I. INTRODUCTION

A. Residence Halls
This License is binding for the full academic year, which includes both Fall and Spring semesters. For those who choose to live in the Residence Halls, the license consists of Room & Board and is available ONLY on a combined basis with the exception of those who reside in the University Apartments. Board plans are outlined in Section VII of this License.

The Residence Hall License is extended to individual students for a space in an on-campus room for the period of Thursday August 22, 2013 to Saturday May 17, 2014 for continuing students. Students may not occupy rooms during times when the residence halls are closed, except as noted in Section V.

B. University Apartments
The Apartment License is binding for either a FULL-YEAR Empire Only (Summer, Fall and Spring terms) or the entire ACADEMIC YEAR (Fall and Spring semesters ONLY). This Apartment License is extended to individual students for a space in University Apartments (Empire Commons, Freedom Apartments or Liberty Terrace) for one of the following periods:

Empire FULL-YEAR * Monday June 3, 2013 to Sunday May 18, 2014 at 5pm.
* Applies to Empire Commons ONLY. Residents currently residing on Empire Commons may be eligible to either remain in their current space, with the 2013 - 2014 License commencing on June 3, 2013.

Empire ACADEMIC YEAR ** Friday August 23, 2013 to Sunday May 18, 2014 at 5:00PM.

Freedom ACADEMIC YEAR ** Friday August 23, 2013 to Sunday May 18, 2014 at 5:00PM.

Liberty Terrace ACADEMIC YEAR ** Friday August 23, 2013 to Sunday May 18, 2014 at 5:00PM.

University Apartment’s Termination of License
PRIOR TO LICENSE START DATE: There is no financial penalty to cancel your license so long as the student requests cancellation, in writing, no later than Wednesday May 1, 2013 (for continuing students) and Friday August 1, 2013 (for new students).

DURING THE LICENSE PERIOD: If residents wish to terminate their license, they should refer to Section XIV of this license agreement. If your release is approved, there is a $400 license termination fee for release from Empire Commons. This fee is waived if a student is approved by the University for study abroad or a University sponsored internship not in the local area. The Department of Residential Life (DRL) and University Apartments do not guarantee license termination.

Students residing in the University Apartments are not required to purchase a board plan however; board plans are available to University Apartments residents Board plans are outlined in Section IX of this License.

C. All Resident Students
The expectation of students living in residence at the University at Albany is that they will conduct themselves in a manner that both respects and contributes to the cultivation of an academic living environment. Students must abide by the policies and regulations set forth in the Terms and Conditions of
The On-Campus Residence Requirement
All students with an admission classification of freshman as recorded on the Integrated Administrative System are required to live in on-campus residence facilities during their first full and second full academic years at the University. Transfer students are exempt from this requirement.

Additional exemptions for the following reasons will be reviewed upon receipt of a formal application, available at http://www.albany.edu/housing, accompanied by official, third party documentation:
1. Student is married
2. Student is 21 years of age or over
3. Student is a veteran
4. Student/dependent lives with parent/guardian within 50 mile radius of the Albany campus
5. Medical reason
6. Demonstrated financial hardship and resides within 50 miles of the Albany campus

Any Student who is not exempt from the on-campus residence requirement will be billed a 4-week housing charge at the standard double rate if they choose to leave and walk-out of their contract.

Students are advised that their License is binding for the duration stipulated herein. Withdrawals from residence for any reason, resulting in the breach of this license agreement, will result in financial penalties incurred by the student. Students should familiarize themselves with sections XIII (Payments) & XIV (Refunds and Billing Adjustments) of this License.

* Section XV of this agreement outlines the appropriate procedures for applying for releases from residence, and the circumstances under which students may be granted such releases. Penalties may still apply for breach of this license in any way.

II. ELIGIBILITY

Only registered students who have completed a Housing Application, acknowledged receipt of the Terms and Conditions of the Housing License, signed a Room/Apartment Condition Form, and been assigned to a space are permitted to reside in the University at Albany residence halls or apartments. Non-matriculated, continuing studies, and General Studies students will be considered for housing only if space is available after all traditional matriculating University at Albany students have been housed, and with approval of the Director of Residential Life. Persons not registered for courses at the University at Albany are not permitted to live on campus.

University Apartments
All students assigned to an apartment must reside in their assigned bedrooms, and are prohibited from switching bedrooms, taking a roommate that has not been assigned by the Department of Residential Life, or permitting any part of their room or apartment to be shared by persons not assigned by the Department of Residential Life. This rule also applies during the summer months. No resident may allow others to reside in their bedroom, currently unoccupied bedroom/spaces whether assigned or not assigned to another resident or in the common areas of their apartment. The overnight guest policy must be followed at all times. Students found in violation of this rule will be instructed to remove the individual(s) within 24-hours or their license will be revoked. A subsequent violation of this policy will lead to immediate removal from University Apartments to one of the Quadrangles. Additionally, students and their guest(s) who damage bedroom doors in an effort to access a currently unoccupied room will be reported to University Police and be liable for the cost of the door damage.

III. ROOM ASSIGNMENTS

A. Residence Halls
All students may apply to reside in University Residence Halls; however the University is not required to house all students. The University reserves the right to increase the occupancy of a room beyond design capacity at a reduced room rate for all students in that room, and to change the occupancy of an increased room to normal at any time. Increased occupancy rooms may include bunk beds. The assigned students select beds, on a first-come first-served basis, during check-in.
**Room & Board Rate Adjustments**
The University reserves the right to adjust room and board rates at any time if warranted by State budget conditions, unforeseen cost increases or occupancy losses. Room rates are subject to approval by the State University of New York System Administration.

**B. University Apartments**
Only University at Albany students who are juniors, seniors, graduate students or 21 years of age may apply to reside in University Apartments. Class status is based on the 2012 - 2013 academic year.

**C. All Resident Students**
All students must reside in their assigned bedrooms, and are prohibited from switching bedrooms, taking a roommate, or permitting any part of the room to be shared by persons not assigned by the DRL.

*Room Change Requests:* Consideration will be given to requests after the second week of classes. No changes in room assignments may be made without the approval of the DRL. The University reserves the right to assign a new occupant to fill a vacancy, to make changes in room assignments, and to reassign or remove a student from the Residence Halls and Apartments.

*Housing Sign Up:* All eligible continuing students may request on-campus housing for the 2013 - 2014 year during the Spring 2013 semester. Room selection is based on a lottery system. Complete information for continuing student housing sign-up is made available via the DRL's website at http://www.albany.edu/housing. Continuing students who do not complete this procedure during the announced time period will have to apply at the DRL and will be assigned on a space-available basis.

**D. New Students**
*Freshman, Transfer and Readmitted students* will have the opportunity to state preferences on the Housing Application Form. Stated preferences will be honored where possible, but are not guaranteed. New student housing assignments are made based upon the date of receipt of the completed Housing Application Form and Housing Deposit.

**E. Room Changes**
Based on availability, requests for room changes may be honored after Monday September 9, 2013 and ending Monday December 2, 2013 for the Fall 2013 semester. For Spring 2014, room changes will be accepted Monday February 3, 2014. For Empire Commons’ residents who have applied for a FULL-YEAR License, during the summer room change requests will be received and reviewed on a case-by-case basis.

*Students may not occupy two spaces concurrently.* Therefore you must check out completely from your old space prior to moving into your newly assigned room. For all room changes at the end of the Fall semester students must check out of their current location prior to departing for intercession. If you are granted a room change and do not check out prior to intercession, you will forfeit your new assignment. If your new assignment is available you may move into the new location before intercession.

**IV. ARRIVAL PROCEDURES**
Students may not occupy or deliver items to their rooms or apartments prior to the official opening date of the Residence Halls & Apartments, i.e. **Thursday August 22, 2013** for Fall semester freshman, and **Sunday January 19, 2014** for Spring semester. Students whose presence on campus is required by an office, department, or organization to assist with the opening of the University may be granted permission to arrive early. Requests to allow the early arrival of students with responsibilities as it relates to the Opening of the University must be made in writing to the DRL, by the appropriate office, department or organization. Upon arrival, ALL students must report to their assigned quad and check in with their Quad Information Center or respective University Apartments Office to be issued keys.

**A. Summer Check-in – University Apartments (Empire Commons) ONLY**
Students who sign up for a full-year license may check in during regular business hours (9:00AM – 8:00PM) beginning on Monday June 3, 2013. **Students in a full-year contract who do not to check-in during the summer months (June 3, 2013– August 2013) will still incur full-year charges.**
B. Fall Semester Check-in

Students entering University Residence Halls for the Fall 2013 semester may check in during regular business hours (9:00AM – 5:00PM) on Thursday August 22, 2013 for freshman, Friday August 23, 2013 for all returning students. Rooms will be held for assigned students only through Monday August 26, 2013 unless prior arrangements are made with the DRL. Students who have not checked in by that time may have their rooms reassigned to other students.

C. Spring Semester Check-in

Newly admitted students entering residence halls for the Spring 2014 semester may check in at 11:00AM - 5:00PM on Sunday January 19, 2014. Rooms will be held for assigned students only through Friday January 24, 2014 unless prior arrangements are made with the DRL. Students who have not checked in by that time may have their rooms reassigned to other students.

*Please note, "early arrivals" will not be accommodated for the Spring semester.

V. VACATION PERIODS

A. Residence Halls

Recess periods for the 2013 - 2014 academic year are, Thanksgiving, Winter Intersession, and Spring Recess. For Thanksgiving, the residence halls will close Wednesday November 27, 2013 at 12:00PM, and re-open Sunday December 1, 2013, at 11:00AM. For Winter Intersession, the residence halls close Friday December 20, 2013 at 12:00PM, and will re-open Sunday January 19, 2014 at 11:00AM. For Spring Recess, residence halls will close Friday March 14, 2014 at 6:00PM, and will re-open Sunday March 23, 2014, at 11:00AM. Any student who has a University class on Saturday March 22 can make special arrangements with Residential Life. Students will not be able to gain access to their rooms during recess periods. Students MUST VACATE, except for students residing in approved Recess Housing areas. When the University begins a recess, all students must vacate their rooms no later than two hours after their last class or examination. Students may leave their personal items in their rooms at their own risk. Students with legitimate reasons may request to stay in the residence hall(s) designated for recess housing use. They may do so through filing a Recess Housing Application, which will be advertised via the DRL’s website at http://www.albany.edu/housing and available on the quads. Students will be notified of the status of this application and specific procedures for remaining over break. All buildings other than those specifically designated for recess use will be closed. Mail will NOT be forwarded during vacation periods. There is no extra charge for staying in recess housing, except for a refundable key deposit for those students housed in a bunkroom during recess. Please note there will be no meals available during any recess period.

B. University Apartments

University Apartments (Empire Commons, Liberty Terrace, and Freedom Apartments) remain open during semester breaks, and the Winter Intercession. All rules and regulations stated in the Community Rights and Responsibilities and the University Residence Halls & Apartments License will remain in effect. During most breaks all Offices and Community Areas will be closed or have limited hours, however, Residential Life staff will be available in the event of an emergency.

VI. CHECK OUT

A. Residence Halls

Residence Halls close to all students Saturday May 17, 2014 at 12:00PM except for those students approved for participation in Graduation on Sunday May 18, 2014. Graduates must check out on Sunday May 18, 2014 by 5:00PM.

Students approved to withdraw from the Residence Halls for reasons beyond their control are asked to do so prior to the completion of the current term but no later than the first day of the next term. A student wishing to withdraw from housing for the Spring 2014 term, for example, must apply for a release from their residence license prior to Sunday January 19, 2014. Once approved, the student must remove all of their personal belongings and return their keys prior to Sunday January 19, 2014. Should students fail to checkout by Sunday January 19, 2014 they will incur weekly charges.
B. University Apartments
University Apartments closes on **Sunday May 18, 2014 at 5:00pm**.

Those students who wish to withdraw from University Apartments for reasons beyond their control must do so by **Friday December 20, 2013**. Should students fail to checkout by **Friday December 20, 2013** they will incur weekly charges. Students residing in Empire Commons who are approved for release are subject to a **$400 license termination fee**. This fee is waived if a student is approved by the University for study abroad or a University sponsored internship not in the local area. Students must fill out a housing release application and have it approved by the DRL prior to checking out. Please refer to the University Apartment’s termination of lease agreement and the financial implications in Section XIII.

C. All Resident Students
When leaving residence permanently, or changing rooms at any time of the year, all students must complete the following procedures in order for their room to be considered vacated:

1. Remove all personal belongings.
2. Remove all trash and unwanted materials and leave the room/suite clean.
3. Return all issued residence and mailbox keys and complete appropriate forms.
4. Complete the Room or Apartment Condition Report.
5. Complete forwarding address information.

Once a student officially checks out of their room (i.e.: returns issued keys and completes all necessary paperwork), they confirm that all personal items of worth have been removed thereby releasing the University from all liability for damage or loss of any personal items left behind.

**Failure to comply with the above procedures may result in a student being charged a room damage/cleaning fee.**

VII. MEDICAL ACCESSIBLE HOUSING NEEDS

A. Policy Regarding Special Housing Requests
Special housing requests include:

1. Exemption from the requirement of on campus residency for the freshman year of undergraduate study.
2. Special housing on campus.

In the event a student feels they have a medical condition which warrants a change in their housing situation, the request is forwarded to the UAlbany Medical Director.

The decision to grant such a request is based on the medical necessity of the student’s diagnosed condition.

In order for a fair decision to be reached, based on true medical need, the student will need to do the following:

1. Make the request to the Residential Life Department.
2. Provide the Medical Director with a typed letter from the student's treating physician, which includes:
   a. The diagnosis.
   c. Length of treatment of condition by the physician providing the letter.
   d. Anticipated benefit of housing change, with reference to particular aspects of the current housing which prevents these benefits.
   e. Specific aspects of the requested housing which are deemed necessary in order to avoid medical complications related to the diagnosed condition.

B. Policy Requirements For Official Medical Release From Housing Or Meal Plan
If you have a documented medical condition that prevents you from eating in University dining facilities, you may submit a request for release from a traditional residence hall to the Associate Director of Residence Life. To document the medical condition students must provide the Associate Director of Residential Life
with a signed dietary order from a licensed health professional, and then discuss, with the dining services nutritionist, ways the menus can be customized to meet their dietary needs. Next, students must meet with the University Medical Center Director or the University Counseling Center Director and provide them with the nutritionist’s consultation notes. After reviewing the health condition, the Medical Director or Counseling Director may provide a letter documenting the need for release from the meal plan.

After meeting with you, the University Medical Director will make a recommendation as to whether you should be released from traditional housing due to your medical condition. The Medical Director will inform you, the Office of Residence Life and University Auxiliary Services of the decision. If you are released from traditional housing due to medical reasons you may be issued a refund of your meal plan based on time spent in residence, and pro-rated on a weekly basis regardless of the week of departure - you are not subject to the "Eight Week Rule" (see section XVI, part C).

**Medical Single**
A student recommended for a Medical Single by the University Medical Director will be placed in a designated occupancy single room based upon available space. If a student desires a double room as a single based on a documented medical condition, superior occupancy charges will apply (see section XIV).

**Gender Inclusive Housing**
Recognizing that single-gender housing may not be appropriate or comfortable for all students, Residential Life offers a limited number of rooms as Gender Inclusive Housing in both the residence halls and apartments on a space available basis. Students signing up for these areas will be permitted to have roommates and suitemates from across the gender spectrum. Gender Inclusive Housing will allow for an environment where student housing is not restricted by traditional limitations presented by our current system that is based on the gender binary. We believe that it is important that our housing policies evolve to meet the needs of all students and to create an inclusive, welcoming environment. Continuing students may elect Gender Inclusive Housing during their Residence Hall or Apartment sign-up. New students to the University should contact the Department’s LGBTQ liaison, Holly Barker-Flynn, at 518-442-5875 or hbarker@albany.edu.

**Accessible Condition**
A student with a disability recommended for Accessible Housing will be assigned to a designed accessible room/suite on State or Indian Quadrangle or to a designed accessible apartment on University Apartments, if qualified (see section XVIII).

**VIII. BOARD CONDITIONS (MEAL PLANS)**

**A. University Apartments**
University Apartment residents are NOT required to purchase a meal plan, however meal plan options tailored to apartment style living may be purchased if the student so desires (see section IX, part B, number 4).

**B. Residence Halls**
The University at Albany requires students living in Traditional Quad Housing (Indian, Dutch, Colonial, State and Alumni Residence Halls) to purchase a residential meal plan. Although students living in the University Apartments (Freedom, Empire and Liberty Terrace) are not required to purchase a meal plan, they can purchase a residential meal plan or commuter meal plan.

Returning students living in Traditional Quad Housing are automatically assigned the same meal plan they had the previous semester. Students living in the University Apartments need to sign up for a plan at the beginning of each semester. New students living in Traditional Quad Housing are automatically assigned to a default meal plan for the entire first academic year. For specific information meal plans, please see www.albany.edu/uas.

**C. Meal Plan Information**

1. **Meal Plan Changes**
Students can change their meal plan through the first ten business days of the semester via their MyUAlbany account.

Meal Plans can be changed
- On MyUAlbany by clicking the meal plan change link (to use this option, students must be registered for classes) or,
- In person at the SUNYCard Office, Campus Center B52 or,

Students should review their meal plan changes online at MyUAlbany.

2. Meal Plan Billing
Meal plans are billed to the students account and may be covered by Financial Aid. Visit MyUAlbany for the most up to date billing information.

3. Meal Plan Activation
Meal Plans are active when residential halls are open for occupancy. Meal plans end on the last day of exams each semester.

The all-you-care-to-eat dining rooms are not open when the University is not in session which includes Thanksgiving, intercession, winter and spring breaks. However, Munch Money may be used in Campus Center dining locations. Food service schedules may change during University vacations and holidays. For food services schedules please see www.albany.edu/uas

4. Additional Meal Plan Information
Because meal plan purchases are subject to NY state laws, they are non-transferable and non-refundable except as noted in Section XIV, C. Additional meal plan information may be found at www.albany.edu/uas

IX. RULES & REGULATIONS

The following rules and regulations are applicable to all residence halls. In addition, University rules and expectations included in Community Rights & Responsibilities, not reproduced here, also apply. Failure to act in accordance with these rules, regulations and expectations may result in University disciplinary action and/or in civil criminal action and/or financial liability. Possession or use of prohibited items may result in their removal by University officials. Residents of suites/rooms where a health/safety hazard exists shall be required by staff to remove the hazard immediately.

A. Residence Halls & University Apartments Regulations

1. Respect for individuals and groups. Individuals are expected to maintain respect for individual and group rights and responsibilities as stated in this License and in the University Community Rights & Responsibilities.

2. Host Responsibility. Student hosts assume responsibility for the behavior and activities of their guest(s). Guests are subject to the same rules, regulations and expectations as their host, and the host has responsibility for informing the guest of the rules, regulations and expectations in advance. In addition to any disciplinary action taken against the host, the University reserves the right to require the immediate departure of any guest where violations of University regulations or individual or group rights have occurred.

University Apartments
In addition to the statement above, residents are not allowed to host parties or large gatherings in their apartment at any time. Gatherings seen as disruptive to the community or as a health hazard will be dispersed; regardless of gathering size

3. Alcohol. All bulk containers are strictly prohibited. Individuals are expected to abide by all state laws and University policies governing the use of alcohol. Please refer to the University Community Rights & Responsibilities for detailed policy.

University Residence Halls & Apartments License, 2013 - 2014
Page 7 of 18
University Apartments
In addition to the above statement, residents found with items used for binge drinking (i.e. beer pong tables, funnels, kegs, etc.) will be required to carry said item(s) to the University Apartments Office located on complex where the item(s) was found. The item(s) will remain in the property of the University Apartments staff until the end of the academic year or until a time when the owner can permanently remove the item(s) from campus. At the end of each academic year (24 hours after closing), all such items will be disposed of if the owner does not collect them.

4. **Overnight guests.** Overnight guests may be housed, provided the guest is housed in a suite/bedroom and that the student host has complied with the guest registration policy/application, which is available in the Quad Information Center and is required of all guests. All guests must be registered with the Information Center before 11 PM the night of their stay.

University Apartments
In addition to the statement above, residents found in violation of the overnight guest policy will be given 24-hours to remove their guest(s), however guests found in violation of the rules, regulations or policies of the University, will be required to leave immediately. Further violations of the guest policy may result in the revocation of the host’s residence license.

5. **Quiet Hours and Courtesy Hour.**
   **Residence Halls**
   Formal Quiet hours are 9:00PM - 7:00AM on weekdays and 2:00AM - 7:00AM on weekends. During the final examination period, beginning the night of the first reading day and extending daily through the last examination, formal quiet hours are in effect 24 hours a day. Formal Quiet Hours are defined as a time during which all sound must be contained within a room/suite. Courtesy Hours exist 24 hours every day, therefore are always in effect, and are defined as a time in which general consideration for others is maintained.

University Apartments
Residents of University Apartments (Empire Commons, Freedom Apartments and Liberty Terrace) and their guests are required to be respectful of their neighbors and keep noise at a minimum. Noise must be confined within the parameters of their apartment. Residents and guests must also keep all noise to a minimum in building hallways and outside on the grounds. Neither residents nor their guests may play loud music or have loud gatherings in any apartment or on the grounds of University Apartments. Residents and their guests must abide by this policy at all times.

6. **Fire Safety.** All residents must evacuate the building when a fire alarm sounds. Failure to cooperate or to evacuate during a fire alarm; causing of a false fire alarm; inappropriate behavior which results in the activation of a fire alarm; interfering with the proper functioning of a fire alarm system; tampering with, damaging or removing fire hoses, extinguishers, exit lights, heat/smoke sensors, extinguisher boxes or alarm covers, or any other fire safety apparatus is strictly prohibited. The use of any open-flamed devices such as candles, sternos; incense and kerosene lamps is prohibited. The following are also prohibited: natural trees, wreaths, paneling, wallpaper or similar coverings, open-element or liquid-fueled (kerosene, propane, gas) space heaters, and hazardous trash accumulation. Please see Environmental Health and Safety's fire safety information.

7. **Dangerous Objects.** The possession or use of firecrackers, explosives, dangerous chemicals, flammable liquids, charcoal lighter fluid, items which constitute a fire hazard, firearms or other weapons, ammunition, knives, chukka sticks and other dangerous objects or chemicals is prohibited. Use and storage of helium and propane tanks in rooms, suites and lounges is prohibited.

8. **Cooking.**
   **Residence Halls**
Cooking is permitted only in residence hall kitchenette areas. Minimal snack preparation is permitted in student rooms (see number 9 below.) Any open flame cooking equipment, including charcoal barbecue grills, and hibachis must be used outside and at least 30 feet from any building.

University Apartments
Cooking is permitted in University Apartments.

Cooking and Use of Outside Areas on University Apartments
The use of charcoal burners and other open-flame cooking devices shall not be operated within 30 feet of the buildings. Residents are responsible for themselves and their guests in ensuring any outside gathering results in an expeditious and complete clean-up of the area. It is imperative that individuals take every safety precaution when disposing of used charcoal. Once the charcoal is finished being used, allow it to sit in the grill for at least 24-hours before placing it in the dumpster. Individuals using outdoor space must refrain from drinking alcoholic beverages outdoors, regardless of age.

   Residence Halls
   Air conditioners, ceiling fans, microwave ovens and all other cooking appliances are prohibited. For snack preparation, the following appliances, UL Approved ONLY, are permitted: pop-up toaster, closed element popcorn popper, thermostatically controlled hot pots and rice cookers, and percolator/coffeemaker.

   ** Please note: Micro-fridge units are approved for use in the Residence Halls. This is the only type of Microwave unit permitted in the Residence Halls.

   University Apartments
   Students are expected to use appliances furnished in their apartment in the appropriate manner. The student takes full responsibility for the appliances use and functioning during the course of their stay. Misuse, damage, and/or injury incurred by or caused by the student are the sole responsibility of the student. The student will incur appropriate charges for maintenance and upkeep as a result of damage caused by misuse.

   Empire Commons and Liberty Terrace apartments are equipped with microwaves. Freedom Apartments residents may possess a microwave oven; however, Freedom Apartments are not equipped with one.

10. Refrigerators.
    Residence Halls
    Students are permitted to have a refrigerator in their room/suite. These may be student-provided, in which case it must be in good working condition, capacity of 6 cubic feet or less, electrical requirements and use rated at 110 volts, 1.75 amperes or below, UL approved; or, it may be a leased unit meeting the same requirements. Micro-fridges are available to rent. More information is available at www.albany.edu

    ** Please note: Micro-fridge units are approved for use in the Residence Halls. This is the only type of Microwave unit permitted in the Residence Halls.

    University Apartments
    All apartments come equipped with a full size refrigerator.

11. Electronic Equipment. Television aerials/antennas, masts and other radio-transmitting/receiving equipment are prohibited. Student-provided wireless access points and networking routers are strictly prohibited in all University residence. Students are expected to be familiar with and abide by all University Information Technology policies including, but not limited to, Responsible Use of Information Technology and Connecting Devices to the University Network. For all applicable University IT policies, visit http://www.albany.edu/its/

12. Pets. Pets, other than tropical fish in a 20 gallon or less tank, are prohibited.
13. **Waterbeds and lofts.** Only University supplied loft configurations are acceptable. Waterbeds are prohibited.

14. **Room decorations.** Combustible materials such as posters, pictures, etc., shall be limited to 20% of available wall space in each room. No combustible material shall be allowed on ceilings or on the inside of any door. Fabrics, including sheets, fishnet, tapestry, etc., used as decorations are prohibited. Ceiling decorations of all types are prohibited. **Curtains must be flame resistant (per NFPA 701) as should any upholstered furniture (labeled CAL 133).**

15. **Windows.** Throwing or hanging anything out windows is prohibited.

16. **Ceilings.** Ceilings may not be disturbed in anyway. This means you may not attach any items to the ceiling (such as stickers, nails, hooks, bottle caps, etc.), or bounce balls off them. The ceilings in some Residence Hall rooms contain a low percentage of chrysotile asbestos.

17. **Screens.** Removal of existing window screens is prohibited.

18. **Recreation/other activity.**
   **Residence Halls**
   Recreational activity within the courtyard of the Quadrangles is governed by the Department of Residential Life. Activities potentially injurious to facilities or grounds are prohibited in common areas, including lounges and hallways.

   **University Apartments**
   Recreational activity within and around Empire Commons, Freedom Apartments and Liberty Terrace are governed by the Department of Residential Life, University Apartments, and the prescribed guidelines regarding use of the Empire Commons Community Building or Liberty Terrace Community Area. Activities that could be injurious to facilities or grounds are prohibited in common areas, including hallways, stairwells, and grounds.

   Reservation Requests are required for all use of common space for formal and informal activities within and around Empire Commons, Liberty Terrace, and Freedom Apartments. Requests must be submitted to the University Apartments Office for approval ten days prior to the date of the proposed event and/or activity. Charges may apply. Failure to comply with this regulation may result in judicial sanctions.

   Additionally, failure to follow the posted rules and regulations or verbal directives of Residential Life staff or staff hired to work in the Empire Commons or Liberty Terrace gym, may result in judicial sanctions and/or revocation of one’s gym privileges.

19. **Solicitations.**
   **Residence Halls**
   Solicitations and sales by residents and others are limited to those activities authorized by the designated campus authority and are limited to those approved by the DRL. Use of a mail services mailbox is strictly for personal use only, not for business purposes.

   **University Apartments**
   Solicitations and sales by residents and others are prohibited within apartment buildings. Solicitations within the Commons Community Building are limited to those approved by the Department of Residential Life, University Apartments. Use of a mail services mailbox is strictly for personal use only, not for business purposes.

20. **Facility Use Requests.**
   **Residence Halls**
   Special Function Forms are required for all use of space for formal and informal activities, as well as for approved solicitations. These forms must be completed in the Quad Information Center and approved by the Quad Coordinator for that facility.
University Apartments
Reservation Requests are required for all use of space for formal and informal activities within and around Empire Commons, Freedom Apartments and Liberty Terrace. Requests must be submitted to the University Apartments Office for approval ten days prior to the date of the proposed event and/or activity. Charges may apply. Failure to comply with the directives of staff when using the Empire Commons Community Building or Empire Commons Community Area, may result in sanctions.

21. **Tunnel Area.**
Entering quad tunnel areas is prohibited unless specific permission is granted by the DRL.

22. **Vehicles.** Storage of motorcycles or mopeds in buildings is prohibited.

23. **Smoking.** State law prohibits smoking in all public areas including lobbies, hallways and lounges.

**SMOKE FREE RESIDENCE HALLS**
In recognition that the exposure to second hand smoke is a significant health concern, the University at Albany Residence Halls and University Apartments are entirely smoke free. This means that you may not smoke inside any residential structure including your bedroom and/or suite area. In addition, you may not smoke within 30 feet of any residence or office building on campus.

24. **Building Entrances.** Propping of any building access/entrance door is strictly prohibited.

25. **Recycling.** Students are required to utilize suite/room issued recycling bins for recyclable materials. Students will be billed for lost, stolen, or damaged bins.

26. **Cinder Blocks/Bricks.** Cinder blocks or bricks of any composition are prohibited in all University Residence Halls & Apartments.

27. **Halogen Lamps.** Halogen lamps/bulbs are prohibited in all University Residence Halls & Apartments for health and safety reasons.

28. **Lofting/Bunking of Beds:** Lofting or bunking of beds must be completed by submitting a repair request to the Quad Information Center. Any bed with the above configuration must be done by Facilities staff and are required to have a safety rail installed. Not all University beds will be able to be lofted or bunked.

B. **Excerpts From Community Rights & Responsibilities Governing The Use Of Alcohol**

1. The University at Albany adheres to and enforces all federal, state and local legislation concerning alcohol. Violations of the Alcohol Policy will be addressed as prescribed by federal, state and local laws, by University policies, and by regulations described in *Community Rights & Responsibilities*.

2. Under New York law, only persons twenty-one (21) years of age or older are legally entitled to purchase, be sold, given, or served alcohol. A person under 21 years of age may not possess or consume alcoholic beverages at any time on the University campus.

3. Under New York law, persons under the age of 21 are prohibited from possessing any alcoholic beverages with intent to consume the beverage. Violators are subject to a fine up to $50.00 per offense. Authorized law enforcement personnel may seize alcoholic beverages involved in alleged violations of this law.

4. New York law further provides that any person, other than a parent or guardian, who purchases alcohol for, procures for, or gives alcohol to anyone under 21 years of age is guilty of a misdemeanor.
5. Under New York law, anyone under 21 years of age who uses fraudulent proof of age to obtain alcohol is guilty of a misdemeanor. This violation is punishable by a fine of up to $100.00 and a community service requirement of up to thirty (30) hours.

6. A substantial part of the University at Albany is in the City of Albany and is subject to its open container law. Thus no open container of an alcoholic beverage is permitted in the residence halls or the surrounding University grounds.

7. Under New York law, a person under the age of 21 who presents an altered New York State driver's license for the purpose of illegally purchasing an alcoholic beverage may be subject to a suspension of that driver's license for up to ninety (90) days and may also be required to apply to the Department of Motor Vehicles for a restricted use driver's license following the suspension. Driving under the influence of alcohol on University property is prohibited and violators will be subject to arrest.

8. The Vice President for Student Success is responsible for implementing and interpreting the alcohol use policy.

Further information about the campus policy governing the use of alcohol and the complete Community Rights & Responsibilities document is available at http://www.albany.edu/studentconduct/introduction.shtml.

C. Campus Policy Governing Use of Alcohol in Residence Halls

All University at Albany students who live in residence and their visitors/guests are subject to New York State Law and the University at Albany’s policy regarding possession and consumption of alcohol, as well as specific policies governing the Residence Halls. Please note that individuals disciplinary suspended or dismissed from the University forfeit tuition and fees as well as the semester room and board charges in which the disciplinary action occurred, and shall not receive academic credit for the semester in which the suspension or dismissal occurred.

1. Definition of Residence Hall/University Apartment Areas. Residence Halls are defined as the quadrangles and the University Apartment complexes, including outdoor areas. The boundaries of Indian, State, Colonial and Dutch Quadrangles are defined by the first paved roadway or sidewalk adjacent to the quadrangle. Indian and Dutch Quadrangles include the playing fields adjacent to the west and east respectively with regard to the application of this policy. The boundaries of Alumni Quadrangle are defined by the exterior city sidewalks surrounding the quad. The boundaries of Freedom Apartments are defined by the entrance road to the complex from Tricentennial Drive. The boundaries of Empire Commons are defined by the University roadways surrounding the complex.

2. Alcohol Policy in Freshmen Designated Residence Halls. Alcoholic beverages are never permitted in freshman residence halls. This includes all residential buildings on Indian Quad and the designated freshman buildings on State Quad, or any other Quad with designated first year student populations. Designated freshmen buildings on State Quad are identified on a yearly basis on the Residential Life web site at http://www.albany.edu/housing/. Visitors or guests of students residing in these areas are not permitted to possess or consume alcohol in these areas regardless of whether they are of legal drinking age. These areas are designated as alcohol free.

3. Alcohol Policy for Students Under 21 Years of Age Living in Non-Freshmen Areas. A person under 21 years of age may not possess or consume alcoholic beverages at any time on the University at Albany campus. No possession or consumption of alcohol is permitted by any student or guest in private residence rooms where all the assigned residents are under 21 years of age. Visitors or guests of students under 21 years of age are not permitted to possess or consume alcohol in the suite or bedroom of an underage student regardless of whether they are of legal drinking age. Alcohol containers, including empty liquor bottles, wine bottles and/or beer cans are prohibited.

4. Alcohol Policy for Students Over 21 Years of Age Living in Non-Freshmen Areas. The following regulations regarding alcohol use apply to students and visitors/guests in the non-
freshmen areas who are 21 years of age or older: No individual student may possess more than 12, 12 oz. bottles/cans of beer (or the equivalent), or one liter of hard liquor or wine at one time in their assigned residence room/apartment. Guests or visitors are prohibited from bringing alcohol for consumption or distribution into any residence hall room/apartment. Binge drinking is strictly prohibited. Individuals of legal drinking age may not provide alcohol to underage roommates, suitemates, visitors or guests. Drinking games (e.g. beer pong) and other activities that promote the irresponsible use of alcohol are prohibited. This includes the use of alcohol paraphernalia such as funnels and ice luges. Kegs and beer balls, whether empty or full, tapped or untapped, are prohibited. Spiked punch and Jell-O shots containing alcohol, regardless of alcohol content are also prohibited. Behavior that encourages or contributes to excessive alcohol consumption by another student is prohibited. Carrying open containers of alcoholic beverages or consuming them in any public area of the campus is prohibited. This includes movement between residence hall rooms or apartments with an alcoholic beverage.

5. **Compliance with all requests by University officials, including Residential Life staff or University Police, for proof of 21-year-old status is required.** If there is reasonable suspicion to believe that alcohol might be in squeeze bottles, cups or other such containers, University staff reserve the right to approach students and hold individuals accountable under the provisions of this policy. Possession, consumption, and storage of alcohol are prohibited in all public areas, e.g. lounges, hallways, stairwells, common bathrooms, or outdoor areas. Driving on University property while under the influence of alcohol is strictly prohibited and will result in arrest, loss of driving privileges on campus, and possible suspension or expulsion from the University.

6. **The Incident-Sanction Protocol for Alcohol & Other Drug Violations.** The sanctions specified in the University’s Community Rights & Responsibilities are the minimal expectations applied by staff in most student conduct cases involving alcohol and other drugs. The University’s response is not restricted to those sanctions listed in the protocol. Students are advised that illegal possession and/or use of alcohol and other drugs are strictly prohibited at the University.

X. **RESPONSIBILITY FOR ROOM USE**

Each resident must complete and sign a Room or Apartment Condition Report provided by the residence hall staff within 24 hours of occupying any room, including room changes. This form, when signed by a Residential Life staff representative, is the basis for assessment of any damage and/or loss attributable to the resident at the termination of occupancy. Failure to complete, sign and return the form results in the student’s assumption of responsibility for any damage evident in the room.

Where two or more students occupy the same room or suite and where determination of specific responsibility for the damages or losses has not occurred, an assessment will be made against both or all equally. Charges will reflect actual cost as determined by Physical Plant for any billing. A list of items most commonly billed and the cost is available upon request. If payment is not made, a hold will be placed on the student’s University records.

A. **Assessment Room Damage Charges**

Students responsible for damage or losses will be billed by the DRL for cost of repair and/or replacement of University property.

B. **Common Area Damage Assessment**

An attempt will be made to identify students responsible for loss or damages. Failure to identify responsible individuals will result in an equal assessment to all students associated with the common area.

C. **Furniture Removal**

Furniture must be left in the rooms or lounges to which it has been assigned. Students who move furniture from assigned areas will be billed for the return of the furniture to its assigned area. Where furniture has been moved into a room or suite, all residents of the area will be equally billed for its removal.

D. **Alterations**
The student shall make no alterations to their bedroom, shared living space or building in which they reside. This includes but is not limited to: altering living space for recreational purposes, painting, removal/disconnection/installation of fixtures, furniture, equipment, or appliances (where applicable) situated therein without the express written consent of the University.

University Apartments
On Empire Commons and Liberty Terrace, it is imperative that students not disconnect and/or rearrange the furniture in their bedroom. Students who violate this policy will be billed accordingly.

E. Lost Keys
If a student loses a key issued by the DRL, it may only be replaced by reporting the loss to the DRL. In such cases, the student will be billed for the cost of re-keying the door. Keys returned by students at check out which are not the same keys issued by the DRL will also necessitate the re-keying of the door with assessment of charges to the student responsible. All keys remain the property of the University.

Duplication is strictly prohibited.

*Students found with duplicated keys will incur the cost of a lock change and may be judicially referred.

XI. MAINTENANCE & CONDITION OF FACILITY

All residents have a responsibility to help in maintaining the cleanliness of their living environment and will be expected to clean up after themselves in suites and rooms as well as in lounges and other public areas. Regular maintenance and/or painting by University personnel and/or contractors may be scheduled in rooms; suites and common areas while facilities are occupied. When possible, advance notice will be given.

A. Inspections
The University reserves the right to inspect rooms for safety, security and maintenance purposes. In all cases where the health, safety or welfare of a person may be in danger or in cases where University property or services are jeopardized, the Department of Residential Life staff may enter a suite or room immediately and without notice. Announced safety inspections will occur once each semester, procedures for which will be communicated in advance. In addition, the University reserves the right to search with consent; search incidental to arrest; and to search by warrant.

B. Repair work
Repair work in student rooms/suites may be scheduled to occur during recesses. Advance notice will be given to residents, except in the case of emergency repairs.

C. Room & Suite Painting
Rooms and suites are painted on a regularly scheduled basis. Where room conditions warrant, students may request painting through the DRL. Students are prohibited from painting rooms and/or suites.

XII. PERSONAL PROPERTY LOSSES & CLAIMS

The University is not responsible for loss of or damage to personal property of residents. Personal property insurance may be available through your family’s homeowners insurance, or through the individual purchase of renter’s insurance through the personal property protection program. Information is available at the DRL. Student occupants are urged to provide for the security of their belongings by locking their rooms and by carrying personal property insurance. Mail Services is not responsible for any unclaimed property or packages.

XIII. PAYMENTS

A. Fall Semester Room Deposits
In order for continuing students to be eligible for a refund of the Housing Deposit, cancellation of the room request must be made in writing and received in the Department of Residential Life by Wednesday May 1,
In order for new students to be eligible for a refund of the Housing Deposit, cancellation of the room request must be made in writing and received by the DRL within 30 days of the receipt of payment of the Deposit but not later than **Thursday August 1, 2013.**

**University Apartment’s Termination of License**

PRIOR TO LICENSE START DATE: There is no financial penalty to cancel your license so long as the student requests cancellation, in writing, no later than **Wednesday May 1st, 2013** (for continuing students) and **Thursday August 1, 2013** (for new students).

DURING THE LICENSE: If residents wish to terminate their license, they should refer to Section XIV of this license agreement. There is a **$400 license termination fee for release from Empire Commons.** The Department of Residential Life and University Apartments does not guarantee license termination.

**B. Spring Semester Room Deposits**

To secure a room assignment for Spring 2014 semester, new students as well as off-campus students requesting to move on campus must pay the Housing Deposit fee of $125.00. In order to be eligible for a refund of the Housing Deposit, cancellation of the room request must be made in writing and received in the DRL within 30 days of the receipt of the payment of the Deposit but not later than **Sunday January 19, 2014.**

**C. Room & Board Charges**

Charges are billed by the Office of Student Accounts and are due and payable prior to occupancy. Students are expected to pay in full or provide evidence of financial assistance to Student Accounts by the payment deadline. Students who do not satisfy their financial obligations for room and board charges are subject to removal from residence halls, apartment complexes, and/or revocation of their meal card privileges.

Any Student who is not exempt from the “on-campus residency requirement” will be billed an 8-week housing charge at the standard double rate if they choose to leave and walk-out of their contract.

Students are advised that this License is binding for the duration stipulated in section I of this agreement. For University Apartments (Empire Commons) **students with FULL-YEAR Licenses who opt not to check-in during the summer months (June 3rd, 2013 – August 2013)** will still incur full-year charges.

**XIV. REFUNDS & BILLING ADJUSTMENTS**

Occupancy of University Residence Halls & Apartments is defined as acceptance of keys and/or moving into the room. For residents continuing from Fall to Spring semesters, occupancy is defined as failure to obtain approval for release via the License Release Request and/or failure to remove all possessions from the room and return all keys prior to Spring semester opening day, **Sunday January 19, 2014.**

Adjustments for room and board charges are based on the date personal effects are removed from the hall and keys have been returned to The Department of Residential Life. Please note releases from Empire Commons are subject to a $400 license termination fee. Adjustments of room and board charges are granted in accordance with the following:

**A. Room**

After a student has occupied a room, no adjustment is available for the balance of that semester, unless the student officially withdraws from the University due to CIRCUMSTANCES BEYOND THEIR CONTROL or unless a written request for release from the Residence License due to CIRCUMSTANCES BEYOND THEIR CONTROL is approved by the DRL. Written third party documentation must be submitted to substantiate reasons beyond a student’s control. In approved cases, room charge adjustments are prorated on a weekly basis. **If a student withdraws from housing after week 8, charges for housing for the remainder of the term will not be refunded.**

**B. Summer Withdrawals – University Apartments (Empire Commons) ONLY**

Should residents who signed up for a full-year license cancel out of that license, they will be reassessed apartment/room charges at the normal weekly rate, as defined below, for the period spent on Empire Commons. Student Accounts will reissue a bill to the student in the adjusted amount, based on the normal
weekly rate. Students wishing to be released from the Residence License prior to the start of the Fall semester, and who have not checked in, will also be assessed an adjusted room rate reflecting the normal daily rate. The reduced ‘summer rate’ is available ONLY to those students who will be residing on Empire Commons for the entirety of their agreed upon full-year license. The ‘normal weekly rate’ is defined as the prorated weekly amount based on academic year charges.

C. Meal Plan
Under certain circumstances a student may receive a full or partial (pro-rated) refund for meal plan costs. All refunds require a written release from the Residence License signed by the Director or the Associate Director of Residence Life.

All University at Albany meal plan refunds are subject to New York State tax law provisions. When calculating refunds, the value of the meal plan is measured in terms of the total semester cost of the meal plan, including a weekly meal charge and Munch Money dollars. Munch Money balances remaining at the end of the academic calendar year are forfeited.

1. Full Refunds
You may receive a full refund of your meal plan cost only if you fail to occupy your room at the beginning of the semester, as defined by the Residence License.

2. Partial (Pro-Rated) Refunds
All pro-rated refunds are based on your time spent in residence, and figured on a weekly basis (the week is defined as beginning on Monday and ending on Sunday). Time spent in residence is calculated from the date that meal plans begin for the semester, through the Sunday following the day the meal plan is deactivated in SUNYCard. (See Section 7: Applying for a Refund). In most cases, refunds are not permitted after you have spent eight weeks or more in residence.

Through the seventh week of the semester, pro-rated refunds of meal plans may be granted for the following circumstances:

- If you officially withdraw or are academically dismissed from the University and/or leave University Housing during a semester, and obtain a written release from your Residence License by the Director or Associate Director of Residence Life
- If you move from a traditional Residence Hall to a University Apartment during a semester
- If you are called for active military duty

3. Exception To The Partial Refunds
If you officially withdraw from the University or move from a traditional residence hall due to a documented medical condition for which you have received a written release from your Residence License, you may receive a refund based on time spent in residence, pro-rated on a weekly basis, regardless of the week of departure.

The medical condition must meet all of the following criteria:

- The medical condition prevents you from eating in University dining facilities
- The medical condition is officially documented by the University Medical Director (see Section VIII B7, “Medical Release”)
- You have received a written release from the Director or Associate Director of Residential Life, due to the documented medical condition

D. Change Of Housing
After the first ten business days of the semester, changes in meal plans can be made if you leave your room in the residence hall (all students have the option to change their meal plan during the first 10 business days of the semester).

- If you move from traditional residence halls to University Apartments within the first eight weeks of a semester, you may choose to retain your original meal plan, or change or cancel your meal plan.
- If you move from traditional residence halls to off-campus housing within the first eight weeks of a semester, and obtain a written release from your Residence License from the Director or Associate Director of Residence Life, you may choose to retain your original meal plan or you may change or cancel your meal plan.
• If you move after the eight weeks, unless the move is due to a documented medical condition or a call to active military duty; you cannot cancel your meal plan and you will be charged the full amount.

E. Change In Occupancy
In the Residence Halls, students assigned to increased occupancy (one person more than design capacity for a room) are initially billed at the standard double rate. Adjustments to bills for increased occupancy will occur mid semester. If there is a change in occupancy which affects the room rate, i.e., increased occupancy rate to normal occupancy rate or normal occupancy rate to increased occupancy rate, changes in room rates become effective the following week. When campus-wide occupancy permits all students to be placed in normal occupancy (i.e., below 100% campus-wide), all students will be charged at the normal occupancy rate, even if students have elected to remain in increased occupancy.

F. Academic Dismissals
Students that have been academically dismissed must follow these procedures:

1. Fall Dismissal
A student dismissed following the Fall semester must notify the DRL immediately following receipt of the official letter of academic dismissal. The student must make arrangements with the DRL to formally check out of their Fall room assignment PRIOR to opening day Sunday January 19, 2014. Checking out on or after this date will result in room charges. Students appealing the academic dismissal must notify the DRL or will lose their Spring housing assignment.

2. Spring Dismissal
A student dismissed following the Spring semester must notify the DRL in writing within 30 days of receipt of the official letter of academic dismissal, in order to qualify for a refund of deposit for the Fall semester. Students appealing the academic dismissal must notify the DRL of their intent or they will lose their Fall assignment.

G. Judicial Referrals/Actions
A student, either dismissed or suspended from the University, or administratively removed for disciplinary reasons by the Vice President for Student Success, Office of Conflict Resolution, or Department of Residential Life are subject to financial penalties for prematurely breaking this License, and will be required to pay such penalties at the time of their removal from University Residence Halls and Apartments.

XV. RELEASE FROM RESIDENCE LICENSE FOR ROOM & MEAL PLANS
License Release Requests submitted on or after the first day that University Residence Halls and Apartments open for the semester will be considered by the DRL. Specific guidelines for securing approval of a License Release Request are applied. These guidelines include documented withdrawal from the University, changes in financial situation, marital status and medical conditions, all of which must be BEYOND THE CONTROL OF THE STUDENT with proper documentation. When a student is officially released from the Residence Hall License, s/he must vacate the room within 24 hours and complete checkout procedures outlined in Section VI of this license. Students will be charged for room until check out is completed and if they have an active Meal Plan, the refund for the plan will be pro-rated based on the amount of time spent in residence, not on the number of meals left.

Failure to check into University Residence Halls and Apartments, reside in the assigned room, accept a meal card, eat meals, or pay room and board charges does not release a student from the obligations of this License. Except for those students released from the License or officially withdrawn from the University, students who fail to move into their assigned room will be billed one-semester room charge, and for their meal plan where applicable in relation to their housing assignment.

Students who have occupied a room and then move out without being officially released from this License, officially withdrawn from the University, on University Study Abroad, or academically dismissed, will be billed a (8-week) room charge, effective the date of the unauthorized move. This charge will be in addition
to a room billing for the amount of time actually spent in residence, determined by the date that keys are returned.

Renewal
This agreement does not automatically renew upon expiration on the term designated. The University may accept or deny any such renewal request at its sole discretion.

THESE TERMS AND CONDITIONS ARE A BINDING AGREEMENT

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