

Office of Residence Life & Housing Brook House (p):845-758-7455 (f):845-758-7827 reslife@bard.edu

To Be Assigned Preferences 2013 - 2014

Please Note:

• You will be notified of your placement via your Bard College email address. Please be sure to check your email regularly over the intersession.

regularly over the intersession. **Section 1: Personal Information** Print Full Name: Bard ID: Cell Phone: Email: Current Class Year: Current Residence Hall and Room Number: Gender: Room Draw Number: □ Freshman □ Sophomore □ Senior Junior Course of Study: Are You A: Do You Prefer to Live With A: □ Smoker □ Non-Smoker □ Smoker □ Non-Smoker **Section 2: Room Preferences** Please select your preferred room type:

| Single | Double □ Triple If applicable, please provide the full name of your requested roommate: List your top four (4) residence hall preferences; provide varying areas or styles of housing: List your primary considerations for a room (e.g., alcohol-free, quiet, proximity to Kline, Library, RKC): 4. Please describe any additional preferences: (continue on back)

Notification Date:			
Student Decision: □ Accepted Offer	\square Declined Offer – Remaining on TBA List	\Box Declined Offer – Removing Self from TBA Lis	t
Residence Hall:	Room Number:	Room Type: ☐ Single ☐ Double ☐ Triple	.

Facility Use Agreement: 2013–2014 Academic Year

Bard College strives to uphold the rights of every student to live and study in a residential environment that is safe, secure, and committed to their academic and social success. These rights are ensured through a system of shared governance that includes all members of the residential community, their guests, and administrators, and their implied commitment to uphold policies of the College and the terms of this document. Acceptance of responsibility for these expectations, policies, and terms is required to retain the privilege of on-campus residency. Bard College complies with both federal laws and College policies regarding the Family Educational Rights and Privacy Act (FERPA), antidiscrimination laws, American with Disabilities Act, and other applicable laws.

- Bard College agrees to provide living quarters during the term of the contract with the following exceptions: when housing is closed during designated break periods; unless/until the student is released from the contract; the student is suspended or expelled for financial or conduct reasons.
- Room, board, tuition, and associated charges must be paid on or before the due date set by the Student Accounts Office and stated in the current College Catalogue. Payment of room and board fees entitles the student to a bed in a residence hall but not a specific room.
- All resident students must participate in an approved board plan.
- Financial release from the Facility Use Agreement occurs ONLY at the end of the fall semester or academic year, due to graduation, a formal leave of absence, or transfer from the College. No other exceptions will be made.
- (a) Students participating in the annual room draw process may rescind this agreement by submitting written notification to the offices of Residence Life and Housing and Student Accounts by 5:00 p.m. on May 31, 2013, subject to a \$500 cancellation fee. Notification of intent to cancel after May 31 may result in the student retaining responsibility for the entire cost of housing for the academic year.
- (b) Students returning from a leave of absence, auxiliary program, or who were otherwise unable to participate in the room draw process are subject to a \$500 cancellation fee once billed for on-campus housing. Students meeting the above criteria must submit written intent to the Office of Student Accounts regarding living on or off campus. Students who do not express their intent for on or off campus housing will be assumed to be living on campus, billed accordingly, and subject to the \$500 cancellation fee. Notification of cancellation after August 1 and January 1 may result in the student retaining responsibility for the entire cost of housing for the academic year.
- Upon official withdrawal from the College, the student must vacate the assigned room within 24 hours of notification. If the student fails to vacate by the agreed-upon time, belongings will be deemed abandoned. Items will be discarded and charges assessed to the student to cover any associated cleaning and removal costs.
- Any room on campus may be used to house other students or individuals during winter break (December/January). All students should prepare their room by removing all bedding, cleaning out a drawer, and securing all personal items.
- Students who require intersession housing (winter/summer) agree to live in designated buildings determined by the Office of Residence Life and Housing.
- The College reserves the right to assign roommates without prior notice to the current occupant of a room and to relocate students should the need arise.
- Possession or use of a key not issued to the particular student could subject this student to disciplinary action.
- The student is not permitted to "sublet" or allow another person to reside in his/her bed space unless a room change is approved by the Office of Residence Life and Housing.
- The College reserves the right to enter a student's room for repair, maintenance, security, safety, emergency, suspected policy violations, and administrative reasons without advance notice.
- Bard College assumes NO liability for students' personal possessions. Students are strongly encouraged to purchase private insurance to cover any losses due to accident, natural disaster, theft, etc., and assume financial responsibility for any loss or damage to the assigned room and its contents and for any damages caused by any guests.
- The student is responsible for all common area property in the residence hall. Individuals involved in behavior that results in damage or vandalism will be required to pay any necessary repairs and fines, may lose housing privileges, and may be suspended or expelled from the College. Common damage charges are assessed to all residents of a building for vandalism and damages for which no one admits individual responsibility.
- At the end of each term the student is expected to vacate the assigned room within 24 hours of the last exam. Graduating seniors are to vacate their rooms by 3:00 p.m. on the day following Commencement. Anyone remaining past the advertised deadlines without permission from the Office of Residence Life and Housing will be charged \$200 per day.
- Should the student violate College policy or the Facility Use Agreement, the College reserves the right to relocate or remove the student from housing, without release of financial responsibility.

By signing below, I agree to abide by the above stipulations and all policies contained and/or revised within the Bard Student Handbook. http://inside.bard.edu/dosa/handbook