SUNY Geneseo Residential License and Policies

GENESEO'S RESIDENCY REQUIREMENT
All students who begin college at Geneseo ("first-year" or "freshman" students) and January-admit transfer students with fewer than 30 credit hours *earned* at another college (exclusive of AP or other credits obtained by testing) are required to live on campus through the spring of their second or sophomore year. The Dean of Residential Living or designee must approve all requests for waivers of the sophomore residency requirement.

ELIGIBILITY
Geneseo provides on-campus housing to every full-time, matriculated undergraduate who requests it, providing they meet their financial obligations to the College and remain in compliance with College and residential policies, guidelines, standards, and the instructions of residential staff members.

HOUSING CONTRACTS
Housing contracts are for the entire academic year. Contracts begun in August are in effect until the following May. Housing contracts begun in January also conclude in May of the spring semester.

DEPOSITS & RESERVATION OF SPACE
In order for *new students* to reserve residential space:

a. A $150 housing deposit must be on file in the Student Accounts Office by May 1 (or 30 days after notification of admission). This deposit is **included** in students' $300 initial deposit.
b. The SUNY Geneseo Residential License Agreement must be completed online by June 1.
c. Room preference is tied to the date of deposit and receipt of the Residential License Agreement. "On time" deposits (before May 1) guarantee housing, but in some years not necessarily a double room. Assignment letters are mailed the first week of August.

In order for *returning students* to reserve residential space:

a. $150 housing deposit must be on file in the Student Accounts Office by the fourth Friday in March.
b. The SUNY Geneseo Residential License Agreement must be completed online by the third Friday in April.
c. Students must participate in the housing selection process.

REFUNDS
The housing deposit is not refundable after May 1 for fall housing reservations (December 1 for spring housing reservations). If the deposit is made after these dates and accepted by the College, it is not refunded after 30 days from the date of acceptance, but no later than August 1 of each year. Refunds or appeals must be requested in writing and received in the Residence Life Office by May 1 for the fall semester (December 1 for spring semester).

RENTAL RATES
Although housing obligations are for the full academic year, rent is paid by the semester upon receipt of an invoice from the Student Accounts Office. Once the room is occupied, 50% of the semester rent is not refundable. At the half-semester date (as per the SUNY Geneseo academic calendar) 100% of rent is non-refundable. EXCEPTIONS: a deposit and unused portion of paid rental fees may be refunded to the student who withdraws upon being called to active military duty or refunded, at the discretion of the Dean of Residential Living, to a student who withdraws due to circumstances beyond his/her control. Room rental rates are not affected by brief lapses in provided services.

Room rental rates will be in accordance with the SUNY financial policy.

Students assigned to expanded occupancy ("triple") rooms or other temporary rooms should be aware that they will be expected to move when vacancies occur, and their room rental rates will change to the standard rate. If a student is offered the opportunity to move into a standard space from an expanded occupancy room in the same building, he/she may choose not to move, but will be charged for a standard space as per the billing dates listed in this license. In all cases, the date of notification of available space will be considered the date of occupancy change. The College cannot guarantee double occupancy, including cases where a roommate fails to take occupancy of the room.

Whenever rooms are occupied by fewer persons than the designed capacity, such occupancy being at the request of the occupants and NOT resulting from room assignment by the College over which the student has no control, the occupants shall pay the appropriate occupancy rate listed on the schedule of rates. The College reserves the right to move students in rooms which are occupied by fewer than the designed capacity to another standard room, not at student request, when such consolidation can occur in the same hall.

The dates that determine billing costs for this academic year are the end of the third week of classes and the end of the ninth week of classes for both semesters. Students who are living in standard spaces on these dates will be charged the standard rate for the half semester.

Under normal circumstances, no student will be added to a standard occupancy room after initial assignments have been made.

TELEPHONE SERVICE
The College provides several free "community" telephones in each residence hall for the convenience of residents, but no longer supports landline telephone service in each residential room. Students who wish to use the campus/community phones for long-distance service may do so by purchasing a long-distance calling card at a grocery or convenience store.

OCCUPANCY
Initial occupancy is required by the College's first day of classes of the fall semester (for January admits, it will be the first day of spring classes). Rooms not claimed by this date may be reassigned unless written permission for late arrival has been given by the Dean of Residential Living or designee. A student who has not notified the College of late arrival may be reassigned to any available space.

The Residential License is binding for the entire academic year. Prior to occupancy, residents who cancel their room reservations after July 15 and remain enrolled in the College will be charged a $150 administrative fee. Similarly, prior to occupancy, new spring residential students who cancel their room reservations after December 15 and remain enrolled in the College will be charged a $150 administrative fee. Students who are not released will be responsible for the full semester room charges.

Students participating in academic programs that require them to be away from the campus during a portion of the academic year may apply for a mid-year release from their Residential License Agreements. A student who is released from housing and remains enrolled in the College will be charged a $150 administrative fee.

Students may be released from their housing agreement after the fall semester **only** under the following conditions: not enrolled in spring courses (e.g., graduation, leave of absence); study abroad; off-campus internship; a medical condition that cannot be accommodated in campus housing; commuting from home; or significant financial hardship. All requests must include documentation. Documentation of financial hardships must demonstrate a significant *change* in financial circumstances since the original request for housing was made.

Students have access to their assigned rooms during regular academic sessions from the designated move-in date in August to the designated move-out date in May. All halls except the Saratoga Townhouses close at 10:00 a.m. on the morning following the last class day before vacation periods and open on the day preceding resumption of classes for Thanksgiving Break and Spring Break (halls reopen on the Saturday preceding the beginning of spring semester classes following Winter Break). At the end of each term, students are required to leave the hall within twenty-four hours after completion of their classes or examinations, or by hall closing, whichever comes first. The Dean of Residential Living will grant special permission to international students and student-athletes who need accommodations during vacation breaks. Students leaving the college mid-year must remove all of their belongings at the end of the fall semester unless special permission is given by the Dean of Residential Living or designee.

ADA ACCOMMODATIONS
Residence Life works with the Office of Disability Services to ensure that students with physical or psychological disabilities are reasonably accommodated. Such accommodations include "medical single" rooms; wheelchair accessible rooms; bathrooms with grab bars and roll-in showers, "ADA" door openers on exterior doors; and strobe light fire alarms (by request).

ASSIGNMENTS & CHANGES
Room assignments and changes are prerogatives of the College and are processed by written authorization from the Dean of Residential Living or designee. The College reserves all rights with respect to the assignment and reassignment of the room accommodations, and may, at its sole discretion, terminate such assignment. Students may not change rooms without prior authorization. Students may be administratively removed from residence if they demonstrate an inability to abide by College policies necessary for effectively functioning in a group living environment. The College makes assignments without regard to age, color, creed, disability, marital status, national origin, race, sexual orientation, or veteran status (disabled or of the Vietnam or Gulf War era).

VISITORS & GUESTS
Visitors and guests to residential facilities are permitted only as authorized by College and hall regulations. A guest is considered to be any person present who is not assigned to that space. All visitors and guests are to be escorted by resident hosts at all times within residential facilities. The right of a student to reasonably live in privacy supersedes the right of a roommate to entertain guests. Roommates must have each other's permission before inviting anyone to spend the night in the room. Inappropriate behavior, or any use of visitation which infringes on the rights of other students to have full use of any facility, may lead to disciplinary action and/or expulsion from residence for the guest as well as the host. A resident may host overnight visitors no more than three nights per month.

FACILITIES & SERVICES
Facilities and services provided by the College include:
•bed •mattress •desk •window blinds •desk chair •closet space • dresser •cable TV access •wired internet access •laundry.
Depending upon the location, floor lamps may also be available.
Students provide their own:
•mattress pad & bed linen (required) •blankets •pillow •area carpet •bedspread •towels •washcloths •iron/ironing board •draperies •study lamp •wastebasket •coaxial TV cable cord •Ethernet cord.
Putnam and Saratoga residents clean their own bathrooms. All other bathrooms are cleaned by hall cleaning staff with the cooperation of residents. Corridor bathrooms are cleaned Monday through Friday. Suite bathrooms are thoroughly cleaned once a week but students must assist cleaners by removing all personal items from countertops, showers, and floors before the scheduled cleaning.
Students who cause damage beyond normal wear and tear of rooms and common spaces will be billed for cleaning and repairs.

FIRE & SAFETY CONSIDERATIONS
No cooking is permitted in any bedroom. Residents have access to at least one community kitchen in each hall.
<u>The following small electrical appliances are permitted</u> for use in residential facilities:
•approved refrigerator (less than 2.0 amps at 120 volts AC/3.6 cubic feet), including approved micro-fridge units • VCR/DVD player •electric blankets •coffee maker or water kettle with temperature control •radio •television •air popcorn maker •hair care appliances •stereo •personal computer •electric fans (window screens are not to be removed) •sewing machine •iron with automatic shut-off.

<u>Students are prohibited from possessing</u> the following items in residential facilities:
•non-College beds •neon lights •air conditioners •halogen or multi-headed lamps •non-portable electrical appliances •cooking appliances such as toaster ovens, microwave ovens (except in townhouse or communal kitchens), immersion heaters, hot plates/pots, pop-up toasters (except in townhouse or communal kitchens), George Foreman-type grills •cinder or cement blocks •space heaters unless provided by the College •motorbikes, scooters and/or any gasoline-operated vehicle.

Electric holiday lights and candles are prohibited in all residential spaces. Accommodations for use of candles in public lounges for religious observations must be approved by the hall director.

Residents may not bring outdoor cooking grills to campus, but they may use the College-provided charcoal grills. Residents may not store lighter fluid or charcoal in their rooms. Residents are encouraged to use non-fuel charcoal "chimneys" to light coals. Residents should contact their hall directors or Environmental Health and Safety to dispose of leftover barbeque fuel or charcoal. Propane tanks or cylinders are not permitted in residence halls.

<u>You may not use extension cords</u> in residence hall rooms. <u>You may not use multi-plug wall outlets</u>. <u>You may use</u> UL-approved, electrical, polarized, <u>grounded power strips</u> with fuses (or circuit breakers). The maximum fused amperage of such devices must not exceed 15 amps. You must never "daisy-chain" power strips together. Refrigerators must be plugged directly into a wall outlet, not into a power strip.

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ITEMS PROHIBITED FROM CAMPUS
On campus, you may not possess, use, or store firearms (including compressed air guns, airsoft, pellet, or BB guns). You may not have any of the following in residence hall rooms or public spaces: weapons; martial arts weapons; dangerous chemicals; explosive devices of any kind; knives (except for kitchen knives and folding pocket knives); fireworks; metal tip darts and dart boards; live non-potted trees (holiday trees).

ACTIVITIES PROHIBITED IN RESIDENTIAL FACILITIES
•gambling
•solicitation or sales (commercial, political, and religious)
•drinking games
•possessing or using illegal drugs/drug paraphernalia.
•the occupation of a room by persons other than those assigned or their registered guests;
•removal of College property from its assigned location without permission from the Residence Director/Area Coordinator (e.g., lounge furniture, student room furniture, etc.);
•possession of pets other than fish (fish bowls and aquariums less than 10 gallons in capacity are permitted);
•use of tacks, nails or adhesives (except masking tape) on walls or doors;
•affixing anything to the ceiling, e. g. bottle caps, stars, tape, tapestries, or holiday lights;
•tampering with fire or safety equipment, including outside doors;
•possession of or use of illegal drugs/drug paraphernalia;
•burning incense or candles; open flames of any type;
•playing audio speakers out windows;
•raising bed on furniture or on blocks more than 12";
•possession of official highway or emergency signs;
•propping open outside entrance doors or fire doors;
•compromising the security of the residential facility;
•playing sports in the hall;
•removing screens or windows;
•entering or exiting a building through a window or unauthorized entrance or exit;
•sub-licensing or allowing a portion of the facility to be used or occupied by others without consent of the Dean of Residential Living

ALCOHOL USAGE
Possession and consumption of alcoholic beverages by persons under the age of 21 is prohibited on the Geneseo campus. Persons 21 years of age and over may possess/consume alcoholic beverages only in their own residence hall rooms or the rooms of other residents who are at least 21 years of age. Inappropriate behavior resulting from alcohol use or abuse may lead to disciplinary action and/or removal from residence. Students and guests must abide by the SUNY Geneseo Policy on Alcohol and Illicit Drugs.

CAMPUS MEAL PLAN
Each student is required to purchase a residential student meal plan unless he/she is assigned to the Saratoga Townhouses. (See Campus Auxiliary Services policies.)

DAMAGE
Each student is responsible for indicating the condition of his/her room/area upon moving in, and will be billed for damage to College property. Group assessment will occur when individual responsibility cannot be determined and the group could reasonably have been expected to prevent the damage or report its cause. Residents are responsible for reporting needed repairs immediately. Self-repair is not permitted.

NOISE
While students are permitted to have a reasonable amount of sound equipment (e.g., speakers), consideration of others and the right to quiet supersede its use. Use of musical instruments may be limited, and excessive noise may result in disciplinary action.

PERSONAL PROPERTY
The College is not responsible for damage or loss of personal property. Students are strongly encouraged to check family homeowner's or personal ("renters") insurance policies for coverage.

SMOKING
All residential facilities are designated smoke-free. Smoking is not allowed in any residential facility.

ENTERING AND INSPECTION OF ROOMS
Inspection of rooms for health, safety, or maintenance reasons will be made during vacations and may occur at any time with advance notice (except when an emergency situation is deemed to exist or when a work order has been submitted). Routine inspections do not include searches.

College officials, including University Police Department Officers, may request to search students' rooms when they have a specified probable cause. Unless a court-ordered search warrant is being executed, residents have the right to grant or refuse requests to enter or search their rooms or possessions.

Residents are entitled to 24-hour notification of a need to enter a student room for non-emergency repairs. Residents may waive this advance notice to expedite repair or work orders.

A student's obligation also includes:
•care and cleaning of room/suite/townhouse;
•maintenance of health and safety standards;
•responsibility for all activities and items in the room/suite/townhouse about which he/she could reasonably be expected to know;
•responsibility to respond to the official directions of residential staff, who have broad supervisory authority for the administration of their halls;
•adherence to recycling guidelines set for SUNY Geneseo

ACKNOWLEDGMENT

Acknowledgment of the conditions and regulations listed above is indicated by submitting online the SUNY Geneseo Residential License Agreement form. All residents tacitly agree to the conditions and regulations listed above by moving into campus housing.

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