

Bard Housing Profile and Facility Use Agreement

MUST BE COMPLETED AND RETURNED

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:

- First-year and sophomore students are assigned to shared spaces (double or triple rooms) for the academic year.
- Students are housed according to the gender identified on this form unless otherwise requested in *Section 2*.
- Housing assignments and roommate information will be sent to you in early July via your Bard e-mail account.
- Answering questions in **Sections 2–5** is optional but helpful in the process of matching roommates for compatibility.
- A signature is required at the end of **Section 8** in order for a room placement to be made.

Section 1: General Information

(Print information clearly)

Name				
Last	First	Middle	Preferred name	
Address				
Street	City	State	Zip	Country
Telephone			E-mail	
Home	Cell			
Gender		Date of birth	Age	
Student status (check one)				
		<input type="checkbox"/> First-Year	<input type="checkbox"/> Transfer	<input type="checkbox"/> Visiting/Exchange

Section 2: Personal Preferences

Please check the boxes that best describe you. Select only one (1) box per statement. All residence halls are co-ed, unless otherwise specified, and smoke free. First-year residences are alcohol free.

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

Gender-neutral housing is available for first-year students. If you prefer this option, you will be matched with a roommate based solely on compatibility, without consideration of gender, and your roommate may not identify with the same gender as you.

11. I prefer to be assigned to a roommate with the same gender identity gender-neutral housing

For more information and frequently asked questions about gender-neutral housing, please visit:
www.bard.edu/reslife/firstyear

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Section 3: Compatibility Categories

In choosing a roommate, please rank these categories in numerical order according to their level of importance to you, with 1 being the most important and 6 being the least important.

___ Cleanliness ___ Hobbies, interests, and music ___ Personality type (shy, outgoing)
___ Room usage (study, guests, noise) ___ Sleep schedule ___ Nonsmoker/Smoker

Section 4: Residential Communities

Please rank the following residential options in numerical order according to your preferences, with 1 being the most desirable and 5 being the least desirable.

___ Small (15–25 residents) ___ Medium (25–50 residents) ___ Large (50–100 residents)
___ Extended quiet hours ___ Women only

Section 5: About You

I plan to bring the following musical instrument(s) with me: _____

I plan to practice my instrument(s) in my room (amplification equipment is prohibited): ___ yes ___ no ___ maybe

I speak the following languages: _____

Please list any activities, hobbies, and volunteer opportunities that are important to you:

Please list any additional information that you would like to share:

Please list any **allergies** or **medical concerns** that the Office of Residence Life and Housing should be aware of when assigning your residence hall room. This information will not be shared with your roommate or peers.

Section 6: Roommate Request

I am requesting the following person(s) as my roommate(s). I understand that in order for this request to be considered, the person(s) listed below must also request me as a roommate on his/her Housing Profile form. Please print clearly.

Student One: _____
Last name First name

Student Two: _____
Last name First name

Section 7: Attestation

Please check **one** of the boxes below in regard to releasing information to your roommate(s). If neither box is checked, only your full name will be shared with your roommate(s).

- YES, I give the Office of Residence Life and Housing permission to release my contact information, including my mailing address, e-mail address, and phone number, to my assigned roommate(s).
- NO, I only want my full name released by the Office of Residence Life and Housing to my assigned roommate(s).

Section 8: Facility Use Agreement for 2014–2015 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, Americans 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, 2014, 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 or 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 rooms by removing all bedding, cleaning out a drawer, and securing all personal items.
- Students who require intercession housing (winter/summer) agree to live in designated buildings determined by the Office of Residence Life and Housing staff.
- 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.

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- 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. inside.bard.edu/dosa/handbook

Student’s full name (printed) and signature
(legal guardian if student is under 18 years of age)

Date

Please complete the Housing Profile and mail to the following address:

Office of Admission, Bard College, PO Box 5000, Annandale-on-Hudson, NY 12504-5000

Telephone: 845-758-7472 Fax: 845-758-5208 E-mail: admission@bard.edu Website: www.bard.edu