

**RUSSELL SAGE COLLEGE
RESIDENCE CONTRACT 2009-2010**

For Office Use Only	
Hall_____	Room #_____

Name: Last _____ First _____ M.I. _____

The Residence Life staff believes the residence halls should be active living/learning centers that complement the academic undergraduate programs of the College. Students are given opportunities to become involved in their own learning and development throughout the year and to come to understand what it means to be a member of a community. On the campus and within each individual hall, there exist basic guidelines that encourage individual responsibility but also insure the well-being of the collective community. The residence hall regulations provide parameters regarding acceptable and unacceptable behavior in the residence community. The period of time for this contract shall be for the academic year 2009-2010 (excluding vacation periods as specified).

The College agrees to furnish room and board for the said period of time of this contract upon the terms and conditions set forth. This is a contract which provides for both room and board. All resident students are required to participate in both the room and board plans. By signing this contract, you will be bound by the terms and conditions set forth below. **Please read these carefully.** If you wish to have a copy of your signed contract, please contact the Office of Residence Life, Cowee Hall.

The undersigned student agrees to the following terms and conditions:

The room charges incurred by a student are not refundable. This contract applies to the 2009-2010 academic year. Withdrawal from residence during that time and, therefore, the contract, will result in a Contract Breakage Fee of \$200 being applied to the student's account. Students should refer to the Adjustments for Tuition, Room and Board section of the STUDENT HANDBOOK or THE SAGE COLLEGE'S CATALOG for information regarding adjustments due to a withdrawal from the College, an approved leave of absence or withdrawal from residence.

This contract will be void if: a) the student has not moved into the assigned space by the third day of classes; b) the student has not notified the Office of Residence Life that there is a delay; and c) the student is not registered for undergraduate classes, or falls below fulltime undergraduate status (12 credits per semester).

Upon withdrawal from the College, the student must vacate the room within 24 hours or by individual arrangements made with the Director of Residence Life.

Payment of room and board entitles a student to a space in residence, not a specific room. The College reserves the right to assign roommates to students who are without roommates, or to consolidate students whose roommates have not arrived or have moved out, and if necessary, to do this without prior notice. The College also reserves the right to relocate students for any reason should the need arise.

At the end of each term, residents are expected to vacate the room within 24 hours of their last exam. Graduating seniors are to vacate their rooms no later than 11:00 am on the day following Commencement unless permission is obtained from the Office of Residence Life.

Any student who is taking full-time graduate classes is considered a graduate student and may not remain in undergraduate housing. If a resident becomes a graduate student or is taking all graduate courses, they will be required to move into graduate housing (Ricketts Hall). Manning Hall is used only as overflow for Ricketts if there is space not being used by undergraduate students.

The student must vacate the room during vacation periods (Thanksgiving, Winter Break and Spring Break) when the residence halls are officially closed, unless prior written permission from the Office of Residence Life has been granted. Students granted such permission may be assigned to a residence hall other than their own.

NOTE: There is no housing available during the Winter Break "Shut Down" period for the College.

The College reserves the right to enter and/or inspect the student's room for repair, maintenance, security, safety, fire code inspections and in any cases of emergency.

Only students assigned to a given room may reside in that room.

In accordance with the institutional policy on smoking on campus effective Fall 1997, smoking will not be permitted in any College building on campus, including all residence halls.

No lounge or common area furniture may be moved without prior permission of the Office of Residence Life. The student will be responsible for any loss or damage to the assigned room and to the furniture, fixtures, equipment, and effects contained therein and for any damage caused by the student to any part of the residence hall. When it cannot be ascertained which student(s) is responsible for the damage or loss in a residence hall, an assessment will be made against all equally.

The College is not responsible for the loss or damage to the personal property of the student. It is recommended that the student provide insurance coverage for all items of personal property. The College also recommends that valuable items be left at the student's permanent residence, not brought to the residence hall.

Students are responsible for the conduct of their guest(s) at all times. All guests must comply with College rules and regulations. The College reserves the right to limit the length of a guest's stay or to restrict guest privileges of resident students.

The **Guest Policy** is described in detail in the Student Handbook under the Code of Conduct. The student can refer to the Russell Sage website at www.sage.edu to review the details of the Guest Policy.

Each resident student is issued one room key and one front door key when checking in. The College strongly advises that students lock the door whenever they leave the room. If a student's keys are lost or stolen, the student must immediately notify the Resident Assistant or the Office of Residence Life. Any form of lock picking and illegal room entrance is prohibited on The Sage Colleges campuses. No exceptions to this rule are made for such Russell Sage traditions as Rally Day Sweater Stealing or Secret Sophomore Week. Students are not to loan any residence key to any other person nor to have another person's key(s) in their possession, except: a student may loan a room key to a current roommate(s) or a student may loan a key to another current Russell Sage College resident provided the Resident Assistant has had advance written notification signed by all residents of the room. In addition, no students may have duplicate keys made. To do so is a breach of security and will result in serious disciplinary action. Please refer to the Student Handbook for replacement costs for lost keys. Any lock change fee is not refundable.

No pets are permitted in the residence halls (except fish kept in an unheated aquarium).

The College prohibits on its' campus the following activities: the use, possession or sale of illegal drugs; the possession or purchase of alcohol by any person under 21; the use or possession of firearms; fireworks or any type of weapon; trespassing by uninvited guests; harassment; tampering with or misuse of fire equipment or alarms; assault; battery; and the violation of any other federal, state or local law. Resident students are responsible for keeping their rooms reasonably clean in order to keep fire egresses open and to avoid unwelcome pests. Newspapers, other papers, clothing or other items should not be piled up in rooms. Residents are expected to be familiar with all fire safety policies provided to residents and outlined in the student handbook.

The student agrees to abide by all policies and regulations as they appear in the STUDENT HANDBOOK and THE SAGE COLLEGES CATALOG.

The College reserves the right to take necessary and appropriate action to protect the safety and well-being of the campus community. This includes the right to terminate this Residence Contract should the student fail to remain a student in good standing at the College, as defined in the College regulations, or fails to comply fully with the terms of this agreement.

Signature of Student

SAGE ID #

Student's Date of Birth

Date

Signature of Parent or Guardian if student is under 18 years of age

Date

Signature of Director of Residence Life

Date