
ROCHESTER INSTITUTE OF TECHNOLOGY

TERMS AND CONDITIONS OF HOUSING

AND MEAL AND DEBIT PLANS

2003-2004



It's All About **OUR** Students!

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INTRODUCTION

Welcome to the RIT housing community. This document provides the policies and procedures for our community and defines your responsibility as a member of the community. By signing a contract and residing in RIT housing you agree to abide by this document and all federal, state and local laws (available in RIT's library) and Institute policy (available in the Student's Rights and Responsibilities booklet). With proper notice, the Institute can modify the terms and conditions during the term of this agreement. These terms supersede any and all prior terms and conditions.

ELIGIBILITY

You must be enrolled as a student (12 credit hours or more) at Rochester Institute of Technology, a registered cooperative (co-op) student, a student registered in a field-study instruction program, part of a special Institute sponsored program approved by RIT Housing Operations, or a spouse, domestic partner or dependent of and living with a resident in an RIT apartment meeting one of the criteria above. **Matriculated students will be given priority to RIT housing.** In addition, you must continue to maintain your eligibility throughout your contract by preventing/resolving holds placed on your student record. This housing contract will be terminated immediately if you do not meet the eligibility standards. Notification by the Bursar's office to RIT Housing Operations of indebtedness by a student can result in eviction from housing. Any student leaving for withdrawal, leave of absence or academic suspension is expected to check out (see check out procedures) of housing within three (3) days of submitting official paperwork or receipt of notice of suspension.

RESIDENT USE AND LENGTH OF CONTRACT

RIT housing contracts are binding for the entire academic year, September–May or from the day you move in until 24 hours after your last exam unless you are graduating. If you fail to move out on your move out date, you will be charged \$100 a day on your student account. A cancellation fee will be charged for breaking a housing contract that is binding for a full academic year.

Residents are prohibited from living with anyone other than their assigned roommate(s). Occupancy of all RIT housing is limited to those students assigned by RIT Housing Operations. You may not sublet or loan your housing, space, room or any part of your living quarters to anyone else. Residents who knowingly harbor ineligible/illegal residents may face judicial action and /or termination of their housing contract. If at any time, the resident fails to comply with the terms and conditions of this contract, RIT may terminate the contract with appropriate notice. The resident must vacate housing within three business days of termination.

RESIDENCY REQUIREMENT

First year freshmen students are required by the Institute to live in the residence halls for their first academic year. First year freshmen currently assigned to the residence halls wishing to commute (live with parent/guardian within a 30 mile radius) must be released from their residence hall contract. A cancellation fee will be charged for breaking a housing contract that is binding for a full academic year.

RATES

Refer to the RIT Housing Operation rate sheet for 2003–2004 or check our website at finweb.rit.edu/housing.

ASSIGNMENTS

In making assignments to RIT housing, Housing Operations will not honor any requests for assignments or room changes which discriminate on the basis of race, color, religion, national origin, ancestry, disability, or sexual orientation. Whenever possible residents will be assigned to their preferred location and/or roommate(s).

RESIDENCE HALLS AND RIT INN ASSIGNMENTS

RIT Housing Operations does not permit cohabitation in the residence halls or the RIT Inn. All deaf/hard of hearing students will be assigned to a fire strobed room.

RIT Housing Operations reserves the right to:

- Change room or hall assignments.

- Assign roommates together and/or consolidate students.

- Monitor any student's option to participate in any or all portion(s) of the Housing Selection Process based on registration holds on the student's record.

SPACE VACANCY IN ROOM

If you are in a double room assignment, you must keep the unoccupied side of your room empty for a new assignment at all times or be subject to judicial action, required to pay the double as a single rate and/or be consolidated.

SINGLE ROOM POLICY

Single rooms are assigned based on a point system that honors seniority. For more

information contact RIT Housing Operations.

IN TIME OF EXPANDED OCCUPANCY

Entering freshmen are guaranteed housing. Space is assigned based on the receipt date of your deposit to admissions, therefore on a first come, first served basis. Students who are the last to be admitted may be placed in temporary housing (i.e. triples, special interest housing, or local hotels).

UNIVERSITY COMMONS ASSIGNMENTS

The four bedrooms in a University Commons unit are assigned as single rooms. The kitchen, living room area, and bathrooms are common space shared among the occupants of the single rooms. Students will be assigned using the following criteria: gender, smoking and non-smoking, age, and major. RIT shall have the sole right to determine all assignments to the single rooms within a University Commons unit and reserves the right to change unit assignments and/or reassign rooms with good cause.

SPACE VACANCY

You must keep the unoccupied room(s) within your assigned University Commons unit locked, vacant and ready for a new assignment at all times or be subject to judicial follow up and/or be consolidated. In the event that one or more of the single rooms within the unit become vacant due to the move out of a student or the failure of a student to take occupancy the responsibility for assigning a new student to the vacant room(s) rest with the RIT Housing Operations. Remaining students assigned to the single rooms within the unit have no additional financial responsibilities due to vacancies.

Housing Operations will assign students to the vacant single rooms based on application date using the criteria above. Students currently assigned to the single rooms within the unit will be notified by Housing Operations that a student has been assigned to a vacant single room within the unit. The current students in the unit cannot deny access to the unit or the vacant single room to a newly assigned student. If current occupants of the unit know a student they would like to move into the vacant single within the unit, that student must follow the application process for the single room by seeing an assignment staff member in the Housing Operations Office in Grace Watson Hall. No Roommate Addition Forms will be accepted for single rooms within a University Commons unit.

ASSIGNMENTS FOR APARTMENTS

COLONY MANOR, PERKINS GREEN, RIVERKNOLL, RACQUET CLUB

Students applying individually will be assigned randomly using the following criteria:

gender, age, major, smoking and non-smoking. RIT shall have the sole right to determine all apartment assignments and reserves the right to change apartment assignments and/or reassign spaces with good cause. RIT reserves the right to consolidate apartment assignments and to assign a new resident into any unit which falls below required occupancy. Resident shall not assign, sublet or transfer his/her assignment rights in the apartment or any part thereof.

LOSS OF ROOMMATE

When a departing resident has filed an End of Quarter Move-Out Notice, remaining residents will have until the start of the following quarter to secure a replacement roommate(s) before the alternate occupancy rate is applied. Apartment keys must be signed out by replacement roommate(s) in order for the rate to be adjusted. See Alternate Housing Charges for Apartments section for more information.

FAILURE TO OCCUPY

In the event a roommate(s) fails to take occupancy, responsibility for securing a new roommate(s) shall rest with the remaining residents. Remaining residents will have until the start of the following quarter to secure a replacement roommates(s) before the alternate occupancy rate is applied. RIT shall not be liable for failure to give any resident possession or occupancy of a specific, assigned apartment on the term commencement date. Alternative housing will be provided by RIT on the basis of availability until an apartment is available. All deaf and hard of hearing students who desire to reside in RIT apartments will be assigned a unit specifically equipped with strobed fire and carbon monoxide alarm systems.

SUMMER ASSIGNMENTS

A summer housing application must be submitted to Housing Operations. Housing is available in the residence halls, University Commons and some apartments for summer quarter. Double rooms and doubles as singles are offered within the specified summer quarter area in the residence halls. Assignments to apartments and the single rooms in University Commons are limited. Students who will occupy the apartment/room for fall quarter will be given priority. Not all vacant apartments will be assigned during summer in order to allow for maintenance and renovation work. All RIT housing is charged on a weekly basis for summer quarter. See rate sheets available at Housing Operations or check out our website at finweb.rit.edu/housing.

HOLIDAY CLOSING AND HOUSING

Residence Halls—On Sunday, December 21, 2003 at 10:00 am the residence halls close for

the holiday vacation period. Students must vacate their room and leave the residence halls during this time. Departure must be prior to building lock up and no entrance to the building will be allowed prior to Sunday, January 4, 2004 at noon. Information regarding this break will be distributed to all residents before holiday break. Residence Life staff check all student rooms during this break. Alternative housing is available at the RIT Inn & Conference Center for students who must stay over the holiday break. Students may contact Housing Operations for information regarding alternative housing.

APARTMENT COMPLEX OCCUPANCY

Colony Manor

1 Bedroom Lower	1 or 2 people
1 Bedroom Upper	1 or 2 people
2 Bedroom	4 people
2 Bedroom Townhouse	4 people
3 Bedroom Townhouse	4 people

Perkins Green

1 Bedroom	1 or 2 people
2 Bedroom I & II	4 people

Riverknoll

1 Bedroom	1 or 2 people
2 Bedroom Townhouse	3 or 4 people
3 Bedroom Townhouse	4 people

Racquet Club

1 Bedroom	1 or 2 people
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University Commons Occupancy

4 single rooms	1 person per room
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RIT will not issue contracts to exceed the maximum occupancy of any apartment unit. No more than two people may occupy a one-bedroom apartment; no more than four people may occupy a two or three bedroom apartment.

NO SHOW DATES AND CHARGE

Your assignment in RIT housing will not be guaranteed if you do not pick up and sign out your key from RIT staff by the following dates for the start of each quarter. In addition,

failure to sign out your keys by the dates below, will result in a no show penalty of \$300 being placed on your student account.

Fall	September 8, 2003
Winter	December 1, 2003
Spring	March 8, 2004.

ROOMMATE ADDITION

Housing charges for a roommate addition will begin as the date designated on the form under the question section “I will need to move in on”.

ADVANCE HOUSING RESERVATION FEE

Returning students who secure a space in RIT housing for the 2003–2004 academic year will have a \$300 housing reservation fee placed on their student account at the time of sign up. Non-payment of the housing reservation fee will result in a registration hold. The \$300 is applied to the fall housing charge. See Cancellation/Refund section for refund information. Any student whose housing reservation fee is waived at the time of sign up and then cancels after June 15, 2003 will be assessed a \$300 cancellation fee.

ALTERNATE HOUSING CHARGES FOR APARTMENT

If required occupancy is not met by the following dates, the alternate occupancy rate will be reflected on your student account.

Fall	July 14, 2003
Winter	September 15, 2003
Spring	December 8, 2003

BETWEEN QUARTER CHARGES AND HOLIDAY BREAK

Housing charges for each quarter only cover periods when RIT is officially in session. Students who remain in housing from one quarter to the next will not experience additional charges during quarter breaks. Students who stay in their apartment, University Common’s room, or RIT Inn room during the holiday break, will not experience additional charges for that time. Students who remain in housing during the quarter break period, but do not return for the next quarter, will be charged for interim housing. Please see published rates for 2003–2004.

RESIDENT’S RIGHT TO TERMINATE

A resident has the option of terminating this agreement at the end of an RIT academic quarter if he/she is not a current freshman that is bound by the Institute’s first year live on requirement. The resident must submit an End of Quarter Move Out Notice to RIT Housing Operations. This notice must be delivered at least one month prior to the last daytime class as designated on the official Institute calendar. The applicable dates for the 2003-2004 academic year follow. If a student terminates to move to non-RIT housing and is still a registered student, the cancellation fee will apply. See Cancellation Fee Section. The exception to the application of the cancellation fee is a student leaving for a registered co-op.

Fall 20031 End of Quarter Move-Out Notices must be filed by October 17, 2003.
Resident will vacate no later than November 22, 2003.

Winter 20032 End of Quarter Move-Out Notices must be filed by January 26, 2004.
Resident will vacate no later than February 28, 2004.

Failure to submit a move out notification by a student leaving RIT housing by the applicable date will result in an improper check-out fee of \$50.00.

RIT’S RIGHT TO TERMINATE

If a resident is found to have violated RIT policy or regulation under RIT’s Judicial and Disciplinary Policy, RIT may terminate the housing contract prior to expiration of the term. The foregoing also applies to all members of the resident’s family residing in the apartment. In exceptional circumstances involving dangerous behavior or the potential for it to occur, a resident may be asked to leave RIT housing. RIT may terminate the resident’s contract prior to its expiration and remove the resident immediately from his/her room in the event the resident’s behavior is or has the serious potential for becoming dangerous to him/herself or others.

The reasons for terminating a resident’s contract for “endangering behavior” must be set forth in writing and approved by the Directors of the Center for Residence Life and RIT Housing Operations in consultation with the Assistant to the Vice President for Student Conduct and Mediation Services. Once approved, the resident may be required to leave RIT housing immediately and, if necessary, may be removed by Campus Safety, even though he/she may appeal the decision subsequent to leaving. A resident whose contract has been terminated for endangering behavior has ten (10) business days after termination to appeal the decision in writing to the Assistant to the Vice President for Student Conduct and Medication Services, Student Affairs Office, stating reasons for the appeal and the desired resolution. A subsequent appeal to the Institute Hearing and Appeals Board may occur under the rules set forth by the RIT Judicial Process.

CHECKING INTO HOUSING

Upon moving into your apartment/room each resident shall complete an inspection and sign a Move In Inspection form which should be an accurate and complete report of the contents and conditions of his/her assigned housing. If the resident has not signed this form within 48 hours of his/her arrival, he/she waives his/her right to provide input on this form. All residents check in with RIT Housing Operations to obtain apartment/room key(s). Residents may not accept keys from a roommate.

ROOM CHANGES

RIT Housing Operations and the Center for Residence Life regulate the amount of room changes that are allowed during any quarter. For more information contact your area office.

CHECKING OUT OF HOUSING

Residents must follow the proper check out procedure when vacating housing by completing a Move Out Notification form by the appropriate date (see Resident's Right to Terminate section) and by returning keys in a completed Key Return Envelope to an area office or designated location. Failure to check out properly will result in an improper check out fee of \$50.00, which will be placed on the resident's student account. Checking out of housing also includes removal of all personal belongings by the designated date on your Move Out Notification form. Belongings not removed will be considered abandoned. The Institute will dispose of all abandoned items without notice found in the student's assigned housing or elsewhere on the premises after termination of this contract. Resident may be charged for removal costs.

RIT shall inspect the apartment/room when resident moves out at the termination of the contract and note in the space provided on RIT's copy of the Move-In Inspection form the condition of the apartment/room, including all furnishing and fixtures, and any damage done which is deemed by RIT to have arisen during resident's occupancy of the apartment/room. Resident shall be charged for any damage repair costs deemed necessary. Resident shall leave the apartment/room in a clean and sanitary condition.

RELEASE

Freshmen with valid reasons may be considered for a release from the Institute's first year live on requirement. A student must be officially released before checking out of the residence halls. Contact RIT Housing Operations for information on releases. Freshmen students who are not officially released and check out of the residence halls will continue to be charged rent for the remainder of the 2003–2004 academic year. Freshmen who move

to non-RIT housing including parent/guardian's home and remain a registered students and have been approved for release, will be assessed the cancellation fee.

CANCELLATION/REFUND

CANCELLATION BEFORE FALL MOVE-IN

If you make the decision not to attend RIT, to commute from your parent/guardian's home within a 30-mile radius of RIT, or move off campus after submitting a housing contract, you must cancel your housing contract in writing to Housing Operations.

CANCELLATION FEE AFTER MOVE-IN

A cancellation fee will be charged to your student account if you remain a registered student and move to non-RIT housing after the official move-in day. See RIT Housing Operations rate sheet for 2003–2004 for specific amounts.

REFUND POLICY FOR RETURNING STUDENT'S HOUSING RESERVATION FEE

If a contract holder submits written notice of cancellation to RIT Housing Operations prior to June 15, 2003, the \$300 fee will be refunded in full as credit to his/her student account.

Failure of any resident to submit written notice of cancellation to RIT Housing Operations by June 15, 2003 shall constitute a forfeiture of the full amount of the reservation fee, unless the resident submits proof adequate to RIT that the student has registered in an RIT approved co-op or field study instruction program.

WAIVED HOUSING RESERVATION FEE

If a contract holder had his/her housing reservation fee waived during the Housing Selection Process and then cancels his/her fall housing assignment after June 15, 2003, a \$300 cancellation fee will be placed on the student's account.

PRORATED REFUND

Charged on a daily basis through the day the key and Key Return Envelope is returned for the following

Transferring within RIT housing.

Active military service—a student called to active military service after June 15, 2003 but before the start of the quarter.

Academic Suspension—verified in writing from the academic department or the Registrar's Office.

Illness—certified by an attending physician, which prohibits attendance.

Co-op—changes in co-op employment status, verified in writing by the Co-op Office or employer.

Marriage—certified by a marriage certificate.

PARTIAL REFUND

Applies for reasons not listed above in the Prorated Refund section. Unused charge is determined by the number of weeks in the quarter minus the number of weeks the room was occupied.

REFUND SCHEDULE

The first week of classes—90% of unused charge is refunded.

Fall	September 5–11, 2003
Winter	November 30–December 6, 2003
Spring	March 7–13, 2004

The second week of classes—75% of unused room charge is refunded.

Fall	September 12–18, 2003
Winter	December 7–13, 2003
Spring	March 14–20, 2004

The third week of classes—60% of unused room charge is refunded.

Fall	September 19–25, 2003
Winter	December 14–20, 2003
Spring	March 21–27, 2004

The fourth week of classes—50% of unused room charge is refunded.

Fall	September 26–October 2, 2003
Winter	January 4–10, 2004
Spring	March 28–April 3, 2004

After the fourth week no refund is given. However, the federal government has required that students receiving any Title IV federal funding who are in their first quarter at RIT are eligible for prorations through the end of the sixth week of classes if they officially withdraw from RIT or take a leave of absence. For further information, you may contact the Bursar's Office.

HOUSING GUIDELINES AND EXPECTATIONS

All federal, state, and local laws affecting the town of Henrietta are in effect on the RIT campus. Violations of these laws are also violations of RIT policies and can result in arrest by outside law enforcement, and in disciplinary action by RIT or both. Failure to comply with any authorized personnel will result in disciplinary action by RIT. RIT encourages each student to assume the responsibility to protect his or her own individual rights as well as rights of others. Any person violating any student's rights will face appropriate disciplinary action including the possibility of arrest.

COMMUNITY EXPECTATIONS—FOR ALL OF RIT HOUSING

Residents are expected to conduct their behavior to allow for the quiet enjoyment of the property and premises that is reasonable for a student housing facility. Conduct which infringes upon the rights of others to a quiet, ordinary living environment that supports a student's academic pursuits is not acceptable under any circumstances and is cause for disciplinary action which may lead to removal from RIT housing. A resident's right to sleep or study takes precedence over a roommate(s) desire to have guests, watch television, play music, etc. in the apartment/room. Denying your roommate(s) access to the apartment/room or interference with your roommate(s) right to study or to sleep is prohibited.

Violation of any or all established floor/house/apartment quiet hours is prohibited. There are mandatory quiet hours for the residence halls each evening that are to be observed throughout the academic year. They are 11:00 pm until 7:00 am Sunday through Thursday and 1:00 am to 7:00 am Friday and Saturday. Any community may choose to vote on and enforce stricter quiet hours. Twenty-four hour courtesy hours are always in effect. During exam week all areas observe 24-hour mandatory quiet hours.

Any act which violates RIT or housing policies or endangers the health safety, or well being of any person is prohibited. Intentionally or recklessly causing physical harm to any person, including assault, harassment, or creating a threatening situation is prohibited. Sexual, racial, disability, sexual orientation, religious harassment or verbal abuse to others is prohibited.

Proselytizing (religious solicitation) is prohibited.

The Center for Residence Life and RIT Housing Operations staff reserve the right to remove materials deemed offensive that are facing a public area including but not limited to doors and windows.

Providing false information, lying, forgery, or any other types of misrepresentation concerning a violation of policy, when questioned by a Residence Life and/or RIT Housing.

Operations staff member or any other college official, is prohibited. Failure to comply will result in disciplinary action.

Solicitation and/or canvassing of any kind by resident or others, without the prior consent of RIT, will not be permitted in/or about the premises. Any money making form of business operated from RIT housing is prohibited.

Residents are responsible for cleaning their own apartment/room, removing waste materials regularly and maintaining sanitation and safety conditions acceptable to RIT Housing Operations. Any cleaning needed to resident's housing during occupancy or after check out that is deemed excessive by RIT Housing Operations and/or Facilities Management will result in a charge. In residence halls, Facilities Management housekeeping staff cleans suite bathrooms and all public areas.

The use of skateboards, bikes, roller blades/rollerskates, scooters and/or similar devices in any area of housing or tunnel areas are prohibited. Also, skateboarding is not allowed on any stairs inside or outside of housing. Skateboards/rollerblading/etc. is not permitted around any of the building perimeters/entranceways/breezeways. Use of such items on roadways or walkways requires extreme caution. Pedestrians have the right of way on all walkways.

Entry into unauthorized area (roof, boiler room, storage room, other student apartment/rooms, Ball Room, etc.) without proper permission from RIT officials is prohibited.

The denial of access to all public areas, except when they are in use for authorized and registered activities, is prohibited.

Theft, vandalism, and damage of property is prohibited. Any damage to your housing will result in a minimum charge of \$20.00.

Sports playing is not allowed anywhere inside or outside any RIT housing, lobbies, tunnels, hallways on walk ways, in the quads, or grassy areas. Exception—Frisbee or hackie sack are allowed in residence halls quads. The use of squirt guns are not allowed anywhere inside housing including the tunnels.

RIT Inn: Nothing can be hung, attached, or stored on a balcony.

GUEST/VISITATION

Guests are permitted under the following conditions:

Resident students have guest privileges. The following guidelines apply to guests of same sex and opposite sex:

All overnight guests must be registered by the hosting resident in advance of their arrival with the Housing Operations office and/or Center for Residence Life using a guest registration form. Copies of this form are available in the Housing Operations and Residence Life Offices.

The form must be completed by the host and signed and agreed to by all others on contract for the affected apartment/room. Resident(s) of your apartment/room must consent to having your guest(s). Your guest(s) visit may not exceed two nights and three days except by special permission from your area office. Guest may not move in their belongings.

Your guest(s) must abide by all RIT terms and conditions.

That you, a host, assume full responsibility for your guest(s) behavior and any charges or damages that result from his/her misbehavior. The resident as the host, must strictly respect the privacy and right to normal use of the apartment/room by roommate(s). Guest may not sleep in any public areas. Visitation of opposite sex on single-sex floors and apartments is allowed.

Apartment-Residents will be held responsible for the conduct of their children and spouses, including payment for any damages caused by their behavior. If the behavior of a resident's child, or spouse becomes a nuisance to the community or neighbors in the sole judgment of RIT, RIT may terminate the contract.

FIRE SAFETY

The resident shall give immediate notice to RIT of fire, accident, damage, and dangerous or defective conditions. The use of candles even if for religious purposes or other open flame devices are not permitted in RIT housing.

The burning of incense and potpourri is prohibited. All torchier style lamps, including but not limited to those that use halogen, incandescent, or fluorescent bulbs are prohibited. Any style lamp that uses halogen bulb 300 watts or more is likewise prohibited.

Fog machines and similar devices are prohibited.

Extension cords and octopus plug adapters are prohibited. Residents may use a UL listed plug strip that has a circuit breaker. No more than one strip can be used per outlet. The strip should not pose a tripping hazard.

Setting materials on fire, possession or use of flammable or highly combustible material is prohibited.

Refusal to leave a building during a fire alarm, to cooperate with any reasonable request by an RIT official or to produce identification upon request is prohibited.

Students who are disabled must contact RIT Housing Operations, Center for Residence Life and Campus Safety if assistance during an emergency/fire alarm is needed.

Students whose mobility becomes impaired during their stay in housing are required to notify Housing Operations, Center for Residence Life and Campus Safety, so assistance during an emergency can be given if needed.

Any student found guilty of causing an avoidable fire alarm will face judicial action and may be charged up to \$200.00 restitution.

Apartments—If a fire alarm is determined to have been caused by a dirty stove, the resident(s) must clean the stove before using it again or within 24 hours, whichever is less. If within 24 hours the stove has not been cleaned, Housing Operations will have the cleaning done at the resident(s) expense. Charges for cleaning will be placed on the resident(s) student account.

Falsely reporting a fire, bomb threat, serious injury or any emergency situation is prohibited.

Tampering with, altering, or changing any building system (i.e. Safety equipment, lock, elevator, fire alarm, fire extinguisher, smoke detector, telephone equipment, TV cable, computer cable and/or pathway, plumbing/electrical system, etc.) is prohibited. Strobe lights cannot be obstructed by any material or object. Any student found guilty of tampering, altering or changing any building system will face judicial action and student may also be required to pay restitution.

Fire and smoke doors unless on a magnetic hold need to be closed at all times.

Storage in student apartment/room or floor/house, closet, hallway or basement of any flammable liquids, propane tank, fireworks, explosive devices, canned or compressed gases, poisons, highly combustible substances, chemicals, etc. is prohibited. The storage or

use of gasoline or electric powered vehicles or engines regardless of their state or dismantlement in housing is likewise prohibited.

The Town of Henrietta prohibits the use of kerosene heaters within RIT housing.

The use of exterior fireplaces (chimineas, patio fire pits, etc.) is prohibited.

HAM radio operation is prohibited because it has the potential to activate the fire alarm system.

Material, flags, posters, as well as other flammable materials, if hung in your apartment/room, should be placed directly against a wall and should not interrupt the operation of the smoke detector. Nothing can be attached in any way from or on the ceiling.

Some bedrooms at University Commons are furnished with a switch which, when activated, will sound an alarm indicating an emergency within that particular apartment bedroom/unit. If the alarm is falsely activated, residents will face judicial action and may be charged up to \$200.00 restitution.

Residents are also responsible for any guest that falsely activates the alarm.

Deaf/hard of hearing students will be assigned to housing with strobed fire alarms.

RESIDENCE HALLS AND RIT INN

Cooking meals in student rooms is not allowed. All microwave ovens are prohibited in student rooms. Only microwave ovens purchased by RIT Housing Operations can be used in public areas. Hot air popcorn poppers, coffee pots and hot pots with automatic shutoff are allowed in kitchens and lounges. Appliances that create excessive heat or open-flame/open-element are prohibited in any area of residence halls and the RIT Inn. This includes but is not limited to toasters, toaster ovens, hot plates, heaters, etc. Refrigerators are allowed in student rooms but cannot exceed 5 cubic feet.

Violations of the policy related to candles, halogen lamps, torchier-style lamps and other fire hazards will result in the item(s) being confiscated and sent home or given to Campus Safety. A violation will result in the individual owner facing judicial action and or termination of housing contract.

CARBON MONOXIDE

Carbon monoxide warning devices have been installed in select apartments which have

furnaces contained in the unit. The sounding of a carbon monoxide alarm should be taken seriously and residents shall immediately vacate the apartment in accordance with RIT policy and procedure. Tampering with a carbon monoxide alarm or any other emergency equipment will be considered a criminal offense and responsible person(s) will face judicial action, restitution charges and/or termination of housing contract. Deaf/hard of hearing students residing in a room equipped with a carbon monoxide warning device will be provided with a strobe warning system. Strobe lights and smoke detectors located in apartment and/or on the premises cannot be obstructed by any material or object.

COLONY MANOR BASEMENTS

The Town of Henrietta and RIT's terms and conditions strictly prohibit the use of Colony Manor basements for sleeping quarters or the storage of beds, mattresses, bed frames, futons and/or hide-a-beds. Violators of this policy, which shall include all co-residents in the living unit, will be subject to judicial action which may result in removal from housing. Due to the safety risk involved, RIT shall have the right to make random inspections of all Colony Manor basements after reasonable notice to residents.

PICNIC/GRILL AREAS IN APARTMENTS

Resident(s) agree to keep designated picnic/grill areas clean and free of litter and debris. In addition, resident(s) agree to use grills supplied by RIT in an appropriate manner. Personal grills can not be stored in apartments or on balconies and can only be used if located a minimum of 10 feet away from the building. Violations of this policy will result in judicial action and may include confiscation of the grill at the residents expense.

GRILL USE FOR RESIDENCE HALL AND RIT INN

Personal or floor/house grills cannot be used on RIT property. Use of any illegal grill will be documented and handled by Housing Operations. Facilities Management is the only authorized distributor of charcoal grills. Reservation forms can be obtained from Housing Operations. Grills are reserved, delivered and picked up through Facilities Management.

INSURANCE

It is recommended that your possessions be covered by an adequate insurance policy. RIT is not directly liable for any damage to your property anywhere on the premises, (i.e. damage to clothes in laundry machines, water leaks, fire) or the loss or theft of your property either in your room or outside your room. All personal valuables should be identified and

labeled. Further information is available from RIT Housing Operations or your family insurance agent.

SMOKING REGULATIONS

Monroe County requires no smoking in any public area. On non-smoking floors in the residence halls and in non-smoking buildings, there is no smoking allowed in either student rooms or public areas, including tunnels. Smoking is only allowed in student rooms in the residence halls with doors closed and adequate ventilation and where all roommates are smokers and /or all roommates give their consent. Smoking is only permitted in apartments when all roommates are smokers and/or all roommates give their consent. In the event a student(s) chooses to smoke outside an apartment he/she must move away from the door and building far enough so smoke does not filter back into the building. In the event a resident, after being assigned to a nonsmoking space/roommate in the residence halls or apartment, begins to smoke, the resident may be reassigned to another space in housing if available, upon the request of any co-resident. Smoking is prohibited in student rooms and public areas at the RIT Inn. The RIT Inn is a smoke free building.

KEYS

Keys are the property of RIT and must be returned to RIT staff along with a Key Return envelope at the end of a resident's contract. Resident will be charged \$35 for each key not returned. Any unauthorized duplication or distribution of room keys, exterior door keys, RIT keys or master keys is prohibited. Resident agrees not to alter any locks or install additional locks without written permission of RIT. Residents must carry their keys at all times. Lock your door when you leave your residency. Failure to pick up and sign for housing keys does not release a resident from his/her rent responsibility. Residents are held responsible for their housing keys. In the event a key is lost, residents will be charged \$35 for a replacement key. A lock change will be initiated automatically as the result of a request for a replacement key.

APARTMENT MAINTENANCE AND CARE

Resident acknowledges acceptance of the apartment unit in its present condition, agrees to maintain the apartment and return it to RIT at the termination of this contract in as good condition as when taken, reasonable wear and tear accepted. Resident shall not erect any exterior wires, aerials, signs, satellite dishes, etc., about the apartment or the premises. Resident shall not lay contact paper on any shelves or wall and agrees to use a minimum of small tacks or nails to hang personal effects on walls. Resident shall not paint or wallpaper the apartment or any fixtures without the written consent of RIT. Resident at his/her own

expense shall keep the apartment clean and fit for habitation and shall be financially responsible for all damage to the apartment including but not limited to walls, floors, appliances, plumbing, heating, air conditioning, and ventilation systems as a result of resident's neglect or failure to act or that a guest while visiting the resident's apartment. Resident shall deposit all refuse into the large dumpsters located through each apartment complex. Under no circumstances are residents to leave refuse in cartons or otherwise outside the dumpsters. In addition, no garbage can or refuse container of any kind, other than those provided by RIT may be placed anywhere outside on the premises. Resident is responsible for picking up any garbage or debris dropped outside the apartment by themselves or their guests.

RENOVATION AND REPAIR

RIT reserves the right to reassign a resident(s) to other housing in the event there is a need to provide for renovation or repair of the apartment/room or the premises. If RIT initiated renovations or repairs become necessary, every effort will be made to minimize the inconvenience to the resident(s) and, whenever possible, advance notice will be given to the resident(s) as to the nature and time of the work which will be done. Resident(s) shall not withhold payment of housing charges due to renovations or repairs.

CEILING TILES IN APARTMENTS

Residents are strictly prohibited from affixing any object, allowing any objects, water or any other liquids to come in contact with, or painting any ceiling areas. Failure to adhere to this regulation will result in disciplinary action.

UTILITIES—APARTMENTS

Residents are requested to conserve utilities if possible by keeping windows closed and lights turned off when not in use.

Additional services: Local phone services are provided by RIT. Any additional service/installation related monthly fees and charges are the responsibility of the residents.

The monthly charge for basic standard cable TV service (maximum of one service outlet per apartment) is provided by RIT. If resident desires enhanced cable TV service and/or any additional service installation, related monthly fees and charges are the responsibility of the resident(s).

Water service is provided by RIT.

AIR CONDITIONERS IN APARTMENTS

Some RIT apartments include air conditioners.

Residents may request to install an air conditioner in their apartment by completing an air conditioning request form available from the Housing Operation office. If approved, resident(s) acknowledge there will be an additional charge of \$100 charged to their student account. Any resident that installs an air conditioner without approval will face judicial action, which may result in removal of the air conditioner and/or termination of housing contract.

RIT’S RIGHT OF INSPECTION AND ENTRY

RIT or its agent or representative may enter your apartment/room for reasons of health, safety, (i.e. fire alarms, safety inspections) general welfare, to check the condition of furnishings, or to make necessary repairs to apartments/rooms and/or apartment/room equipment, including ISN or cable TV connections.

A maintenance request by a co-resident of the apartment/room occupied by resident shall constitute permission for RIT to enter into the apartment/room.

Resident shall also permit RIT or its agent or employees upon scheduled appointments to enter the apartment/room for the purpose of displaying the same to prospective residents or purchasers. No such prior appointment shall be necessary if this contract has been declared in default or if the resident(s) had abandoned the apartment/room.

Resident agrees that Housing Operations reserves the right to enter into RIT housing for emergency reasons without prior notification.

RIT hereby reserves all rights to search any housing, which are provided RIT under New York State and Federal laws. No housing will be searched without resident’s permission, except by an appropriate legal agent with a warrant or an RIT official having written authorization from the Vice President of Student Affairs and/or Vice President of Finance and Administration.

PETS/SERVICE ANIMALS

No pets or animals except fish are allowed in RIT housing. Piranhas and Oscars are not allowed. The tank size should be no larger than 10 gallons.

Any damage caused by a fish tank will be charged to the resident. A student may have a certified service animal to assist him/her with the consent of the Disability Coordinator and Housing Operations. Students with a service animal must present certification that the animal has been trained specifically to help the student, to the Coordinator of Disability

Services. RIT Housing Operations needs prior notice of the arrival of a student with a service animal. Student with service animals will be housed on a first or second floor within housing. A student with a service animal is responsible for taking the animal away from housing, parking lots and commonly used walkways to relieve itself. Any student with a service animal is encouraged to live in RIT apartments because the situation tends to be easier for the animal and the student. Service animals must be kept under control at all time on campus.

WINDOWS, SCREENS AND BALCONIES

Window screens must remain permanently in place to fulfill their purpose and to avoid loss.

Foil and cardboard are prohibited from being placed in windows for fire safety reasons.

Any residents throwing things out of their windows or off balconies will be subject to judicial action which may involve removal from housing.

No resident may hang laundry or shake rugs from a window or off a balcony. Tampering with windows is prohibited.

FURNITURE

Residents shall not disassemble and/or remove any existing furniture or fixtures from residents assigned housing.

Only lofts purchased by RIT are allowed in housing.

No oversized and/or heavy furniture is permitted in any RIT housing. This includes but is not limited to all types of lofts, wood structures, bars, etc.

Waterbeds are strictly prohibited.

No structural changes to apartment/room or public areas are allowed including the attachment of furniture or wall coverings of any type.

No furniture may be removed from public areas.

Wall shelves are not allowed in RIT housing.

The use of temporary and/or permanent hot tubs is prohibited in RIT housing or about the premises.

Furniture can not be removed from apartments, rooms or common areas to which it has been allocated unless authorized by RIT Housing Operations. Unauthorized movement of RIT furniture will result in judicial action and a \$50.00 mandatory restitution for each piece of furniture moved.

STORAGE SPACE

No storage is provided to students in any RIT housing. Under no circumstances are utility or furnace rooms, entrances, hallways, and lounges to be used for storage. Colony Manor basements and townhouse crawl spaces may not be utilized for living or storage space by an resident. Summer storage in apartments may be offered under restricted conditions, however not guaranteed.

LIABILITY

RIT shall not be liable for any personal injury to any resident or any damage or loss to resident's property, including but not limited to any injury, loss or damage caused by burglary, assault, vandalism, theft or any other crimes. All personal property placed or kept in RIT housing or in any space or anywhere on the adjacent premises of RIT, shall be at resident's sole risk and RIT shall not be liable for any damages to or loss of, such property. RIT encourages residents to keep their doors locked at all times. Resident is encouraged to secure renters insurance or similar coverage to cover any loss or damage to personal property.

PARTIES—APARTMENTS

Residents shall comply with the fire codes and other ordinances of the Town of Henrietta. All private parties must be contained to the inside of one apartment unit and are limited to 25 invited guests. Private outdoor lawn, block building parties are strictly prohibited as their size frequently creates excessive noise, damage and fire safety hazards as well as the risk of personal injury.

All privately sponsored parties must be by direct personal invitation only. General "come all" posters, flyers, or mass electronic communication invitations are not permitted. Residents who sponsor parties are responsible for all aspects of the party including but not limited to behavior of participants and guests, limiting attendance, proper age verification

of guests, paying for any damages and insuring that all RIT policies and regulations are maintained. Residents who host private parties where alcohol is served or consumed assume full responsibility and liability for compliance with the New York State drinking law. Noise from apartment parties must be minimized. Music and noise, which disturbs residents of adjacent apartments or sound directed out windows, is prohibited. Residents must take immediate action in response to any complaints received as a result of a party. If necessary, residents should enlist the assistance of Campus Safety. No resident or guest of resident may charge an entrance fee (commonly known as a “cover charge” or “donation”) from any individual wishing to gain access to a party. Failure to abide by these requirements may result in student disciplinary proceedings, administrative removal from the housing unit, termination of the contract as well as criminal and/or civil legal action.

DAMAGE

Any damage to RIT housing, other than normal wear and tear, will be charged to the responsible resident(s) to the extent they are identifiable. The extent not identifiable, all co-residents will be jointly and severally liable. RIT losses resulting from resident negligence will be evaluated and assessed to the appropriate individual(s). Damage charges will be placed on the students account. The resident agrees to immediately reimburse RIT for any charges, which are assessed as set forth in this agreement. Should charges be assessed and totaled after the expiration of this agreement, they shall constitute a debt payable by resident immediately upon demand by RIT.

TRANSFERRING UNITS

RIT shall not be liable for any personal conflict of resident with co-resident’s guests or invitees, or with any other residents that reside at the apartment. Therefore, a conflict between residents does not constitute grounds for termination of this contract. RIT acknowledges that there may be valid reasons why a request for transfer would be considered and approved. Any apartment group desiring a transfer should make a formal request to RIT via RIT Housing Operations. The request should include the following information: the apartment type desired and the reason for the requested transfer. Space permitting, if the request is valid and practical, and an inspection of the current apartment unit is satisfactory, resident(s) will be notified of a new assignment. In order to make the transfer process from one unit to another run smoothly, the following policy has been established. Resident(s) requesting an apartment transfer must comply with the following procedures. Request an apartment transfer through RIT Housing Operations. Agree to a specific move date. Arrange for an inspection with RIT Housing Operations prior to being issued a contract. Agree to pay all housing charges and damage costs. Outstanding and any hidden damages found by RIT are attributable to residents(s).

POOLS

At this time a pool policy is being drafted. Until such time that a pool policy is published, pools in any housing areas are prohibited. Contact RIT Housing Operations for further details.

PARKING

Resident and all resident's guests shall comply with RIT's parking and traffic regulations at all times.

Driving or parking on lawns, other landscaped areas, and walkways is strictly prohibited.

All vehicles owned by resident shall be properly licensed and registered with RIT.

Any unlicensed vehicle will be towed and/or stored at its owner's expense.

RIT reserves the right to regulate the storage of boats and campers in parking areas. Snowmobiles, three-wheelers and minibikes are prohibited on RIT property.

Each apartment complex has designated visitor parking. Visitors staying more than 24 hours should leave a clearly visible note inside the windshield stating the dates the vehicle will be parked at the premises and the apartment number where they can be reached should it be necessary to move the vehicle.

Residents are responsible for moving their vehicles and those of their guest to designated areas during snow removal or risk towing and storage fees.

BEDDING GUIDELINE IN RESIDENCE HALLS

RIT Housing Operations requests, for safety purposes, only mattresses purchased by the department be used. Students cannot bring their own mattresses unless purchased since 1990.

Egg crate mattress pads are not allowed in any residence hall room for safety purposes. Nothing can be placed on the bed platform except a mattress.

GENERAL

The unauthorized duplication of any RIT Housing Operations document is prohibited.

No sign, signal, advertisement, flag, banner or illumination of any kind shall be placed

on or out any window or other part of the premises without the written approval of RIT Housing Operations.

RIT housing is for residential use only.

Residents shall not use their housing or any part of RIT premises for any commercial business or purpose.

RIT INN POOL POLICY

RIT students can only swim in the indoor/outdoor pool when a lifeguard is on duty. RIT students and their guests are expected to follow all of the posted policies related to the pool, sauna and whirlpool.

ALCOHOL AND DRUG REGULATIONS

Residents of RIT Housing shall abide by Rochester Institute of Technology policies, procedures and regulations and local, state and federal laws regarding alcohol and drugs use. Behavior which is dangerous to oneself or others or which disturbs the learning and/or living environment at RIT resulting from the use, sale, service or possession of alcohol or illegal drugs is prohibited. Violations of the New York State Drug law is prohibited. This includes the use, sale or possession of any illegal drug, plant, narcotic or controlled substance. Personal use of prescribed drugs only is allowed. The making of alcoholic beverages including beer, wine or liquor is prohibited. Drug paraphernalia is not allowed in RIT housing. Behavior which is dangerous to oneself or others and/or disturbs the learning and/or living environment in RIT operated facilities or at any RIT sponsored activity/event is strictly prohibited. Such behavior will result in Campus Safety intervention and campus judicial action.

Students violating the RIT Student Alcohol and Drug Policy will be subject to the campus judicial process published in the “Student Rights and Responsibilities Handbook”, and to the judicial actions and sanctions described in this policy. All guests or visitors to the campus must also comply with the provisions of this policy or risk removal from the campus and possible future restriction from campus property.

RESIDENCE HALLS

The consumption, possession or evidence of alcoholic beverages including empty alcohol containers is prohibited in all RIT residence halls (including Greek houses and house basements), regardless of age or circumstances. Alcohol may not be illegally used, possessed, manufactured or exchanged on RIT owned or operated property or at RIT sponsored events. No alcohol may be sold or exchanged for money on RIT property or at

RIT sponsored events without a New York State liquor license. The RITskeller will continue to be a licensed premise and will be permitted to serve alcohol to individuals who are at least 21 years of age.

RIT INN AND APARTMENTS

Alcohol is permitted in RIT Inn and Conference Center and the RIT apartments only if residents of the apartment/room are of at least 21 years of age. No alcohol is permitted in common or public areas. Bulk containers of alcohol (kegs, beer balls, or other containers of alcohol that exceed a quart or one-liter) are prohibited in all RIT operated housing. Open containers of alcohol are not permitted outdoors, on a balcony, or in common or public entrances, hallways or stairways.

If, at any time, the resident fails to comply with the term and conditions of this contract, RIT may terminate the contract with appropriate notice. the resident shall vacate housing within three (3) business days of termination.

RESIDENCE HALL TERMS OF MEAL AND DEBIT PLANS

TERMS OF MEAL PLANS

Meal plan participation is mandatory for all residence hall students. Upon signing a residence hall contract, your account is open and you are immediately responsible for all meals eaten or debt used and posted against your account. The meal plan schedule follows the official Institute calendar. The first meal of the fall quarter is dinner on the first day of upperclassmen move-in. The first meal for Winter and Spring Quarters is lunch on the day before classes begin. The summer quarter meal plan begins with breakfast on the first day of classes. The last meal of each quarter is dinner on the last day of classes or exams, unless otherwise noted. Meal plans do not cover meals over the fall/winter break, mid-winter quarter holiday break, winter/spring break, spring/summer break, or the summer/fall break.

Your debit account is activated upon your arrival. The debit portion of meal plan ends with the last meal of each quarter. The Rochester Institute of Technology Food Service Department (RITFSD) will activate the following quarter's debit account so it may be used during the quarter breaks in available food service facilities and vending machines.

Unused weekly meals/meal options are non-refundable and non-transferable.

No refunds are made on unused meals/meal options or unused debit which comes with the meal plan unless student is released from the residence halls (see refund schedule).

Meal plan choice may be changed during the first week of each academic quarter only.

TERMS OF DEBIT PLANS

The terms of the debit account agreement commences when the student's debit account application is accepted by the RITFSD and expires when one of the following occurs: cancellation by either RITFSD or the account holder; or at the completion of the academic year (after the end of spring quarter, unless the account holder notifies Food Service that they are attending the summer quarter). All accounts close at the conclusion of the summer quarter. A student may request a release from their debit account agreement and may receive a refund when released from the residence halls (see refund schedule).

The student debit account holder agrees that RITFSD will debit from the student's debit account the amount of any meals or other RITFSD food items charged against the student's debit account. RITFSD agrees to accept the student's debit card amount at those food service facilities operated by the RITFSD, which accept the debit card system. RITFSD agrees to advance to the next quarter within each academic year the unused portion of all money deposited into the account by the student.

The student may verify an account balance at the main Food Service Office, with the cashier at any Food Service facility, or the Bursar's Office. A statement of account is available upon request at the main Food Service Office or Bursar/Cashier's Offices.

Account holders will not be required to pay sales tax, thus paying 8% less than a cash paying customer. (Note: Some non-food items are exempt from all discounting and require the collection of sales tax. The purchase of all alcoholic beverages and tobacco products with your debit account is prohibited).

Deposits may be made in person Monday through Friday, between 8 a.m. and 4:30 p.m. at the main Food Service Office located in the basement of the Student Alumni Union building (Room A-520), or at the Bursar's Office, located on the first floor of the Eastman Building during business hours.

Deposit forms may also be obtained and deposited with the cashier located at any Food Service facility for next business day deposit. You can also phone your deposit into the food service office, at 475-2228 (v.tty) or toll free at 1-800-724-5104, with Visa or MasterCard purchase. In addition, deposits can be made online at ipay.rit.edu.

Lost or damaged cards must be replaced to maintain access and service. These replacements will be made in accordance with current policies regarding card replacement and the student will have to pay the appropriate card replacement fee.

Each student is responsible for safeguarding his/her debit/meal card. Should a card become lost, either accidentally or by theft, RIT and RITFSD assume no responsibility for unauthorized withdrawals from the student's account prior to the member notifying the RITFSD Meal Ticket Offices of the loss by calling either 475-2228 (V/TDD), or 475-2500 during their posted operating hours.

Campus Safety can also be notified of a lost card 24 hours a day at 475-2853. Upon being notified of the lost card, the Meal Ticket Office or Campus Safety will electronically deactivate the lost card, thereby preventing its future use.

The student account holders on the "Any-Plus" or All Debit meal plans understand that they will receive a quarterly balance appropriate to their selected plan deposited into their accounts by RITFSD. This amount, if not used quarterly, will be returned to RITFSD.

Debit balances on a food plan account cannot be transferred to the Flexible Spending Account. (Flexible Spending is a declining balance, taxable debit program used to purchase non-food items in other campus retail outlets).

The student understands that the debit account/meal ticket is to be used by him/herself, and is non-transferable. The card will be confiscated if found being used by an unauthorized individual.

TERMS OF STRAIGHT DEBIT

Any monies deposited over and above your meal plan or Debit Plan is considered Straight Debit. This is the student's money and the unused portion will advance each quarter until the last quarter of the academic year. If not used, these funds will revert to RITFSD and is non-refundable.

The Straight Debit account holders will not be required to pay the 8% sales tax on their food purchases, making the unused portions of this account non-refundable.

A student may request a release from their straight debit account agreement and RITFSD will refund their remaining balance, less an 8% sales tax assessment on the unused portion for this quarter. In addition, a 5% processing charge will be deducted from your refund.

A release may be granted for the following circumstances

Withdrawal from school (graduation does not constitute withdrawal).
Academic or disciplinary dismissal.

REFUND SCHEDULE

When released from the residence halls, you may receive a partial refund on your meal/debit plan in accordance with the following schedule. An 8% sales tax will be assessed to the used portion of your quarterly plan charge. This will be deducted from your refund.

Within the first four weeks, 75% of the unused meal/debit charges is refunded.

After the fourth week, 50% of the unused meal/debit charges is refunded.

During the last two weeks of classes, no refund is given.

By signing the residence hall contract and this agreement, the student meal plan and debit account holder agrees to abide by all policies, rules, regulations and procedures of the Food Service Department.

RIT INN TERMS OF MEAL AND DEBT PLANS
TERMS OF MEAL PLANS

Meal plan participation is mandatory for all RIT Inn students. Upon signing an RIT Inn contract, your account is open and you are immediately responsible for all meals eaten or debt used and posted against your account.

The meal plan schedule follows the official Institute calendar. The first meal of the fall quarter is dinner on the first day of upperclassmen move-in. The first meal for winter and spring quarters is lunch on the day before classes begin. The summer quarter meal plan begins with breakfast on the first day of classes. The last meal of each quarter is dinner on the last day of classes or exams, unless otherwise noted.

Meal plans do not cover meals over the fall/winter break, mid-winter quarter holiday break, winter/spring break, spring/summer break, or the summer/fall break.

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Unused weekly meals/meal options are non-refundable and non-transferable.

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cancellation by either RITFSD or the account holder; or
at the completion of the academic year (after the end of spring quarter, unless the account holder notifies Food Service that they are attending the summer quarter). All accounts close at the conclusion of the summer quarter.

A student may request a release from their debit account agreement and may receive a refund when released from the RIT Inn (see refund schedule).

The student debit account holder agrees that RITFSD will debit from the student's debit account the amount of any meals or other RITFSD food items charged against the student's debit account. RITFSD agrees to accept the student's debit card amount at those food service facilities operated by the RITFSD, which accept the debit card system. RITFSD agrees to advance to the next quarter within each academic year the unused portion of all money deposited into the account by the student. The student may verify an account balance at the main Food Service Office, with the cashier at any Food Service facility, or the Bursar's Office. A statement of account is available upon request at the main Food Service Office or Bursar/Cashier's Offices.

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RIT HOUSING OPERATIONS
63 LOMB MEMORIAL DRIVE
ROCHESTER, NEW YORK 14623

585-475-2572 (VOICE)
585-475-2113 (TTY)

[HTTP://FINWEB.RIT.EDU/HOUSING](http://finweb.rit.edu/housing)
HOUSING@RIT.EDU