repeated occurrences of checking out a loaner key, this implies that you have lost your key and a lock change will be completed. A charge may be assessed to your student account.

APARTMENT AND UC SUITES MAINTENANCE AND CARE

You acknowledge acceptance of the apartment/room/suite unit in its present condition, agree to maintain the apartment/room/suite and return it to RIT at the termination of this contract in move-in condition, reasonable wear and tear accepted. Your specific cleaning responsibilities to return the apartment to move-in condition can be

found at <http://housing.rit.edu/forms/cleaninginstructions.pdf>. You shall not erect or attach any exterior wires, aerials, signs, etc., about the apartment or the premises.

You shall not lay contact paper on any shelves or wall, and you agree to use a minimum of small tacks or nails to hang personal effects on walls. You shall not paint or wallpaper the apartment/room/suite or any fixtures. At your own expense you shall keep the apartment/room/suite clean and fit for habitation and you shall be financially responsible for all damage to the apartment/room/suite including but not limited to walls, floors, appliances, plumbing, heating, air conditioning, and ventilation systems as a result of your neglect or failure to act or that of a guest while visiting the apartment/room/suite. You shall deposit all refuse into the large dumpsters located through each apartment/suite complex. Under no circumstances are you to leave refuse in cartons or otherwise outside the dumpsters. In addition, no garbage can or refuse container of any kind, other than those provided by RIT may be placed anywhere outside on the premises. You are responsible for picking up any garbage or debris dropped outside the apartment/suite by you or your guests.

Renovations, Refresh and Repair

RIT reserves the right to reassign a resident to other housing in the event there is a need to provide for renovations, a refresh or repair of the apartment/room/suite or the premises. If RIT initiated renovations, refresh or repairs become necessary or requested, every effort will be made to minimize the inconvenience to the resident(s) and, whenever possible, advance notice will be given to the resident(s) as to the nature and time of the work which will be done. Resident(s) shall not withhold payment of housing charges due to renovations or repairs.

Ceilings in Apartments/Rooms/Suites

You are strictly prohibited from affixing any object, allowing any objects, water or any other liquids to come in contact with, or painting any ceiling areas. Failure to adhere to this regulation will result in disciplinary action.

Utilities—Apartments

You are requested to conserve utilities if possible by keeping windows closed and lights turned off when not in use.

Additional services: Local phone service is provided by RIT. Any additional service/installation related monthly fees and charges are your responsibility.

The monthly charge for basic standard cable TV service (maximum of one service outlet per apartment) is provided by RIT. If you desire enhanced cable TV service or any additional service installation, related monthly fees and charges are your responsibility.

Water service is provided by RIT.

Colony Manor Laundry Hook Up

Some Colony Manor townhouses have laundry hookups. You may request to install a washer/dryer in your apartment by putting your request in writing to RIT Housing Operations.

If approved, you acknowledge that there will be an additional charge of \$30 per month, divided equally between the residents who signed the written request. Charges will be placed on the students' accounts when the washer/dryer is installed and inspected. Any resident that installs a washer/dryer without approval will face disciplinary action, which may result in the removal of the washer/dryer or termination of his/her housing contract.

Air Conditioners in Apartments

Some RIT apartments include air conditioners. If your apartment does not have an air conditioner you may request to install an air conditioner in your apartment by completing an air conditioning request form available from the RIT Housing Operations office. If approved, you acknowledge there will be an additional charge of \$100 per air conditioner, divided equally between the residents who have signed the air conditioner request form. Charges will be placed on the students' accounts when the air conditioner is installed and inspected. Any resident that installs an air conditioner without approval will face disciplinary action, which may result in the removal of the air conditioner or termination of his/her housing contract.

Riverknoll High Speed Internet Access

If you live in Riverknoll and subscribe to high speed internet access service, you may be eligible for a credit, not to exceed \$67 per quarter, towards the cost of this service. This service must be accessible by all apartment residents. Only one credit per apartment per quarter will be given. This offer is only applicable during the current academic year (fall, winter and spring quarters). Credit will only be given to the student who holds the contract with the service provider. All credits must be requested by June 15, 2006 for the 2005 academic year. See <http://housing.rit.edu> for additional information.

RIT'S RIGHT OF INSPECTION AND ENTRY

RIT or its agent or representative may enter your apartment/room/suite for reasons of health, safety, (i.e. fire alarms, safety inspections, etc.) general welfare, to prepare a room/space for a new resident, to check the condition of furnishings, or to make necessary repairs to apartments/rooms/suites or apartment/room/suite equipment, including ISN or cable TV connections. A maintenance request by a co-resident of the apartment/room/suite occupied by resident shall constitute permission for RIT to enter into the apartment/room/suite. You shall also permit RIT or its agent or employees upon scheduled appointments to enter the apartment/room/suite for the purpose of displaying the same to prospective residents or purchasers. No such

prior appointment shall be necessary if this contract has been declared in default or if the resident abandoned the apartment/room/suite. You agree that RIT Housing Operations, Campus Safety and Residence Life reserves the right to enter into RIT housing for emergency reasons without prior notification. RIT or its agent or representative will lock your apartment upon leaving it. RIT may enter to search your housing only with your permission, a warrant or authorization from the Vice President of Student Affairs or Vice President of Finance and Administration.

PETS/SERVICE ANIMALS

No pets or animals, except fish, are allowed in RIT housing. Piranhas, Oscars and other fighting fish are not allowed. The tank size may not be larger than 10 gallons. Any damage caused by a fish tank will be charged to the resident. Any resident found in violation of this policy will be subject to judicial actions, housing selection privileges revoked, and professional cleaning and restoration charges of the premises.

A resident may have a certified service animal to assist him/her with the consent of the Disability Coordinator and RIT Housing Operations. Residents with a service animal must present certification, that the animal has been trained specifically to help the resident, to the Coordinator of Disability Services.

RIT Housing Operations needs prior notice of the arrival of a student with a service animal. Residents with service animals will be housed on a first or second floor within housing. A resident with a service animal is responsible for taking the animal away from housing, parking lots and commonly used walkways to relieve itself. Any resident with a service animal is encouraged to live in RIT apartments because the situation tends to be easier for the animal and the student. Service animals must be kept under control at all times on campus. Residents with service animals will be responsible for all damage caused by their service animal.

WINDOWS, SCREENS, AND BALCONIES

Window screens must remain permanently in place to fulfill their purpose and to avoid loss. Removal of screens will result in disciplinary action. Foil and cardboard are prohibited from being placed in windows for fire safety reasons. Any residents throwing things out of their windows or off balconies will be subject to disciplinary action which may involve removal from housing. No resident may hang laundry or shake rugs from a window or off a balcony. Tampering with windows is prohibited.

FURNITURE

You shall not disassemble or remove any existing furniture or fixtures from your

assigned housing. Only lofts purchased by RIT are allowed in residence halls. Only commercially manufactured lofts are allowed in apartments. No oversized or heavy furniture is permitted in any RIT housing. Waterbeds are strictly prohibited. No structural changes to apartment/room/suite or public areas are allowed, including the attachment of furniture to walls or floors or wall coverings of any type. No furniture may be removed from public areas. Wall shelves are not allowed in RIT housing. The use of temporary or permanent hot tubs is prohibited in RIT housing or about the premises.

Furniture cannot be removed from apartments/rooms/suites or common areas to which it has been allocated unless authorized by RIT Housing Operations. Unauthorized removal of RIT furniture will result in disciplinary action and a \$50 mandatory charge for each piece of furniture removed.

STORAGE SPACE

No storage is provided to residents in any RIT housing. Under no circumstances are utility or furnace rooms, entrances, hallways, and lounges to be used for storage. Colony Manor basements and townhouse crawl spaces may not be utilized for living or storage space by residents.

LIABILITY

RIT shall not be liable for any personal injury to any resident or any damage or loss to resident's property, including but not limited to, any injury, loss or damage caused by burglary, assault, vandalism, theft or any other crimes. All personal property placed or kept in RIT housing or in any space or anywhere on the adjacent premises of RIT, shall be at resident's sole risk and RIT shall not be liable for any damages to or loss of, such property. (RIT requires residents to keep their doors locked at all times.) Resident is encouraged to secure renters insurance or similar coverage to cover any loss or damage to personal property.

PARTIES – APARTMENTS

Residents shall comply with the fire codes and other ordinances of the Town of Henrietta. All private parties must be contained to the inside of one apartment/suite unit and are limited to 25 guests. Private outdoor lawn, block or building parties are strictly prohibited as their size frequently creates excessive noise, damage and fire safety hazards, as well as the risk of personal injury. All privately sponsored parties must be by direct personal invitation only. General "come all" posters, flyers, or mass electronic communication invitations are not permitted. Residents who sponsor parties are responsible for all aspects of the party including but not limited to behavior of participants and guests, limiting attendance, proper age verification of guests, paying for any damages and insuring that all RIT policies and regulations are

maintained. Residents who host private parties where alcohol is served or consumed assume full responsibility and liability for compliance with the New York State drinking law. Noise from apartment parties must be minimized. Music and noise which disturbs residents of adjacent apartments/suites or sound directed out windows, is prohibited. Residents must take immediate action in response to any complaints received as a result of a party. If necessary, residents should enlist the assistance of Campus Safety. No resident or guest of resident may charge an entrance fee (commonly known as a “cover charge” or “donation”) from any individual wishing to gain access to a party. Failure to abide by these requirements may result in student disciplinary proceedings, administrative removal from housing, termination of the contract as well as criminal and/or civil legal action.

DAMAGE

Any damage to RIT housing, other than normal wear and tear, will be charged to the responsible resident to the extent they are identifiable. To the extent the responsible resident cannot be determined; all coresident will be jointly and severally liable. RIT losses resulting from resident negligence will be evaluated and assessed to the appropriate individual. Damage charges will be placed on the resident’s student account. The resident agrees to immediately reimburse RIT for any charges, which are assessed as set forth in the housing contract and terms and conditions. Should charges be assessed and totaled after the expiration of housing contract and terms and conditions. They shall constitute a debt payable by resident immediately upon demand by RIT.

Appeal of any housing damage charges must be initiated in writing to RIT Housing Operations within sixty (60) days of the date on the billing.

TRANSFERRING WITHIN RIT HOUSING

RIT shall not be liable for any personal conflict of resident with coresident’s guests or invites, or with any other residents that reside at the apartment/suite. Therefore, a conflict between residents does not constitute grounds for termination of the housing contract. RIT acknowledges that there may be valid reasons why a request for transfer would be considered and approved. Any apartment group desiring a transfer should make a formal request to RIT via RIT Housing Operations. The request should include the following information: the apartment/suite type desired and the reason for the requested transfer. Space permitting, if the request is valid and practical, and an inspection of the current apartment/room/suite unit is satisfactory, resident will be notified of a new assignment. In order to make the transfer process from one unit to another run smoothly, the following policy has been established. Resident requesting an apartment/room/suite transfer must comply with the following procedures: request an apartment/room/suite transfer through RIT Housing Operations. Agree to a specific move date. Arrange for an inspection with RIT Housing Operations prior to

being issued a contract. Agree to pay all housing charges and damage costs, hidden damages subsequently found by RIT are attributable to residents.

POOLS

Pools are prohibited in any housing area.

RIT Inn Pool Policy

RIT students can only swim in the indoor/outdoor pool when a lifeguard is on duty. RIT students and their guests are required to follow all of the posted policies related to the pool, sauna and whirlpool.

PARKING

Resident and all resident's guests shall comply with RIT's parking and traffic regulations at all times. Please refer to campus safety, <http://finweb.rit.edu/campusafety>. Driving or parking on lawns, other landscaped areas, and walkways is prohibited. All vehicles owned by resident shall be properly licensed and registered with RIT. Any unlicensed vehicle will be towed and/or stored at its owner's expense. RIT reserves the right to regulate the storage of boats and campers in parking areas. Snowmobiles, three-wheelers and minibikes are prohibited on RIT property.

Each apartment complex has designated visitor parking. Visitors staying more than 24 hours should leave a clearly visible note inside the windshield stating the dates the vehicle will be parked on the premises and the apartment number where they can be reached should it be necessary to move the vehicle. Residents are responsible for moving their vehicles and those of their guest to designated areas during snow removal or risk towing and storage fees.

BEDDING GUIDELINES IN RIT HOUSING

RIT Housing Operations requests, for safety purposes, that only mattresses purchased by RIT Housing Operations be used where provided. Residents cannot bring their own mattresses unless manufactured after 1990. Egg crate mattress pads and electric blankets are not allowed in any RIT housing room for safety purposes. Nothing can be placed on the bed platform except a mattress.

GENERAL

The unauthorized duplication of any RIT Housing Operations document is prohibited.

No sign, signal, advertisement, flag, banner or illumination of any kind shall be placed on or out any window or other part of the premises without the written approval of RIT Housing Operations.

Duct tape may not be adhered to any surface of RIT housing.

Power tools are prohibited in RIT housing.

RIT housing is for residential use only.

Residents shall not use their housing, Ethernet, RIT mailbox or any part of RIT premises for any commercial business or purpose.

ALCOHOL AND DRUG REGULATIONS

Residents and guests of RIT housing shall abide by RIT policies, procedures and regulations and local, state and federal laws regarding alcohol and drug use. Behavior which is dangerous to oneself or others and/or disturbs the learning and living environment in RIT housing resulting from the use, sale, service or possession of alcohol or illegal drugs is prohibited. Such behavior will result in Campus Safety intervention and campus disciplinary action. Violations of the New York State Drug law are prohibited. This includes the use, sale or possession of any illegal drug, plant, narcotic or controlled substance. Personal use of prescribed drugs is allowed. The making of alcoholic beverages including beer, wine or liquor is prohibited. Drug and alcohol paraphernalia is not allowed in RIT housing (ex: beer funnels, beer pong tables, bars, bong, pipes, etc.)

Students violating the RIT Student Alcohol and Drug Policy will be subject to the campus student conduct process published in the “Student Rights and Responsibilities Handbook”, and to the student conduct actions and sanctions described in this policy. All guests or visitors to the campus must also comply with the provisions of this policy or risk removal from the campus and possible future restriction from campus property.

Residence Halls

The consumption, possession or evidence of alcoholic beverages including empty alcohol containers is prohibited in all RIT residence halls (including Greek houses and house basements), regardless of resident’s age or circumstances. Alcohol may not be illegally used, possessed, manufactured or exchanged on RIT owned or operated property or at RIT sponsored events. No alcohol may be sold or exchanged for money on RIT property or at RIT sponsored events without a New York State liquor license. The RITskeller will continue to be a licensed premise and will be permitted to serve alcohol to individuals who are at least 21 years of age.

RIT Inn and Apartments/University Commons Suites

If you are age 21 or older and reside at the RIT Inn or RIT apartments you may possess and consume alcohol in your apartment/room/suite. No alcohol is permitted in common or public areas. Bulk containers of alcohol (kegs, beer balls, or other containers of alcohol that exceed a quart or one-liter) are prohibited in all RIT

housing. Open containers of alcohol are not permitted outdoors, on a balcony, or in common or public entrances, hallways or stairways.

WEAPONS

Illegal or unauthorized possession of firearms, explosives, other weapons or dangerous chemicals are prohibited on RIT premises.

RESIDENCE HALL AND RIT INN TERMS OF MEAL AND DEBIT PLANS

Terms of Meal Plans

Meal plan participation is mandatory for all residence hall and RIT Inn residents. Upon signing a housing contract, your account is open and you are immediately responsible for all meals eaten or debit used and posted against your account. The meal plan schedule follows the official RIT calendar. The first meal of the each quarter is lunch/brunch the day before classes begin. The summer quarter meal plan begins with breakfast on the first day of classes. The last meal of each quarter is dinner on the last day of classes or exams, unless otherwise noted. Meal plans do not cover meals over the fall/winter break, mid-winter quarter holiday break, winter/spring break, spring/summer break, or the summer/fall break. The debit portion of every meal plan ends with the last meal of each quarter. The Rochester Institute of Technology Food Service Department (RITFSD) will activate the following quarter's debit account, so it may be used during the quarter breaks in available food service facilities and vending machines.

Meals/meal options are reset weekly. The meal plan week begins with Monday breakfast and ends with Sunday dinner. Unused weekly meals/meal options are non-refundable and non-transferable.

No refunds are made on unused meals/meal options or unused debit which comes with the meal plan unless a student is released from the residence halls or RIT Inn (see refund schedule).

Meal plan choice may be changed during the first week of each academic quarter only.

Greek houses with supplemental kitchens must participate in either a Greek debit option or an RIT meal plan. Students residing in Greek Free Standing housing will follow the same procedures as outlined for Greek housing in residence halls with a supplemental kitchen.

Terms of Debit Plans

The term of the debit account agreement commences when the student's debit account application is accepted by the RITFSD and expires when one of the following occurs: cancellation by either RITFSD or the account holder; or at the

completion of the academic year (after the end of spring quarter, unless the account holder notifies Food Service that they are attending the summer quarter).

All accounts close at the conclusion of the summer quarter. A student may request a release from his/her debit account agreement and may receive a refund when released from the residence halls or the RIT Inn (see refund schedule).

The student debit account holder agrees that RITFSD will deduct from the student's debit account the amount of any meals or other RITFSD food items charged against the student's debit account. RITFSD agrees to accept the student's debit card amount at those food service facilities operated by the RITFSD, which accept the debit card system. RITFSD agrees to advance to the next quarter within each academic year the unused portion of all money deposited into the account by the student. The student may verify an account balance at the Food Service Administration Office, with the cashier at any Food Service facility, RIT Inn, Bursar's Office or by logging on to <http://myrit.edu>. A statement of account is available upon request at the Food Service Administration Office or Bursar/Cashier's Offices.

Account holders will not be required to pay sales tax, thus paying 8.25% less than a cash paying customer. (Note: Some non-food items are exempt from all discounting and require the collection of sales tax. The purchase of alcoholic beverages and tobacco products with your debit account is prohibited).

Deposits may be made in person Monday through Friday, between 8 a.m. and 4:30 p.m. at the Food Service Administration Office located in the basement of the Student Alumni Union building (Room A-520), or at the Bursar's Office, located on the first floor of the Eastman Building, during business hours. On-line deposits are also accepted at <http://myrit.edu>. Deposit forms may also be obtained and deposited with the cashier located at any Food Service facility for next business day deposit.

Lost or damaged cards must be replaced to maintain access and service. These replacements will be made in accordance with current policies regarding card replacement and the student will have to pay the appropriate card replacement fee.

Each student is responsible for safeguarding his/her debit/meal card. Should a card become lost, either accidentally or by theft, RIT and RITFSD assume no responsibility for unauthorized withdrawals from the student's account prior to the member notifying the RITFSD Meal Ticket Offices of the loss by calling either (585) 475-2228 (V/TDD), or (585) 475-2500 during their posted operating hours.

Campus Safety may also be notified of a lost card 24/7 at (585) 475-2853. Upon being notified of the lost card, the Meal Ticket Office or Campus Safety will electronically deactivate the lost card, thereby preventing its future use.

The student account holders on the "Any-Plus" or All Debit meal plans understand

that they will receive a quarterly balance appropriate to their selected plan deposited into their accounts by RITFSD. This amount, if not used quarterly, will be returned to RITFSD.

Debit balances on a food plan account cannot be transferred to the Tiger Bucks Account. (Tiger Bucks is a declining balance, taxable debit program used to purchase food and non-food items in other campus retail outlets or approved off-campus outlets).

The student understands that the debit account/meal ticket is to be used by him/her, and is non-transferable. The card will be confiscated if found being used by an unauthorized individual.

Terms of Straight Debit

Any monies deposited over and above your meal plan or debit plan is considered straight debit. This is the student's money and the unused portion will advance each quarter until the last quarter of the academic year. If not used, these funds will revert to RITFSD and is non-refundable. The straight debit account holders will not be required to pay the 8.25% sales tax on their food purchases, making the unused portions of this account non-refundable.

A student may request a release from your straight debit account agreement and RITFSD will refund your remaining balance, less an 8.25% sales tax assessment on the unused portion for this quarter. In addition, a 5% processing charge will be deducted from your refund.

A release may be granted for the following circumstances:

Withdrawal from school (graduation does not constitute withdrawal).
Academic or disciplinary dismissal.

Refund Schedule

When released from the residence halls, you may receive a partial refund on your meal/debit plan in accordance with the following schedule. An 8.25% sales tax will be assessed to the used portion of your quarterly plan charge. This will be deducted from your refund. All refunds will be applied to your student account at the Bursars.

Within the first four weeks, 75% of the unused meal/debit charges are refunded.

After the fourth week, 50% of the unused meal/debit charges are refunded.

During the last two weeks of classes, no refund is given.

By signing the housing contract and this agreement, the student meal plan and debit account holder agrees to abide by all policies, rules, regulations and procedures of the RIT Food Service Department.