



Housing Contract 2022 – 2023

Note: By applying for housing, you are agreeing to the terms of this contract, and are responsible for the housing charges for the entire academic year.

College residence, by its communal nature, requires residents to respect differing lifestyles. At all times this entails respecting the rights of others. Therefore, residents are required to:

- Respect the right of all residents to cleanliness, security, privacy, space, quiet hours for study and sleep, and an environment conducive to learning and college living.
- Comply with the rules and regulations stated in the College Catalogue, Student Handbook, the *Resident's Guide to Community Living*, and/or posted on the website related to appropriate conduct established by the College and the Residence Life Staff.

Violation of these terms and conditions or any other applicable rules, policies or procedures incorporated by reference herein, may subject the student to fines and/or disciplinary action, including but not limited to termination of the student's right to occupy a space and/or suspension or expulsion from the College. Students evicted from the residence hall for disciplinary reasons are responsible for paying all housing and board charges.

1. TERMS AND CONDITIONS

- a. The following terms and conditions for residing in Marymount Manhattan College residence apply to all Marymount Manhattan College (MMC) students who will reside in MMC housing during the 2022-2023 academic year, specifically the Fall 2022 semester, January 2023 term, Spring 2023 semester, and Summer 2023 I and II terms, as indicated on the academic calendar. This contract is for residence hall use of an assigned space. Additionally, MMC may use housing spaces contracted with outside organizations to ensure the health and safety and/or meet the needs or demands of the MMC community. The student agrees that they have no rights as a tenant with respect to the assigned space.
- b. The contract period is binding for the entire term of Fall 2022 and Spring 2023 which is considered the academic year. Students may sign-up for January 2023 and Summer 2023 terms for an additional charge. The starting and ending dates of the terms are as published in the College Catalogue and website, and may be modified by other publications made available to all students.

2. TERMINATION/CANCELLATION AND RELEASE FROM RESIDENCE CONTRACT

This contract may be terminated by the College if:

- a. The student ceases to be a student at the College for any reason;
- b. The student violates the terms of this contract, the College Catalogue, the Code of Conduct, or Student Handbook;

- c. The student violates the terms and conditions of any financial agreement with the College, or the student violates established College policies, rules, or procedures; or
- d. Due to Acts of God, including but not limited to communicable diseases and all other force majeure events as these terms are defined in their broadest sense, the College in its discretion has the right to close the residence halls. Upon such a determination, all residents shall remove their personal property and depart the premises in accordance with the College's instructions.

No refunds or pro-rations of room charges and fees shall be granted or paid if this Housing Contract is terminated for any reasons stated in sections 2 (a), (b), and (c) above, or by reason of any matter set forth in Section 3 below.

Students are obligated to fulfill the academic year-long contract consisting of Fall 2022 and Spring 2023 terms with the Office of Residence Life as long as they are enrolled and attending classes at Marymount Manhattan College. However, a student may request to be released for any one of the following reasons:

- a. Graduation from the College;
- b. Withdrawal from the institution prior to moving in;
- c. Withdrawal from the institution between the fall and spring semesters of the contract period;
- d. Acceptance into a College-sponsored internship program that requires living outside New York City or the surrounding area; or
- e. Acceptance into a College-approved study abroad program.

For reasons not outlined in Section 2, the student may submit a Special Petition Form to request release from the Housing Contract.

Invalid reasons for release of contract:

- a. Signing a lease for housing off-campus
- b. failing to receive financial aid because of ineligibility
- c. Students who drop to part-time status while residing in housing

Students approved for cancellation, termination, or release from the residence contract must vacate their assigned room within 24 hours, or by the date assigned by the Office of Residence Life. Students who fail to vacate by this date will be charged a \$150 fine.

Students who withdraw between the Fall and Spring terms will be charged a \$150 fine should their items remain in the hall after their assigned vacate date. Students will incur a daily fine of \$100 until items are removed after their assigned vacate date. Should a student fail to vacate, all personal property will be discarded at the student's expense 72 hours after the assigned vacate date.

3. OTHER DEFAULTS

Without limiting the generality of Section 2 and in addition to the other remedies of the College for a student's breach of its obligations hereunder, the College may terminate this contract, require a resident student to immediately vacate their assigned space and may prohibit the defaulting student from applying for student housing for the academic semester or longer if the student: (a)

commits a criminal act, including without limitation, the possession, distribution or sale of illegal drugs; (b) possesses, distributes or sells drug paraphernalia; (c) engages in behavior that is considered to be threatening or violent to another person or to themselves; (d) commits a hate crime; (e) throws items from a residence hall window; (f) tampers with fire alarm system/smoke detectors; or (g) creates a public nuisance or engages in other objectionable behavior.

4. ASSIGNMENTS

The assigning of occupants, furnishings, and features of the space shall be made by Marymount Manhattan College and may be changed at any time at the sole discretion of Marymount Manhattan College. Applications specifying a particular residence or type of accommodation cannot be accepted, nor can roommate choice be based upon race, color, religion, ethnicity, nationality, economic background, age, physical and mental health or ability, sexual orientation, physical characteristics, veteran status, or on the basis of any other legally protected status.

A room assignment may be rescinded prior to move-in if a student has not fulfilled financial obligations to Marymount Manhattan College according to the dates outlined in the academic calendar.

If a student vacates a room, Marymount Manhattan College may re-assign a resident to a different room. Residence Life defines vacating a room to include but is not limited to:

- Not entering the residence halls and/or apartment for more than 7 consecutive days excluding designated College breaks
- Telling suitemates about departure from the residence hall
- Telling Residence Life about departure from the residence hall
- Personal items removed from the room. Please note removal of all items does not need to happen before the room is designated as vacated. Those items will be considered abandoned after 7 days

5. ELIGIBILITY

Eligibility for residence is limited to matriculated Marymount Manhattan College students or approved Summer Program attendees who have made all required deposits and payments by the established deadline date, with time being of the essence. Students must be registered full time in order to apply for housing, and at the beginning of each semester. Students must attend classes to maintain housing eligibility.

Students registered at part-time status (not less than 6 credit hours) may apply for housing and will need prior approval by the Director of Residence Life.

Fall residents must be registered full-time for the Spring semester prior to the end of the Fall semester in order to leave their items within their assigned room during Winter Break.

Students who drop to part-time status while residing in housing are not eligible for contract release, but must submit a Special Petition form for approval to remain in housing. Students dropping below six (6) credit hours will forfeit eligibility for housing. If, for any reason, a student ceases to be eligible for residence, they must promptly vacate their assigned space, and forfeit any housing fees.

Students participating in the College's Post-Bac programs are eligible for campus housing provided they are registered for a minimum of six credits.

Should a student not attend their classes regularly, Residence Life will follow-up with the resident to review their housing eligibility. Failure to attend class can result in removal from the residence halls and forfeiture of the housing fees.

6. RESIDENCE TERM

The Residence Term, for registered students only, begins at the time of the published check-in for each term as indicated in published materials. The Residence Term ends, for the Fall and Spring semester on the earliest to occur of (a) at noon on the day after the last day of the semester; (b) the time a student ceases to be eligible for residence; (c) 24 hours after a student's last final examination; or (d) upon termination or other cancellation of this contract by the College pursuant to Sections 2 and 18 hereof. In the case of graduating seniors, the Residence Term ends:

- a. Fall or January terms: The Residence Term ends 24 hours after the completion of the student's final examinations, or at noon on the day after the last day of the semester, whichever occurs first.
- b. Spring Semester: The Residence Term ends 24 hours after the completion of the student's final examinations, or at noon on the day after the last day of the semester, whichever occurs first. If participating in Commencement exercises, the student's term ends at noon on the day following Commencement.
- c. Summer: The Residence Term ends at noon on the day following the last day of the session.

The College reserves the right, in its discretion, to amend or adjust the dates of Residence Term, and may modify this Housing Contract to limit it to a semester-by-semester term.

7. LATE CHECK-IN

The Office of Residence Life cannot hold a specific room assignment later than the student's assigned check-in day. Students arriving after their check-in day must submit a written request to the Office of Residence Life so that their room assignment is not changed. Students arriving after their assigned check-in day with no notice may receive an alternate hall or room assignment. An alternate hall or room assignment is not cause for breaking the housing contract.

8. WINTER BREAK

Marymount Manhattan College closes its housing facilities during the published Winter Break period. All students must vacate their residence hall rooms during this period, but are not required to remove their belongings, unless they will not be returning for the Spring semester, or are not registered for full-time status prior to their check-out date for the Fall semester, as stated in Section 6 above.

The College does not offer student housing during Winter Break.

9. JANUARY TERM

Housing for January Term is open to fall residents who are registered full-time for the spring semester. There is an additional fee as January Term is not included in the fall and spring semester housing charges. Residents must submit a January Term Housing Request Form to secure their space. The January Term fee will be applied automatically to the student's account. There are limited dining options during January Term, and Dining Dollars from the fall semester may be used during January Term.

10. DEPOSIT AND PAYMENTS

- a. A non-refundable housing deposit must be submitted with a housing application. Fall, Spring, Summer I, and Summer II applicants are required to submit a \$500 deposit. Students must submit separate non-refundable deposits for Fall/Spring and Summer I/II and Summer Programs. The housing deposit will be credited towards the student's total cost of residence.
- b. Failure to remit full payment of tuition and fees, as published, will result in forfeiture of resident space assignment. No student under any circumstances will be allowed to move into or occupy an assigned space in a residence hall unless all registration charges are paid in the time and manner established by the College. Students who have failed to resolve their outstanding balance and failed to make arrangements with the Center for Student Services by the established payment date will forfeit their room assignment and deposit.
- c. Students in the Fall Term who are not registered for full-time status for Spring Term prior to their check-out date for Fall term must remove all property from their assigned space.

11. REFUNDS

- a. **Housing Deposit:** The housing deposit is not refundable.
- b. **Room Charge Refund:** The following schedule of refunds applies only to cancellation of the Housing Contract by the student as a result of the student's voluntary withdrawal from the College or a psychological/medical Leave of Absence. No refunds will be made to any student if the College terminates this contract or the student's enrollment, or if the student is required to withdraw from the residence by the College pursuant to Sections 2 or 3 above or otherwise.
 - i. Summer: Room charges are not refundable after the first day of the summer program residency as listed in the schedule.
 - ii. Fall and Spring: If the student withdraws enrollment from the College after moving in:
 1. Before the term start date, the withdrawing student will be entitled to a refund of 75% of the housing charges paid, not including the \$500 deposit. The student is not entitled to any refund of the Dining Dollars.
 2. On or after the term start date, the withdrawing student is not entitled to a refund of the housing or Dining Dollars charges.
- c. **Eviction/Leave of Absence:** Students removed from housing for disciplinary reasons will receive no refund for room or Dining Dollars charges, regardless of removal date. Students who take an involuntary or voluntary leave of absence receive a refund for room charges based on room charge refund policy Section 11(b) above. Residents who are evicted or take an involuntary leave of absence are prohibited from visiting the residence halls for one calendar year.
- d. **Unexpected Closure of the Residence Halls:** Should the College close the residence halls as set forth in section 2(d) above, the College shall determine a refund or credit, if any,

provided, however, that the College shall be permitted to offset and subtract all or a portion of such pro-rated amounts from students with debts owing to the College.

12. OCCUPANCY AND USE

From the start of the semester, beginning on the date established by the College, only the student assigned to a residence space may occupy the assigned space full time. Additional temporary occupants, i.e. guests, are subject to the rules and regulations of the residence hall and the College, as well as applicable legal requirements regarding maximum occupancy. Resident students are fully responsible for their guest's actions. Residence Life reserves the right to alter the Guest Policy to best fit community needs. No pets of any kind are permitted in the assigned space at any time unless pre-approved as assistance animals. Students who wish to request an accommodation for an assistance animal should contact the Office of Disability Services at disabilityservices@mmm.edu. The Office of Residence Life may assign any vacant space in any room or suite occupied by residential students to other students in order to achieve full occupancy. Under no circumstances may a student sublet, license, or assign his/her assigned space in the residence facility. Failure to occupy a room assignment does not relieve a student of housing charges. At its discretion, the College may lease space within the residence halls to outside partners. Best efforts will be made to consolidate MMC students together.

13. CONDITIONS OF PREMISES

By taking occupancy of the assigned space, the student accepts its conditions "as is" at such time and assumes responsibility for maintaining the room furniture and furnishings supplied by the College and located therein in its then-current condition. Each student is responsible for leaving their assigned space in a clean and orderly condition, and for removing all personal items upon vacating.

14. DAMAGES AND EXPENSES

The student shall reimburse the College, upon demand, for all damages or expenses that the College may suffer or incur caused by neglect or misconduct of the student or of their guest(s), or by any other breach of the student's obligations hereunder, such as damage to a residence hall or the facilities of the residence hall, or damage or replacement of furniture or furnishings provided by the College. Any damages or expenses incurred by the College as a result of such misconduct or neglect or breach will be charged equally to all the resident students in the room, suite, or residence hall, as applicable, in which the damage occurred, unless liability is accepted by the person(s) responsible. In addition to the other remedies the College may have, failure to pay damage assessments may result in the College's refusal to permit the student to register or for such other action as may be determined appropriate by the College until all sums owed are paid in full.

15. PERSONAL PROPERTY

The College accepts no responsibility for loss or damage to a student's personal property, and advises that students obtain renter's insurance coverage for their personal property to cover loss, damage or destruction arising from any cause, including, but not limited to fire, theft, water damage, and the elements. In the event of any damage by fire, water, steam, or other causes which render an assigned space unfit for occupancy, the College reserves the right to reassign an occupant

from a residence unfit for occupancy, or to reassign the occupant or occupants to an alternate college residence. If an alternate residence is not available or if the student rejects the offer of an alternate residence, the College shall not be liable thereafter.

If a student is unable to retrieve their personal property during an unexpected closure of the residence halls, leave of absence, or past the date of occupancy as outlined in the Housing Contract, the College reserves the right to handle the student's personal property accordingly, which may include, but is not limited to, discarding the items, or shipping/storing them at the student's expense, unless otherwise communicated by the College. Additionally, the College is not liable for any items that are abandoned or left in the residence halls after closure or dates of occupancy and is not responsible for the loss or damage to a student's personal property.

16. CONSOLIDATION

At any time, the residents remaining in an under-occupied room or suite may be given the following two options by the College: a) consolidating with another partially vacant room, or b) accepting a reassignment to a new room or to another residence hall to achieve full occupancy. Room consolidation may take place at any time during the academic year.

From time-to-time students from other colleges may reside in our residence halls. In those instances, the College reserves the right to consolidate MMC students as outlined above.

17. STUDENTS WITH DISABILITIES

Marymount Manhattan College may provide housing accommodations for residents who have documented their learning, physical, and/or psychological disabilities with the Office of Disability Services. Students who wish to pursue accommodations should contact disabilityservices@mmm.edu for more information. Marymount Manhattan College cannot accommodate single-room requests.

Students requesting a housing accommodation must have their documentation processed through the Office of Disability Services to determine eligibility. Previous accommodations are not automatically extended; residents must re-apply through the Office of Disability Services each year to be reconsidered. Students must submit their accommodation documentations by the following deadlines for Residence Life to guarantee that their accommodation requests will be reviewed prior to placement.

- Fall term – June 1st
- New residential Spring term students – January 1st
- Summer I and II terms – May 1st

Accommodation requests received after these dates are subject to space availability. Accommodations submitted after Fall term assignments have been released may not be addressed until a week after move-in to assess availability. If a student submits an accommodation request during the term, the student may be re-assigned to a new space.

With documentation, accommodations may include the following:

- Low occupancy room (one roommate and two or three suitemates)
 - o Marymount Manhattan College cannot accommodate single-room requests.
- A room on a low floor within the building
- A delofted or bottom bunk bed
- Assistance animals

18. COMPLIANCE WITH APPLICABLE LAWS, COLLEGE RULES AND POLICIES

The College prohibits the unlawful possession, use, or distribution of illicit drugs, vaping, and alcohol by students, faculty members, or staff members while on College property, in residence halls, or while participating in College-sponsored activities, or conducting College business off-premises. The College prohibits the unlawful possession of weapons of any kind. Verification of the violation of any of these policies will result in the student's dismissal from housing. The College prohibits smoking/vaping any substance in the residence halls, whether in common areas or private apartments, or rooms, or outside of the front entrance of the residence halls. The College prohibits unlawful conduct of any kind in the residence halls or adjacent facilities. Students are required to comply with all Federal, State, and Local laws, as well as rules and regulations established by the College and the Office of Residence Life, including but not limited to:

- a. Rules contained in the Marymount Manhattan College Catalogue, the Code of Conduct, the Student Handbook, *The Policy on Sexual Misconduct, Sexual Assault, Stalking, and Relationship Violence*, and *The Resident's Guide to Community Living*;
- b. Rules concerning sanitary conditions, recycling programs, prevention of fires and protection of the safety of other residents and guests;
- c. Rules concerning the condition under which areas in the residence may be visited by student residents or by others; and
- d. Applicable policies and procedures of the Division of Student Success and Engagement, the Center for Student Services and the Office of Residence Life.

Such policies and procedures are available at the appropriate College offices, in the College Catalogue and on the College website. Students are responsible for informing themselves of those policies and procedures. At the discretion of the Office of Residence Life, the Associate Vice President of Student Success and Engagement and, or the Dean of Students, the student may be subject to a change in room assignments, or to dismissal from the College residence for disruptive behavior. This includes behavior that endangers the student's own health and/or safety or the health and/or safety of others.

19. PROCEDURES TO VACATE

Each student must vacate their assigned space and officially check out and return all keys at the end of the residence term, as designated herein, or immediately upon cancellation or termination of this contract. If the student does not officially check out, return keys, and vacate the space by that date, they are authorizing the College to enter the room/apartment, remove the student's possessions, and change the locks of the room/apartment. Students shall be responsible for all costs and direct or indirect damages suffered by the College in connection with their failure to check out and vacate by that date, including, without being limited to, the cost of accommodations for each person who

would otherwise have occupied the assigned space and all legal and other expenses incurred by the College in connection with removing the student from the assigned space. Notwithstanding any other provision in this contract, the resident waives any right that they may have or acquire to remain in the assigned space beyond the end of the Contract Term.

20. DINING DOLLARS

All residential students are required to participate in the Dining Dollars program with a minimum charge of \$1,350 for the fall semester and a \$1,350 charge for the spring semester. When applying for housing, residents select the desired amount of Dining Dollars. Residents who do not make a selection will automatically be enrolled in the minimum required amount of \$1,350 per semester. The amount the student selects for the fall semester will automatically be charged to the resident's account for the spring semester. Should the resident wish to change their selected Dining Dollars amount for a specific term, the resident must notify the Office of Residence Life via the Dining Dollars Change Request Form no later than the Academic Calendar's Add/Drop deadline for the requested term. Requests for changes after the Add/Drop deadline will not be considered.

The College will carry-over any remaining Dining Dollars in a student's account at the end of the Fall Semester and add it to the required Spring Semester Dining Dollars amount. At the end of the Spring Semester, any unused Dining Dollars on the card will remain available for future use. Students who remain in housing will continue to be charged the required minimum of Dining Dollars each semester. For all students, balances will continue to carry-over from semester to semester until the student graduates or withdraws from the College, at which time any remaining Dining Dollars funds will be forfeited.

Students seeking an adjustment to the Dining Dollars program due to medical or disability reasons, must contact the Office of Disability Services at disabilityservices@mmm.edu to request a modification of Dining Dollars.

21. PSYCHOLOGICAL/MEDICAL LEAVE OF ABSENCE

All students who take an involuntary or voluntary psychological or medical leave of absence and who live in the residence halls will not be able to continue to reside in the halls for any portion of the term that the student is on leave. Students who take an involuntary or voluntary leave of absence receive a refund for room and board based on the room charge refund policy section 11(b) above.

22. RESPONSIBILITIES OF THE RESIDENCE LIFE STAFF; RESERVED RIGHTS OF THE COLLEGE

The College has delegated to the staff of the Office of Residence Life the responsibility for establishing and enforcing the rules and regulations governing the conduct of students within each residence used by the College. Residence Life staff members may consult with the College Administration, the Director of Residence Life, and student residence governing bodies in carrying out these responsibilities. The College reserves the right to enter and inspect any room and personal property at the discretion of responsible staff members when it is deemed necessary for security and/or maintenance of the residence or for safety and/or discipline of the residents, including specifically the right to inspect any residence, announced or unannounced, to ensure compliance with rules concerning the use of residence, preservation of clean and sanitary

conditions, fire prevention, or personal health and safety. Failure to allow entry to a College official may result in engagement with law enforcement and/or loss of housing.

23. TRANSMISSABLE AND CONTAGIOUS DISEASE OUTBREAKS

In the event of a transmissible and contagious disease outbreaks e.g. COVID-19, Marymount Manhattan College may take the following actions to help minimize risk of transmission and to protect the health and safety of all students.

- a. Each apartment/suite is considered a household as it relates to transmissible and contagious disease outbreaks
- b. Health and Safety
 - a. By signing this Housing Contract and agreeing to live in an MMC Residence Hall, you agree to take responsibility in minimizing the risk of disease transmission and ensuring your health and safety, and that of your peers and the broader MMC community. Given that the College has many shared spaces in our campus housing community, you must take proactive steps to reduce the spread of diseases.
 - b. Your personal hygiene and practice of recommended health and safety guidelines is critical in curbing the spread of viruses and infections, and you are expected to follow the guidance of the Center for Disease Control (CDC) and the laws, regulations, and guidance of New York State and the City of New York:
 - Wash your hands often with soap and hot water for at least 20 seconds after lathering.
 - Avoid touching your eyes, nose, or mouth.
 - Cover your mouth and nose when you cough or sneeze with a tissue; use your elbow if you don't have a tissue (then wash your hands).
 - Clean AND disinfect frequently touched surfaces daily such as tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, faucets, sinks, etc.
 - Risk mitigation measures may need to be implemented. Guidelines and protocols will be communicated to all students. Updates will be emailed to residents and posted online. We ask you to hold yourself and your peers accountable to these expectations. By signing this Housing Contract, you agree to honor any changes in processes/protocols that are implemented. Examples of guidelines and protocols include:
 - c. In the event of a transmissible and contagious disease outbreak, risk mitigation measures may need to be implemented. Guidelines and protocols will be communicated to all students. Updates will be emailed to residents and posted online. The College asks that you hold yourself and your peers accountable to these expectations. By signing this Housing contract, you agree to honor any changes in processes/protocols that are implemented. Examples of guidelines and protocols could include:
 - No day or overnight guests
 - Masks required outside of assigned apartment/suite at all times, even in commons spaces in the residence halls
 - Adhere to capacity limits when riding elevators
 - Residents are expected to follow guidance around small and large group gatherings.
- d. Should the residence halls be required to close, residents may be expected to move out with short notice. The College will strive to provide as much notice as possible.

- e. Reassignment of alternative housing space: it is possible that in order to protect other community members, residents could be directed to temporarily relocate to another living space, on- or off-campus, in order to isolate or quarantine. Resident may be required to move into an isolation or quarantine space should a diagnosis be suspected or confirmed.
- f. Failure to follow risk mitigation measures may result in judicial charges that could result in progressive sanctions up to and including suspension, eviction, and the immediate revocation of your housing contract.

The College reserves the right at any time to terminate, establish, and amend any term, conditions, policies, and procedures concerning the matters covered herein, without prior notice.