



HOUSING APPLICATION AGREEMENT 2008-2009

1. Students who have applied for housing, submitted a \$200 housing/security deposit and are matriculated full-time are eligible. "Full-time" is defined as twelve (12) credit hours or more; this includes hours added during the drop-add period. Students must meet all health requirements and be in good judicial standing. Students must be enrolled full-time each semester to reside in the residence halls. If a resident falls below the credit hour requirement during the semester, eligibility to reside in the halls will be reviewed.
2. Current students are eligible for the Intersession and Summer Session I housing options if enrolled for three (3) or more credits and students must complete and submit a separate application with the required housing fees. Housing fees for Intersession and Summer Session I are not covered by financial aid. Applications must be submitted to the Campus Center Service desk with payment by the deadline.
3. The cost of housing for 2008-2009 costs \$3,075.00 per semester for a single room or \$6,150.00 for the academic year not including Intersession or Summer Session I, a double room costs \$2,775.00 per semester or \$5,550.00 for the academic year not including Intersession or Summer Session I.

**In addition, please be advised that the housing agreement is binding for the entire academic year; therefore students will be financially responsible for both semesters unless an approved release is granted.** Full payment is due by July 15, 2008 for the Fall semester and December 15, 2008 for the Spring semester.

**Residence hall students who elect to enroll in the Edu Pay payment plan must adhere to the following deadlines:**

	<u>Fall Semester due</u>	<u>Spring Semester due</u>
50%	July 15	December 15
25%	August 15	January 15
25%	September 15	February 15

Students who fail to make payment by the due date(s) may have an academic hold placed on their account or their housing agreement cancelled. Students intending to pay for housing, tuition and fees with financial aid are encouraged to file for financial aid no later than March 15, 2008. Any balance due after estimated aid is applied must be paid by September 15, 2008 for the fall semester and December 15, 2008 for the spring semester if a student is not enrolled in the payment plan.

4. Students must be 18 years of age by December 31, 2008; exceptions by permission of Director of Housing and Residence Life.
5. The MCC Association, Inc. reserves the right to make room assignments and reassignments as necessary.
6. Housing is limited; students are not guaranteed a room.
7. Residents are permitted to have a vehicle on campus but must park in the designated areas for residential students. Parking permits can be purchased for an additional fee of \$40/semester paid at the Campus Center Service desk.
8. Health requirements are mandatory and must be complete prior to placement in the residence halls. New York State Public Health Law 2165 requires all post-secondary students attending colleges and universities to demonstrate proof of immunity against measles, mumps, rubella and meningitis (or a signed waiver). Immunization for Hepatitis B is strongly recommended. For more information, visit the Health Service website [www.monroecc.edu/depts/stuhealth](http://www.monroecc.edu/depts/stuhealth), or contact Health Services at (585) 292-2018.
9. Proof of current comprehensive insurance coverage is required. Residents covered by health insurance that is equal to or more comprehensive than the policy available through the college must certify to that effect to receive a waiver. Students must submit the name and policy number of their insurance to the Health Services Office. The purchase of student health insurance coverage through Niagara National is available at a reasonable cost to the student.
10. Individuals who, in the opinion of the Vice President for Student Services, pose a clear and present danger to themselves or other residents are not eligible to live in residence housing. Registered Sex Offenders at risk to re-offend according to New York State law or the law of any other jurisdiction

represent a clear and present danger to themselves or other residents are not eligible for residence housing.

### **Refunds and Forfeitures**

1. This license is binding for the entire academic year (excluding the Intersession). Accommodations during official college vacation periods are not included in this agreement and such periods are not covered by the fees established in this agreement.
2. The MCC Association, Inc. will retain a student's housing/security deposit and terminate the license if a student living in the residence halls:
  - 1) withdraws from Monroe Community College anytime after the first week of the semester (see item 5 below); or 2) is removed from housing; or 3) is withdrawn from the college; or 4) voluntarily leaves housing; or 5) is no longer eligible for housing or otherwise becomes ineligible for housing.
3. Students who choose to terminate their license during residency will forfeit their housing/security deposit. Students who are called to military service are exempt.
4. The housing/security deposit will be refunded if a room is not available and the student requests a refund in writing.
5. If a student withdraws/terminates his/her housing application, the following refund policy for housing fees (excluding housing/security deposit) will apply: before classes begin for the semester, Intersession or Summer term- - 100% refund. Once the semester begins there will be a pro-rated cost based on the MCC Association, Inc. ability to re-establishing the occupancy based on the resident's vacate date.
6. Students whose payment for housing includes approved financial aid will be fully obligated to pay the balance of any housing fees as a result of financial aid that does not materialize or for which the student is deemed ineligible for any reason.
7. The housing/security deposit is not considered advance payment of the housing fee. The housing/security deposit will be cashed and/or charged and retained by the MCC Association, Inc., as a guarantee against damage to the room, residence property or furnishings. The housing/security deposit will be refunded within ninety (90) days of the expiration of the agreement provided damage charges have been paid in full and there is no additional damage or housing related fines/charges. All charges associated with the suites or common area damages will be split equally and charged as fines against each suitemate's security deposit unless otherwise resolved with the suite residents and the Housing staff. Damage in public areas of residence hall buildings will be assessed at the discretion of the MCC Association, Inc.
8. An appeal for a housing fee refund should be directed in writing to the Housing Refund Appeals Committee, Office of Housing and Residence Life. Appeals for a refund of housing fees after check-out must be received within 14 business days of the check-out date. Appeals must include all supporting documentation at the time of the appeal. The decision of the Appeals Committee is final.

### **Inspection and Occupancy:**

1. The MCC Association, Inc. reserves the right to allow authorized personnel to enter into the living area or resident's room at any time.
2. The Housing and Residence Life Staff will inspect the suites weekly and bedrooms monthly.
3. The residence hall buildings will only be used for residential purposes; no solicitation or commercial use of the property is permitted.
4. Residents may move into the halls the Sunday prior to classes beginning during designated times. Residents must vacate the halls during the Thanksgiving recess. At the close of the Fall semester residents must vacate the halls 24 hours after their last final exam and the residence halls will close at 10:00am on Friday, December 19, 2008. Residents enrolled in Intersession classes who have paid the additional housing fees may return the Sunday prior to Intersession classes after 5:00pm; all other residents may return on the day before classes begin for the Spring 2009 semester at 10:00am. Residents must vacate the halls during Winter recess, and Spring recess. At the end of the Spring semester, residents must vacate the halls 24 hours after their last final exam, and the residence halls will close at 10:00am on Friday, May 22, 2009. Any exceptions to this policy must be approved by the Director of Housing and Residence Life or his/her designee.
5. Students who reside in the residence halls must comply with Monroe Community College's Student Handbook and MCC Association, Inc. Housing and Residence Life Policy Manual. Any violation by students which pose a risk to health or safety may result in immediate termination of this agreement.