

## Residence Halls Contract 2012/13



NAME	NCF STUDENT ID #
(Please Print Clearly)	

The terms, conditions and responsibilities below apply to the assignment, utilization and cost of housing rooms and spaces at New College. The Board of Trustees' approved Residency Requirement mandates that everyone participates in the Housing Process each year. Waivers of any requirements must be granted in writing by the Director of Residential Life and Food Service on an annual basis.

## TERMS, CONDITIONS, RESPONSIBILITIES:

1. This contract, when appropriately signed and dated, becomes effective and binding from the date of New College's acceptance of contract until 8:00am Tuesday, May 28, 2013. Fees are due and payable by 3:00 p.m. on the days noted below. Please note that invoices are not mailed from the Office of Residential Life and Food Service and it is the student's responsibility to meet the deadlines listed. Fall Semester payment includes ISP (January term) and is due by Friday, August 31, 2012. Failure to meet the payment deadlines will result in late fees and may result in other penalties/fines. Spring Semester payment is due by Friday, February 8, 2013. To monitor your financial aid award status and account charges, log on to http://www.ncf.edu/business-office/student-account-information.

FEES ARE PAYABLE AS LISTED IN NEW COLLEGE OF FLORIDA HOUSING FEE SCHEDULE. CHECKS SHOULD BE MADE PAYABLE TO NEW COLLEGE OF FLORIDA AND MAILED TO: NEW COLLEGE BUSINESS OFFICE, 5800 Bay Shore Road; Sarasota, FL 34243-2109. The student's name and student ID number should appear on the check.

- 2. Housing Fees: Students who contract for a room after the semester begins will be charged a prorated fee. A cancellation penalty may be imposed for students whose requests for a cancellation of their housing contracts are approved. Prorated refunds will be initiated as appropriate for approved contract cancellations. Residence halls open for new students on the first day of Orientation, Sunday, August 19, 2012. Residence Halls open for returning students on Wednesday, August 22, 2012. Please note that the residence halls will be closed on Monday, December 17, 2012 and reopen Monday, January 7, 2013. There will be no access to residence halls during this time unless a separate contract is signed and additional fees assessed. Though the halls are officially closed, students may return to their rooms on Sunday, January 6, 2013.
- 3. Terms of Contract/Cancellation Policy: Upon acceptance of the contract by New College of Florida, the student is liable for all specified payments and charges. STUDENTS MAY BE RELEASED FROM THIS CONTRACT FOR THE FOLLOWING REASONS: UNAVAILABILITY OF SPACE, WITHDRAWAL, OFF CAMPUS STUDY, ACADEMIC TERMINATION, SUSPENSION OR EXPULSION, or for extraordinary circumstances as determined solely by the Director of Residential Life and Food Service. Requests for release must be directed to the Office of Residential Life in writing. If release is approved, students are liable for charges incurred prior to the effective date of release. New College of Florida reserves the right to cancel this contract for non-payment of fees or for any other breach of this agreement, including the use of the residence hall by students in violation of any laws or New College of Florida rules or policies. If a release from the contract is approved, students must remove personal belongings, clean, return room keys to the Office of Residential Life and assist staff in completing a room condition report. Students who do not complete these steps will not be considered released from the contract and may be liable for fees until the end of the school year and/or other damage and key loss charges. Students released from their contracts for the spring semester must vacate their rooms following proper check-out procedures before Monday, January 21, 2013.
- 4. <u>Campus Meal Plan</u>: All New College students are required to purchase an appropriate student meal plan for each semester (see the New College Food Service Contract). Unused balances will roll from Fall to Spring Semester, but zero out after Spring.
- 5. New College of Florida Regulations: Students are responsible for knowing and observing New College of Florida rules and policies which are incorporated herein by reference. Students are required to read notices from housing staff including information sent out in emails and posted on the New College Residential Life portal and web site. New College of Florida reserves the right to make additional rules and policies as it deems necessary for the safety, care and cleanliness of New College's facilities and for the preservation of good order therein. New College of Florida may initiate a transfer of the Student's assigned space or may initiate cancellation of this contract if it is deemed necessary in the best interests of order, health, safety, security, maximum residential utilization of facilities, disaster, or for failure to make payment.
- 6. Room Assignments/Use:
  - a. Housing space may only be occupied by the Student to whom it is assigned. Housing space may not be sublet or assigned to any other person. No permanent guests are allowed in residence hall rooms.
  - b. The Office of Residential Life reserves the right to make or change room assignments to ensure standard occupancy of available rooms. At its discretion, New College of Florida may allow non-standard occupancy of rooms with an appropriate fee change (e.g. Pei Complex single or triple occupancy).
  - c. Students may transfer to another room only with the written permission of the Office of Residential Life. Students will be cleared to move only after room change request and room condition reports are completed and appropriately signed. The Office of Residential Life will not recognize unauthorized moves. They may result in imposition of penalties and/or fines.
  - d. Furniture and fixtures included in original inventory specifications may not be removed or altered in any way without the specific written permission of the Office of Residential Life. No changes may be made to the walls, floors or ceilings.
  - e. The Student shall keep the assigned housing space clean and orderly at all times and shall use such space for residence

- purposes only.
- f. Students shall be liable for the cost of damages caused by Student or guest. The Office of Residential Life determines charges and culpability for damages. The Student shall also be liable for charges for special cleaning of the housing space made necessary by Student or guest negligence or failure to abide by terms herein. The Student shall be charged for any necessary cleaning, repairs, or replacements. A schedule of charges is posted on the Office of Residential Life Website. Damage to the common areas of the residence halls may be charged back to residents of the area at the sole discretion of the Office of Residential Life and Food Service. Students must check out of their rooms at the end of their occupancy; a room damage assessment will be completed at that time or as damage is discovered. Failure to check out of your room properly may result in forfeiture of your right to contest charges. Students will be billed until their space is officially declared vacant.
- g. Authorized New College of Florida personnel may enter assigned rooms for routine procedures such as cleaning, pest control, maintenance replacement (e.g. air filters or fire alarm checks). When possible, 24-hour written notice to occupants will be given via email for purposes of inventory, inspection, and maintenance. When a clear and present danger exists to students and/or property authorized New College of Florida personnel may enter without prior notice or consent. All rooms will be inspected during breaks.
- h. Acceptance of this Contract does not guarantee assignment to a specific room or particular type of accommodation.
- i. No open flames, candles, flexible extension cords, hot plates or other open element appliances are allowed. Smoking is also prohibited in your room. Care should be taken when smoking on balconies to prevent smoke from blowing into any room as damages and inconvenience to other students can result and fines may be accrued.
- j. Pets: Students may keep small fish in individual rooms, provided that the equipment is properly maintained. Each resident is limited to one twenty gallon tank. No other pets are allowed in any part of the residence hall. Violations of this rule will result in removal of the pet, a \$100 fee plus cleaning and fumigation charges, and may result in cancellation of the Contract.
- k. Items such as full-size refrigerators, deep fryers, heating lamps, pools, tanning beds, etc. are not allowed. These add to the utility costs and can be a fire hazard.
- 7. <u>Weapons, Firearms or Explosive Devises on Campus</u>: The possession, use or sale of any weapon, firearm, or any incendiary, explosive or destructive device, including fireworks, is a violation of New College of Florida rules and policies. Knives must be for the purpose of cooking only.
- 8. <u>Smoke Detectors/Sprinklers</u>: The State Fire Marshall's Rules and Regulations require smoke detectors in all residence halls. Removal or alteration of these smoke detectors is a crime. Each room occupant is subject to a \$100.00 charge in addition to any other legal/civil penalties and fines if they violate this regulation. If sprinkler sensors in the apartments break, the water released causes tens of thousands of dollars in damages. **DO NOT HANDLE OR ALLOW ANYTHING TO HANG FROM OR IMPACT THE SPRINKLER SENSORS.**
- 9. New College of Florida Responsibilities: New College is not liable for damages to or loss of personal property, failure or interruption of utilities, or for injury to persons (except to the extent set forth in Florida Statutes, Sec. 768.28[2001]) and the student hereby releases New College of Florida from all such liability. **Students not covered under their parents'** homeowner's policy are strongly urged to purchase renters' insurance.
- 10. <u>Telecommunications</u>: Local phone service is provided in each student room at no additional charge, with one phone line per room or suite, one data connection per student. The network supports both 10Mbps and 100Mbps Ethernet connections. Ethernet connections for access to the Internet and New College computing services are provided in all student rooms. Students are required to adhere to the College's telecommunications policies and procedures.
- 11. Refer to <a href="https://myncf.ncf.edu/group/ncf-residential-life-and-housing/home">https://myncf.ncf.edu/group/ncf-residential-life-and-housing/home</a> for policies and procedures and other residential life announcements.

New College of Florida is an equal opportunity institution and as such assigns spaces to full-time degree-seeking officially enrolled students without regard to sex, race, gender, color, religion, sexual orientation, disability, age or national origin.

By signing this Agreement, the student hereby contracts for a space in New College of Florida Residence Halls and agrees to pay the rent at the rates established by New College of Florida as set forth in New College of Florida 2012/13 Housing Fee Schedule. By signing this Agreement, the student understands this Agreement may not be terminated without approval of the Office of Residential Life. If you abandon your room without approval, obligation to pay rent for the duration of this Agreement period will continue. In the event of default of payment, the undersigned agrees to pay reasonable attorney's fees, legal expenses and lawful collection costs in addition to all other sums due hereafter.

	Terms, Conditions and Responsibilities on both pages of this contract before signing. THIS
IS A BINDING CONTRACT FOR I	BOTH SEMESTERS OF THE ACADEMIC YEAR. I certify that I have read, understand,
and agree to the Terms, Conditions and Responsibilities as noted in this contract.	
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Signature of Student	Signature of Parent or Guardian (If student is under 18 years of age)

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Student File