

FOR OFFICE USE ONLY
Assignment: _____

2011 - 12 HOUSING AND MEAL PLAN INFORMATION FORM

NAME: _____ SID #: 901-
(LAST) (FIRST) (M.I.)

HOME ADDRESS: _____
(STREET) (CITY) (STATE) (ZIP)

PHONE NUMBER: (_____) _____ (_____) _____
(HOME) (CELL)

MEAL PLAN CHOICE

All students are required to select a meal plan for the 2011-2012 academic year – including those who live in the THs.

Please select from one of the following meal plans:

- | | | |
|----------------------------------|---|-----------------------|
| _____ | Carte Blanche Ultimate Dining with \$75 dining dollars + 2 Guest Passes | (\$2,397.50/semester) |
| _____ | 19 meals per week with \$150 dining dollars + 2 Guest Passes | (\$2,352.00/semester) |
| _____ | 15 meals per week with \$300 dining dollars + 2 Guest Passes | (\$2,352.00/semester) |
| _____ | 15 meals per week with \$50 dining dollars + 2 Guest Passes | (\$2,069.00/semester) |
| _____ | 12 meals per week with \$280 dining dollars + 2 Guest Passes | (\$2,276.00/semester) |
| _____ | 12 meals per week with \$75 dining dollars + 2 Guest Passes | (\$2,069.00/semester) |
| _____ | 10 meals per week with \$0 dining dollars + 2 Guest Passes | (\$1,920.00/semester) |
| Townhouse Residents Only: | | |
| _____ | 75 meals per semester with \$225 bonus dollars + 2 Guest Passes | (\$1,225.00/semester) |
| _____ | 125 meals per semester with \$25 dining dollars + 2 Guest Passes | (\$1,225.00/semester) |

HOUSING LOTTERY PROXY STATEMENT (COMPLETE ONLY IF YOU ARE UNABLE TO ATTEND YOUR ASSIGNED SELECTION NIGHT)

I designate the below named proxy to act on my behalf during the Housing Selection Process. I fully understand that I am responsible for instructing my proxy with regards to my room preferences and obligated to accept the assignment that he/she chooses on my behalf. All room assignments made at selection night are final and will not be altered without special permission from the Office of Residential Life.

"I hereby give permission to my proxy, _____, to select a space for me during the housing selection process since I will be unable to attend in person.

EMERGENCY CONTACT

Please list an individual Siena College may contact in an emergency:

NAME, RELATIONSHIP _____, _____

PHONE NUMBER (_____) _____ (_____) _____
(HOME) (CELL)

Siena College offers the option to all Resident Students to identify a contact person in case they are reported missing. In addition to registering the name of a person as an emergency contact for any emergency taking place while attending Siena, students residing in on-campus housing have the option to identify confidentially an individual to be contacted by Siena in the event the student is determined to be missing. If a student has identified such an individual, Siena will notify that individual after the student is determined to have been missing for 24 hours. This option is made through the Office of Residential Life when they are signing this housing license and it is on a voluntary basis. If this option is not taken by the student then the emergency contact defaults to the parent or the legal guardian.

If I am missing for a period of 24 hours or more you may contact my emergency contact previously stated.	YES	NO
If no, please contact: Name: _____	Phone #: _____	
Relationship to Student: _____		

HOUSING LICENSE

I have read the *Siena College Housing License* on the reverse side and agree to abide by:

- 1) All the terms, conditions and provisions herein.
- 2) All policies, guidelines, rules and regulations that govern the student body at Siena College, including those outlined and/or referenced in this agreement, and set forth in *Siena Life*.
- 3) All local, state and federal laws.

Student Signature _____

Date _____

This is a revocable license for student housing and not a lease; therefore, the relationship between the College and the Student is not one of landlord and tenant and shall not be subject to any rights or remedies under any laws, rules, or regulations applicable to a tenancy. Students should be familiar with and follow the terms, conditions and provisions set forth in this Housing License ("License"), the College policies, guidelines, rules and regulations outlined in *Siena Life*, and the local, state and federal laws. Students should refer to the "Residential Living Guidelines" section of *Siena Life* for a further explanation of the conditions of residential living. Failure to comply with the policies, guidelines, regulations or rules referred to above or with the terms, conditions or provisions contained herein, or with the local, state and federal laws may result in a cancellation of this License and/or disciplinary action.

RESIDENCY REQUIREMENT:

All full time students, with the exception of commuter students, are required to live in College residence facilities, to the extent space is available, and to purchase a meal plan. Your participation in the 2011-2012 Housing selection process and your signing of this License at any other time acknowledges your understanding of the College's housing requirement as outlined in *Siena Life*. **Continuing resident students who fail to reserve space for the 2011 - 2012 academic year during housing selection will be assigned to any available space (after new and transfer resident students are assigned) and will be billed for room and meal plan.**

CONDITIONS OF OCCUPANCY:

1. The License consists of a room and meal plan for residence hall students, and is available only on a combined basis. This License is binding during the entire academic year a student is in residency, and must be renewed each year in support of the 4-year residency requirement.
2. In the event that a resident student's housing assignment or meal plan is changed, the terms and conditions of this License will remain in full effect without the execution of a new License.
3. A student must be registered as a full time student for the duration of the contract period. For this License, full time status is defined as active registration of 12 or more credits. Students who fall below full time registration during a semester may face an immediate cancellation of this License.
4. Unauthorized occupancy prior to official Residential Life determined move-in dates will result in disciplinary action. All students must vacate their rooms/suites/ townhouses during designated breaks/vacations and no more than 24 hours after their last exam each semester or by the designated closing time, whichever is earlier. Graduating seniors must vacate their residence unit no later than 6:00 p.m. on Commencement Day.
5. Students planning on studying abroad during the dates of this license or for an upcoming academic year must submit a signed License prior to departing for the term abroad in order to secure on-campus housing for the semester they return to the College. Should students studying abroad wish to cancel housing for an upcoming semester, they will be subject to the cancellation policy outlined below.
6. College shall not be liable or otherwise responsible in any way for any loss of or damage to student's personal property.

CONDITIONS OF PREMISIS:

1. At the time a student moves into a room/suite/townhouse, the student is responsible for completing Room Condition Reports indicating the condition of the room/suite/townhouse and its furnishings by the date specified. Failure to do so will result in the student being charged for all damages found upon final inspection and will lose the right to appeal those charges. Each resident of a room/suite/townhouse will be billed equally for damages or custodial fees to his/her residence or townhouse grounds unless individual responsibility is accepted.
2. When a student vacates the assigned residential space, s/he shall remove all personal property and leave the room, common areas, and bathrooms (in Padua, New Hall, and Townhouses), as well as furnishings clean and in the same condition they were in when the student commenced occupancy, wear and tear excepted.
3. Damage (including, but not limited to, excessive filth, vandalism and missing items) discovered at any time during a semester or in May during the final inspection process and determined by the Dean of Students, Associate Dean of Students, Director of Residential Life or their designee's to be caused by a student's intentional or unintentional act or omission, such as, for example, willful, malicious, reckless or accidental behavior, will be charged to a student's account. Damages attributable to such behavior (with the exception of those determined to be "purely accidental damage(s)") may also result in immediate disciplinary action including administrative relocation or termination of the student's housing privileges and this License. Students reassigned because of attributable damages will be relocated to an available housing space and are responsible for any changes in cost associated with their relocation (room rates or meal plan requirement).
4. Students with billable damage (room/suite/townhouse and common area damage or vandalism) may be subject to immediate termination of their housing privileges and cancellation of their License. Students with billable damage (room/suite/townhouse and common area damage or vandalism) in excess of \$100.00 may have their License cancelled immediately. Students with billable damage (room/suite/townhouse and common area damage or vandalism) between \$25 - \$100 may be subject to more frequent health and safety inspections.
5. Any termination of the License for damages, abuse, and neglect of College or health and safety issues is not subject to any refund for housing charges and fees.
6. The students are responsible for the repair, replacement or cleaning costs for any College property.

CANCELLATION, TERMINATION AND ADJUSTMENTS:

1. To appeal the residency requirement at any time, a student must submit a petition for release form and submit this to the Office of Residential Life. Examples may include, but are not limited to: medical needs or changes in personal or financial circumstances. The decision of the Office of Residential Life is final. If the petition is approved housing and meal plan charges will be canceled after the time of the official cancellation date. **If a student never occupies or vacates his/her assigned space without submitting a written petition request, or if a petition request is denied, this License will not be cancelled and the student will continue to be responsible for all housing and meal plan fees.** Students who are released from their License or have withdrawn from Siena College and return may only apply for future housing through a waiting list.
2. Students dismissed from housing for disciplinary reasons or whose Licenses are terminated for cause, as outlined above, are not eligible for any refund of housing fees, including room and meal plan.
3. Meal plans may only be adjusted by making a request at the Saint Card Office within the first 2 weeks at the start of each semester.

SPECIAL ACCOMMODATIONS:

1. Any requests for special accommodations must be submitted through the College's Health Services Office. Every effort is made to assign a student to appropriate housing based upon this office's recommendation(s). Students who are recommended to reside in reduced occupancy rooms will not be assigned to designated triples.
2. Once a student who needs a special accommodation vacates a room, that room will return to its original, designated occupancy or use.

UNCONDITIONAL RIGHTS OF THE COLLEGE:

Notwithstanding the provisions contained herein, the College in its discretion:

1. May cancel this License at any time for reasons of health, safety, security, conduct and/or damages;
2. Reserves the right to increase the occupancy of a room/suite/townhouse to its designated capacity and/or to assign or relocate students to other housing areas or rooms. In the event of vacancies, the College may require students to move in order to consolidate or offer the option to pay an additional fee for a under-occupied room. Students relocated in the event of vacancies are responsible for any changes in cost associated with their relocation (room rates or meal plan requirement);
3. Reserves the right to inspect rooms/suites/townhouses and contents for the purposes of administering this License. Searches, which do not involve routine inspection, may be made only upon reasonable suspicion of activity, conduct, and/or behavior prohibited in *Siena Life*, and/or by local, state and federal laws and upon authorization from a Residence Director, Director of Residential Life, Associate Director of Residential Life, Associate Dean of Students, Dean of Students, Director of Public Safety, Associate Director of Public Safety or the Vice President for Student Affairs.