

new
**STUDENT
CONTRACT**
2018–2019



letter from the executive director

Welcome!

Congratulations on your admission to the University of Rochester and welcome to the University community. One of the many important decisions you must make several times while at the University is where you will live. University housing is a very popular option. First-year students and sophomores are required to live on campus, while two-thirds of the juniors and more than half of the seniors choose to live on campus. There are many worthwhile options to choose from during your student years, both within the Residential Life (College housing) system and beyond. This publication is designed to describe the Residential Life and Dining Services programs for first-year students in some detail.

At the University of Rochester, we house first-year students together. This unique and creative project pairs the leaders, faculty, and staff members of the College with Residential Life and Dining Services to provide a tremendous new living community. Energetic residential, academic, support, social, recreational, and resource programs are in place to support first-year students. The skills, closeness, and lifetime friendships that you develop as a result will ease your transition into the University and Rochester community. New students who meet the New Student Priority deadline for fall 2018 (this year June 1, 2018, and December 14, 2018, for spring 2019) will have the best choice of housing types. If you miss the priority deadline, we will do everything we can to find you the best space available in as timely a manner as possible.

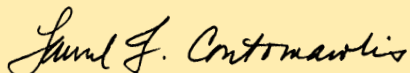
We encourage you to read the Residential Life materials carefully (we know you get buried with reading from all sides, but your campus home is critical to your success). The materials are designed to help you prepare for living at the University of Rochester. You are especially encouraged to read the Application/Contract form and the Contract Conditions text at the end of this publication. Fill out the enclosed application accurately and return it promptly so that we can serve you best. You should save this publication as a resource guide and as a reference to both your and our housing obligations.

If you have any questions at all, don't hesitate to visit us at the Residential Life Office in 020 Gates Wing (Susan B. Anthony Halls), call (585) 275-3166, fax (585) 276-1886, check out our web pages (www.rochester.edu/reslife), or email us at housing@reslife.rochester.edu. If we do not have an answer for you, we will either find it or help you find someone who does.

You are probably approaching this time with both excitement and apprehension. There is justification for both feelings. We in Residential Life believe that your living experience should be one of excitement, and we look forward to working with you to make it that way.

Good luck with preparations to attend the University of Rochester. We look forward to greeting you.

Sincerely,



Laurel Contomanolis
Executive Director, Residential Life and Housing Services



Residential Life Office

University of Rochester

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Susan B. Anthony Halls

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Rochester, New York 14627-0468

Students and Parents:

At the University of Rochester, we believe that the programs and services offered our students must be equal to the high-quality educational experience the University is known for internationally.

We firmly believe that the University has an obligation to provide wholesome, high-quality, nutritious food to its students. We also believe that food—and the facilities in which it is offered—represent important venues for relaxation and socialization. The University of Rochester is committed to fostering opportunities for the entire campus community to come together around food, whether a full meal or just a snack or beverage, to feed both the mind and body.

In order to realize this objective and enrich the overall University experience, members of the Class of 2022 are required to participate in some form of meal plan while they are enrolled at the University. The meal plans are structured to provide a range of choices as students progress from one class level to the next.

To get a complete idea of all that Dining Services has to offer, we invite you to explore our website at rochester.campusdish.com, which lists dining location information, menus, special events, promotions, and more. Likewise, we have included a dining services email address on our website that provides students the opportunity to submit menu suggestions and give feedback on how we might better serve our customers.

If you have any questions or comments after reviewing our website or this contract, please feel free to call us at (585) 275-8756. You can also visit the Customer Service/ID Office located in the first-floor lobby of Susan B. Anthony Halls, or send email to mealplans@services.rochester.edu for any other assistance you might require.

It is a pleasure to welcome you to the University of Rochester!

Sincerely,
The University of Rochester Dining Services Team

Dining Services

University of Rochester

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Susan B. Anthony Halls

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Rochester, New York 14627-0315

(585) 275-8756

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introduction to residential life

Our first-year housing program provides a wonderful opportunity for first-year students to connect with one another and to the College. This unique and creative project pairs the leaders, faculty, and staff members of the College with Residential Life and Dining Services to provide a tremendous living community for our entire first-year class (and beyond). As your arrival nears, we will be directing you to additional information on your upcoming experience via Blackboard (the University's virtual hub for student services) and our departmental web pages.

The first section of this publication was written by the Residential Life staff to acquaint you with first-year residential living at the University of Rochester. Later in this booklet, Dining Services will tell you about its programs for first-year students. We hope you will take the time to read it and to find out what the University housing and dining programs are all about.

Most undergraduates live in University housing. Besides convenience to classes, library, and events, on-campus living provides you with an opportunity to meet others more easily and to participate in the many student-sponsored activities organized by Residential Life, hall governments, student organizations, and Wilson Commons Student Activities. Probably the most important feature is an atmosphere that encourages and supports your relationships with others—your classmates, the upper-class and graduate students, faculty, staff, and the Rochester community.

We do not seek merely to “house” you. Certainly we are concerned that you have a safe, clean, furnished room with comfortable surroundings; however, we are even more concerned that you enjoy the company of your roommate, become friendly with hall

and floor mates, and be involved with many College-wide activities and opportunities available.

In a later section, the various staff roles and functions will be described to you. Their jobs may be very different, but they are unified by the College's Communal Principles—Fairness, Freedom, Honesty, Inclusion, Respect, and Responsibility. From executive director to resident advisor, we will encourage you to examine your values, to identify your needs and the needs of others, to take responsibility for your own lifestyle and behavior, and to become a positive, contributing member of our community.

RESIDENCY REQUIREMENT AND APPLICATION DEADLINE

As a first-year student and as a sophomore, you are required to live on campus unless you have been granted special exception. If you submit the Application/Contract by June 1, 2018, you will be considered for the most choices in University housing. If you miss the priority deadline, we will do everything we can to find you the best space available in as timely a manner as possible.

THE FIRST-YEAR COMMUNITY

All first-year students, as well as a very select group of upper-class resident advisors and other upper-class support students, live in first-year residence halls. There are two first-year housing areas—the First-Year Hill and the First-Year Quad. Approximately 1,400 freshmen and upper-class students live in the combined first-year housing areas. The Hill is composed of Susan B. Anthony Halls (Gates, Gannett, Hollister, and Morgan wings) and our newest residence hall, Genesee Hall. The Quad is composed of Gilbert, Hoening, and Tiernan Halls. The Hill is bounded by the Rush Rhees Library, Fauver Stadium, the Jackson Court

Residence complex, and a natural area (“the bowl”). The Quad is bounded by the Goergen Athletic Center on the north, Wilson Commons and the academic quad on the east, the Fraternity Quad on the south, and the Genesee River corridor to the west.

First-year halls offer unique living opportunities for our students. Most students will share a double room with another first-year student; however, there also are a limited number of single rooms that are available in first-year housing. There are some rooms that can be used to house three students. In rooms where three students have been assigned, each receives a 20 percent housing discount for the time they are in crowded housing.

Susan B. Anthony Halls, named for the famous local suffragette, is a hall of four interconnecting wings: Gannett, Gates, Morgan, and Hollister. Some floors are coed by corridor; others are coed by random room (alternating men's and women's rooms on the same corridor). There are lounges with kitchenettes on each floor. It features a rooftop solarium lounge, several large meeting and programming areas, a media room, and a formal lounge overlooking Fauver Stadium and the river. Also part of the Susan B. Anthony Halls complex is Genesee Hall, our newest first-year hall. This unique building contains four residence hall floors, two floors of locker rooms, equipment rooms, and training facilities for athletics and recreation, and a floor of reservable meeting rooms for student workshops and organization meetings. There are floor lounges and study lounges on each floor with a main building lounge as well. Susan B. Anthony Halls also contain one of the two major student dining centers (Danforth Dining Center) and Hillside Market. The Customer Service/ID Office (ID cards, Dining Services, etc.) is also located on the first floor, while the Office

for Residential Life and Housing Services (central Residential Life office) is located in the basement office suites.

Gilbert Hall is the largest residence on the Quad. It houses approximately 300 students, primarily in double rooms. Major features of Gilbert include our largest programming area, an ample kitchen to support large activities and a connected outdoor patio area to extend programs; study rooms on every floor and in the laundry room areas; two floor lounges and kitchenettes on every floor; a seminar room; and ample vending area.

Hoeing Hall and Tiernan Hall are both 170-student residence halls. They feature floor lounges and kitchenettes to support floor activities. The main floor of Hoeing features a seminar room and two study rooms, and the main floor of Tiernan features a large group lounge. All offer large laundry/vending areas and floor study areas as well.

AFFINITY HOUSING IN FIRST-YEAR RESIDENCES

A very popular first-year housing lifestyle option at Rochester is affinity housing. Not all options are offered in every building and these spaces are limited. Affinity housing areas are centered around lifestyle themes, which participants agree to follow to remain in the living area. Affinity options include quiet study, substance free, coed by random (both male and female rooms on the same corridor with separate bath facilities), and combinations of those options. The options available for next year are indicated in the housing application packet.

ECO REPS PROGRAM

The EcoReps Program is for interested first-year students who wish to combine their living experience with sustainability efforts and education on campus. EcoReps arrive on campus a few days before their fellow classmates for training. They then have responsibility for educating students in their halls on environmental issues like waste reduction and energy conservation by helping to plan hall activities and events. There is typically one EcoRep on each floor of the first-year residence halls. EcoReps work closely with the other student leaders on campus as well as with fellow EcoReps on day-to-day efforts, including energy competitions, discussions, hall programs, and volunteer work for local organizations and community events. EcoReps also receive one academic credit for their work. If this is something that interests you, please review the EcoReps pamphlet and application (included in this packet).

NONSMOKING CAMPUS AND HOUSING

The University is smoke free on all of its campuses. All College housing is smoke free. We still ask you to indicate your smoking status and preference for a smoking or nonsmoking pairing on the housing application. Some students are sensitive to even the smell of smoke on a roommate's clothes, and we realize some students will still go off campus to smoke.

SPECIAL INTEREST HOUSING AFFILIATIONS, FUTURE HOUSING OPTIONS

Special interest housing (SIH) is very popular at Rochester. While special-interest housing is not a direct part of the first-year housing program, first-year students can participate in programs the SIH groups present in their halls and SIH living areas and may affiliate with them as first-year associate members. At

Rochester, special interest housing (theme and Greek) is space set aside in the upper-class residence halls where a group of upperclassmen, sharing common interests and seeking to integrate these interests with their residential life, live together. Over time, new programs are created and older ones are disbanded. Programs we anticipate for next year include the Douglass Leadership House, Music Interest Floor, Computer Interest Floor, Interclass Living Community, Anime Floor, and Drama House. There are 19 residential fraternity and sorority groups in residence halls and Greek houses.

FRATERNITY AND SORORITY LIFE

Fraternity and sorority membership is an option for undergraduate students. Approximately 25 percent of the students at the University of Rochester belong to Greek-letter organizations and have the option of living in chapter houses or special interest residential areas after the first-year. There are 8 Panhellenic-affiliated sororities, 14 Interfraternity Council-affiliated fraternities, and 12 culturally based organizations. Membership ranges from one (part of multi-university chapters) to groups of 60 or more.

The individual missions and goals of each sorority and fraternity are similar, with the overall goal to give men and women an environment supporting academic studies, achievement, socialization, leadership, and learning. Lifelong friendships, leadership training, recreation, and social skill development are a few of the benefits of fraternity and sorority involvement. The opportunity for intellectual and personal growth through participation in fraternities and sororities is endorsed and nurtured by the College through recognition of such educational living groups, and these

rooms and assignments

organizations are evaluated annually through the Expectations for Excellence Accreditation program.

Fraternities and sororities sponsor formal and informal recruitment events throughout the year. This is an organized time for individuals who may be interested in fraternity and sorority life to meet with members of the chapters to learn what benefits are afforded by affiliation. *Freshman students are not allowed to join a fraternity or sorority until the spring term.* If you are considering fraternity or sorority life as a future option, Fraternity and Sorority Affairs, the fraternity and sorority governing councils (Interfraternity Council, Multicultural Greek Council, and Panhellenic Association), and individual Greek-letter organizations are prepared to answer your questions. Please contact Fraternity and Sorority Affairs, 201 Wilson Commons, University of Rochester, Box 270443, Rochester, New York 14627-0443, phone (585) 275-3167, fax (585) 276-0151, rochester.edu/college/fsa, and “like” them on Facebook at UR Fraternity and Sorority Life.

WHAT’S IN AND NOT IN A ROOM

Rooms will have a bed, mattress, desk and chair, dresser, closet space, and a shared wastebasket per resident. Beds in double and triple rooms are bunkable and loftable in a variety of configurations to customize your living area. All rooms will have basic window coverings for privacy. Students must use the University-provided mattress. If there is a medical condition that requires a special mattress, University Health Services will need to review the request and if recommended, the student will need to provide proof that the mattress meets the University fire protection standards. Further information and the request form are available at <http://rochester.edu/disability/housing-dining-form.html>.

You will need to provide sheets, comforters, pillows, blankets, rugs, and anything else you want to make your room seem more like home. Students bring their own sheets (standard extra-long twin size, 36” x 80”), pillowcases, towels, etc. Please review separate materials that describe what is not allowed under New York State fire codes (go to our website and click Fire Safety Checklist for the latest fire safety guidelines). If you are an extra-tall student, we do have a limited supply of 36” x 90” beds and mattresses. Please let us know if you require our longest mattress and bed frame.

Because personal study lamps do indeed reflect individual needs, and it has proven to be very difficult to provide and maintain this type of lighting, you should bring (or better, buy after you’ve seen your room) a study lamp. Please note: New York State Fire Code does not allow any lamp with a fixed upward facing shade or moveable arms with shades that can be made to face upward in student housing.

There are laundry facilities in each building to keep things presentable. Use of the laundry machines (washers and dryers) is prepaid as part of your room rent. You’re responsible for cleaning your own room. Basic cleaning supplies and equipment are available.

The housekeeping staff cleans the bathrooms and public areas of housing facilities.

Every room on River Campus has a wired high-speed computer connection (ResNet), per student, to the University’s systems and the Internet as well as wireless connections. In addition, each room has a cable outlet providing more than 100 channels of local, national, international, and educational television.

Please read “Some Important Rules” (on page 9) and the contract in advance to make sure you know what you are allowed to bring.

ROOM ASSIGNMENTS

When making room assignments, we try to take into consideration the preferences you indicate on your Application/Contract and related materials. Due to high demand for certain spaces, however, we may only be able to honor your second or third preference. Rooms are restricted on the basis of gender only, unless otherwise requested. We do not collect information, assign rooms, or make room changes on the basis of race, religion, sexual orientation, national origin, or other such factors.

EARLY DECISION STUDENTS

Students who have been accepted to Rochester through the Early Decision process may indicate their preference for two buildings where they wish to be assigned. Early decision students will receive a residence hall preference sheet in a separate mailing. Due to large numbers of early decision acceptances, students will need to indicate a first- and second-choice building. **In order to be considered for this placement, students must return the form by June 1.** For any forms received after the June 1 deadline, Residential Life will try to honor the request but cannot guarantee placement.

SPECIAL HOUSING

Students who may need housing accommodations due to a disability must submit a request for accommodation with supporting documentation to the University Health Service no later than June 1.

Our housing assignment process occurs in June, and we will need their recommendation in order to consider and assign a student to a special accommodation. Further information and the request form are available at rochester.edu/disability/housing-dining/form.html.

A student who is transgender who seeks housing accommodation should contact Residential Life and Housing Services directly. A student who wishes to room with a student of another gender should contract Residential Life directly. The director of Housing Operations will work with students individually to review the options and come up with a supportive housing plan. **Contact housing@reslife.rochester.edu.**

Once assignments are made and mailed to students, it is very difficult for us to undo a housing assignment and find another accommodation, since, typically, all spaces have been assigned. Late submissions may result in our not being able to provide this accommodation initially, and a student would then need to wait until a vacancy occurs in an appropriate space.

Please indicate on your housing contract that you are seeking a special accommodation.

ROOMMATE ASSIGNMENTS

The College believes that an important part of the residential learning experience is getting to know and interact with new friends in a new environment. We have tried a variety of methods of selecting roommates, and while no method has emerged as perfect, we have settled on the one that works best for our students.

Unless both parties make a specific roommate request (called a mutual request) in writing on their

Application/Contracts, we will pair you randomly with another first-year student (most first-year students are assigned this way). Three factors are used in the random pairing process. First, student rooms will be assigned to students of the same gender unless otherwise requested. Second, we will honor your preference for a smoking or nonsmoking roommate (smoking is not allowed in any residence hall, or on campus for that matter, but some students will go off campus to smoke, and we feel it is important for students to still be able to indicate smoking preference).

A third factor is the "Substance Free Room," a popular voluntary housing option. When you check the box on the application card, we will attempt to pair students who voluntarily agree not to bring any form of recreational chemical (tobacco, alcohol, etc.) into their residence hall room. Though responsibility for enforcing this agreement rests with the roommates, this is a way to make stronger initial roommate pairings.

Once all of these pairing considerations are made, we then consider the preferences for coed by corridor (coed building—separate men's and women's wings), coed by random room (alternating men's and women's rooms on the same corridor), and single gender corridor (corridor where all students are the same gender).

We do not encourage best friends from home, twins, or siblings to be roommates—living together strains even the best of relationships. However, if you desire, we will honor mutual written requests from both students. *We will accept roommate requests until the June 1 New Student Priority deadline.* If a roommate request involves a late applicant (and it is not too late in the assignment process), the pair will be assigned based

on the date of receipt of the late application. This can significantly affect the type and location of housing to which you are assigned.

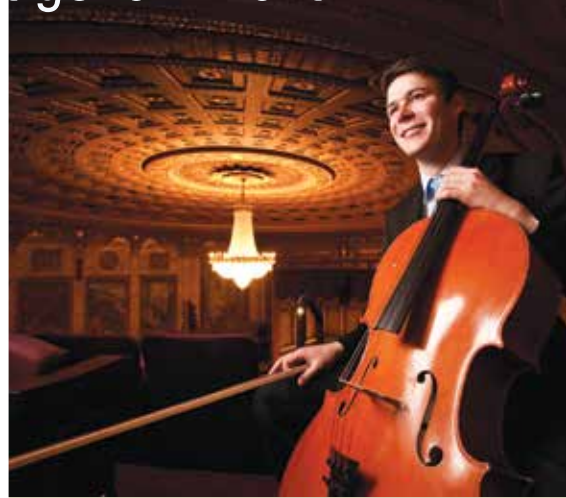
If roommate difficulties arise, we will assist in mediating difficulties. If your roommate situation just doesn't work out, please talk with your resident advisor or Area Residential Life staff. There are procedures designed to allow changes within or between buildings.

Your housing assignment will be available on Blackboard, the University's virtual hub for student services, in mid July. Be sure to set up your Blackboard account. We will also include the name and contact information for your roommate(s) in case you want to get to know each other and make arrangements in advance for what to bring to make your room into your University home.

TRIPLES AND LOUNGE HOUSING

We do house students in triple rooms. We identify the largest rooms in our system to designate as triple rooms. Your housing charges are discounted for the time you are in crowded housing. Some students wish to be housed in a triple room and receive a 20 percent discount on their housing. Residential Life cannot guarantee that a room will remain tripled for the entire year, and the student may not be able to maintain the discount.

residential life staff/student government



STAFF

In keeping with our objective of stimulating your mind as well as putting a roof over your head, we engage a number of staff to achieve this goal. Residential Life departments (undergraduate housing, graduate/family housing, and off-campus housing programs) are administered by a group of 16 professional staff members. They coordinate educational, cultural, and social programs; help in dealing with personal issues and problems; supervise the student staff members (RAs, CAs, GHAs, and GHRs); provide modern computer and video access systems; and direct all cleaning, physical improvements, and repairs in the buildings.

The **Executive Director of Residential Life and Housing Services** has overall responsibility for the undergraduate residence halls, graduate/family housing, and off-campus housing. Together with the

other staff and advisory groups, the executive director formulates policy and makes final decisions that affect both students and facilities.

The executive director is also responsible for billings and statistical information pertaining to residence halls, as well as the same functions for the graduate and family housing system.

The **Director of Undergraduate Residential Life** leads the team of professional staff responsible for working with the undergraduate student population on the campus. This includes responsibility for the professional and student staff living in all our residence hall areas. Other responsibilities include staff training and selection.

The **Director of Housing Operations** oversees management of all room selection and assignment processes (undergraduate and graduate), creates

and maintains databases and web programs for the housing application processes, responds to concerns, and resolves issues regarding the housing system and housing policies, and supervises staff.

The **Associate Director for Student Leadership Programs** (a joint appoint between Residential Life and the Rochester Center for Community Leadership—RCCL) oversees the planning, development, and implementation of a comprehensive leadership program that promotes both curricular and cocurricular learning experiences.

The **Coordinator for Off-Campus Housing Programs** is responsible for the University's commuter support programs. This includes providing off-campus housing listing services (for undergraduates, graduate students, medical center, faculty, and staff); developing on- and off-campus support services, resources, and programs; individual advising

and counseling; liaison with the campus community, landlords, and neighborhood associations; and advocacy for University commuter needs.

There are three **Assistant Directors**. Each one is responsible for a specific residential area. Responsibilities include staff supervision, student development programming, and students living in those areas. Day-to-day responsibilities include working with resident directors, graduate head residents, and resident advisors and administering Residential Life and University policies.

Resident Directors assist the assistant director for their living area. Their duties include coordinating check-in and check-out; supervising graduate head residents (GHRs), resident advisor staff, and service desk employees; maintaining records; advising student groups; and meeting with students to discuss problems. They live in the housing area and provide on-site professional services outside normal business hours.

The **Resident Advisors (RAs)** are upperclass students living on your floor who are trained in various skills, including community building, counseling, advising, programming, resource referrals, and emergency services. The selection of RAs is based on their maturity, common sense, programming ideas, and peer counseling skills. They are on your floor to act as resource persons, to assist in establishing a sense of community, and to interpret University policy and assist in its enforcement.

Community Assistants (CAs) live in upperclass housing complexes and are similar to RAs but support a larger number of primarily upperclass students in apartment-style housing. The CAs are responsible for building upperclass student communities and



providing peer support. They are more involved in the administrative operations of their living area.

There are **Graduate Head Residents (GHRs)** in many of the buildings to assist students and the RA/CA staffs. Your graduate staff member may be responsible for area-wide programming, service desk supervision, resident advisor supervision, hall governments, discipline, etc.

STUDENT GOVERNMENT

Hall Councils are a *great* way for you to engage in leadership on campus. Each residential area has a Council, and these councils work with the Residence Hall Association to provide programming, advocacy and leadership opportunities for all residence hall students. In first-year housing, there is a First-Year Quad Council and a First-Year Hill Council. Look for

information about how to get involved with your council when you arrive on campus.

A residence halls activities fee (social fee) is included on your term bill each semester and goes to fund the Hall Councils. The elected members of these bodies work with the area staff to designate the expenditure of these funds within University and community standards.

Among the facilities and services created, purchased, or operated by the various governments are athletic equipment, music practice rooms, TV lounges, and study centers. The councils have also funded film series, coffeehouses, and numerous social programs.

helpful pointers

CONTRACT INFORMATION

There are a few items of information related to the University housing and dining agreement that are important for you to note, including:

- Because it is so important to what we offer as a university, all first-year students and sophomores are required to live in University housing unless you have Residential Life's approval to live with parents or a close relative.
- **Your residence hall contract** is binding for the entire year immediately upon submission (two years for first-year students). If you sign other contracts for successive years, each of them is binding for the full academic year.
- Your minimum meal plan requirement is tied to your residence hall. A new dining contract will need to be submitted each year as you progress through your undergraduate career. All students have a meal plan requirement, even if they live off campus.
- If we have more students wanting housing than spaces immediately available, you may be assigned to a **triple accommodation**. You receive a housing discount for the time you are living in crowded housing.
- Most residence halls and dining centers are officially closed during Winter recess, although Susan B. Anthony and Genesee Hall and several upper-class residence areas (Southside, Brooks Crossing, and Riverview) will be designated as break housing locations and will remain open on a limited basis.

SOME IMPORTANT RULES

There are official rules in the residence halls, and they exist to make your life and the lives of your fellow residents as pleasant and productive as possible. Many

of the important rules include, but are not limited to (see the Contract Conditions section later in this booklet for more details):

- The only pets allowed in freshman housing are fish in a small aquarium (not larger than a five-gallon tank).
- Not allowed in residence halls are *illegal drugs (controlled substances) and related paraphernalia; alcoholic beverages except in accordance with federal, state, local, and University regulations; etc.*
- Expressly forbidden are *firearms, ammunition, knives, and other weapons; explosives; fireworks; candles, incense, or any item with an open flame; gasoline or other hazardous liquids; chemicals or hazardous materials; motorcycles or other fuel-powered vehicles; and any other material or item representing a danger to the University community.*
- Other items **not** allowed by New York State fire code include most types of electric cooking equipment and appliances except as specifically designated; any lamp with a fixed upward-facing shade or moveable arms that can be made to face upward; appliances that are not UL listed; portable heaters; air conditioners; non-switched, lightweight extension cords; decorative string lights; flammable room decorations; curtains; etc.
- Behaviors not allowed include *smoking (including e-cigarettes); vandalism; any form of threat or intimidation to persons or property; excessive noise or disruptive behavior; tampering with facilities or equipment; being on roofs or ledges; removal of window screens; throwing objects from buildings; leaving or storing bicycles or other items in stairways, stairwells, hallways, or other public areas; and any behavior that constitutes a perceived or actual danger or threat to persons or property.*

- Failure to comply with fire and life safety rules and regulations or the directions of safety personnel will be treated seriously, as well as any of the following behaviors: *setting a fire; damaging or disabling fire safety or fire alarm equipment, including fire extinguishers; intentionally activating a heat or smoke detector; failure to remove illegal appliances; turning in a false alarm; failure to evacuate or reentering buildings during a fire alarm or fire drill; interfering with a safety officer performing their duties; or other safety violations.*
- If you damage or lose residence hall property, you will usually be charged the full replacement costs, unless there is evidence of previous significant wear and tear to justify prorated charges. Labor charges may be assessed at regular or overtime rates depending on the repair.
- Public area damage or theft of residence hall property that no one claims responsibility for is charged equally to all members of the involved living area.

SECURE INSURANCE FOR BELONGINGS

Students' personal property brought to the University is **not** covered for damage or loss by the University's insurance. We strongly suggest you review your family's homeowner's insurance to determine what is covered by that policy or can be covered with a rider to that policy. Specifically review theft of your property because many policies may cover damage but not loss. The University has also identified additional sources that provide insurance coverage for residence hall students. The University usually mails this material to you during the summer or available upon arrival. While we cannot endorse these companies, we do recommend you review all the options and obtain coverage in case your property is damaged or lost.

residential life contract conditions

RESIDENTIAL LIFE SERVICES

University IT/ (ResNet): All students are provided a high-speed computer access port to the University systems and the Internet in their rooms and Wi-Fi. ResNet provides remote and in-room support services for this access.

Cable Television: Each student room is provided with more than 100 channels of local, national, international, and educational television access without charge.

Linens: Students bring their own linens, including sheets (extra-long twin size), pillowcases, bath towels, washcloths, pillow, and blankets. Our beds measure 36" x 80".

Study Lamps: You should bring (or purchase after you've seen your room) a personal study lamp that suits your individual needs.

Laundry: Washers and dryers are available in each area. Use of the laundry machines is prepaid as part of your room rent.

Mail: Your campus mailbox (called a CMC box) will be assigned by the Campus Post Office and you will receive notification directly from them. Your CMC box remains the same for all your University years. Any letter or package sent through the U.S. mail should be addressed to your CMC box number, University of Rochester, Rochester, New York 14627 + last four digits of your CMC box number. *U.S. mail addressed to your residence hall will not be delivered.*

Luggage and Freight: Address UPS packages, air freight trunks, and all other non-U.S. mail in care of your CMC box number, University of Rochester, Rochester, New York 14627 + last four digits of your CMC box number. Packages can be picked up at the

Campus Mail Center package room. *Shipped materials addressed to your residence hall will not be delivered.* If you are shipping your belongings for the start of the school year, please note that the Campus Post Office will not accept them prior to August 15.

Storage: Storage in your room is extremely limited and is not available elsewhere in the halls. We encourage you to store electronic equipment and other valuables in secure areas during school recesses.

Service Desks: A central service (resource) desk is located in each of the residence areas. Emergency (short-term) loaner keys, games, tools, and other supplies are available. Consult your area Service Desk for hours and specific services available.

Cooking: New York State fire codes severely restrict cooking in student rooms. Students may bring small refrigerators (no more than 4.5 cu. ft.) and microwaves but little else. Check the Residential Life website for prohibited appliances, and if you have questions, check with your area office about other appliances before you bring them to school.

All freshman residence halls have some type of public area (building or floor) kitchens for light cooking.

Dining Plans: All students, whether resident or commuter, must be on a University dining plan. All freshman housing buildings require students to be on a Group 1 dining plan. Dining plan options are determined by the availability of sufficient kitchen facilities in residence halls.

This contract is a legally binding agreement for housing at the University of Rochester. Once it is submitted, you will be contractually obligated for University housing for the fall and spring semesters

of the 2018–19 academic year subject to the conditions below. By signing the Residential Life/ Dining Services Application-Contract you agree that:

1. **On-Time Class of 2019 and 2020**

Applications. Students submitting this application by the published upperclass application deadline are qualified for a regular or crowded space in University housing if adequate space is available.

Late Class of 2019 and 2020 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. You are not required to accept an assignment offered in this way. However, once you accept, you become contractually obligated for University housing for the fall and spring semesters of the 2017–18 academic year subject to the conditions below.

Class of 2021 Applications. All Class of 2021 sophomores are entitled and obligated to live in University housing for the fall and spring semesters of the 2018–19 academic year subject to the conditions below. Students who submit an application on time will be allowed to participate in the annual room selection process. Students desiring to live at home with family must petition for release from this requirement prior to submitting a housing application.

Late or Missing Class of 2021 Applications.

Class of 2021 sophomores who submit late 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 2018–19 will be posted to the student term bill. Students with Bursar holds will be assigned available housing after all other 2021 sophomores have been assigned.

New First-Year Student (Class of 2022)

Applications. Qualified new first-year students are entitled to and obligated for University housing for the fall and spring semesters of the 2018–19 and 2019–20 academic years subject to the conditions below and are bound by the 2018–19 Residential Life and Dining Services Application-Contracts. Submitting this application after the New Student Priority Deadline may result in delayed assignment, lower preferences, and/or assignments to crowded housing. Students desiring to live at home with family 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.

1. No assignment will be made unless you have paid your enrollment deposit (new students) or have been cleared by the Bursar's Office (continuing 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 and 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 on you, 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.

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 and 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 coed 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 standard gender binary (male/female). The Director of Housing Operations will work with students individually to facilitate this housing option. Contact housing@reslife.rochester.edu to begin the conversation.

ELIGIBILITY

FULL-TIME REGISTERED UNDERGRADUATE STUDENTS

Eligibility is limited to full-time River Campus undergraduates. Students who have part-time status for medical reasons or who, upon the approval of the appropriate dean, change to part-time status for spring of the senior year may be allowed, with the approval of the Executive Director of Residential Life and Housing Services, to retain eligibility for residence halls. Non-students are not permitted to live in the residence halls.

CONTRACT PERIOD

ACADEMIC TERM OCCUPANCY

You may occupy your assigned room in the residence hall while fall and spring academic terms are in session commencing with the dates published by Residential Life for either upperclassmen or freshmen (as appropriate) move-in for fall term 2018. Your right to room occupancy ends 48 hours after your last spring term final examination. Extensions must be approved by your Area Office. Graduating seniors may remain until noon Monday, May 20, 2019.

SEMESTER BREAK CLOSING AND SPRING OPENING

Residence halls are closed, and you will not be permitted to enter or occupy your room, during the winter vacation period, 9 a.m. Saturday, December 22, 2018, until 9 a.m. Saturday, January 12, 2019. Students new to housing spring term are allowed to move in at noon Sunday, January 13, 2019.

SEMESTER BREAK HOUSING

Semester break housing is offered in the Susan B. Anthony and Genesee Halls, Riverview, Brooks Crossing, and Southside (de Kiewiet, Valentine, and Maisonettes). All other buildings are closed during the semester break period. Students who live in the areas offering semester break housing may remain in their own rooms. Students who do not live in one of these must negotiate with another student who does live in one of the semester break areas to use their space for the break period. Students may not sublet their room during the break period. Hostel-like housing in lockable lounges will be available in Susan B. Anthony Halls for students who are not able to identify an opportunity to stay in another student's room. There is a nominal charge for break housing, and students must register with the Office for Residential Life and Housing Services in order to stay.

UNIVERSITY ROOM USE

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

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 will be assessed a minimum charge of \$75 per day, and you may be subject to improper check-out, lock change, and packing fees, as well as possible disciplinary action.

CONTRACT CONDITIONS

ROOM USE

Your residence hall space is to be used only as your own living quarters and in accordance with the rules and regulations of the University, which are subject to change from time to time, without notice. Those rules and regulations are contained in the Official Bulletin of the University of Rochester; in the contract booklet; in Standards of Student Conduct: A Guide to the University of Rochester Conduct Process and Policies; in the Residential Network Acceptable Use Policy; in Residence Hall Area Handbooks; and in other notices from the Residential Life and Housing Office and the Office of Fraternity and Sorority Affairs (FSA).

FAILURE TO OCCUPY

If you do not check in and occupy your assigned room by 5 p.m. Sunday, September 2, 2018, you will forfeit your specific room assignment. You may apply for a waiver of this rule in writing 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 and 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 and Housing Services. If you change rooms without prior approval or you fail to move after accepting a room

change, you may be assessed a \$50 improper room change charge, the room change may be revoked, and you may be subject to disciplinary action.

REDUCING CROWDED SPACES (FIRST-YEAR HOUSING ONLY)

If you are in designated crowded housing 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 space. The decision to remain in crowded housing must be unanimous among all residents of a crowded room, otherwise uncrowding must proceed. Unless all residents of a crowded room mutually determine which person(s) will move, Residential Life will make the determination.

LAUNDRY ROOM USE

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

VACANCIES

If a vacancy occurs in a room or in a room within a suite, you must accept a new occupant as assigned by Residential Life to fill the existing 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 and Housing Services.

VACANCIES IN FRATERNITIES, SORORITIES, ACADEMIC LIVING CENTERS, AND SPECIAL INTEREST HOUSING GROUPS

Groups are expected to keep their houses or floors fully occupied 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.

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.

OVERNIGHT GUESTS

All overnight guest stays are contingent on the approval of all occupants of the living spaces. An overnight guest (any person staying in a room overnight who is not the designated occupant of that room) may stay in a room up to four (4) nights per month.

RESPONSIBILITY FOR GUESTS

You are responsible for your guest's (overnight or not) conduct in your living area or building (whether you are present or not), and you may be held accountable for any misconduct, loss, or damage caused by your guest.

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 (formerly known as the Kauffman Entrepreneurial Year) must be reviewed and authorized in writing by the Office for Residential Life and Housing Services.

FINANCIAL CONDITIONS

PAYMENT

Room and Dining Plan charges for the period of this contract are posted to the term bill and are payable to 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.

FINANCIAL AID

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

CONTRACT RELEASES

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; and sur-

render of University ID card to the Customer Service Center). 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

- A. the residence halls system is oversubscribed and Residential Life has authorized your release from this contract to reduce oversubscription;
- B. you are married during the contract period (documentation required) and are living with your spouse;
- C. you have medical reasons for release*, and Disability Services and Support has recommended release to the Executive Director of Residential Life and Housing Services;
- D. you have financial reasons for release*, and the Director of Financial Aid has recommended release to the Executive Director of Residential Life and Housing Services;
- E. you are participating in a Study Abroad Program or internship program or are approved for inactive or "in absentia" status by the appropriate Dean's Office;
- F. you have met your residency requirement (first and sophomore years) and provide an eligible substitute student who agrees to and officially (at

the Residential Life Office) assumes your contractual obligation. Each substitute is subject to acceptance by the Executive Director of Residential Life and Housing Services or his or her designee. Any student who has already applied for housing or is under contract for residence hall or fraternity quad housing cannot be an approved substitute. The replacement student is placed on the assignment schedule according to his or her assignment status and is not guaranteed your specific room.

**Application for contract release must be made in writing to the Executive Director of Residential Life and Housing Services and be accompanied by appropriate documentation for the requested release.*

REASSIGNMENTS 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 and Housing Services.

UNIVERSITY DISCIPLINARY OR ADMINISTRATIVE REMOVAL

The University may terminate this agreement 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, consolidations of spaces, medical or disabled student needs, etc.

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 \$75 late vacate fee will be assessed, and any cost incurred in removing possessions will be charged to the student.

ROOM FURNISHINGS AND CONDITIONS

ROOM FURNISHINGS

Residential Life provides 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—students may not bring 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 Disabilities Support and Services approval, and the mattress must meet current fire safety code as defined by the University Fire Marshal.

ROOM CONDITION

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 stated 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. 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. Nor may you authorize anyone to do any of these things.

FURNITURE REMOVAL

You are not permitted to move furniture from public areas into your living space, nor may you remove room furniture from your living space. Disciplinary charges and a service fee for return of furniture will be assessed.

PUBLIC AREA DAMAGES

Charges will be assessed for damages/vandalism to public areas in all Residential Life-administered buildings (residence halls and houses). If those responsible cannot be identified, all students whom the Residential Life Office 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 and key cards. If lost, there will be a charge to replace the key(s) or key card and change the lock(s). You must surrender your keys or key card to the Residential Life Area Office when you vacate your living

space; if you don't, you will be charged for a lock change. Unauthorized possession, sharing of keys, duplication, or use of residence halls keys/access cards is subject to disciplinary action.

BEHAVIORAL RULES AND UNIVERSITY ACTIONS

PROHIBITED POSSESSIONS

The following are not permitted in any University residential building: firearms, facsimiles of firearms (i.e., air guns, paint guns), knives and other weapons of any kind (including martial arts weapons); ammunition; explosives; fireworks; candles, incense, or open flames; gasoline or other flammable liquids; chemicals or hazardous materials; motorcycles or other fuel-powered vehicles; cooking equipment and appliances (except those specifically permitted under the fire safety policy); full-size refrigerators (acceptable sizes: 1.7–4 cubic feet); space heaters; upward-facing lamps of any type; non-switched or lightweight extension cords; appliances that are not UL listed or have an open coil; window curtains and ceiling coverings; window or portable air conditioners; controlled substances and related drug paraphernalia; alcoholic beverages except in accordance with state, local, and University regulations; any other materials or items representing a danger to the University community. Obtain information on approved items from the University Fire Marshal and your Residential Life Area Office.

PET POLICY

The only pets allowed in 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 academic as well as break periods.

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 trained animal. Emotional support animals require approval from the University. Please refer to the webpage rochester.edu/disability/guidelines-for-accommodation-requests-housing-dining.html.

PROHIBITED BEHAVIOR

Any of the following constitute a violation of University regulations and terms of this contract: vandalism; any form of threat to other persons or property; excessive noise or disruptive behavior; smoking (this includes but is not limited to the use of hookahs, vaping, and e-cigarettes); burning incense or other smoldering materials; misuse of the residential or University computer networks; tampering with facilities or equipment; being on roofs and ledges; removal of window screens; throwing objects from buildings; leaving or storing bicycles or any other item in stairways, stairwells, hallways, entryways, or other public areas; interfering with the Department of Public Safety, other safety staff, or Residential Life staff performing their duties; and any other behavior that constitutes a perceived or actual danger or threat to property or persons. Additional rules and regulations are contained in the Official Bulletin of the University

of Rochester; Standards of Student Conduct: A Guide to the University of Rochester Conduct Process and Policies; in the College's student handbook; in this contract; the Residential Community Standards materials; the Residential Network Acceptable Use Policy; Residence Hall Area Handbooks; and other notices from the Residential Life Office or University Fire Marshal's Office.

FIRE SAFETY REGULATIONS

Failure to comply with fire safety rules and regulations may result in removal from University housing (along with applicable criminal or civil charges), as may any of the following: setting a fire; damaging or disabling fire safety or fire alarm equipment, including discharging a fire extinguisher; intentionally activating a heat or smoke detector; turning in a false fire alarm; failure to evacuate or reentering buildings during a fire alarm or fire drill; interfering with safety officers performing their duties; 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 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.

INSURANCE

HEALTH COVERAGE

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

LOSS OR DAMAGE OF PERSONAL PROPERTY

The University is not liable for damage or loss of personal property. If family homeowner's or tenant's insurance does not cover your property at the University, consider purchasing a special student personal property policy.



DINING PLANS

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 2018–2019 Meal Plan Options & Pricing*, which is an extension of this agreement, and at Dining Services' website, rochester.campusdish.com

UROS ACCOUNT (OPTIONAL SPENDING ACCOUNT)

The UROS account is a prepaid debit card plan that can be used to pay for a wide variety of items and services throughout the campus and selected off-campus businesses. UROS are accepted in on-campus dining locations, but they are intended for use in campus areas that are not dining related and for off-campus dining. UROS may be used for purchases in the Hillside Market, bookstores, the Common Market, Computer Sales and Services, as well as vending machines, copiers, printing services, and a variety of off-campus businesses. You activate your account by indicating a per-semester deposit at the time you sign up for your dining plan (\$1,000 per semester maximum) or by making an initial deposit at the beginning of the academic year via cash, check, Visa, MasterCard, or Discover Card. All UROS sales are subject to tax where applicable. You can make deposits to your UROS account on the web at learn.rochester.edu or at the Customer Service/ID Office (credit card, cash, or check). Deposits made by mail should be sent to Auxiliary Operations, SBA Halls-Customer Service/ID Office, University of Rochester, Box 270319, Rochester, NY 14627-0319. Checks should be made

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payable to "University of Rochester." The required minimum deposit is \$20.

DINING PLAN CHANGES AND CANCELLATIONS

Dining plan changes and cancellations are permitted **only** during designated change periods:

Fall Semester Meal Plan Changes:

September 10, 2018, to September 15, 2018

Spring Semester Meal Plan Changes:

October 29, 2018, to November 3, 2018

(open change period)

November 26, 2018, to November 28, 2018

(open change period)

January 21, 2019, to January 25, 2019

(final change period)

- A \$25 fee is charged for any plan level decrease, lateral move, or cancellation that is requested during any modification period except the open change periods.
- Parents or legal guardians cannot make dining plan changes/cancellations for the participant.
- Changes or cancellations must be submitted via the Dining Plan Change form, which is available online at www.rochester.edu/dining or at the Dining Services Customer Service/ID Office in Susan B. Anthony Halls.
- Phone or oral requests are not accepted.
- Completed forms must be returned no later than the last day of the change period to the Dining Services Customer Service/ID Office in Susan B. Anthony Halls.

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.
2. Fall semester contracts are automatically renewed for the spring semester unless changed or canceled during the Dining Plan Change Period.
3. A participant whose contract is valid for the fall and spring semesters will be billed through the University's Office of the Bursar 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 Declining Balance account to a UROS account.
7. Budget sheets are available online at www.rochester.edu/dining and at the Customer Service/ID Office in Susan B. Anthony Halls to help participants monitor their meal plans.
8. Additional declining and UROS dollars can be added to an existing account at any time during the term of the contract using Visa, MasterCard, or Discover Card via the web (learn.rochester.edu) or using cash, check, or credit card at the Customer Service/ID Office in Susan B. Anthony Halls. Funds can be billed to the participant's Bursar account

for the fall and/or spring semester during the corresponding Dining Plan Change Period.

9. Withdrawals/transfers are not permitted from either the Declining Balance accounts or UROS accounts.
10. 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.
11. Auxiliary Operations/Dining Services reserves the right to make necessary dining or policy changes at any time.

REFUND POLICY

MEAL PLANS

Refunds of unused declining balance funds will be issued for any participant who withdraws from the University or whose status changes to inactive during a semester, as certified by Academic Support, the Registrar's Office, or the appropriate dean. Refunds will be credited through the University's Bursar statement. Meal plan costs are also credited through the University's Bursar statement and are subject to proration based upon the official date of cancellation.

UROS ACCOUNTS

UROS account balances will carry over from year to year until graduation. Upon graduation, any unused balance of \$20 or more will be refunded to you via the University's Bursar statement.

Should you withdraw or resign from the University during or at the close of a semester, any unused bal-

application instructions

ance of \$20 or more will be refunded via the University's Bursar statement.

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 request will then be forwarded to the University Dining Advisory Committee. For requests for exceptions for religious reasons, we ask that the student provide supporting documentation from his or her religious affiliate.

Exemptions for special dietary needs for medical reasons must be submitted in letter format 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, NY 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 or her medical condition. The request will be reviewed, and recommendations will be made to the University Dining Advisory Committee. Decisions of the University Dining Advisory Committee are final. Only one exception per participant will be considered in an academic year.

APPLICATION INSTRUCTIONS

Please read these directions carefully in order to complete the application process correctly. This will allow us to best serve you and will afford you the best housing and dining services possible.

1. Read the "Residential Life and Dining Service Contract Conditions" materials carefully. Your housing and dining agreement is a legally binding contract for both you and the University, thus you should understand it. It has been written with a minimum of "legalese" and printed in a readable size print. *You should keep this publication because it is your official copy of the contract agreement.*
2. Carefully complete the Residential Life/Dining Services Application/Contract form. This is your official application for housing and dining. When you are assigned housing, the top sections become your housing contract. The lower portion is your dining agreement. Take care to provide all the information requested accurately and completely to avoid delay or loss of your assignment. Make a photocopy for your records before mailing this form. You may also email or fax the contract to us.
3. **Please note, that if you are mailing the form to us, it will require extra postage.**

Return your completed form to:

Office for Residential Life and Housing Services
020 Gates Wing (SBA)
University of Rochester
Box 270468
Rochester, New York 14627-0468
(585) 275-3166 (phone)
(585) 276-1886 (fax)



4. Application-contracts from first-year students post-marked by June 1, 2018, will be considered equally for all possible housing assignments. We will honor all applications after that date based on the date we receive your application. If you are concerned, please contact the Residential Life Office for the latest availability information.



RIVER CAMPUS

MOUNT HOPE CEMETERY

COLLEGE TOWN

GENESEEE VALLEY PARK

PEDESTRIAN BRIDGE



For more information: housing@reslife.rochester.edu, www.rochester.edu/reslife

