

Housing License Agreement

SUNY Morrisville Housing License

Office of Residence Life/Morrisville Auxiliary Corporation

I. Introduction

A. This housing license is legally binding for the 2023-2024 academic year in both the state owned residence halls and MAC operated housing (Commons); or from the time the agreement takes effect until the end of the spring semester in either state or MAC operated housing.

Financial obligations are for the duration of this housing license: for the entire academic year.

Room payments are billed on a semester basis consistent with college billing procedures.

B. The primary purpose of the SUNY Morrisville Housing License is to safeguard the rights of all residents and to prevent any abridgement of those rights by the acts of others.

C. The SUNY Board of Trustees Rules for The Maintenance of Public Order, The Rules of the SUNY Morrisville Council Regulating Student Conduct and Behavior, The Student Code of Conduct, and associated policies, violations and sanctions published in the SUNY Morrisville Student Handbook, are referenced in this document and are considered part of the college housing license. Students are expected to read and abide by these. All are available for review, in their entirety, on the college website at <http://www.morrisville.edu/>.

II. Provisions

A. Living in college housing requires registered student status. Students who live in college housing are expected to remain actively engaged in activities that lead to satisfactory academic progress. Such activities may include but are not limited to, regular class attendance and the completion of assigned work. Satisfactory engagement and academic progress is determined by faculty and academic deans and may be evaluated at any time. The Director of Residence Life, Morrisville Auxiliary Corporation Director of Student Services, or their designee reserves the right to remove students from campus housing immediately when their student status has been revoked.

B. Students who reside in SUNY Morrisville housing must accept the terms of the housing license. Any student who checks into and occupies a room in the residence halls must abide by the housing license as a condition of residency. All residents must hold a meal plan. Residents living in apartment-style buildings where kitchens are provided are allowed to choose a meal plan as specified by MAC. All other residents must have a full residential meal plan.

C. All students who have completed less than 60 credits are required to live on campus. Exceptions to the housing requirement include students who can commute from their permanent address within a 30-mile radius from the College, married/partnership, are a military veteran, have lived on campus for four semesters, international student status, or those 21 years of age or older.

D. Students who wish to be exempt or released from the housing license during the current semester must apply for exemption or release with the Office of Residence Life. Students may or may not be released from their license and should not move out of college housing or enter into any off campus housing agreement until their application is reviewed and a decision is reached by the committee. If the committee grants a request to move out of college housing, the student will be charged a mandatory administrative processing fee equivalent to one month's room rent [all calculations will be performed by the Business Office]. If a residential student is academically suspended or dismissed from the college and that decision is changed by the college, they will remain bound by the housing license signed before the dismissal decision. The college does not provide married/family student housing.

E. Students are subject to dismissal from the college or college housing for misconduct or violation of guidelines, policies and the Student Code of Conduct. Residence Life reserves the right to reassign occupants or terminate any housing license when it is determined to be in the best interest of the college or college housing system. Students who are dismissed from housing by College Judicial Action must vacate the college housing immediately after the disciplinary decision. No refund will be provided if termination of a license results from disciplinary action.

F. The college may change this license as deemed necessary.

III. Pertaining primarily to License and Occupancy

A. Terms of License

1. Room Rate

Students living in college housing are required to be registered for classes. The day a resident moves into a residence hall is considered to be the initial date of occupancy for payment/refund purposes. From this point the student is liable for the room rental and service charge. The college is not obligated to house students prior to established student arrival times or past designated departure times, or during break periods. Housing room rates do not cover rental of rooms during these times with possible exceptions for residents assigned to MAC housing, i.e.

the Commons. In the state owned residence halls, exceptions to stay may be granted however students granted permission to stay are charged a nightly fee for housing during these times. This fee is applied to the students account and billed according to Student Account procedures.

2. Room Assignments

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

3. Occupancy Management

Room changes must be coordinated and approved in advance by college housing staff. Pending enrollment, students with sole occupancy of a room designed to hold additional students may have the option to buy out the room at the single room rate. Students not opting to buyout the room and remain in the room as a double must accept an assigned roommate and maintain room in order to receive a roommate at any time. Refusal to allow assigned roommate to move in or maintain room in ready condition to accept a roommate may result in student being charged for single room. Students placed in a single room for disciplinary reasons may be charged the single room rate for that time period.

4. Use of College Housing during breaks or when classes are not in session. A resident student is required to vacate his/her housing assignment when college housing closes for breaks or within 24 hours after completing their last classes or examinations, unless an exception is authorized by Residence Life professional staff. Temporary housing may be offered for short breaks for a fee. Graduating seniors may generally remain in their college housing assignment until graduation. Students may not return to campus before college housing opens, unless an exception is authorized by Residence Life professional staff. Students returning early without authorization by college housing professional staff will be charged a fee. During breaks, University Police patrol college housing facilities. Unauthorized person(s) are subject to arrest for trespassing. Residents living in MAC operated housing facilities are generally allowed to stay during all college breaks in accordance with MAC procedures and supplementary agreements

5. Check-Out Procedures

Any student who moves out of college housing during the semester has 48 hours to complete the process. All students moving out of college housing at any time must follow these procedures: a. Remove all personal belongings from the room/suite and return furniture to the original position b. Remove all garbage and clean the room. c. Have room inspected for damages with residence life staff or complete an express check out form. Final inspection and damage assessment to be completed by professional housing staff with maintenance/custodial input at a later date. Turn in all assigned room and mail key(s) if issued and complete Express Checkout form.

6. Assessment for Loss and Damages in College Housing Facilities

Students are forbidden to purposefully or carelessly damage property owned by or operated for the benefit of the college. Residents of an area are responsible for all common area damage and resulting charges. Charges will be divided amongst residents of an area unless the responsible party comes forward or is identified by residents or staff within 7 days. Responsible party will then assume the full damage charge. Students are encouraged to report all damages they [or others] have been involved in or have knowledge of, in order to effect prompt replacement or repairs and appropriate billing. Upon occupying a room, a student must complete a room condition record, indicating that they will pay for damages they cause [beyond normal wear] during their occupancy. Damages and loss are determined through comparative inspections upon arrival and departure. Students will be held financially liable if they are found responsible for loss, damages requiring repair/replacement, lost keys/lock changes or extra cleaning of property owned by or operated for the benefit of the college. The college may refuse all privileges [grade reports, official transcripts, honorable dismissal or withdrawal], unless all financial obligations are met.

7. Refunds and Deposits

For regulations governing room refunds and deposits please refer to the SUNY Morrisville Catalog available on the College website at <http://www.morrisville.edu> or contact the Student Accounts Office (315-684-6069).

Pertaining Primarily to Safety, Security and Property

1. Entering and Inspecting Rooms

The college reserves the right to enter any room when there is reasonable cause to believe that the health, welfare or security of an occupant is endangered or whenever necessary to aid in the basic responsibility of the college regarding discipline, maintenance of property owned by or

operated for the benefit of the college, the educational atmosphere, and personal safety (i.e. inspection by the Office of Environmental Health and Protection). In such cases, an effort will be made to notify the resident(s) in advance to have them present at the time of entry. In addressing violations or emergency incidents, advance notice by responding staff other than knocking on the door may not be feasible. Students should note that advance notice may not be possible in instances where maintenance/janitorial staff need access to rooms/apartments for maintenance or requested repairs. All rooms are inspected prior to the closing of the halls for each vacation.

2. Student Property Loss and Theft

The safe keeping of student property is the responsibility of each individual student and no reimbursement can be expected from the college for the loss or theft of any property, including items in public areas, for any cause. Rooms should remain locked and valuables secured at all times. Upon termination of a housing license or when a student vacates college housing, any property left behind becomes the immediate property of the college or in the case of the Commons, MAC. The college does not provide any storage. Such property will be disposed of according to the Lost, Found, Confiscation of Property policy published in the Student Handbook. Students are urged to register their possessions under their family homeowner insurance policy or make other arrangements for insurance coverage. Students are urged to report the presence of nonresidents in their building or any thefts to University Police and college housing staff immediately.

3. Removal of Student Property

All student possessions must be removed from college facilities immediately upon termination of the housing license or departure from the college. Academically and Financially dismissed students have a designated time specified in their academic dismissal letter within which to remove their possessions from the residence halls. **The college does not provide any storage** for student's belongings. Any property left behind becomes the immediate property of the SUNY Morrisville or in case of Commons, MAC. Such property will be disposed of according to the Lost, Found, and Confiscation of Property policy published in the Student Handbook. No motorcycles, mopeds, snowmobiles, tools or other machines or any engine/motor with containers of gasoline, oil, or flammable, explosive, or toxic materials are allowed in or immediately adjacent to any college housing facility.

4. Garbage Removal

Garbage and recycling disposal containers are available in each college housing facility in a

designated Trash/Recycling area. Students must make sure that all garbage is put in clear, sealed plastic bags and disposed of properly. All trash bags must be clear plastic; no other bags are permitted for refuse. Students are required to utilize recycling bins for recyclable materials. Students who do not recycle and sort their trash properly will be billed according to the policy outlined in the Student Handbook.

5. Key/ID Card

Residents who lose or misplace their SUNY Morrisville ID/room key must immediately report the loss of a key to Residence Life staff and/or University Police. Loss of an ID must be reported to MAC during office hours or University Police after office hours immediately to prevent misuse of ID. If students need to gain entrance to their suite/room, they must contact their building staff. Building staff will respond as soon as staff members are available. Proof of identification/residence is required to gain access to any residents suite/room. Residents will be charged for replacement of a lost key or id card.

I affirm that I understand and agree to abide by the provisions of the SUNY Morrisville Housing License and the Code of Conduct as detailed in the SUNY Morrisville Student Handbook. I understand that the Student Handbook can be viewed, in its entirety, on the college website at <http://www.morrisville.edu>. I also understand that a copy of this housing license can be obtained in the Office of Residence Life or on the website.

**If student is under 18 years of age, a parent/guardian must sign. If student is under 18 years of age and no parent or guardian is available to sign, Residence Life Professional Staff or Morrisville Auxiliary Corporation Professional Staff may act as a witness. Student affairs and college housing staff members are under no affirmative requirement to notify parents of violations, but may disclose such information upon written request. My acceptance below indicates that I understand and agree to abide by the provisions of the SUNY Morrisville Housing License and the Code of Conduct as detailed in the SUNY Morrisville Student Handbook. I understand that the Student Handbook can be viewed, in its entirety, on the college website at <http://www.morrisville.edu/>. I also understand that a copy of this housing license can be obtained in the Office of Residence Life or on the website. Student affairs and college housing staff members are under no affirmative requirement to notify parents of violations, but may disclose such information upon written request.