



University of Rochester
Residential Life and Dining Services

CONTRACT CONDITIONS

2024-2025



From the Directors

On behalf of staff teams in the Office for Residential Life & Housing Services, and the Department of Campus Dining Services & Auxiliary Operations, we look forward to serving you on campus in 2024-2025.

This publication is the University of Rochester “Residential Life and Dining Services Contract for Undergraduate students” for 2024-2025. Please save a copy of this document, as it becomes your official contract upon submitting your application.

Residential Life & Housing Services is the source of information for all on-campus housing options—residence halls, fraternity houses, and special interest housing.

- New students (first-year and transfer) submit their housing and dining applications online through the Rochester StarRez portal, can be accessed through the Admissions portal. New students will receive official information on how to access the Admissions portal after their enrollment deposit is received. Room assignments are made over the summer for fall enrollment and in late December/early January for spring enrollment.
- Currently enrolled students (classes of 2025, 2026, and 2027) submit their housing and dining applications and select their rooms online through the annual Housing Lottery. Go to <https://rochester.starrezhousing.com/StarRezPortalX/> to complete the application as described in the Housing Lottery instructions. Confirmation of room and dining selections for upperclass students will be viewable in Rochester StarRez after selection.
- All houses on the historic Fraternity Quad are part of the Residential Life system, and all students living in these houses are required to have a housing and dining contract. Assignments to houses with thematic or membership programs will take place through a separate process that takes place during the lottery period. Students in non-programmed houses will select their rooms as part of the lottery process.
- Reactivated and readmitted students should contact the Office for Residential Life & Housing Services for housing and dining materials after receiving confirmation that they have been reactivated by the College Center for Advising Services.

Please be advised that all students living on- and off-campus are required to participate in a meal plan. New students will select a meal plan as part of the housing and dining application through the Admissions portal. Continuing upperclass students will select a meal plan as part of the housing lottery. If you do not complete the online dining registration you will be automatically enrolled in the minimum dining plan requirement for the residential area you selected, and you will be assessed a \$50 late registration fee. We encourage financial aid recipients who have questions regarding how Financial Aid incorporates the cost of their meal plan and housing when determining their financial aid eligibility to contact their financial aid advisor.

If you have any questions, please reach out to us.

Sincerely,

Dan Watts

Executive Director, Residential Life

(on behalf of Residential Life & Housing Services, and Campus Dining Services and Auxiliary Operations)

Contact Us

Residential Life & Housing Services

University of Rochester
020 Gates Wing
Susan B. Anthony Halls
Box 270468
Rochester, New York 14627-0468
(585) 275-3166
(585) 276-1886 fax
housing@reslife.rochester.edu
www.rochester.edu/reslife

Dining Services

University of Rochester
005 Morgan Wing
Susan B. Anthony Halls
Box 270315
Rochester, New York 14627-0315
(585) 275-8756
(585) 273-1030 fax
mealplans@services.rochester.edu





**Residential Life and
Housing Services
Main Office**

020 Gates Wing
Susan B. Anthony Halls
(585)275-3166

ELIGIBILITY

Eligibility is limited to full-time River Campus undergraduates. Students living in housing must be at least 16 years old at the time the student takes occupancy of the room. Fifth-year students (T-5, e5, and those needing additional semesters to complete their degree) are not eligible for campus housing. Fifth-year students may submit a wait list housing application for consideration if there is space available after all other eligible students are assigned. Students who have part-time status (a minimum of 8 credit hours) for medical reasons or who, upon the approval of the appropriate dean change to part-time status for spring semester of the senior year may be allowed to retain eligibility for residence halls upon the approval of the Director of Student Housing Administration. Only undergraduate students enrolled at the University of Rochester are eligible to live in the residence halls.

This contract is a legally binding agreement for housing at the University of Rochester. Once the housing and dining contract is submitted, you are contractually obligated for University housing for the fall and spring semesters of the 2024-25 academic year subject to the conditions below. By signing the Residential Life/Dining Services Application-Contract you agree that:

•**On-Time Class of 2025 and 2026 Applications** Students submitting this application by the published upperclass application deadline in April are qualified for a housing assignment in University housing if adequate space is available.

•**Late Class of 2025 and 2026 Applications** If space remains after all on-time applicants have been offered assignments, late applicants will be offered assignments based on the order in which their applications are received. Late applicants are not bound to accept an assignment offered in this way. However, once the assignment is accepted, the student is contractually obligated for University housing for the fall and spring semesters of the 2023-24 academic year subject to the conditions below.

•**Class of 2027 Applications** Current first-year students (rising sophomores) have a two-year housing requirement—you must live on campus for your first-year and sophomore year unless you have been granted a special exception. All Class of 2027 sophomores are entitled and obligated to live in University housing for the fall and spring semesters of the 2025-26 academic year, subject to the conditions below. Students who submit a lottery application on time will be allowed to participate in the annual room selection process. Students desiring to live at home with a parent or guardian must petition for release from this requirement prior to submitting a housing application.

•**Late or Missing Class of 2027 Applications** Class of 2027 students who submit late lottery applications or do not submit any materials will be automatically assigned housing following the annual room selection process.

•**New First-Year Student (Class of 2028) Applications** Eligible new first-year students are entitled to and obligated for University housing for the fall and spring semesters of the 2024-25 and 2025-26 academic years subject to the conditions below and are bound by the 2024-25 Residential Life & Dining Services Application and Contracts. Submitting this application after the New Student Priority Deadline may result in delayed assignment, and/or assignment to triple room housing. Students desiring to live at home with a parent or guardian must petition for release from this requirement prior to submitting a housing application. The decision whether to grant a release is at the University's discretion and shall be final.

Conditions

1. No assignment will be made unless you have paid your enrollment deposit (new students).
2. You are applying for an assignment within the residence halls system and not for any specific space. Assignments will be made according to the procedures established by the Executive Director of Residential Life & Housing Services.
3. If you arrive at school late or leave early or are required to leave for disciplinary reasons, the full-year contract is still binding, except as explicitly otherwise provided in this document.
4. By signing and submitting this application, you accept responsibility to pay all resultant charges for residential life services, even if you do not make use of some or all of the services noted. The University agrees faithfully to provide those services unless events beyond its control prevent its doing so.

CONTRACT PERIOD

You may occupy your assigned room while fall and spring academic terms are in session commencing with the dates published by Residential Life for either upperclass or first-year student move-in for fall term 2024. Please visit the [website](#) for more information. Your contract does not automatically include housing during the semester break.

Early Arrival and Late Departure Charges

This contract is for specific dates. If you occupy before these dates without approval or fail to vacate your room by the times specified in this contract, you may be assessed additional charges, and you may be subject to improper check-out, lock change, and packing fees, as well as possible disciplinary action.

Fall Semester Closing and Spring Opening

Residence halls close for the standard occupancy period at 9:00 a.m. Thursday, December 19, 2024, and reopen at 9:00 a.m. Thursday, January 16, 2025.

Winter Stay Housing

Residential Life & Housing Services will provide the option for students to remain in campus housing during the semester break (December 19, 2024 – January 16, 2025.) This optional housing period requires advance registration and approval. There will be an additional fee applied for Winter Stay housing.

Spring Semester Closing

In general, your right to room occupancy ends 48 hours after your last spring term final examination. Graduating seniors, students working on campus, underclass students participating in commencement activities and students with active summer housing contracts may remain until noon Sunday, May 18, 2025.

Semester Break

Closure

9 a.m. Thursday,
December 19,
2024—9 a.m.
Thursday,
January 16,
2025

New Student

Spring Move-In
Noon, Friday,
January 17, 2025

CONTRACT CONDITIONS



Conduct Process and Policies

rochester.edu/college/cscm/assets/pdf/standards_student_conduct.pdf

Failure to Occupy

If you fail to check in and occupy your assigned room by 5 p.m. on Wednesday, September 4, 2024, for the fall semester, and Wednesday, January 29, 2025, for spring semester, you may forfeit your specific room assignment. You may apply for a waiver of this rule in writing to the Executive Director of Residential Life & Housing Services at least five (5) days in advance of the first day of classes, giving the reasons for your late arrival. Any waiver must be approved by the Executive Director of Residential Life & Housing Services. Failure to occupy does not void this contract. You will be assigned to an available space when you present yourself at the Residential Life Office to request a new assignment.

Designated Room Assignment

You are assigned to a specific room in the housing system. Any change in room assignment must have prior approval by the Office for Residential Life & Housing Services. If you change rooms without prior approval or if you fail to move after accepting a room change, you may be assessed an improper room change fee, the room change may be revoked, and you may be subject to disciplinary action.

Reducing Tripled Spaces (First-year Housing Only)

Prior to First-year Move-In: If you are assigned to a three-person room for reasons other than your application preference, Residential Life may reassign you to a single- or double-occupancy room if these spaces are available. Unless all residents of a three-person room mutually determine which person(s) will move, Residential Life will make the determination. After First-year Move-In: If you are in a three-person room and wish to move to a double or single room, you will need to submit a room change request.

Vacancies

If a vacancy occurs in a room or in a room within a suite, Residential Life may assign another student to live in that space. You must accept a new occupant assigned to fill the vacancy. Behavior which discriminates against an interested student or assigned occupant will be considered sufficient grounds for discipline, including reassignment or removal from housing, without refund, as determined by the Executive Director of Residential Life & Housing Services. When there is a vacancy in a room, you should only occupy your portion of the room.

Vacancies in Fraternities, Sororities, Free Standing Houses, and Special Interest Housing Groups

Groups are expected to maintain full occupancy of their designated spaces both fall and spring terms. Residential Life will work with groups to maximize occupancy and reduce unoccupied space. Failure to fill the group's allotted housing may result in a reduction of rooms or suites, consolidation to smaller quarters, or loss of the house.

Gender Inclusive Housing

Gender Inclusive Housing seeks to provide an environment that is welcoming to all gender identities and is not limited to the traditional gender binary (male/female). We recognize that same-sex room assignments are not ideal or appropriate for all students. We provide opportunities for students in singles in suites and apartments as well as double room housing on all gender floors. This housing option allows students to select roommates regardless of their sex, gender, or gender expression. Unless specific mutual requests are made by the roommates, Residential Life will assign students based on the gender binary (male/female). The Director of Student Housing Administration will work with students individually to facilitate this housing option. Contact housing@reslife.rochester.edu to begin the conversation.

Medical Accommodations

New students (first-year and transfer students) who may need housing accommodations due to a disability or medical condition must submit a request for accommodation with supporting documentation to the Office of Disability Resources no later than June 1. Continuing students must update their accommodation requests yearly. You must submit to Disability Resources by April 1, for approval prior to the Housing Lottery. Late submission of the request for accommodation and subsequent late approval may result in a housing placement delay or an interim placement until a vacancy occurs that meets the accommodation.

Service and Emotional Support Animals

Specially trained service animals for individuals with disabilities are permitted. Please note on your contract if you are bringing a service animal. Emotional support animals require advanced approval from the University. Please refer to [the Office of Disability Resources](#) for further details and application.

Room Entry

It is the University's intention to assure all reasonable privacy in student rooms. When appropriate, advance notification will be provided before entering a student room. However, the University reserves the right to enter your room without notice and/or without your consent for verification of occupancy and other Residential Life administrative functions; for performance of protective, housekeeping, or maintenance functions; for health and safety inspections; to protect life, limb, or property; to assure compliance with these contract conditions as well as state, federal, and University regulations.

**Office of the
Bursar**

<https://www.rochester.edu/adminfinance/bursar/>

FINANCIAL CONDITIONS

Payment

Room and Dining Plan charges for the period of this contract are posted to the term bill and are payable through the Bursar's Office subject to conditions applying to the term bill.

Room Rates

Rates are established and announced for the academic year by the University. Differential rates may be charged for rooms with other than standard occupancy, and bills adjusted accordingly. Rates may vary among different residence areas and sections of campus. Please refer to the [website](#) for further details.

Laundry Room Use

Included in the student housing fee is prepaid use of laundry machines in the residence halls.

CONTRACT RELEASE

Withdrawal from the University

If you voluntarily withdraw from the University or go on inactive status, you will be liable for payment up to the date of formal contract termination (approval of contract release; completed room check-out.) Charges will be prorated from the beginning of the contract period to the date of formal contract termination. If you return to active status at any time during the term of the contract, this contract is automatically reinstated.

Students Continuing at the University

Once this contract is binding, as noted above, you will not be released from this contract for the contract period so long as you are a continuing student at the University, except if:

- the residence halls system is oversubscribed, and Residential Life has authorized your release from this contract to reduce oversubscription;
- you are married during the contract period (documentation required) and are living with your spouse;
- you have medical reasons for release*, and Disability Resources or the University Intercessor have recommended release to the Director of Student Housing Administration;
- you have financial reasons for release*, and the Director of Financial Aid has recommended release to the Director of Student Housing Administration;
- you are participating in an Education Abroad Program or internship program or are approved for inactive or academic leave status by the appropriate Dean's Office;

** Application for contract release must be made in writing to the Director of Student Housing Administration and be accompanied by appropriate documentation for the requested release.*

REASSIGNMENT AND REMOVAL FROM HOUSING

Residential Life Reassignment, Removal, or Suspension

Residential Life reserves the right to reassign, remove, or suspend (pending review) from the residence halls any student whose conduct exhibits disregard for the residential community, who violates the terms and conditions of residence halls occupancy, or who violates other University rules and regulations. Such determinations will be made by the Executive Director of Residential Life & Housing Services.

University Disciplinary or Administrative Removal

The University may terminate a housing contract and take possession of the room at any time upon (A) violation of the provisions of this contract; or (B) the direction of a duly authorized judicial body, dean, or other officer of the University; or (C) suspension or expulsion from the University. If you are required to leave University housing for disciplinary reasons, the full-year contract fees are still binding.

Special Interest Housing Reassignment

The University reserves the right to reassign residents of Special Interest Housing groups living in residence halls if a program loses recognition or if spaces assigned to programs are not filled. Individuals who have not met the conditions for a Special Interest Housing group may also be reassigned or consolidated.

Administrative Reassignment

Residential Life reserves the right to reassign students and Special Interest Housing groups living in residence halls to address administrative needs, including gender space balances, renovations, maintenance conditions, and consolidations of spaces.

Period to Relocate or Vacate Housing

Any student who is notified that he or she is reassigned or removed from a residence hall's space must vacate within 48 hours after receipt of such notice, unless instructed otherwise by Residential Life or its designee. Any of the student's possessions remaining on the premises after that time shall be deemed abandoned, a late vacate fee will be assessed, and any cost incurred in removing possessions will be charged to the student.

ROOM FURNISHINGS AND CONDITIONS

Furnishings

Residential Life provides window coverings, a data connection, and basic furniture in each room. You accept responsibility for loss or damage to furnishings. All University-provided furniture must remain in the room, including the mattress. Disciplinary charges and a service fee for return of furniture will be assessed if student room furniture is removed. Students may not bring their own furniture (bed, mattress, desk) unless it is for a medical accommodation approved through the Office of Disability Resources. You are not permitted to move furniture from public areas into your living space.

Room Condition and Damage Billing

You (and your roommate(s), if any) are responsible for leaving your space in the same condition in which it was found upon moving in, as documented on your Room Condition Form completed at check-in. Charges will be assessed for repainting and refinishing; repair or replacement of damaged or missing furnishings and equipment; special cleaning necessary due to misuse of facilities; removal of any extra furniture, abandoned property, or large quantities of trash; or other unusual conditions requiring correction. You are responsible for notifying your Residential Life Area Office immediately upon discovering any deteriorated or altered room condition. Appeals of charges must be submitted within 45 days of the posted charges.

Cleanliness

You are responsible for the cleanliness of your living area. If your area must be cleaned for health or safety reasons by the University, you will be charged.

Room and House Modification

You are not permitted to modify your room, suite, or house, nor may you authorize anyone to modify your room, suite, or house. This includes walls (no painting), doors, electrical connections, lighting and wiring, furnishings, cable and data connections and equipment, or any other part of the building.

Public Area Damages

Charges will be assessed for damages, including excessive cleaning needs, to public areas in all Residential Life-administered buildings (residence halls and houses). If those responsible cannot be identified, all students whom Residential Life determines had access to or used the affected public area (corridors, floor lounges, elevators, kitchens, etc.) will share the charges.

Keys

You are responsible for all assigned keys, key cards, or fobs issued to you for room or apartment access. If lost, there will be a charge to replace the key(s), key card or fob, and to change the lock(s). You must surrender your keys, key card or fob to the Residential Life Area Office when you vacate your living space; if you do not, you will be charged for a lock change.

Use of Keys

Unauthorized possession, sharing, duplication, or use of residence halls keys/access cards is subject to disciplinary action.

RESIDENTIAL STANDARDS AND EXPECTATIONS

You are expected to conduct yourself in a manner that allows for the reasonable use of the property and premises by all community members. Conduct which infringes upon the rights of others to a reasonable living environment that supports residents' academic pursuits is not acceptable under any circumstances. By living in a University of Rochester Residential Life community, you agree to adhere to the following documents:

[Official Bulletin of the University of Rochester;](#)

[Standards of Student Conduct;](#)

[University IT Acceptable Use Policy;](#)

and notices from the Residential Life & Housing Services, University Fire Marshal's Office, or Department of Public Safety.

Prohibited Possessions

Items prohibited in University of Rochester Residential Life communities include:

- Items and actions that violate mandated life safety codes by New York State and the NYS Office of Fire Prevention and Control (OFPC);
- Full-size refrigerators;
- Space Heaters;
- Portable Air Conditioner Units (without prior approval by Disability Resources)

Pet Policy

The only pets allowed in University housing are fish in a small aquarium (no larger than a five-gallon tank). You are responsible for providing appropriate cleanliness and care for the fish during the academic year as well as break periods.

Business Use of Student Rooms

Commercial use of your room or solicitation anywhere on the premises is strictly forbidden. This includes commercial use of ResNet connections. Specific exceptions for approved student concessions in residence halls and those participating in the e5 Program must be reviewed and authorized in writing by the Office for Residential Life & Housing Services.



INSURANCE

Loss or Damage of Personal Property

The University cannot and does not assume responsibility for personal accident, injury, or illness to residents, guests or visitors, or for damage, theft, or loss of personal property, and you hereby release the University, its trustees, officers, agents, faculty and employees from any liability on account of any accident, injury, illness, property damage, theft, or loss not caused by the University's gross negligence or intentional act or omission. The University will not reimburse you or parents/guardians for damaged, lost, or stolen personal property.

You are encouraged to protect yourself from loss by purchasing appropriate insurance, as you are not covered under the University's property and fire insurance policy. In that regard, you should review any homeowner's policy that you or your family might have to determine whether the contents of your University room are already covered or could be covered with a policy rider or should purchase renter's insurance. When you consider this insurance protection, you should keep in mind the replacement cost of such items as computer, jewelry, musical instruments, electronics, books, calculators, clothes and shoes, and sports equipment.

Health Coverage

All residence hall students are required to pay the mandatory University Health Fee for basic medical care through the University Health Service.



DINING CONTRACT

The University offers a variety of meal plans and other electronic spending options. The details of the dining and electronic spending options, costs, requirements, and policies are described in the insert Dining Services 2024-2025 Meal Plan Options & Pricing, which is an extension of this agreement, and at the University Dining Services website, dining.rochester.edu.

Our Mission: To Be the Best

The University of Rochester offers a first-class dining program with locations varying in style, menu, atmosphere, and hours of operation to meet the needs of a diverse student, staff, and faculty population. With 14 unique locations, we cater to a wide variety of dietary needs and choices—including Kosher, Halal, gluten-free, vegan, and vegetarian meals. We rely heavily on student input and feedback to keep our menus current and our patrons satisfied. Through high-quality food and customer service, we are proud to deliver a unique combination of diversity and value for your dining dollar.

Fraternity Meal Plans

For information about the fraternity meal plans, please contact the Office of Fraternity and Sorority Affairs.

Rocky Bucks Account (formerly UROs; optional spending account)

The Rocky Bucks Account is a prepaid debit card plan that is used to pay for a wide variety of items and services throughout the campus. Rocky Buck is accepted in on-campus dining locations, but they are intended for use in campus areas that are not dining related. Rocky Bucks is used for purchases in the Hillside Market, bookstores, the Common Market, Computer Sales and Services, as well as vending machines, copiers and printing services.

You make a deposit in your account by indicating a per-semester deposit at the time you sign up for your dining plan. You may also make deposits to your Rocky Bucks account on the web (<https://learn.rochester.edu>)

The minimum deposit is \$25.

Dining Plan Changes

Dining plan changes are permitted during the academic year only during designated change periods. The dates of these change periods may be found on the University Dining Services website, dining.rochester.edu.

A \$50 fee is charged for any lateral meal plan change or decrease that is requested during any modification period except the open change periods. Parents or legal guardians cannot make dining plan changes for the participant. Changes are submitted via the Dining Plan Change Request form. Phone, email, or oral requests are not accepted. Change request forms must be emailed as a word or pdf attachment to mealplans@services.rochester.edu.

CONTRACT TERMS AND CONDITIONS

1. The period of the contract corresponds to the official opening and closing of the residence halls each semester. The participant will have access to his or her meal plan during that time. Spendable Dollars balance accounts will remain active between the fall and spring semesters.
2. Fall semester contracts automatically renew for the spring semester unless changed during a Dining Plan Change Period.
3. A participant whose contract is valid for the fall and spring semesters is billed through the University's Bursar Office prior to each semester.
4. It is the responsibility of the participant to specify to the cashier, prior to each meal purchase, which account to access for the transaction.
5. The participant is the only person who has the authority to request or receive account audits or balance information.
6. Purchases made with declining balance funds are not subject to local sales tax; therefore, transfers cannot be made from a Spendable Dollars Balance account to a Rocky Bucks Account.
7. To help participants monitor their meal plans, budget sheets are provided online (dining.rochester.edu).
8. Additional Spendable Dollars and Rocky Bucks dollars can be added to an existing account at any time during the term of the contract online (<http://learn.rochester.edu>) using Visa, MasterCard, or Discover Card. Funds can be billed to the participant's Bursar account for the fall and/or spring semester during the Dining Plan Change Periods.
9. Withdrawals/transfers are not permitted from either the Spendable Dollars Balance accounts or Rocky Bucks accounts.
10. Unused fall semester spendable dollars balance carry forward to the spring semester. Remaining spendable dollars balance at the close of the spring semester are not carried forward nor are they refundable.
11. Auxiliary Operations/Dining Services reserves the right to make necessary dining or policy changes at any time.

REFUND POLICY

Dining Plans

Refunds of unused declining balance will be issued for any participant who withdraws from the University or whose status changes to inactive during a semester, as certified by College Center for Advising Services, the Registrar's Office, or the appropriate dean. Refunds of declining and meal plan costs are credited through the University's Bursar statement and are subject to proration based upon the official date of the student's change in status. Remaining spendable dollars balance at the close of the spring semester are not be carried forward nor are they refundable.

Rocky Bucks Accounts

Rocky Bucks account balances will carry over from year to year until graduation. Upon graduation, any unused balance of \$25 or more is refunded via the University's Bursar statement. Should you withdraw from the University during or at the close of a semester, any unused balance of \$25 or more is refunded via the University's Bursar statement.

Dining Plan Exceptions

Participants requesting an exception to dining plan requirements must request and submit a Dining Plan Appeal Form to mealplans@services.rochester.edu using either word or pdf formatting. The request will be forwarded to the University Dining Advisory Committee. We ask that students requesting - exceptions for religious reasons provide supporting documentation from their religious affiliate.

Exceptions for special dietary needs or medical reasons must be submitted by letter from the participant's medical doctor on the physician's letterhead. This request should be mailed to: Director, University Health Service, University of Rochester, Box 270617, Rochester, New York 14627-0617.

For all such requests, we ask that the student provide a description of the special diet that needs to be followed due to his/her medical condition. The request is reviewed, and recommendations will be made to the University Dining Advisory Committee. Decisions of the University Dining Advisory Committee are final. Only one exemption per participant will be considered in an academic year.

Information concerning all meal plans can be viewed at the University Dining Services website at dining.rochester.edu.

