

500

Banner ID Number

This Contract is for the **2023-2024 academic year**. It is a revocable license, which gives you the right to share a suite and to have a bedroom in the residence halls owned and operated by the Adirondack Housing Association, LLC ("AHA"). This license will be in effect so long as you adhere to the terms of this contract and all rules and regulations issued by the AHA with respect to the residence halls as contained in the Residence Life Handbook and SUNY Adirondack Code of Conduct. Please review the entire Student Handbook at <https://www.sunyacc.edu/sites/default/files/sunyadirondackpdf.pdf>.

Residence Hall Rates:

Two person Bedroom	\$4510.00 per semester
Three person Bedroom	\$3865.00 per semester

Security Deposit: A \$250 security deposit is required. This deposit is part of the process but does not guarantee a room. It will be refunded if you are not offered a room in on-campus housing. The deposit is refunded after the end of the academic year, subject to the following:

1. A housing contract is signed each academic year. The deposit stands for one academic year.
2. Room damages beyond normal wear and other administrative penalties will be charged against the deposit.
3. Students who would like to return to the Residence Hall for an additional academic year may rollover their deposit from their current contract year to the next contract year if they are in good standing academically, socially and financially with the College and the AHA. Once a student authorizes to rollover their deposit, it is no longer refundable if that student later changes his or her mind about living on campus for the following academic year or later chooses to not return to SUNY Adirondack.
4. Students who are not intending to return for the next academic year, will be refunded their deposit IF they have no financial obligations (outstanding bill, damages, etc.), have not broken the Residence Hall Contract, and have indicated their request via a completed and signed intent form at the end of the academic year prior to student move-out. Students who break the Residence Hall Contract are subject to a \$500 agreement cancellation fee.
5. If the residence hall contract is broken for any reason, the security deposit will not be refunded. (2.1)

Meal Plan: Students living in campus housing are required to purchase a meal plan. The details for the three plans are:

Plan A:	200 meals per semester, \$125 declining balance	\$2180 per semester
Plan B:	150 meals per semester, \$425 declining balance	\$2180 per semester
Plan C:	125 meals per semester, \$575 declining balance	\$2180 per semester
Plan D:	240 meals per semester, \$125 declining balance	\$2585 per semester

Payment Plan: Students residing in the Residence Hall will have the option of paying for their housing costs and/or meal plan through an Automatic Payment Plan currently offered by the College through Nel-Net Business Solutions ("NBS"). The Payment Plan provides payment options (monthly, over time, in full) and can be done via a credit card or ACH method. Costs to participate in the Payment Plan are the sole responsibility of the Student and are determined by NBS. To enroll in the Payment Plan please visit www.sunyacc.edu and select "Pay Your Bill" on the SUNY Adirondack homepage.

Failure to Pay: Students residing in the Residence Hall must have either paid their bill in full, be on a payment plan, or have proof of pending financial aid at the time of move-in. Any students who have not resolved these issues by the end of the second week of classes will be removed from housing (September 27th). Any students who have a change in their financial aid status or payment plan status will be reviewed on an ongoing basis throughout the academic year and may be removed if they are not in good financial standing. Any balance due at the end of the semester will be deducted from the security deposit when applicable. (5.21) **Students who are dropped from housing are not eligible for a tuition credit/refund/reimbursement. Students who follow move-out protocol will be pro-rated or refunded room and board.**

Refund Policy: If you withdraw from Adirondack Community College ("the College") you will be charged according to the College schedule for tuition and fees and may submit a request in writing for a Housing refund to be reviewed by the Director of Student and Residential Life.

If your residence hall contract is terminated due to conduct constituting a breach of this contract, you WILL NOT be entitled to a refund of residence hall charges OR the security deposit.

RESIDENCE LIFE POLICIES AND CONDITIONS OF OCCUPANCY

1. Students residing in the Residence Hall must be matriculated, enrolled full-time (at least 12 credits), and in good judicial standing.
2. AHA may revoke your right to reside in the residence hall and take possession of your room if at any time you violate any rules set forth in the Student and Residential Life Handbook or SUNY Adirondack Code of Conduct (a copy of which you acknowledge reviewing contemporaneous with signing this Contract), or any of the policies and conditions recited in this Contract.
3. AHA is entitled to enter and inspect residence hall rooms at any time in order to protect the health and safety of students therein, and to ensure the proper maintenance and sanitation of such rooms. AHA shall endeavor (but not be required) to post notice of any general room inspection at least twenty-four (24) hours beforehand. In addition, AHA is entitled to enter and conduct an unannounced inspection of any residence hall room if it has cause to reasonably believe that illegal activity is or may be occurring in such room or that any of the policies or conditions of occupancy either in this Contract or in the Student and Residential Life Handbook or College Handbook is or may be occurring therein or there is a threat to health and safety of an individual or the residents of the suite or building.
4. No alcohol or un-prescribed drugs or drug paraphernalia will be permitted anywhere in the residence hall or on residence life property.
5. Possession of weapons, for example, but not limited to; bows, arrows, archery equipment, air guns, pellet guns, dart guns, paintball guns, stun guns, chukka sticks, ammunition, CO2 cartridges, laser pointers, fireworks, firecrackers, explosives or dangerous chemicals of any kind, and display weapons, and/or physical violence are grounds for immediate dismissal.
6. Students are responsible for the daily care and cleaning of their rooms and suites. Failure to keep common areas in the apartment clean may result in all occupants of an apartment being charged for the cleaning of these areas. All suites will be checked at each break closing and any that pose a potential health hazard or are not cleaned so that a new occupant could move in, will be cleaned, and all current residents will be charged for the cleaning and may be charged judicially.
7. Students residing in a room are jointly and individually responsible for the furniture and condition of the room. Students will be charged for damages as they occur during the academic year and will be expected to promptly and fully pay for any and all such damages. Students who fail to respond to notices of fire safety violations will be fined for those violations.
8. AHA and the College shall not be liable, directly or indirectly, for loss of or damage to any article of personal property or vehicle anywhere on the premises caused by fire, water, steam, the elements, insufficient heat, loss or surges of electricity, the actions of third persons, or any other acts of nature resulting in the interruption of service or damage to personal belongings. Additionally, students who cause damage in the residence hall including major structural damage, even accidentally, should expect to be held financially accountable. Students are strongly encouraged to insure their own property by purchasing renters insurance.
9. No animals or pets of any type are permitted in the residence hall with the exception of service dogs and approved emotional support animals.
10. All room changes must have prior approval of Residence Life Staff; cleaning fees may be assessed.
11. There should be no more than 10 people in a suite at one time due to fire safety issues.
12. The AHA reserves the right to re-assign students housing when necessary.
13. Students may not take a roommate, assign, subcontract, lease, or otherwise transfer their interest under this contract, or permit anyone not duly assigned or approved by the Director of Student and Residential Life to share any part of the room or suite.
14. The residence hall is closed during Thanksgiving, Winter Break, and Spring Break. Students must plan to leave the Residence Hall during these periods (specific dates to be set by the college calendar).
15. If student is younger than 18 years of age at the time this contract is signed, student authorizes AHA to communicate with student's parent(s) and/or guardian(s) at any time, regardless of whether the student's 18th birthday occurs during the license term.

Abandoned Property Policy: Any personal property that remains in a room upon termination of the license shall be deemed abandoned and may be disposed of by AHA in its sole discretion. AHA may, in its discretion, make efforts to notify student that property has been found in room. Neither the AHA, the FSA, the College, nor their agents and/or contractors assume any responsibility for any such property at any time, regardless of any course of action taken.

Enforcement Procedure: The Director of Student and Residential Life and staff are delegated the responsibility to take the actions necessary to ensure the health, safety, and welfare of the residents. Responsibility for interpretations of the residence hall rules, as well as their enforcement, is that of the Director of Student and Residential Life. For any grievances, please refer to the Student and Residential Life Handbook.

It is understood and agreed that the student accepts and agrees to the rules of the Residence Hall Contract herein and also he/she is responsible for adherence to all other policies specified in the Residence Hall Contract and the Student and Residential Life Handbook and Student Code of Conduct. Signing below acknowledges this and indicates that the signees have reviewed the online Residence Life Handbook at <http://www.sunyacc.edu/student-housing/residence-life>. Students will receive a copy of the handbook upon check-in. The AHA will provide a room to the student for the fall and spring semesters in the residence halls operated by the AHA, subject to these terms, and subject to the general rules and regulations of the College with respect to its students, as the same in AHA's discretion may be amended from time-to-time. A student who fails to observe any of the terms and conditions of this contract, will forfeit his/her right to reside in the residence hall and also may be subject to disciplinary action according to the rules and regulations of the College. AHA reserves the right to remove any student immediately from his/her residence hall room if, in the judgment of the Director of Student and Residential Life or designee, the student has engaged in or threatened acts of misconduct such that his/her continued presence would endanger public order, property, threaten the personal safety or security of others (whether by acts of physical or mental harassment or other means) or be sufficiently disruptive as to adversely affect the ability of others to pursue their educational goals.

In order to accurately bill and collect for my room and board charges, I understand that SUNY Adirondack, the Adirondack Housing Association, LLC, and the Faculty-Student Association of SUNY Adirondack will share certain biographic and financial information, including financial aid data. By signing this contract, I approve and authorize this information to be shared.

_____	_____	_____	_____
Last Name	First Name	Middle Initial	Banner ID Number
_____	_____		_____
Street Address	Email Address		
_____	_____		_____
City, State, Zip	Date of Birth (mm/dd/yyyy)		
_____	_____		_____
Cell Phone	Student (<i>signature</i>)		Date
	Parent/Guardian (<i>if Student is under 18</i>) (<i>signature</i>)		Date

It is the policy of the Faculty Student Association to provide equal opportunity for all qualified applicants, students, and employees; and to prohibit discrimination on the basis of race, color, sex, religion, national origin, age, disability, marital status or sexual orientation.

Please check this box if you are housing insecure and are at risk of homelessness. Checking this box allows our offices to assist you with finding alternative accommodations when the Residence Hall closes for holiday breaks, etc. Checking this box is voluntary and indicates your permission for the Student & Residential Life Office to communicate/ reach out to you and other offices in this regard.

_____ (Initial here) stating that you understand the following dates. Failure to vacate the building on these dates will result in improper checkout fees.

Res Hall closes for Thanksgiving break: Tuesday, Nov. 21 (students must vacate the building by 6 p.m.)

Students return from Thanksgiving break/ Res Hall opens: Sunday, Nov. 26 (students can return any time after 8 a.m.)

Res Hall closes for winter break: Friday, Dec. 22 (students must vacate the building within 24 hours after their last final exam or by 2 p.m. Friday, Dec. 22)

Res Hall closes for Summer break: Friday, May 10th (students must vacate the building within 24 hours after their last final exam or by 2 p.m. Friday, May 10th). Those participating in commencement must move out of the building immediately after graduation on Saturday, May 11th.

Emergency Contact Information:

Please provide us contact information for someone we can contact in case of an emergency.

First _____

Last _____

Relationship to you _____

Cell Phone _____

Secondary Phone _____

Address _____
