

St. John Fisher University
Residence Hall License 2023-2024

By signing below, the Student ("student" in this document) contracts for a licensed space in a St. John Fisher University residence hall (housing) and a University meal plan (board) for the 2023-2024 Academic Year and agrees to pay the room, board, and associated fees set by St. John Fisher University ("University") according to the rates and deadlines published by the [Student Accounts Office](#).

In order to maintain occupancy in the residence halls, students must sign or electronically accept this Housing License ("License"). (In the event that a student does not sign or electronically accept this License but is living in residence (picked up keys and/or submitted the RCF) they shall assume responsibility for the obligations listed in this License). Students release the University from any liability associated with damage or loss to personal property. Additionally they accept and will abide by all regulations as stated in the [Student Code of Conduct](#) and all subsequent regulations adopted by St. John Fisher University and the Office of Residential Life.

All students must be financially settled and provide proof of immunizations as required by the University prior to moving in.

On campus residency is subject to the following:

1. Eligibility

- A. The University provides housing accommodations on campus for full time students who are between the ages of 17 and 23 at the start of the Residence Hall License. Requests for age exceptions may be submitted in writing to the Assistant Dean of Students.

2. Dates of Occupancy:

- A. The term of this License is for the Fall 2023 and Spring 2024 Semesters. This License is effective upon execution; however, residents may only occupy the residence halls according to the dates below or, as applicable, at the predetermined early arrival date specifically pre-approved in writing through the Office of Residential Life through May 4, 2024, or until graduation for eligible seniors, or the predetermined late departure date specifically pre-approved in writing through the Office of Residential Life.
- B. The residence halls open and close each semester according to the following schedule:

Fall 2023 Semester Occupancy Dates			
<i>Student Type</i>	<i>Residence Hall Opening Date</i>	<i>Residence Hall Closing Date</i>	<i>Withdrawal Deadline</i>
New First Year Students	September 2, 2023 at 8 a.m.	December 16, 2023 at 6 p.m.	September 2, 2023 at 8 a.m.
New Pharmacy (P-1) Students	August 27, 2023 at noon	December 16, 2023 at 6 p.m.	August 27, 2023 at noon
New Transfer and Graduate Students	September 4, 2023 at 8 a.m.	December 16, 2023 at 6 p.m.	September 4, 2023 at 8 a.m.
All Returning Students	September 4, 2023 at 8 a.m.	December 16, 2023 at 6 p.m.	June 1, 2023 at 4:30 p.m.

Spring 2023 Semester Occupancy Dates			
<i>Student Type</i>	<i>Residence Hall Opening Date</i>	<i>Residence Hall Closing Date</i>	
All Students	January 14, 2024 at 8 a.m.	May 4, 2024 at 6 p.m.	
Eligible Graduating Seniors	January 14, 2024 at 8 a.m.	May 11, 2024 at 6 p.m.	

- C. Students must vacate the residence halls within 24 hours of their last exam at the end of the Fall Semester. Students must move out of the residence halls within 24 hours of their last exam at the end of the spring semester.
- D. Students who are academically dismissed or are otherwise not enrolled for the spring semester must remove all personal belongings from the residence halls prior to January 5, 2024.
- E. During each semester, students who no longer have an active Housing License for any reason must remove all of their personal belongings from the residence halls and checkout with Residential Life staff within 24 hours.
- F. Early Arrivals and Late Departures: Students will not be given access to the residence halls outside of the dates above (2B) unless they are athletes, resident assistants, orientation leaders, or the like who are specifically requested by their coach/supervisor and have written permission from the Office of Residential Life. The Office of Residential Life determines early arrival and late departure dates.
- G. Break Housing: Per the [break policy](#), students may apply to remain in housing during a break period, subject to advance written permission and payment of the break fee. Permission is granted at the sole discretion of the Director of Residential Life. Students remaining in the residence halls without permission will be assessed a break fee and may be required to vacate the residence halls immediately. Unauthorized presence in the residence halls during break periods will result in student conduct action. Break housing is not available between the Fall and Spring semesters.

Break periods during the 20232023-2024 academic year are as follows:

	<i>Residence Halls Close</i>	<i>Residence Halls Reopen</i>
Thanksgiving Break	Tuesday, November 21, 2023 at 6 p.m.	Sunday, November 26, 2023 at 8 a.m.
Spring Break	Friday, March 1, 2024 at 6 p.m.	Sunday, March 10, 2024 at 8 a.m.
Easter Break	Wednesday, March 27, 2024 at 6 p.m.	Sunday, March 31, 2024 at 8 a.m.

- H. Students on disciplinary probation will not be allowed to be in the residence halls at any time during any early arrival, late departure, or break periods.

3. License Terms

- A. This License is not a lease, and it does not convey any real estate interest whatsoever.
- B. The student must occupy their room; it may not be sublet, assigned or transferred. University housing may not be used for commercial purposes.

4. Cancelling this License

- A. New Students: Students in their first semester at the University ("new student") who wish to cancel this License may withdraw from housing without penalty for any reason until their scheduled date of move in (the "withdrawal deadline" for new students) by contacting the Office of Residential Life in writing.
- B. Returning Students: Students who have at least one semester of enrollment at the University ("returning student") who wish to cancel this License may withdraw from housing for any reason until June 1, 2023 (the "withdrawal deadline" for returning students) by using the *Withdrawal from Residence Form* on [ResLife Online](#) and will be assessed the \$250.00 License Release Fee, but will otherwise be released from this License.
- C. All Students: After the applicable withdrawal deadline, students may request to be released from this License if faced with an extraordinary medical or financial situation which occurred after this License was signed ([Housing License Appeal Process](#)). **If a student's request is denied, room and board charges still apply throughout the end of the Term.**
- D. This License will be cancelled at the sole discretion of the University and the student will be assessed the \$250.00 License Release Fee and be subject to any associated costs as listed in 4E if any of the following occurs:
1. The student's Housing License Appeal is approved (4C).
 2. The student is not registered for full time study (New students may request a one-time exception to drop below 12 credits if the request is supported by their academic advisor by meeting with the Director of Residential Life or his designee).
 3. The student is suspended, expelled, or otherwise removed from residence as a Student Conduct outcome.
 4. The student does not move in as expected and does not notify the Office of Residential Life in writing in advance of move in.
 5. The student fails to remain financially settled.
 6. The student fails to provide immunization information as required by the University.
- E. In the event that this License is cancelled, room and board charges will be refunded, as applicable, based on the dates published by the [Student Accounts Office](#). The date of withdrawal is the official residence hall checkout date or the completion of the Withdrawal from Residence Form on [ResLife Online](#), whichever is later.
- F. Students who withdraw from the University for the Spring semester using the Withdrawal from Residence Form on [ResLife Online](#) due to graduation, study abroad or academic dismissal will not be charged the License Release Fee or associated costs as listed in 4E.

5. Room Condition:

- A. Students must submit the **Room Condition Form (RCF)** within 3 days of the check-in to their room.
- B. Students are responsible for any damages to rooms/units or loss of furnishings and for unauthorized physical changes to their living area. An appropriate amount, as determined by the reasonable discretion of the University, for all damage, loss, cleaning, and repairs will be charged for assigned room(s).
- C. The cost of damage, loss, cleaning, and repairs to any common/public area of a hall will be assessed and divided among the residents of the floor or building when the individual(s) responsible for the damage cannot be identified. An appropriate amount, as determined by the reasonable discretion of the University, for all damage, loss, cleaning, and repairs will be charged for students of the assigned area.

- D. Facilities Services will take requests for bunking, lofting, delofting, etc. until the 6th week of each semester. No furniture will be removed from rooms, unless the room is detripled.
- E. **Failure to return keys as directed by Residential Life staff at the time of checkout will result in a \$100.00 key non-return charge.** When the key is not returned, the lock is re-cored. Therefore, there is no refund of this charge if the key is returned after checkout.
- F. Facilities Services staff, Residential Life staff, and Security staff reserve the right to enter a student's room/unit at any time for the purposes of maintenance, safety, mid-year inspection, NYS fire safety inspections, and to ensure that University regulations are observed.

6. Conditions of Occupancy:

- A. The University assumes no responsibility for any damage to, or loss of, a resident's personal property. *Students are reminded to obtain appropriate insurance.*
- B. Student belongings that are left behind will, in the sole discretion of the University, be removed, disposed of and/or donated to charity at the student's expense.
- C. Housing assignments are determined by and at the sole discretion of the Office of Residential Life.
- D. The University reserves the right to consolidate students at all times when there is an unoccupied space in the room. Consolidation is at the discretion of the Office of Residential Life.
- E. Changes in housing assignments may only occur with authorization from the Office of Residential Life. Students participating in an approved housing change must return old keys to their Residence Director no later than two (2) days after approval. Failure to return keys will result in re-coring of the room lock and new keys for each former roommate at the relocating student's expense. Students participating in room changes that are **not** approved will be subject to student conduct action.
- F. Students are responsible for following all University and Residence Hall Regulations as stated in the St. John Fisher University [Student Code of Conduct](#). In the event of any conflict between the terms of the [Student Code of Conduct](#) and this License, the terms of this License shall be controlling.

I understand that this License is binding for the entire academic year. I agree with the expectations listed above and release the University from any liability associated with damage or loss to my personal property. I agree to accept and abide by all regulations as stated in the [Student Code of Conduct](#) and all subsequent regulations adopted by St. John Fisher University and the Office of Residential Life.