

**SAGE COLLEGE OF ALBANY
RESIDENCE CONTRACT 2012-2013**

For Office Use Only

Room # _____

Name: Last _____ First _____ M.I. _____ gender _____

The Residence Life Staff believes the residence halls should be active living/learning centers that complement the academic program 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 residence 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 2012-2013. Contracts are binding for the entire academic year that extends from the first day of the Albany Residence Hall opening through the last day of spring term exams.

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 that 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.

The privilege of living in the Albany Residence Hall is extended to students who are in good academic standing. Students who do not maintain a cumulative grade point average of 2.00 or higher will be required to document their academic efforts to the Albany Residence Hall Academic Review Committee. The Committee will determine whether and under what conditions the student may continue to be a resident.

This contract will be void if:

- ◆ The student does not maintain a 2.00 cumulative GPA;
- ◆ The student is not engaged in fulltime study (12 credit hours per semester or more);
- ◆ The student has not moved in to the assigned space by the third day of classes without notifying the Office of Residence Life.

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 2012-2013 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.

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 should the need arise.

At the end of each term, the student is expected to vacate his/her room within 24 hours of his/her last exam. In addition, the student must vacate his/her room during vacation periods (Thanksgiving, Winter and Spring Break) when the Albany Residence Hall is officially closed, unless prior permission is obtained from the Office of Residence Life. Students may not enter the building during the specified vacation periods.

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

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

In accordance with the institutional tobacco-free policy on campus, effective January 2012, the use of tobacco or tobacco products is prohibited in or on any Sage College facility or property at any time. It is Sage's policy to provide a tobacco-free environment in all college facilities and outdoor areas. See the Sage website for more information about this policy.

No lounge or common area furniture may be moved without prior permission of the Office of Residence Life. Upon assuming occupancy of a room, each resident is required to complete a Room Condition Report that outlines the items within a room. These reports are completed at the beginning of the academic year and when a room change is made. They are also reviewed and assessed when a resident checks out of his/her room or suite. The student will be personally responsible for any loss or damage to his/her assigned room and/or suite and jointly responsible for all common areas within the Albany Residence Hall. This includes furniture, fixtures, equipment, and effects contained therein. 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 student is responsible for the conduct of his/her 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.

The **Guest Policy** is described in detail in the Student Handbook under the Code of Conduct. The student can refer to the Sage College of Albany 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 swiper when he/she checks in. The College strongly advises each student to lock his/her door whenever he/she leaves the room. If a student's keys are lost or stolen, he/she must immediately notify his/her Resident Assistant or the Office of Residence Life. Any form of lock picking and illegal room entrance is prohibited on The Sage Colleges campuses. There are **no** exceptions to this rule. Students are not to loan any residence key to any other person nor to have another person's key(s) in his/her possession, except: a student may loan his/her room key to his/her current roommate(s) or a student may loan his/her key to another current Sage College resident provided his/her Resident Assistant has had advance written notification signed by all residents of the room. In addition, **no students may have duplicate keys made** because 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 Albany Campus Residence Hall (except fish kept in an unheated aquarium).

The College prohibits the use, possession, or purchase of alcohol by any person, **regardless of age**, within the Albany Campus Residence Hall.

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.

The student agrees that he/she will 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 maintain himself/herself as 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. The College also reserves the right to enter a resident's room in case of safety or security issues, for maintenance concerns, or for any situation deemed an emergency by the College.

I do hereby acknowledge that I have read and understood the articles expressed in this Residence Contract for the Sage College of Albany. I agree to reside in the Albany Residence Hall for the academic year and to abide by all terms, conditions, regulations and procedures stated in or referred to in this Contract.

Signature of student

SAGE ID #

Birth date of student

Date

Signature of parent or guardian if student is under 18 years of age

Date

Signature of Dean of Residence

Date