On behalf of Residential Life and Dining Services, we look forward to serving you in 2017–18. As always, the coming year promises to be very exciting with initiatives by Residential Life, the College, and Dining Services. This booklet is the University of Rochester “Residential Life and Dining Services Application Contract” for 2017–18. Please retain this booklet because it becomes your official contract text when you submit your application. Returning students will be submitting their housing and dining applications online as well as selecting their rooms online. Go to https://webhousing.reslife.rochester.edu/apply to complete the application as described in the Room Selection instructions. Confirmations of room selection and dining selection will be sent to your email account. Transfer students will submit a “card-style” application (accompanying this booklet), and it should be submitted directly to the Office for Residential Life and Housing Services. Specific details of changes in housing are published in other Residential Life publications, and we encourage upperclass students to study those materials. Please read through these materials and attend information sessions about housing selection.

- Current freshman students (rising sophomores) have a two-year housing requirement—you must live on campus both your freshman and sophomore years.
- Fraternity Quad fraternities are part of the Residential Life system and will be filling out housing and dining contracts through this process.

We are the source of information for all on-campus housing options—residence halls, fraternity houses, and special interest housing. The main Residential Life and Housing Services office is located at 020 Gates in Susan B. Anthony Halls.

A special note to all students: effective July 1, 2017, the entire University of Rochester (Medical Center, River Campus, Eastman Campus, and all other University-owned or -operated properties) will become smoke free. Smoking will no longer be allowed within 30 feet of the buildings.

Please be advised that all students living on and off campus are required to participate in a meal plan at some level for the 2017–18 academic year. As part of the room selection process, you must select a meal plan. If you do not complete the online dining registration or return a dining contract, you will be enrolled in the appropriate minimum plan requirement, and you will be assessed a $50 late registration fee. If you request a plan that does not meet the minimum requirement for your residential group, you will be assigned to the required minimum plan. Information concerning all meal plans can be viewed at the University Dining Services website at www.rochester.edu/dining or by visiting our Customer Service/ID Office in Susan B. Anthony Halls.

We encourage financial aid recipients who have questions regarding how we incorporate the cost of their meal plan and housing when determining their financial aid eligibility to connect with their financial aid counselor.

We hope 2016–17 has been a good year for you in University housing and dining services. We look forward to serving you in 2017–18. Good luck in the online room selection process!

Sincerely,

Lauren Contomanolis
Executive Director, Residential Life and Housing Services

Cam Schauf
Director, Campus Dining Services and Auxiliary Operations

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RESIDENTIAL LIFE CONTRACT CONDITIONS

for students of all class years

This contract is a legally binding agreement for housing at the University of Rochester. If you submit it, you will be contractually obligated for University housing for the fall and spring semesters of the 2017–18 academic year subject to the conditions below. By signing the Residential Life Contract, you agree to abide by the terms contained in this document.

1. On-Time Class of 2018 and 2019 Applications. Students submitting this application by the published upperclass application deadline are entitled and obligated to participate in the annual room selection process. Students submitting this application by the on-time class of 2018 and 2019 applications or do not submit any materials will be automatically assigned housing following the annual room selection process in remaining available or crowded space. Charges for 2017–18 will be prorated to the student term bill. Students with Bursar holds will be assigned available housing after all other students have been assigned.

2. New Freshman (Class of 2021) Applications. Qualified new freshmen students are entitled to and obligated for University housing for the fall and spring semesters of the 2017–18 and 2018–19 academic years subject to the conditions below and are bound by the 2017–18 Residential Life and Dining Services Application Contract, Submissions, this contract, and all applicable conditions of the new Student Prior Year’s Residence Hall Assignment. Students desiring to live at home with family must petition the residence hall to remain in crowded space. The decision to remain in crowded space is at the University’s discretion and shall be final.

3. 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 and Housing Services.

4. If you arrive at school late or leave early or are doing so.

5. You may occupy your assigned room in the residence halls. Non-students are not permitted to live in one of these four areas during the break period. Those students who live in these four areas may remain in their own rooms. Those students who do not live in one of these four areas may negotiate with another student who does live in one of these areas to use their space for break housing, but students must register with the Office of Residential Life and Housing Services to use break housing.

6. The University reserves the right to use student rooms for temporary housing of others during vacation periods and at other times for emergency purposes.

ELIGIBILITY

FULL-TIME REGISTERED UNDERGRADUATE STUDENTS. Students who are full-time registered undergraduate students of all classes who have been assigned or have been cleared by the Bursar’s Office (continuing students).

1. 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 and Housing Services. If you change rooms without prior approval by the Office for Residential Life and Housing Services, the room change may be revoked, and you may be subject to disciplinary action.

REDUCING CROWDED SPACES

If you desire to room with other students for reasons other than choice, Residential Life will attempt to place you in standard housing as soon as possible, within established priority procedures. Where space allows, you may elect to remain in the crowded spaces. The decision to remain in crowded housing must be unanimous among all residents of a crowded room, otherwise uncrowding must take place in an orderly manner with no crowding

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 and Housing Services.

1. 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 and Housing Services.

2. It is your responsibility to maintain your assigned room. Your assigned room in the residence halls system is to be used only as your living space during residence hall hours (typically during the academic year subject to the conditions below. By signing the Residential Life Contract, you agree to abide by the terms contained in this document.

3. Failure to occupy does not void this contract. You will be assigned to an available space when you present yourself at the Residence Hall Office and the Office for Residential Life and Housing Office and the Office of Fraternity and Sorority Affairs (FSA).

FAILURE TO OCCUPY

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 and Housing Services. If you change rooms without prior approval by the Office for Residential Life and Housing Services, the room change may be revoked, and you may be subject to disciplinary action.

CONTRACT CONDITIONS

ROOM USE

Your residence hall space is to be used only as your living space during residence hall hours (typically during the academic year subject to the conditions below. By signing the Residential Life Contract, you agree to abide by the terms contained in this document. The decision to remain in crowded space is at the University’s discretion and shall be final.

CONTRACT PERIOD

ACADEMIC TERM OCCUPANCY

You are expected to occupy your assigned room in the residence halls system for the full academic year subject to the conditions below. By signing the Residential Life Contract, you agree to abide by the terms contained in this document. The decision to remain in crowded space is at the University’s discretion and shall be final.

CONTRACT PERIOD

ACADEMIC TERM OCCUPANCY

You are expected to occupy your assigned room in the residence halls system for the full academic year subject to the conditions below. By signing the Residential Life Contract, you agree to abide by the terms contained in this document. The decision to remain in crowded space is at the University’s discretion and shall be final.
UNAUTHORIZED OCCUPANCY

Occupancy of any room is limited to the student(s) assigned to that room. Rooms may not be subleased nor lent. All students involved in such situations are subject to financial penalty and disciplinary action.

ROOM RATES

Rates established and announced for the academic year by the University. Differential rates may be charged for standard room occupancy and bills adjusted accordingly. Rates may vary among different residence halls sections and suites.

FINANCIAL AID

For students considering leaving campus, it is important to talk with the Financial Aid Office. A student leaving campus could be adjusted based upon whether a student is living on or off campus.

LAUNDRY ROOM USE

Commercial use of your room or solicitation anywhere on the premises is strictly forbidden. This includes commercial use of ResNet services, fire alarms, or solicitation of any type on University premises. Any student whose conduct exhibits disregard for the University Fire Marshal, or a condition that warrants use of a special mattress. You accept responsibility for loss or damage to the University-supplied data connection, and basic furniture in each room. If a vacancy occurs in a room or in a room within your suite, you must accept a new occupant as assigned by Residential Life to fill the existing vacancy. This includes commercial use of ResNet services, fire alarms, or solicitation of any type on University premises. Any student whose conduct exhibits disregard for the University Fire Marshal, or a condition that warrants use of a special mattress. You accept responsibility for loss or damage to the University-supplied data connection, and basic furniture in each room.

ROOM FURNISHINGS

Students must use the University-provided mattress unless there is a medical condition that warrants use of a special mattress. This requires University Health Service approval, and the mattress must not exceed the fire safety code as defined by the University Fire Marshal.

ADMINISTRATIVE REASSIGNMENT

Residential Life reserves the right to reassigned students and Special Interest Housing groups living in residence halls for reasons ranging from, but not limited to, including gender space balances, renovations, maintenance conditions, consolidations of spaces, 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.

ROOM FURNISHINGS AND CONDITIONS

ROOM FURNISHINGS

Residential Life is the primary window coverings, a cable/ data connection, and basic furniture in each room. You accept responsibility for loss or damage to furnishings, whether from carelessness, vandalism, or accident. You must keep the University-provided furniture in the room—you may not loan their own furniture. Students must use the University-provided mattress unless there is a medical condition that warrants use of a special mattress. This requires University Health Service approval, and the mattress must not exceed the fire safety code as defined by the University Fire Marshal.
ROOM CONDITION
You will be assigned a room (s). If you are unable to leave your space in the same condition in which it was found, or replacement of damaged or missing furnishings or 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 cleaning. You are responsible for notifying your Residential Life Area Office immediately upon discovering any deteriorated or altered room condition. Notification 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.

FURNITURE REMOVAL
You are not permitted to move furniture from public areas into your living space, nor may you remove any furniture from public spaces. Exceptions: light fixtures, lamps, washable slipcovers, or fabric. You are not permitted to modify your room/suite or house. This includes walls (no painting), or any other area of the residence. If your area must be cleaned for health or safety reasons by the University, you will be charged.

Pet Policy
The pets allowed in housing are fish in a small aquarium (no larger than a five-gallon tank). You are responsible for providing appropriate space, and cleanliness for the care of the pets during your time in housing.

Fire Safety Regulations
Failure to comply with fire safety rules and regulations can result in removal from University housing (along with any potential criminal or civil charges), as may be following any of the following setting a fire; damaging or disabling fire safety or fire alarm equipment, including discharging a fire extinguisher; intentionally heating or a space heater; turning in a false fire alarm; failure to evacuate or reentering buildings during a fire alarm or fire drill; interfering with safety officers performing duty; failure to address repeat fire safety violations or other safety violations. Students may be assessed charges for repairs related to damages or fined for repeated fire safety violations.

Room Entry
It is the University’s intention to assure all reasonable privacy in student rooms. When appropriate, reasonable advance notification will be provided before entering a student room. However, the University reserves the right to enter a student’s room without notice and/or without your consent for: to assure compliance with these contract conditions as well as state, federal, and University regulations.

Room/Area Changes
Changes to damage/valuable to public areas in all Residential Life-administered housing areas in halls and rooms for which you are responsible cannot be identified, all students whom the Residential Life Office determines had access to, or used, the affected area and/or furnishings. Your University-regardless or any materials/misuse/conditions representing a danger to the University community. Failure to address repeat fire safety violations or other safety violations. Students may be assessed charges for repairs related to damages or fined for repeated fire safety violations.

Insurance
Coverage All students required to pay the mandatory University Health Fee for basic medical care through the University Health Service. The University is not liable for damage or loss of personal property. If family homeowners’ or tenant’s insurance does not cover your property all the University, consider purchasing a special student personal property policy.

Dining Contract
The University offers a variety of meal plans and other dining services. For information about the meal plans, please contact the Office of Fraternity and Sorority Affairs. For a full description of the University’s selection of dining plans, please refer to the University Dining Services website www.rochester.edu/foodservice/ Visit the Customer Service/ID Office, or phone (585) 275-1975.

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 2017-2018 Meal Plans Options & Pricing, which is an extension of this agreement, and at Dining Services’ website www.rochester.edu/ dining.

Our Mission: Food for All
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 our student, staff, and faculty population. Our unique locations, we cater to a 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 provide a unique combination of diversity and value for your dining dollar.

Health Coverage
The University’s policies and procedures are designed to deliver comprehensive and high-quality health care through the University Health Service.
DINING PLAN CHANGES AND CANCELLATIONS

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.

2. Fall semester contracts are automatically renewed for the spring semester unless canceled or during a Dining Plan Change Period.

3. A participant whose contract is valid for the fall and/or spring semester during the Dining Plan Change Periods.

4. Withdrawals/transfers are not permitted from either the Declining Balance accounts or URos accounts.

5. Unused fall semester declining balance dollars carry forward to the spring semester. Remaining declining balance dollars at the close of the spring semester may not be carried forward nor are they refundable.

REFUND POLICY

MEAL PLANS

Refunds of unused declining balance will be issued for any participant who withdraws from the University or whose status changes to inactive due to his/her medical condition. The request will then be reviewed, and recommendations will be made to the University Dining Advisory Committee. We ask that students requesting exceptions for religious reasons provide supporting documentation from their religious affiliates.

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 will then be reviewed, and recommendations will be made to the University Dining Advisory Committee. Final approval for such exceptions will be issued for any participant who withdraws from the University or whose status changes to inactive due to his/her medical condition. The request will then be reviewed, and recommendations will be made to the University Dining Advisory Committee. We ask that students requesting exceptions for religious reasons provide supporting documentation from their religious affiliates.

DINING PLAN EXCEPTIONS

Participants requesting an exception from dining plan requirements must request and submit a Dining Plan Appeal Form to the Customer Service/ID Office in Susan B. Anthony Halls. The participant is the only person who has the authority to request or receive account audits or balance information.

3. Purchases made with declining balance funds are not subject to local sales tax; therefore, transfers cannot be made from a Declining Balance account to a URos Account.

4. A $25 fee is charged for any lateral meal plan change, decrease, or cancellation that is requested during any modification period except the open change period. Parents or legal guardians cannot make dining plan changes/cancellations for the participant. Changes or cancellations must be submitted via the Dining Plan Change/Cancellation form. Oral or phone requests are not accepted. Changes or cancellations must be made at the Customer Service/ID Office in Susan B. Anthony Halls.

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 Declining Balance account to a URos Account.