



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

Incoming Freshman Contract 2009–2010

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 # -

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 RIT e-mail at <http://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 Quarter Winter Quarter
 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.

I feel most comfortable when my room is:
 Very neat and organized. Neat but not perfect.
 Clean but cluttered. I'm not concerned with neatness.

When is your most concentrated block of time for studying?
 Morning Afternoon Evening Late night

Where do you plan to study most often?
 My room The lounge The library

I feel most comfortable studying with: Background noise Silence

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/Electronic 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 # -

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 9/01/09)	<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"/>
Honors Housing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Mainstream Floor	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

(deaf/hard-of-hearing and hearing students living together)

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 Conditions 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 of RIT Housing and the terms of the meal/debit plans.**

Please initial next to the following statement and sign your 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, sections of the Terms and Conditions are listed that relate to rates, charges, termination, release, and refunds. Please review the Terms and Conditions for the 2009 – 2010 academic year (September 7, 2009 – May 22, 2010 available at <http://housing.rit.edu>).

RATES

The 2009–2010 room rates will be available on the RIT Housing Operations website at <http://housing.rit.edu> in March 2009.

RENT AND CHARGES

Break Week Rent

Housing rent rates for each quarter only cover periods when RIT is officially in session. Residents who remain in housing from fall to winter quarter and winter to spring quarter will not be assessed additional charges during quarter breaks. Residents who remain in housing during the quarter break period, but do not return for the following quarter, will be charged additional rent.

Holiday Closing

Residence halls close at 8:00 pm on December 19, 2009 through 2:00 p.m. January 2, 2010 for the holiday vacation period. Residents must leave the Residence halls during the holiday break.

Termination Fee

A contract termination fee will be charged to the resident's student account if he/she remains a registered student and moves to non-RIT housing (includes parent/guardian's) after the official move-in day. In addition to the termination fee, the resident will also be held to the refund schedule (see "Refund Schedule" section).

Residency Requirement

RIT requires that first-year freshmen entering RIT from high school live in the residence halls for their first academic year. Incoming freshmen whose credit hours rise above first year status due to AP courses or college courses taken while in high school continue to be bound to the residency requirement. 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.

CANCELLATION AND NO SHOW

Cancellation before Fall Move-In

If the resident makes the decision not to attend RIT, to commute from his/her parent/guardian's home within a 30-mile radius of RIT, or move off-campus after submitting a housing contract, the resident must cancel his/her housing contract in writing to RIT Housing Operations by submitting a cancellation form by the appropriate quarter cancellation date listed below. Any resident who does not submit a cancellation form by the appropriate dates may be subject to a no-show fee (see "No Show Dates and Charges" section).

Fall	June 15, 2009
Winter	November 29, 2009
Spring	March 7, 2010

No Show Dates and Charges

The resident's RIT housing will not be guaranteed if the resident does not pick up and sign out a housing key from RIT Housing Operations by the following dates for the start of each quarter. In addition, if the resident is a registered student and fails to sign out a housing key(s) by the following dates, a no-show penalty of \$300 will be placed on the resident's student account.

Fall	September 7, 2009
Winter	November 30, 2009
Spring	March 8, 2010

CHECKING OUT OF HOUSING

The resident must follow the proper check-out procedure when vacating any/all types of RIT housing by completing the following steps:

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

Fall 20091	Must be submitted by October 9, 2009.
Winter 20092	Must be submitted by January 22, 2010.
Spring 20093	No Advanced Move-Out Notification form required; all 2009 – 2010 housing contracts terminate on May 22, 2010.

- Remove all personal items from the room/suite/apartment. Belongings not removed will be considered abandoned and will be discarded.
- Return the space to move-in condition as outlined in the cleaning instructions document available at <http://finweb.rit.edu/housing/forms/cleaninginstructions.pdf>.
- Return key(s) in a completed Key Return Envelope to either RIT Housing Operations office. Keys can be returned 24/7 via the drop boxes at each RIT Housing Operations office location.
- Failure to complete the check-out procedures above will result in the following charges:
 - \$85 Failure to return key(s) on move-out date.
 - Failure to move out on the move-out date will result in a \$100 per day charge for each day the resident stays beyond the move-out date.

Prorated Rent Adjustments

RIT will adjust the rent amount for residents terminating their academic year contract and vacating housing as outlined below. Adjustments will be based on a per day basis through the day the resident's key(s) and Key Return Envelope are returned to RIT Housing Operations.

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, and 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 Adjustments

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/apartment/suite was occupied.

Refund Schedule

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

Fall	September 7 – 13, 2009
Winter	November 30 – December 6, 2009
Spring	March 8 – 14, 2010

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

Fall	September 14 – 20, 2009
Winter	December 7 – 13, 2009
Spring	March 15 – 21, 2010

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

Fall	September 21 – 27, 2009
Winter	December 14 – 20, 2009
Spring	March 22 – 28, 2010

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

Fall	September 28 – October 4, 2009
Winter	January 4 – 10, 2010
Spring	March 29 – April 4, 2010

After the fourth week no adjustment is given. However, the Federal Government has required that residents receiving any Title IV federal funding who are in their first quarter at RIT be eligible for a prorated adjustment through the end of the sixth week of classes if they officially withdraw from RIT or take a leave of absence. For further information, contact the Student Financial Services office.

Terminating a Housing Contract

Housing contracts are binding for a full academic year (fall, winter, and spring quarters). The resident can terminate a housing contract during the academic year by submitting an Advanced Move-Out Notification form to RIT Housing Operations by the appropriate quarter due date (see due dates for each quarter below). **IMPORTANT** – If the resident terminates the housing contract to move to non-RIT housing (including parent/guardian's home) and is still a registered student (full time or part time), a termination fee of one half a quarter's rent will be applied to the resident's student account. Residents 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 20091	Advanced Move-Out Notices must be submitted by October 9, 2009. Resident must vacate no later than November 22, 2009.
Winter 20092	Advanced Move-Out Notices must be submitted by January 22, 2010. Resident must vacate no later than February 28, 2010.
Spring 20093	No Advanced Move-Out Notice required. All RIT housing contracts terminate and residents must vacate on May 22, 2010.