

Student Housing Application

2018-2019

Carefully read and complete this application. Completion of this application does not guarantee a room assignment. MAIL THIS APPLICATION and a check payable to "Farmingdale State" for the \$50.00 Advance Room Deposit to: Farmingdale State College, Student Accounts Office, Laffin Hall, 2350 Broadhollow Road, Farmingdale, NY 11735.

Name: _____ RAM ID #: R _____ - _____ - _____ DOB: ____/____/____ Sex: M F Other
Last First Middle

Address: _____ Cell Phone: (____) _____
Number Street Apt
 _____ Home Phone: (____) _____
Town State Zip Code

Email: _____ Emergency Contact: _____ Phone: (____) _____

Major: _____ Class Status: _____

Have you ever been convicted of a felony? Yes No

LIVING OPTIONS: Assignments of all rooms are made without regard to race, color, creed, national origin or veteran status. Indicate any special requests you wish to have considered in your housing assignment in this section of the application. Not all special requests can be granted. Assignments are made on a space available basis.

A. Do You Have A Roommate Preference? (Give Name) _____
 (All roommate requests should be mutual and applications submitted at approximately the same time.)

B. I smoke do not smoke (Smoking is not allowed in any building on this campus.)

C. I am an early riser. Yes No

D. I like to go to sleep early at night. Yes No

E. I like to study quietly late at night in my room. Yes No

F. I consider myself as a person who is: Untidy Moderately Neat Very Neat

G. Indicate if you have any medical concerns and/or disabilities and any other concerns that require special housing. A Doctor's note and/or supporting documentation should be attached to this application.

I am applying for on-campus housing and understand that if I decide not to attend the College or live in the residence halls, I will notify Residence Life in writing at least 30 days prior to **Resident Student Check in Day**. Until this is done, I will be held responsible for the payment of residence fees. **The \$50.00 residence hall deposit fee will be forfeited if this 30 days notice is not given in writing.** I will read and agree to comply with the "Conditions of Residence Living" and the "Residence Life Handbook". This license is granted for the entire academic year and may be revoked for any violation of its terms and conditions. I understand that the College is not responsible for loss of personal property in the residence hall by fire, theft, or other cause.

STUDENT'S SIGNATURE: _____ **DATE:** ____/____/____

*Initial here to permit release of contact information to your perspective roommate: _____

PARENT/GUARDIAN SIGNATURE: _____ **DATE:** ____/____/____

(Required if student is under 18 years old)

Student Accounts Use Only: Date: ____/____/____ Cashier: _____

RLO Office Use Only: Building: _____ Room: _____ S D T RA Date: ____/____/____
MONTH DAY YEAR

I. TERMS AND CONDITIONS OF OCCUPANCY

The complete terms and conditions are published in the Farmingdale State College Residence Life Handbook, which is incorporated herein by reference.

1. This license is for a residence hall assignment. Students are expected to conduct themselves in a manner which demonstrates due regard for their fellow residents. All rules of the residence halls and College must be followed, including those that are published in the Student Handbook, Residence Life Handbook, and in all Residence Life publications.
2. In order to reside on campus, you must be a registered student of Farmingdale State College. Preference will be given to those students who are matriculated and considered to be full time.
3. Students should be in good academic and disciplinary standing with the College.
4. The Residence License is valid for a full academic year, but can be invalidated if you withdraw from the College, or are sanctioned to a license revocation as a result of a disciplinary infraction.
5. This Residence License is non-transferable. You may only reside in the room you have been assigned by Residence Life.
6. Assigned rooms will not be available for occupancy or storage prior to the date set by Residence Life. Students residing in residence halls must vacate their room and return keys no later than 24 hours after their last final exam. Graduating students who will be attending commencement exercises must vacate their room by 3 p.m. on the day of graduation. Failure to move out within the prescribed period will result in a fine and possible eviction. The College will not be held responsible for students' belongings and reserves the right to confiscate and dispose of belongings left in the residence halls after the official closing.

II. WITHDRAWAL FROM THE RESIDENCE HALLS

1. If you wish to cancel your application to live on campus, written notification must be given to Residence Life. If you fail to notify Residence Life in writing by **June 30**, you will be charged a \$100 "Cancellation Fee"
2. If you wish to withdraw from the residence halls, you must submit a "request" for Early Termination by November 1st. If the request is approved by the Committee, you must complete the following check-out process:
 - a. Empty all personal contents and garbage from your room/your side of the room.
 - b. Ask any Resident Assistant to complete your Room Condition Report (RCR) with you.
 - c. Hand in your room key and bike locker key (if applicable).
3. Refunds for your room rent and meal plan will be adjusted based on the following schedule:
(Only applies the first semester at the start of your contract)
 - a. During the first week of the semester 90% refund / 10% liability
 - b. During the second week of the semester 75% refund / 25% liability
 - c. During the third week of the semester 50% refund / 50% liability
 - d. During the fourth week of the semester 25% refund / 75% liability
 - e. After the fourth week of the semester 0% refund
4. If you withdraw from the residence halls to enter military service, your refund will be prorated for the full semester based on the date of official withdrawal.
5. If a student is sanctioned to a License Revocation as a result of a disciplinary infraction, they are not entitled to a refund of any charges or fees.

III. EARLY TERMINATION

Housing applications are issued for an academic year; students will not have to reapply from Fall to Spring. If a student wishes to terminate their housing agreement, the student must submit an Application for Early Termination to Residence Life in advance for approval. This agreement may be terminated at the end of the fall semester due to graduation, study abroad, academic dismissal, transfer of schools, withdrawal from the College, medical reasons, financial hardship, (i.e. loss of Financial Aid, inability to secure a loan, etc), or military service. An Application for Early Termination for these or other academic reasons must be submitted, in writing, along with supporting documentation to Residence Life by November 1st. There will be no "Termination Fee" assessed as long as the application is received and approved by November 1st. If a student receives notice of any of the above situations after November 1, he/she must submit an application for Early Termination within 10 days to ensure there will be no "Termination Fee" assessed.

If the necessary paperwork is submitted after November 1st (or beyond 10 days of notification), an early termination charge of **\$300** will be placed on the student's account.

Requests for early termination from the housing agreement for reasons other than those mentioned above are granted only under rare and extenuating/unforeseen circumstances. The student must show just cause for early release and provide supporting documentation. The request forms, as well as procedural instructions, may be obtained from the Resident Director or Residence Life. If early termination is granted, a fee of **\$300** will be assessed on the student's account. In order that all requests may be reviewed prior to the start of the spring semester, the deadline to request an early release is November 1st. If a resident submits the necessary paperwork after November 1st and the request is granted, the early termination fee increases to **\$450**.

Students who move off campus during the academic year but remain registered for classes will be assessed full room charges for the spring semester, unless an early termination request was approved. Failure to occupy a space after signing this agreement does not relieve the student of the responsibility to fulfill the terms and financial obligations of this agreement. This agreement will not be terminated for the purpose of living off campus or in order to commute from home.

IV. POLICIES AND PROCEDURES

1. As a resident student, you are expected to abide by the policies and procedures as outlined in the “Residence Life Handbook” and the “Student Handbook”.
2. Residence Life reserves the right and ability to alter a student’s room assignment to respond to occupancy trends, maintenance concerns, consolidation, and/or disciplinary issues.
3. Health and Safety checks of common and private areas will be done on a rotating basis. Notice will be given in advance.
4. Room assignment changes can only be made by Residence Life. If you would like to change your room, please refer to the “Residence Life Handbook” for details.
5. Room damages will be billed to the student responsible. In those cases where one student cannot be isolated, the cost for any repair/replacement will be shared between roommates.

V. ADDITIONAL TERMS AND CONDITIONS OF RESIDENCE

1. The College is not responsible for loss of or damage to the personal property of occupants. Each student is urged to protect the security of his/her own belongings by locking his/her room/suite and by carrying personal property insurance.
2. Common Area Damage refers to damages in common areas of the building. When no one or group of students can be found responsible, any charges for repair/replacement will be shared by all students who are occupying the area (suite, wing, floor, or building).
3. The College reserves the right to charge for damages, unauthorized use, or alterations to rooms, equipment, and/or bathroom walls, floors, ceilings.
4. You may not install equipment, make alterations or do repairs to your room without prior permission from Residence Life. This includes nailing or tacking items on the walls.
5. The College agrees to equip each room with a bed, chest of drawers, closet space, desk, desk chair. You may only utilize your portion of the supplied furniture.
6. Privately owned furniture must be approved by Residence Life before installation.
7. There are certain times during the year when the residence halls will be closed. During these times, no student can remain in the residence halls. Please refer to the calendar in the “Residence Life Handbook”.
8. Recess housing may be available during Thanksgiving Break, the January Intersession and Spring Break vacation. All students who would like to remain on campus during these times should submit an application to Residence Life. There is an additional fee for remaining on campus during this period.

VI. BEHAVIORAL EXPECTATIONS

All students must abide by the policies, procedures and expectations in the “Student Handbook” and “Residence Life Handbook”, which are incorporated into this document by reference. A copy of this document will be provided at room check-in. Residence Life reserves the right to remove residents from housing for violating these procedures and expectations: such a removal will constitute breach of contract by the resident and NO REFUND WILL BE GRANTED FOR ROOM CHARGES.

CONDITIONS ARE SUBJECT TO CHANGE

I have read the “Conditions of Residence Living” and agree to abide by the stipulations above.

STUDENT’S SIGNATURE: _____

DATE: ____ / ____ / ____

PARENT/GUARDIAN SIGNATURE: _____
(Required if student is under 18 years old)

DATE: ____ / ____ / ____