

**SUNY Sullivan County Community College  
Dormitory Corporation  
Residence Hall Agreement**

**Please submit this application with a \$200.00 application fee and a \$200.00 damage deposit (total of \$400.00).**

**Name:** \_\_\_\_\_ **Semester Applying For:** \_\_\_\_\_

**Residence Hall Choice (please circle one):** **Eco Green Townhouse**                      **Lazarus Levine Residence Hall**

This agreement is for the Fall 2017-Spring 2018 semesters. It is a revocable license which gives you the right to have a bedroom in the residence halls operated by the Dormitory Corporation. This license will be in effect so long as you adhere to the terms of this agreement and all rules and regulations issued by the Dormitory Corporation with respect to residence halls as contained in the Residence Life handbook or otherwise. **Students who wish to reside in the Residence Halls must be between 17 and 25 years of age, others must request permission in writing from the Executive Director.** Please review the Residence Life Handbook at: <http://www.sunysullivan.edu> .

**Residence Hall Rates: (subject to change for Fall 2017-Spring 2018 academic year).**

Lazarus Levine Double Room: \$2975.00 a semester

Lazarus Levine Single Room: \$3575.00 a semester

Eco Green Townhouse Double Room: \$3385.00 plus \$50.00 fee for cable and other utilities a semester.

**Deposits: A \$200.00 application fee that is non-refundable after June 1<sup>st</sup> for the fall semester or December 1<sup>st</sup> for the spring semester.** In addition there is a \$200.00 damage deposit that will be refunded once the resident is no longer in housing and requested in writing to [cancellations@sunysullivan.edu](mailto:cancellations@sunysullivan.edu). If at the end of the semester a resident owes money on their student account, the damage deposit (minus any damage fees) will be applied to their student account. This deposit is part of the process but does not guarantee a room. Both the application fee and the damage deposit will be refunded if you are not offered a room. The deposit is refunded within 60 days after the end of the academic year subject to the following:

- a. Room damages beyond normal wear will be charged against the deposit. Damages to common areas will be charged on a pro rata basis against the deposit for all residents of that area. Failure to turn in a room key (for Eco Green Townhouse) will result in a reduction in the amount of the security deposit that is refunded. Damage costs exceeding the security deposit will result in a bill for the balance, with the student account being placed on 'hold' until paid in full.
- b. **If the residence hall agreement is broken for any reason, the damage deposit will not be refunded.** You may be released from your obligation under this agreement only with the written permission of the Executive Director of Residence Life; all requests for release must be submitted in writing. You must present compelling reasons for the requested release (i.e., marriage, activation for military duty, medical reasons or financial strain). The decision as to whether to accept any such request shall lie solely at the discretion of the Executive Director.

**Meal Plan:** The Campus Plan (declining balance only) \$1700.00 a semester.

**Refund Policy:** If you withdraw from SUNY Sullivan you will be charged according to the following schedule:

Prior to the start of classes.....0%  
During the first week of classes.....25%  
During the second week of classes.....50%  
During the third week of classes.....75%  
After the third week of classes.....100%

Payments in excess of final liability will be refunded to the student. If your residence hall agreement is terminated due to conduct constituting a breach of this agreement, you WILL NOT be entitled to a refund of residence hall charges OR the damage deposit.

### **Residence Life Policies and Conditions of Occupancy**

- 1. Eligibility for residency:** A person must be admitted as a full time, degree-seeking SUNY Sullivan undergraduate student to be eligible for College housing. The student must remain enrolled full-time throughout the term of this agreement unless an exemption has been approved by the Dean of Student Development Services. Additionally, a person must meet the following conditions:
  - a. A 2.0 or higher grade point average (GPA).
  - b. Must maintain 12 credits a semester.
- 2. Agreement Terms and Conditions:** This agreement is for a space in either the Lazarus Levine Residence Hall or Eco Green Townhouses, and covers the entire academic year (both Fall and Spring semesters), or any portion of the academic year remaining at the time this agreement is signed. The student will be assessed all fees for the agreement term if the student enrolls but does not occupy the assigned space and has not cancelled this agreement in writing. The Summer term is not included in this agreement. *The student must also attend New Student Orientation which takes place opening weekend.*
- 3. Payment of Fees:** The student agrees to accept the assigned space in either Residence Hall and pay the housing fees on or before the published payment dates. Current fees can be found at [www.sunysullivan.edu](http://www.sunysullivan.edu). It is the responsibility of the student to routinely check his/her student account to determine outstanding balances. Students who receive financial aid awards are required to pay all housing costs not covered by their awards (after tuition and fees are paid), by the payment dates set by the college. Financial Aid may not be used to pay the required damage deposit. Room rates are reduced only for the student assigned to a space AFTER conclusion of the FIRST WEEK of classes. Rates are also adjusted on a pro-rated basis if the room type changes. **Failure to pay fees in a timely manner will be a material breach of this agreement.**
- 4. Check Out:** The student must check out within 24 hours after the student's last final exam of the Spring semester (Fall semester for those not enrolling for the Spring semester), or by noon on the last day of the semester per the SUNY SULLIVAN Academic Calendar, whichever comes first. This will not extend the student's agreement term beyond that set out above. The student is to vacate the space within 24 hours after withdrawal or dismissal from the College, unless specified differently by the Dean of Student Development Services of the Executive Director. The student will be held liable for room charges beyond his/her last date of attendance. Failure to move out within the prescribed period may result in a \$150 per day charge, eviction, disciplinary action, arrest, or any or all of the foregoing. In case of eviction, the SCCCDC will not be held responsible for student belongings and reserves the right to take possession of and discard such belongings, change all applicable locks, and charge the student for all necessary expenses. The student is expected to complete proper check out prior to leaving the assigned space, as outlined in the Guidebook. When one occupant in a room moves out while others remain, each is equally and jointly responsible for cleaning the room. If any of those spaces are found to be in unacceptable condition, cleaning services will be provided and all residents will be held liable for cleaning charges. The student must also complete and sign the Room Condition Report form and return all keys to the Office of Residence Life. If the student is departing prior to the end of the academic year, an Agreement Release form must be completed. Failure to comply with this process may result in additional charges.
- 5. Assignment:** SUNY SULLIVAN and the SCCCDC is an equal opportunity institution and, as such, assigns housing space to qualified, enrolled, degree-seeking students without regard to race, color, religion, national origin, disability, sexual orientation or age as provided by law and in accordance with the College's respect for personal dignity and the Department of Housing and Residential Life's Standards for Community Living. The basic accommodation is a room occupied by two students of the same gender.
- 6. Assignment Procedures and Priorities:** First priority goes to current resident students who participate in the process known as the "Room Selection Process." In general, all other potential residents who are admitted to SUNY SULLIVAN as degree-seeking students will be assigned according to the date on which the completed and signed Housing Agreement and the complete security deposit are received. The Office of Residence Life will attempt to honor roommate requests when both students involved have indicated

each other as roommates on the housing agreement, and both have submitted materials at the same time, packaged together. This request must be received by June 1. The student agrees to accept the assigned space, regardless of preferences, and may only cancel the agreement according to those terms outlined above.

7. **Use of Assigned Space:** Occupancy of space is permitted only by the student to whom the space is assigned. Space may not be sublet to any other student (person). The student may not share assigned space with any other individual(s) not officially assigned by the Office of Residence Life. The student may not refuse or prevent another assigned student from residing in a shared space (bedroom or suite). If the student refuses or prevents a new occupant from residing in a shared space, disciplinary action (including eviction), single room rental fees, or both may be imposed on the student. Use of space for specific violations and guest policy information is governed by the Guidebook, which is available online.
8. **Changes in Assignments:** Room changes may be made only after written approval is communicated from the Office of Residence Life. Failure to follow established room change procedures will constitute breach of this agreement and may be grounds for cancellation, charges for occupying a second room, disciplinary actions, or any other foregoing. The Office of Residence Life reserves the right to reassign a resident due to unforeseen events, including but not limited to, enrollment fluctuations, facility problems, or staff changes. The Office of Residence Life reserves the right to over-assign selected rooms in both Lazarus Levine and Eco Green Townhouse. If students are assigned to an over assigned room, a partial room refund will be granted for the fall semester and only after two weeks have passed. Over assigned rooms in the Spring semester will be reduced to the triple room rate. If The Office of Residence Life offers a student in an over assigned room the opportunity to occupy a double room and the student refuses, the student will be charged at the double room rate.
9. **Behavior and Conduct:** The student is responsible for knowing and observing College policies, rules and regulations and procedures as set forth in the SUNY SULLIVAN Student Handbook, The Student Code of Conduct and the Residence Hall Guidebook. The student is also responsible for observing all applicable federal, state and local regulations as in its judgment may be necessary for the safety, care, and cleanliness of the premises and for the preservation of order. The student agrees to abide by all additional rules and regulations that are adopted.
10. **Room Inspections:** The Office of Residence Life 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. The Office of Residence Life shall endeavor (but not be required) to post notice of any general room inspection at least twenty-four (24) hours beforehand. In addition, the Office of Residence Life 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 rooms or that any violations of the policies or conditions of occupancy either in this agreement or contained in the Guidebook is or may be occurring therein.
11. **Building Cleanliness:** Students are responsible for the daily care and cleaning of their rooms and common areas. Failure to keep common areas in the buildings clean may result in all occupants being charged for the cleaning of these areas. All areas and rooms 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.
12. **Room Damage:** 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.
13. **Resident Property:** The Office of Residence Life and the SCCCDC 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 Halls including major structural damage, even accidentally, should expect to be held financially accountable. Students are responsible for insuring their own property by purchasing renters insurance or assuring coverage on their parent's homeowners insurance.

**Abandoned Property Policy:** Any personal property that remains in a room upon termination of the license shall be deemed abandoned property and may be disposed of by the Office of Residence Life in its sole discretion. The Office of Residence Life may, in its discretion, make efforts to notify the student and/or the student's parent or guardian that property had been found in the room. Neither the Office of Residence Life or their agents or agreement or assume any responsibility for any such property at any time, regardless of any course of action.

**Enforcement Procedure:** The Executive Director of Residence Life and staff are delegated the responsibility to take actions necessary to ensure the health, safety and welfare of the residents. Responsibility for interpretations of the residence halls rules, as well as their enforcement, is solely that of the Executive Director of the Office of Residence Life and staff.

**It is understood and agreed that the student accepts and agrees to the rules of the Residence Hall Agreement herein and also he/she is responsible for adherence to all other policies specified in the Residence Hall Agreement and the Residence Life Handbook. Signing below acknowledges this and indicates that the signees have reviewed the on-line Residence Life Handbook and the SUNY Sullivan Student Code of Conduct, located on the SUNY Sullivan webpage. It is also understood that information regarding policy violations can and will be shared with a student's parent and/or guardian.** The Office of Residence Life will provide a room to the student for the academic year in the residence halls operated by the SCCCDC, subject to these terms, and subject to the general rules and regulations of the College with respect to its students. A student who fails to observe and of the terms and conditions of this agreement, will forfeit his/her right to reside in the residence halls and also may be subject to disciplinary action according to the rules and regulation of the College. SCCCDC reserves the right to remove any student from his/her residence hall room if, in the judgment of the Executive Director (or designee) and/or the Dean of Student Development Services, the student has engaged in or threatened acts of misconduct such his/her continues 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.

\_\_\_\_\_

Last Name

First Name

Middle Initial

\_\_\_\_\_ Street  
Address/P.O. Box

\_\_\_\_\_

City

State

Zip Code

\_\_\_\_\_ Student ID Number

\_\_\_\_\_ Student Email Address (housing information may be emailed)

\_\_\_\_\_ Student Cell Phone Number

\_\_\_\_\_ Date of Birth

Gender (Please check one): **Male** \_\_\_\_\_ **Female** \_\_\_\_\_

**Roommate Requested:** \_\_\_\_\_

**Student MUST provide us with contact information that we can use in case of an emergency:**

**Name:** \_\_\_\_\_

**Relationship to you:** \_\_\_\_\_

**Contact Number:** \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Parent/Guardian (necessary if under 18): \_\_\_\_\_

It is policy of the SCCCDC 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 return the Residence Hall Agreement along with the application fee and damage deposit to:  
SUNY Sullivan**

Kelly Baker  
Office of Student Billing  
112 College Road  
Loch Sheldrake, NY 12759

**Please mail check or money order with agreement. If you would like to pay by credit card please call the following number: 845-434-5750 ext 4279.**

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**For Office Use Only**

**Billing Office: Date Paid:** \_\_\_\_\_ **Initials:** \_\_\_\_\_ **App Fee:** \_\_\_\_\_ **Deposit:** \_\_\_\_\_

**Residence Life Office: Date Received:** \_\_\_\_\_ **Initials:** \_\_\_\_\_ **Date Housed:** \_\_\_\_\_