

Bard

Graduate Student Housing Profile & Facility Use Agreement
2016/2017 Academic Year

Return deadline: June 1

Please answer the questions below as honestly as possible so that your preferences are communicated accurately. Every effort will be made to honor your preferences.

Please note the following:

- Graduate students are primarily assigned to a single or a shared room dependent of the availability of space allocated on campus.
- Students are generally placed according to the gender identified on this form unless otherwise requested.
- Completing Sections 2 – 4 is optional but assists in assignment process based on compatibility.
- A signature is required at the end of Section 6 in order for room placement to be made.
- Housing assignments and roommate information will be sent to students in early July via Bard e-mail account.
- Due to limited availability of on-campus housing, priority will be given to graduate students who have external restrictions to off-campus housing. For students seeking off campus housing, please refer to the following link: <http://inside.bard.edu/dosa/offcampus/>
- All residence halls are smoke-free.

SECTION 1: GENERAL INFORMATION

(Print information clearly)

Name: _____				
Last	First	Middle Initial	Preferred Name	
Address: _____				
Street	City	State	Zip	Country
Home Telephone #: _____		Cell Phone #: _____		
E-mail: _____		Age: _____	Date of Birth: _____	
Gender: _____	Student Status: <input type="checkbox"/> First year <input type="checkbox"/> Second year <input type="checkbox"/> Other: _____ Please describe			
Graduate Program: _____				

SECTION 2: Please check the boxes next to the phrases that best describe you. Select only 1 box per statement. (Please note: Smoking is prohibited within all residences)

1. I am: a nonsmoker an occasional smoker a smoker
2. I prefer to live with: a nonsmoker no preference a smoker
3. On weeknights, I usually go to bed: early (before 11 p.m.) at no specific time late (after 1 a.m.)
4. On weekdays, I usually get up: early (before 8 a.m.) at no specific time late (after 11 a.m.)
5. I keep my room: neat and orderly clean but cluttered messy
6. I consider myself to be: shy/reserved a little bit of both outgoing/social
7. I plan to study in my room: in silence not sure with noise or music
8. I plan to have guests/friends over: rarely sometimes most of the time
9. I would like noise in my room to be: at a low volume a moderate volume at a high volume
10. I listen to music in my room: rarely sometimes most of the time

SECTION 3: If you were to choose your housemates, please rank the compatibility categories listed below according to their level of importance to you: (1=most important, 6=least important)

___ Smoking/Nonsmoking ___ Personality type (shy, outgoing) ___ Music, interests, and/or hobbies
___ Sleep schedule ___ Cleanliness ___ Room usage (study, guests, noise)

SECTION 4: HOUSING OPTIONS

Please indicate your housing preference type by rank ordering the following options (1 being your first choice and 3 your last preferred choice). ***The accommodations and residence locations below are subject to change based on occupancy needs of the college.***

___ **Briggs House** -small house on the outskirts of campus with five individual rooms, small kitchen/common room, 2 bathrooms, laundry facility

___ **Kappa House** -small house located in a central campus location, close to the library, dining hall and gymnasium. Kappa offers seven rooms all on one level which include a kitchen, sitting area, 2 bathrooms and a washer/dryer.

___ **Robbins Addition** -Eight single occupancy rooms with private bathroom located within a corridor style residence hall. All rooms have central air conditioning. Lower level of residence features a common area kitchen, laundry room, lounge and practice rooms designated for Conservatory and other music students.)

SECTION 5: ROOMMATE REQUEST & ADDITIONAL INFORMATION

I am requesting a specific individual to share a house with or be assigned to the same residence hall.

Name of student: _____

(Note: The student requested must also request you on their housing profile)

Residence Life & Housing will be releasing your contact information to your housemates (if applicable).

Check this box if you do NOT give permission for this to be released.

Additional Information

Is there any additional information that you would like to share?

Please list any allergies or medical concerns that the Residence Life staff should be aware of when making your housing assignment.

Section 6: FACILITY USE AGREEMENT FOR 2016–2017 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 applicable federal laws and College policies inclusive of Family Educational Rights and Privacy Act (FERPA), antidiscrimination laws, American with Disabilities Act, and Title IX.

(continued)

Section 6 – Facility Use Agreement (continued)

- Bard College agrees to provide living quarters during the term of the agreement with the following exceptions: when housing is closed during designated break periods; the student is suspended or expelled for financial or conduct reasons. unless/until the student is released from the agreement;
 - 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, except graduate students.
 - 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) All students (First Years and sophomores) who are **not** moderated are REQUIRED to live on campus for two academic years unless they meet the exceptions outlined in the Student College Catalogue. This policy excludes new transfers who are not guaranteed housing.
- (b) Cancellations of the housing agreement after May 31 is subject to a \$ 1000 cancellation fee. After email notification is received of a housing assignment, the student is responsible for the cost of housing for the full academic year.
- (c) 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 \$1000 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.
- (d) Notification of cancellation after August 1 will result in the student retaining responsibility for the entire cost of housing for the academic year.
- Upon official withdrawal or dismissal from the College or housing, 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. Students staying on campus may not access their permanent space without permission from the Office of Residence Life and Housing or Campus Security. Those found in violation are subject to a fine.
 - 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. If a vacancy exists in a double occupancy room, the student does not have the right of refusal in the event another student is in need of housing due to an emergency or a request for a room change.
 - 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 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>

Student's full name (printed) **and** signature

Date

PLEASE COMPLETE, SIGN AND MAIL TO THE FOLLOWING ADDRESS BY JUNE 1:

Office of Residence Life & Housing
Bard College, PO Box 5000,
Annandale-on-Hudson, NY 12504-5000

Telephone: 845-758-7455

Fax: 845-758-7827

E-mail: reslife@bard.edu