

WELCOME!

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. RIT housing is for residential use only.

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 two (2) business days of termination.

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HOUSING GUIDELINES

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 Student Financial Services 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, which includes quarter breaks, 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 on your student account a \$100 a day for each day beyond your move-out date. A housing termination fee (see current rate schedule) will be charged for breaking a housing contract.

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 sub-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 a student conduct hearing, termination of their housing contract, and their participation in Housing Selection revoked. Residents shall not use their housing, Ethernet, RIT mailbox or any part of RIT premises for any commercial business or purpose. 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.

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, sexual orientation, or gender identity or expression. Requests for assignment or room changes based on information found on the internet (i.e. Facebook, personal websites) will not be honored. 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. Returning, transfer, and graduate students are assigned RIT housing on a space-available basis; housing is not guaranteed. Any type of fraudulent action by a student related to information, processes, and official documents required by Housing Operations will immediately result in a conduct hearing, removal from RIT housing, and the privilege to participate in Housing Selection revoked.

RIT shall not be liable for any personal conflict of resident with coresident's guests or invitees, 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.

RESIDENCE HALLS AND RIT INN ASSIGNMENTS

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

- Change room or hall assignment.
- 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, triple, or quad room assignment, you must keep the unoccupied side of your room empty for a new assignment(s) at all times. If you fail to do so, you will be subject to consolidation or required to pay the double as a single rate. Your taking a double room as a single is only an option when housing demand allows. 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.

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 double rooms with expanded occupancy, 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 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 preference, 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 responsibility for assigning a new student to a vacant room rests with RIT Housing Operations; however current residents of the suite may roommate add a student into the vacant space with the approval of Housing Operations. The roommate add must be fully completed within five business days of the vacancy occurring. Housing Operations is not responsible for notifying residents of a vacancy.

Housing Operations does not issue housing contracts for less than an academic year. When assigning to a vacancy, the student is issued a contract for the remainder of the academic year. RIT Housing Operations will assign students to vacant single rooms based on application date using the criteria above. RIT Housing Operations will notify occupants of a suite that a student has been assigned to the vacant single room. Residents cannot deny the newly assigned student access to the suite or the vacant room. Residents are expected to create a welcoming environment for new roommate.

Any resident who creates an uncomfortable or hostile environment for a new roommate will be subject to a student conduct hearing which may result in removal from housing and his/her participation in the Housing Selection process revoked. The unoccupied room(s) in University Common suites are to remain locked, vacant, and ready for a new assignment at all times. Residents who move from a currently assigned single room to a vacated and prepared room within the same suite will be assessed the charges incurred by Housing Operations to prepare two vacant rooms.

APARTMENT ASSIGNMENTS

Colony Manor, Perkins Green, Riverknoll, and Racquet Club

Students applying individually will be assigned randomly after using the following criteria: gender, smoking preference, age, and major. 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. Assigned residents cannot opt out of meeting the required occupancy of the apartment in order to pay the alternate occupancy rate. A resident shall not assign, sub-license, 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 housing contract, it is the responsibility of the remaining residents to secure a new roommate. Housing Operations has the right to assign a new resident if the assigned residents fail to do so. If a replacement roommate has not been assigned by the start of the winter quarter the alternate occupancy rate is applied. 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, it is the responsibility of the remaining residents to secure a new roommate. Housing Operations has the right to assign a new resident if the assigned residents fail to do so. If a replacement roommate has not been assigned by the start of the following quarter the alternate occupancy rate is applied. 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.)

Summer Quarter

Students assigned to an apartment will have no additional financial responsibilities due to vacancies.

SUMMER ASSIGNMENTS

A summer housing contract must be submitted to RIT Housing Operations. Housing is available in the residence halls, some apartments, and some University Common spaces for summer quarter. Double rooms 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 2007–2008 academic year will be given priority. Not all apartments/suites will be assigned during summer. 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 per student, per weekly 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 a student conduct hearing and may lose the privilege of participating in the Housing Selection process. Residents who leave personal belongings in RIT housing, that are not on contract during the summer quarter, are subject to a student conduct hearing, may lose the privilege of participating in the Housing Selection process, and will be assessed the current summer rate for the full quarter.

In addition residents on contract during the summer quarter will be responsible for cleaning and preparing the apartment for fall quarter residents. Specific cleaning guidelines can be found at <http://housing.rit.edu/forms/cleaninginstructions.pdf>.

HOLIDAY CLOSING AND HOUSING

Residence Halls

On Saturday, December 22, 2007 at 8:00pm 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 6, 2008 at noon. 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 to stay in their assigned 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 REQUIRED 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

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. Residents can not opt out of meeting the required occupancy of the apartment in order to pay the alternate occupancy rate.

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 by the following dates for the start of each quarter. In addition for fall quarter, if you are a registered student and you fail to sign out your housing key by the specified date for the fall quarter, a no-show penalty of \$300 will be placed on your student account.

No-Show Dates

Fall September 3, 2007

Winter December 3, 2007

Spring March 10, 2008

ADVANCED HOUSING RESERVATION FEE

Returning students who secure a space in RIT housing for the 2007–2008 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 2007–2008 housing contract if the resident is not in good financial standing with the Institute. The \$300 is applied to the fall housing charge.

See Housing Selection Reservation Fee section for refund information. Any student whose housing reservation fee is waived at the time of sign up and then cancels after June 15, 2007 will be assessed a \$300 cancellation fee.

CHECKING INTO HOUSING

All residents are required to check in at designated locations to obtain room/apartment/suite key(s). You may not accept keys from a roommate or a former resident. Upon moving into your room/apartment/suite you should do 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 completed 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.

TERMINATING A HOUSING CONTRACT

Housing contracts are binding for a full academic year. You can terminate a housing contract during the academic year by submitting an End of the Quarter Move-Out Notification form to Housing Operations by the due date. In addition, you must also return your housing key(s) by the specified vacate date for the quarter you are leaving. See due dates for move-out notification and key return later in this section. **IMPORTANT**—If you terminate your housing contract to move to non-RIT housing and are still a registered student (full time or part time), a termination fee of one half a quarter's rent will be applied to your student account. Students who are leaving due to a co-op and are registered with both their academic department and Cooperative Educational & Career Services will not be charged a termination fee. Current freshmen who are bound by the RIT residency requirement may not terminate their housing contracts to live in non-RIT housing.

Fall 20071

End of Quarter Move-Out Notices must be filed by October 12, 2007.
Resident must vacate no later than November 18, 2007.

Winter 20072

End of Quarter Move-Out Notices must be filed by January 25, 2008.
Resident must vacate no later than March 2, 2008.

Spring 20073

No Move-Out notification required. All RIT Housing contracts terminate on May 24, 2008.

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 improper check-out fees.

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 Center for Student Conduct and Conflict Management 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 Director of the Center for Residence Life and the Assistant Vice President of Housing Operations in consultation with the Assistant Vice President for Student Affairs. 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 Associate Vice President for 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 the following steps:

Complete and submit a Move-Out Notification form to Housing Operations by the appropriate date.

Fall 20071

Must be submitted by October 12, 2007.

Winter 20072

Must be submitted by January 25, 2008.

Spring 20073

No Move-Out Notification form required; all 2007–2008 housing contracts terminate on May 24, 2008.

Remove all of your items from your room/suite/apartment.

Return your key(s) in a completed Key Return Envelope to Housing Operations. Keys can be returned 24/7 in the drop boxes at each Housing Operations office.

Failure to complete the check-out procedures above will result in the following charges:

\$50 Failure to submit move-out notification by required date

\$85 Failure to return key(s) on move-out date

Failure to move out on your move-out date will result in a \$100 a day charge for each day beyond your move-out date.

Abandoned Property

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 and its employees and agents assume no responsibility for loss, damage, or destruction to personal property left behind in a resident's assigned room/apartment/suite or any other location on the premises. You must remove all personal belongings by the designated date on your Move-Out Notification form. Any belongings, regardless of value, not removed will be considered abandoned and will be disposed of immediately to begin the room/apartment/suite turn over process. You will be charged for removal cost on your student account. To the extent that the responsible resident cannot be determined, all co-residents on contract during the academic year will be charged for removal costs of abandoned items.

RIT Housing Operations will inspect the room/apartment/suite when you move out at the termination of the contract. The condition of the room/apartment/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 room/apartment/suite in move-in condition to avoid potential charges. Your specific cleaning responsibilities to return the apartment/suite 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 2007-2008 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 a contract termination fee which is one half a quarter's rent.

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 room/apartment/suite 48 hours prior to the guest's arrival. Consent for guest visit must be granted by all room/apartment/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, assume full responsibility for your guest's behavior and any charges or damages that result from the guest's conduct. The resident as the host must strictly respect the privacy and right to normal use of the room/apartment/suite by roommates. Guests may not sleep in any public areas. Visitation by opposite sex guests on single-sex floors and apartments/suites 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 Disability Services, 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 Disability Services, 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, or falsely activating an alarm, will face a student conduct hearing and may be charged up to \$200 restitution.

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

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

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 a student conduct hearing and 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 room/apartment/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 room/apartment/suite must be flame resistant or be noncombustible and cannot exceed 10% of the aggregate area of the walls. In addition, hangings must 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.

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.

Bedrooms at University Commons are furnished with a switch which, when activated, will sound an alarm indicating an emergency within that particular 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. Air conditioners are not allowed in student rooms. Refrigerators are allowed in student rooms but cannot exceed 5 cubic feet. Violations of the policy related to candles, halogen lamps, torchier-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.

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.

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. Retaining your keys beyond your move-out date does not extend your housing contract. You will be charged \$85 for failure to return your key(s) by the move-out date. 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. For every day you retain your key(s) beyond your move-out date a \$100 a day charge will be placed on your student account.

In the event a key is lost or stolen it must be reported to RIT Housing Operations and a lock change will be completed. You will be charged \$20 on your student account for a new key. If you lose your key 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 room/apartment/suite unit in its present condition, agree to maintain the room/apartment/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, aerals, signs, etc., about the apartment or the premises.

You are responsible for maintaining all provided appliances in a clean and sanitary condition and for providing reasonable care in the operation and use of the appliances. 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 room/apartment/suite or any fixtures. At your own expense you shall keep the room/apartment/suite clean and fit for habitation and you shall be financially responsible for all damage to the room/apartment/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 room/apartment/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 room/apartment/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 a student conduct hearing.

Apartment Utilities

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.

RIT'S RIGHT TO INSPECTION AND ENTRY

RIT or its agent or representative may enter your room/apartment/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 room/apartment/suite equipment, including ISN or cable TV connections. A maintenance request by a resident or co-resident of the room/apartment/suite shall constitute permission for RIT to enter into the room/apartment/suite. You shall also permit RIT or its agent or employees upon scheduled appointments to enter the room/apartment/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 room/apartment/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 a student conduct hearing, 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. A resident with a service animal must present certification to the Coordinator of Disability Services verifying that the animal has been trained specifically to help the resident.

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. No material (cardboard, foil, etc.) can be 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. 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.

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 room/apartment/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 may result in restitution of \$50 per piece of furniture removed.

STORAGE

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.

POOLS

Pools are prohibited in apartment housing and at the RIT Inn. For the residence halls, students must submit a Project Proposal Request with Housing Operations.

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.

BEDDING/MATTRESS GUIDELINES

RIT Housing Operations requests, for safety purposes, that only mattresses purchased by RIT Housing Operations be used where provided. 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.

BILLING & FINANCES

RATES

Refer to the RIT Housing Operations web site at <http://housing.rit.edu> for the 2007–2008 rates.

APPEAL OF HOUSING CHARGES

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

DAMAGE

Any damage to RIT housing, other than normal wear and tear, will be charged to the responsible resident to the extent he/she is identifiable. To the extent the responsible resident cannot be determined; all co-residents 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, in accordance with the terms and conditions, they shall constitute a debt payable by resident immediately upon demand by RIT.

ROOMMATE ADDITION CHARGES

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."

ALTERNATE OCCUPANCY RATE FOR APARTMENTS

Two and Three-Bedroom Units

Fall Quarter—When an assigned resident cancels his/her housing contract or fails to occupy, it is the responsibility of the remaining residents to secure a new roommate within two weeks of the vacancy occurring in the apartment. Housing Operations has the right to assign a new resident if the assigned residents fail to find a replacement roommate in the allotted time. If a replacement roommate has not been assigned by the start of winter quarter the alternate occupancy rate is applied. 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.

Winter/Spring Academic Quarters

If an apartment becomes under occupied prior to the beginning of the winter/spring 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 fall or winter 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.

ADDITIONAL APPLIANCES IN APARTMENTS**Colony Manor Laundry Hook Up**

Prior to the 2007–2008 academic year, some Colony Manor townhouses were permitted to have laundry hookups. If a washer and/or a dryer are hooked up in your apartment at the start of fall quarter 20071, you may elect to continue use of this appliance and you acknowledge that there will be an additional charge of \$270 for the academic year, for additional utility expense. The charge will be divided equally and placed on the student accounts for those assigned to the particular apartment.

Beginning fall 20071, no new installations of washer/dryers will be approved in Colony Manor townhouse units. There is a central laundry area located in the Colony Manor cabana area.

Any resident that installs a washer/dryer 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 have an air conditioner you have purchased installed in your apartment by completing an air conditioning request form available from the RIT Housing Operations office and online at <http://housing.rit.edu>. If approved, you agree to pay a non-refundable charge of \$125 for installation and utility expense. This charge will be divided equally among the residents who have signed the air conditioner request form. Charges will be placed on the students' accounts once the air conditioner is installed and inspected by Housing Operations staff. Air conditioners will be scheduled for removal during the month of October. Installation of an air conditioner without approval will result in a conduct hearing which may result in removal from housing.

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 and the credit will be placed on his/her student account. No checks will be issued. All credits must be requested by June 15, 2008 for the 2007–2008 academic year. See <http://housing.rit.edu> for additional information.

HOUSING SELECTION RESERVATION FEE

Charge and Refund

If you participate in the Housing Selection process for returning students, a \$300 housing reservation fee will be placed on your student account. If you make the decision not to attend RIT or to move to non-RIT housing, you must cancel your 2007-2008 housing contract prior to June 15, 2007 in order to receive a refund of your \$300 housing reservation fee. Failure to submit a cancellation form to RIT Housing Operations by June 15, 2007 will constitute a forfeiture of the full amount of the housing reservation fee, except under the conditions listed in the prorated refund section that follows, which needs to be verified in writing no later than the end of the fall quarter 2007.

If your housing reservation fee was waived, you are still responsible for canceling your 2007-2008 housing contract prior to June 15, 2007. If you cancel after June 15, 2007, a \$300 cancellation fee will be placed on your student account.

CANCELLATION OF HOUSING CONTRACT PRIOR TO THE OFFICIAL MOVE-IN DATE

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 the move-in date for the quarter you requested your academic year housing to start. Failure to do so could result in a no-show or termination fee.

TERMINATING AN ACADEMIC YEAR HOUSING CONTRACT ON OR AFTER THE OFFICIAL MOVE-IN DATE

You may terminate a housing contract during the academic year by submitting an End of Quarter Move-Out Notification and your housing key to Housing Operations. **IMPORTANT**—If you terminate your housing contract to move to non-RIT housing and remain a registered student (full or part time), a termination fee of one half a quarter's rent will be applied to your student account. In addition, to the termination fee you will also be held to the refund schedule (see page 26). Students who are leaving due to a co-op and are registered with both their academic department and Cooperative Educational & Career Services will not be charged a termination fee.

RENT ADJUSTMENT

Prorated Rent Adjustment

Your rent during the academic year (fall, winter, and spring) will be calculated on a per day basis through the day your key(s) and Key Return Envelope are returned for the reasons listed below. Summer quarter rent is calculated on a weekly basis.

Active military service Academic suspension	A student called to active military service. Verified in writing from the academic department or the Registrar's Office.
Illness	Certified by an attending physician, which prohibits attendance.
Co-op/student teaching/study abroad	Changes in co-op or program status, verified in writing by the Co-op Office or academic department.
Marriage Transferring	Certified by a marriage certificate. Transferring within RIT housing.

Partial Rent Adjustment

A partial rent adjustment during the academic year (fall, winter, and spring) 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. Summer quarter rent is calculated on a weekly basis.

Refund Schedule

First week of classes	90% of unused charge is refunded
Fall	September 3–9, 2007
Winter	December 3–9, 2007
Spring	March 10–16, 2008

Second week of classes	75% of unused charge is refunded
Fall	September 10–16, 2007
Winter	December 10–16 2007
Spring	March 17–23, 2008

Third week of classes	60% of unused charge is refunded
Fall	September 17–23, 2007
Winter	December 17–22, 2007
Spring	March 24–30, 2008

Fourth week of classes	50% of unused charge is refunded
Fall	September 24–30, 2007
Winter	January 7–13, 2008
Spring	March 31–April 6, 2008

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 Student Financial Services Office.

BETWEEN QUARTER CHARGES

Housing charges for each quarter only cover periods when RIT is officially in session. Students who remain in housing from fall to winter quarter and winter to spring quarter 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 additional rent. Housing charges for summer quarter begin the day after the academic contract ends.

TERMS OF MEAL AND DEBIT PLANS—RESIDENCE HALL AND RIT INN

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 Student Financial Services/Cashier's Offices.

Account holders will not be required to pay sales tax, thus paying 8% 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 Student Financial Services 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% 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% 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% 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.

COMMUNITY EXPECTATIONS

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 a student conduct hearing by RIT. Failure to comply with any authorized personnel will result in a student conduct hearing 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 action including the possibility of arrest. The unauthorized duplication of any RIT Housing Operations document is prohibited.

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 a student conduct hearing 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 room/apartment/suite. Denying your roommate access to the room/apartment/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 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 a student conduct hearing. 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 per resident.

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 room/apartment/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/UC suite, 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 a student conduct hearing, 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. Duct tape may not be adhered to any surface of RIT housing.

Pest Control

The industry of pest management is ever changing and Housing Operations utilizes services of an exterminating company to help keep the environment pest free. Residents share in the responsibility of keeping their area clear of debris that would encourage pests to manifest.

When there is a concern regarding any type of insect or pest, residents should contact Housing Operations and we will contact our exterminating company. Residents may be held responsible if the cause of the pests/insects was a direct result of living conditions or furniture/bedding brought into the apartment.

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.

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/campussafety>. 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. With the exception of flat tires, vehicle repairs including but not limited to oil changes are prohibited on all RIT property. Likewise, vehicles damaged in off-campus accidents or events may not be towed to RIT property to await repairs. 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.

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, bongs, 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 room/apartment/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.

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 a student conduct hearing and may include confiscation of the grill at your expense.

GRILL USE FOR RESIDENCE HALLS 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 a student conduct hearing handled by Residence Life. Facilities Management is the only authorized distributor of charcoal grills. Grills are reserved, delivered and picked up through Facilities Management.

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 a student conduct hearing or termination of his/her housing contract and in addition, will be charged the cost of the special cleaning process to convert the room/apartment/suite back to a non-smoking space.

WEAPONS

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

POWER TOOLS

Power tools are prohibited in RIT housing.