



Rochester Institute of Technology
 63 Lomb Memorial Drive
 Rochester, New York 14623
 585-475-2572 (voice) 585-475-2113 (tty)
<http://housing.rit.edu> housing@rit.edu

Incoming Freshman Contract 2008–2009

THIS CONTRACT IS IN EFFECT FOR THE ENTIRE ACADEMIC YEAR
 Fall, Winter, and Spring Quarters Only.

PLEASE SUBMIT THIS PAPER CONTRACT ONLY IF YOU ARE UNABLE TO SUBMIT A HOUSING CONTRACT ONLINE AT [HTTP://MYHOUSING.RIT.EDU](http://myhousing.rit.edu).

ASSIGNMENT INFORMATION

FOR OFFICE USE ONLY

Bldg/Complex _____
Room/Suite/Apt # _____
Contract Start Date ____ / ____ / ____
Contract End Date ____ / ____ / ____

GENERAL INFORMATION

Name _____
Last First MI

University ID # [][][][] **00** - [][][][]

Gender Male Female

Date of Birth ____ / ____ / ____

Permanent Home Address

Street _____

City _____ State _____ Zip _____

Home Phone: (____) _____

Email Address: _____

RIT Housing Operations will communicate with you via your RIT email account. You are responsible for establishing and maintaining your RIT email address and checking it consistently. Set up your e-mail at start.rit.edu.

Do you need a strobed room? Yes No

Deaf/hard-of-hearing students will be assigned to strobed rooms only. A strobed room is equipped with a flashing doorbell, pre-alarm and fire alarm light.

Major or Department _____

Do you want your phone number published? Yes No

I need space beginning Fall Winter Spring Quarter

Do you have any special medical needs? Yes No

Any medical or disability needs affecting your floor, room, or furniture needs should be placed as a request with the Disabilities Services Coordinator at 585-475-7804 as early as possible.

PROFILE INFORMATION

Would you prefer to be placed with someone of the same major? Yes No

Do you presently smoke? Yes No

Would you live with a smoker? Yes No

All RIT housing is smoke free. Smoking will only be permitted in designated areas outside.

Do you consider yourself neat or messy?

(1 is very neat, 5 is very messy)

1 2 3 4 5

Do you consider yourself a: Morning person Night person

What type of music do you primarily listen to: (please choose ONE)

Rap/Hip Hop Classic Rock Dance/Techno Pop
 Alternative Country Metal

MEAL PLAN

Freshman Resident Meal Plans:

(You must select a meal plan in order to complete this contract.)

Ultra Any-14-plus Any-12-plus Any-10-plus

ROOMMATE REQUEST

Are you requesting a specific roommate? Yes No

Your request for a specific roommate must be mutual. **Requests received after June 1 cannot be guaranteed.**

If requesting a specific roommate, please indicate the roommate's name and university ID number.

Name _____
Last First MI

University ID # [][][][] **00** - [][][][]

LIFESTYLE OPTIONS

Lifestyle Options: Assignments to floors with Lifestyle Options are made on a first come, first serve basis. Selecting a preference indicates that you agree by the floor's community guidelines.

Mark only one 1st choice. Mark only one 2nd choice. Mark only one 3rd choice. If you mark multiple special lifestyle floors within a choice, your residence hall contract will not be processed properly. You may select up to three lifestyle choices.

	1st Choice	2nd Choice	3rd Choice
Alcohol/Substance-Free Floor	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Intensified Study	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
21 & Over Floor (must be 21 by 9/01/08)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Wellness Floor	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
All Female	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
All Male	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Mainstream Floor (deaf/hard-of-hearing and hearing students living together)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Students may be placed on lifestyle floors without requesting the option.

AGREEMENT

RIT is not responsible for loss of or damage to personal property at any time. It is recommended that an insurance policy be obtained by each student to cover such losses. Further information is available in the Campus Living book.

Please read and initial the following:

_____ I have read, understood, and agree to abide by the terms and conditions of RIT housing.

Some cancellation/release, checkout and refund information can be found on the back of this contract. Please refer to the Terms and Condition at <http://housing.rit.edu/> for the complete listing of RIT housing policies. **Your signature below indicates that you agree to abide by the Terms and Conditions for RIT Housing and the terms of the meal/debit plans.**

Please initial next to the following statement and sign you name below it.

_____ I understand that this contract is binding for a full academic year (fall, winter, and spring). If I am released to move off-campus (including my parent/guardian's home) and remain a registered student, I will be charged a termination fee that is one half of a quarter's rent and be held to the refund schedule.

Signature _____ Date _____

Parent/Guardian Signature (if under 18) _____ Date _____

See Terms and Conditions at <http://housing.rit.edu>

See Special Interest Housing application online at <http://myhousing.rit.edu>

For your convenience, we have listed some sections of the Terms and Conditions that relate to rates/charges/termination/release and refunds. See Terms and Conditions at <http://housing.rit.edu>.

RATES

The 2008–2009 room rates will be available on our website at <http://housing.rit.edu> in March 2008.

CHARGES

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.

Holiday Closing

Residence halls close at 8:00 pm on December 20, 2008 through noon January 4, 2009 for the holiday vacation period. Students must leave the halls during the holiday break.

Termination Fee

A contract termination fee will be charged to your student account if you remain a registered student and move to non-RIT housing, this includes moving back home, after the official move-in day.

Release

Freshman, with valid reasons, may be considered for a release from RIT's one year live on requirement. A student must be officially released before checking out of the residence halls. Contact RIT Housing Operations for information on releases. Students who are not officially released and check-out of the residence halls will continue to be charged rent for the remainder of the 2008-2009 academic year. Further, if you move to non-RIT housing (including parent/guardian's home) and remain a registered student a termination fee (see termination fee section above) will be assessed to your student account.

CANCELLATION AND NO SHOW

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, 2008 or you will be subject to a cancellation fee.

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 following dates you will be assessed a no-show penalty of \$300 on your student account.

Fall	September 1, 2008
Winter	December 1, 2008
Spring	March 9, 2009

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 RIT Housing Operations by the appropriate date.

Fall 20081

Must be submitted by October 10, 2008.

Winter 20082

Must be submitted by January 25, 2009.

Spring 20083

No Move-Out Notification form required; all 2008 – 2009 housing contracts terminate on May 23, 2009.

- Remove all of your items from your room/suite/apartment.
- Return your keys in a completed Key Return Envelope to RIT Housing Operations. Keys can be returned 24/7 in the drop boxes at each RIT 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 per day charge for each day beyond your move-out date.

Prorated Rent Adjustment - charged on a per day basis through the day your keys and key return envelope are returned. Rent will be adjusted if a student moves out of RIT housing for one of the following reasons:

Active Military Duty	A student called to active military service.
Academic Suspension	Verified in writing from the academic department or the Registrar's Office.
Medical LOA	Verified by the Student Behavior Consultant Team.
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	Certified by a marriage certificate.
Transferring	Transferring within RIT housing.
Graduation	Verified in writing from the academic department.

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 1 – 7, 2008
Winter	December 1 – 7, 2008
Spring	March 9 – 15, 2009

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

Fall	September 8 – 14, 2008
Winter	December 8 – 14, 2008
Spring	March 16 – 22, 2009

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

Fall	September 15 – 21, 2008
Winter	December 15 – 20, 2008
Spring	March 23 – 29, 2009

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

Fall	September 22 – 28, 2008
Winter	January 5 – 11, 2009
Spring	March 30 – April 5, 2009

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 from 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.

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 a Move-Out Notification form to RIT Housing Operations by the due date - see due dates for each quarter below.

IMPORTANT – If you terminate your housing contract to move to non-RIT housing (including parent/guardian's home) 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 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 20081

Move-Out Notices must be submitted by October 10, 2008. Resident must vacate no later than November 16, 2008.

Winter 20082

Move-Out Notices must be submitted by January 25, 2009. Resident must vacate no later than March 1, 2009.

Failure of a student leaving RIT housing to submit a move-out notification by the applicable date will result in a fee of \$50.00.