

Dutchess Community College Association Inc.
Academic Housing License Agreement
Fall 2024 – Spring 2025
August 24, 2024 – May 16, 2025

Disclaimer: Please review this agreement in its entirety as you are responsible for the information contained within. Once confirmed for housing, students accept full financial responsibility for the entirety of the semester(s) for which they are registered and in residence.

Eligibility: In order to be eligible to reside in the Conklin Hall and approved for move-in, a student must comply with the following:

1. Registered as a full-time matriculated student. Residents must be enrolled in no more than six credits in online courses. Full-time is defined as 12 credit hours or more.
2. New students must submit a high school transcript. Please be aware that students from counties other than Dutchess and Putnam must have a high school average of at least 70 (or a minimum TASC score of 2800) in order to be eligible to live in Academic Housing. Students who have less than the required high school average and reside within Dutchess or Putnam will be evaluated on an individual basis.
3. Students transferring from another college must submit all previous college transcripts and demonstrate a cumulative GPA of 2.0 or higher. Transfer students who have less than the required GPA and reside within Dutchess or Putnam will be evaluated on an individual basis.
 - a. Questions about transcripts should be directed to the Admissions Office at 845-431-8010 or admissions@sunydutchess.edu.
4. Returning students must maintain a 2.0 cumulative GPA, exceptions may be considered.
5. The FAFSA application must be submitted or you must sign a waiver indicating you will not be using financial aid. Financial aid requirements must be complete and packaged and/or the payment plan in place for estimated housing fees.
 - a. Students must not have an outstanding balance with the college in order to qualify for housing.
 - b. Questions about your bill and/or financial aid requirements should be directed to Student Financial Services at 845-431-8060 or financialaid@sunydutchess.edu or student-accounts@sunydutchess.edu.
6. Required proof of health insurance uploaded to the resident's eRezlife profile within two weeks of housing acceptance.
 - a. Questions about health requirements can be directed to the Health Office at 845-431-8075.

This License Agreement sets forth terms and conditions upon which a Dutchess Community College (College) student (resident) may apply for occupancy of, and may occupy, the residence hall operated by the Dutchess Community College Association (Association). Each actual or prospective resident hereby agrees to these terms and conditions. This license

agreement does not create an interest or right in real property and may be terminated by the Association as provided herein.

Contract Period: The license agreement is in effect for the entire academic year (fall and spring semesters), terminating at the end of the spring semester. All residents who submit a license agreement will be financially responsible for the full semester(s) for which they are registered and in residence. The license is in effect from the day a resident moves onto campus until the residence hall closes at the end of the spring semester of the academic year.

Academic Status: Residents are required to maintain a 2.0 GPA and full-time status (12 or more credits) to reside in Academic Housing. Exceptions will be considered on an individual basis and are contingent on agreement with Academic Housing Staff upon arrival.

Residents who fail to maintain the GPA requirement are subject to removal from the residence hall at the sole discretion of the Office of the Vice President for Enrollment and Student Success or their designee. Residents who obtain more than one ZF grade during midterms and/or finals are subject to removal from the residence hall at the sole discretion of the Office of the Vice President for Enrollment and Student Success or their designee. *ZF refers to never showing up to class. https://www.sunydutchess.edu/academics/academic_policies/grading_system.html

Furthermore, it is the right of the Association, the Office of the Vice President for Enrollment and Student Success or their designee to revoke this license and remove students from Conklin Hall for failure to maintain attendance in all registered courses.

Residents deemed ineligible for housing will have 5 business days from the notification of ineligibility for housing to remove their personal belongings from Conklin Hall.

Failure to remove personal belongings within the allotted time period could result in all personal belongings remaining being removed from the residence hall at the discretion of the Office of the Vice President for Enrollment and Student Success or their designee.

Costs: The price for Fall 2024-Spring 2025 to live in a double occupancy room ranges from \$4,506 to \$4,768 per semester.

Room Type	Rate per semester
Single Room Occupancy	\$5,518
Double Room Occupancy (2-Bedroom)	\$4,768
Double Room Occupancy (3-Bedroom)	\$4,506

The cost of a single room is \$5,518 per semester. Students may apply for a single room by sending an email to academichousing@sunydutchess.edu. Single rooms are approved based on occupancy and spaces available with second-year students with a 2.5/4.0 GPA or higher being prioritized. Applying for a single room does not guarantee the request will be granted. Students will be notified if a single room request is approved and will otherwise be placed in an appropriate double-sized room.

Deposits will be returned **within 60-90 days** of the end of the semester a student leaves housing contingent on a student having a zero-balance on their student account. Students with balances owed will have the deposit applied to their account balance. After the first day of the assigned housing period, students are responsible for the full amount of the housing and dining costs for the semester. Students who opt to leave housing before the end of the semester are not entitled to a refund and are still financially responsible for the entirety of their housing and dining bill.

COVID-19: All residents are required to mitigate the spread of COVID-19. Academic Housing Professional Staff have enacted policies for the health and safety of all residence hall students and staff. The Academic Housing Office upholds mandates from Federal, State, SUNY, County and College agencies regarding all COVID-19 practices and procedures. These policies are subject to change and include but are not limited to testing, quarantine, isolation, travel, masks, vaccinations, and social distancing. Residents are subject to immediate removal from Conklin Hall for failure to adhere to such COVID-19 mitigation policies. The Dutchess Community College Association Inc. does not require COVID-19 immunization to live in Conklin Hall. Guest restrictions due to COVID-19 are determined by Academic Housing Staff. Face mask usage will be determined by SUNY and campus policy. Failure to comply with these policies will result in immediate removal from Conklin Hall.

- Residents are responsible for disinfecting surfaces that are regularly touched inside their suite (desks, electronic devices, countertops, doorknobs, fridge handles, microwave, TV remote, etc.)
 - Cleaning spray bottles and paper towels can be borrowed from the front desk
- The College has the authority to limit access to community spaces, including but not limited to lounges, study rooms, the atrium, the gym, the laundry room etc.
 - Students can be asked to leave these spaces at any point in order to adhere to social distance practices

Dining: All residents are required to purchase a meal plan each semester. All plans are declining balance. The DCC ID card can be used to pay for food at the registers in any of the dining locations. Any funds remaining from the fall semester will be added to the spring semester. Any balance remaining after the spring semester will be forfeited. Estimated costs for our dining plans range from \$2,152 to \$2,652 per semester. During the first two weeks of the semester, meal plans can be increased or decreased. After the two-week grace period, only increases are permitted and must be done through eRezlife. There is a \$30 dining fee for housing students per semester. This fee is non-refundable after moving in.

Basic Dining Plan	\$2,152
Intermediate Dining Plan	\$2,387
Premium Dining Plan	\$2,652

Guest Policy: Guests are allowed between 10:00am and 11:00pm. All guests must be at least 18 years old. All guests will be required to check in and out at the front desk. Failure to check in/out guest in a timely manner can result in a loss of guest privileges. The behavior of the

guests is the responsibility of the student host. Any violations or damage caused by the guest will be the responsibility of the student who is hosting.

Housing Assignments and Age Requirement: Room assignments will be completed when ALL requirements have been met. Roommate requests must be made by both parties via the residents' myDCC email address to: academichousing@sunydutchess.edu. Requests will be considered but are not guaranteed. In the event that any resident of the suite fails to take occupancy, or ceases to occupy the suite, the Academic Housing Office has the right to make the space available to replace the residents. The Academic Housing Office has no obligation to inform the resident of a new resident assignment. The Academic Housing Office reserves the right to make all room assignments and re-assignments of residents at its sole discretion.

Residents who wish to reside in the residence hall must be at least 18 years old, all others must seek written permission from the Office of the Vice President for Enrollment and Student Success or their designee. The minimum age requirement for living in the residence hall is 18 years of age. Students who are under the age of 18 must have a parent or guardian sign their License Agreement. Students must be 18 by December 31st if a Fall applicant or must turn 18 by May 31st if a Spring applicant.

Housing assignments are completed on an ongoing basis. When housing assignments are completed, residents will be notified via their college e-mail account.

Residents who are notified that they have received a housing assignment must contact the Academic Housing Office via their myDCC e-mail account within 5 business days of receiving notification if they would like to decline the assignment and request a refund of the \$300 deposit. Within this period, declinations of housing and refund requests should be emailed to academichousing@sunydutchess.edu. Application processing fees are not refundable. Failure to decline an assignment within the timeframes above will result in forfeiture of the housing deposit and could result in the resident incurring the room and meal plan costs for the semester.

The Academic Housing Office reserves the right to consolidate, as necessary. Students will be given advance notice that there is an open room in their suite and that they may either be assigned a suitemate or required to move into another suite.

Immunizations: The New York State Public Health Law **requires** that all students living in a residence hall at a college or university demonstrate proof of immunizations. Proof of students' immunity to measles, mumps, and rubella (MMR) or religious/medical exemptions is a condition of students' registration and enrollment. The College also **requires** proof of meningitis immunization to live in Conklin Hall. Immunization for Hepatitis B is strongly recommended. As specified by New York State Public Health Law, residents must satisfy all applicable health requirements.

Access to the Residence Hall: Resident(s) occupy Conklin Hall during the fall and spring academic calendar, unless otherwise approved by the Vice President for Enrollment and Student Success or designee. Residents must vacate the Conklin Hall within 24 hours after their last final exam or by the official closing time of the Conklin Hall, whichever comes first.

Temporary Housing: In the event of an emergency, if necessary, the Association may temporarily assign resident(s) to alternative housing facilities not on the College campus or make other arrangements. The Academic Housing Office will provide notice to resident(s) of such temporary housing or other arrangements. The License Agreement remains in full force and effect during resident's occupancy of the temporary housing. Housing fees continue and are payable according to the License Agreement.

Withdrawal from housing: Residents are **required** to notify the Academic Housing Office and schedule an appointment to complete the check-out process. Failure to notify the Academic Housing Office will be considered an improper check-out and will result in additional charges.

Residents who are withdrawing from housing are required to vacate their room within 24 hours upon notifying the Academic Housing Office.

Withdrawal from the License Agreement does not include withdrawal from the College. Residents who plan to withdraw from the College must contact the Registrar's Office located in the Orcutt Student Services Center. Students who opt to leave housing before the end of the semester are not entitled to a refund and are still financially responsible for the entirety of their housing and dining bill.

Sex Offender: Persons registered as sex offenders pursuant to state or federal law are not allowed to reside in or visit the residence hall.

Entry Rights: Residents hereby grant permission to the Association and the College, acting through their respective employees, agents and representatives to enter a room or suite at any time without prior approval to ensure the safety of residents and the College. Searches may be conducted in bedrooms or common spaces locked or otherwise and may include a search of personal belongings to ensure the health and safety of residents and the College at the sole discretion of the College. Academic Housing staff and Security reserves the right to confiscate prohibited items that violate the Academic Housing handbook and campus policies.

Room Usage: Residents assigned suite and room shall be occupied exclusively by the resident(s) and assigned roommates/suitemates. Co-habitation by any other person is not permitted. Residents shall not use the suite or room, or any other part of the residence hall, for any commercial business and resident may not assign, sublease, or otherwise transfer his/her right of occupancy in whole or in part. Residents may not change rooms without permission from the Academic Housing Office. Failure to obtain permission will result in a \$100 fine and will be referred to the Office of Student Advocacy and Accountability.

Damages: Residents are responsible for any damages to their rooms/suites and any Association or College property within the rooms/suites. Any damages to the resident's room/suite that cannot be attributed to an individual resident will be considered the joint responsibility of the occupants of the room/suite. Damage in public areas of the residence hall will be assessed to all residence hall residents at the discretion of the Academic Housing staff. Residents are personally responsible for any damages caused by the acts of their guests.

Student Conduct and Parent or Guardian Notification: Residents must comply with the College's Student Code of Conduct, Residence Hall Handbook, this License Agreement and all federal, state or municipal laws, codes and rules. In the event a resident violates any of the aforementioned, the Association has an absolute right to terminate this License Agreement in accordance with the procedures set forth in the Student Code of Conduct and/or the Residence Hall Handbook or Policy Manual (as applicable). The Office of Student Advocacy and Accountability will notify parent(s)/guardians when any resident under the age of 21 that is found responsible for violating the College's drug or alcohol policies.

Conduct Removal: The Academic Housing Office and the Office of Student Advocacy and Accountability play a primary role in fulfilling the College's responsibility to maintain a safe and orderly environment within the residence hall. Residents who threaten or pose a risk to others or the facility may be removed from the residence hall. If a resident is removed from the residence hall as a result of a disciplinary action, no refund will be granted, and the resident will remain responsible for room and meal plan charges that accrue against their account for the entire semester.

Interim Suspension and Interim Removal from Campus Housing: A resident who is placed on interim suspension or interim removal is required to exit the residence hall immediately, regardless of time of day. The College considers interim suspension or interim removal from campus housing to be an emergency. As a result, the Office of the Vice President for Enrollment and Student Success or their designee may call the person(s) listed as the residents' emergency contact.

Student Health and Parent or Guardian Notification: The Vice President for Enrollment and Student Success or designee may notify the parent(s) or guardian(s) of any resident who is transported to the hospital. Re-entry to the residence hall after being released from the hospital may require the approval of the Vice President for Enrollment and Student Success or their designee. Individuals who, in the judgement of the College, pose a danger or potential disruption to other residents will not be permitted to reside in or enter the residence hall.

Fire Safety Policies: The residence hall is equipped with addressable fire alarm systems including smoke and heat detection devices. Activated fire alarm systems notify building occupants with distinctive audible and visual notification devices. All residents and guests of Conklin Hall are required to abide by all fire safety policies including those that prohibit tampering with fire equipment/smoke detectors and require all residents to evacuate. Consequences for failure to adhere to fire safety policies or tampering with fire safety equipment may include immediate removal from the residence hall. A resident who is removed from the residence hall as a result of a violation of fire safety policy, will not be granted a refund and will remain responsible for room and meal plan charges that accrue against their account for the entire semester. The College's Annual Clery Security and Fire Safety Report can be accessed at <https://www.sunydutchess.edu/assets/AnnualSecurityandSafetyReport2021.pdf>

Required Meetings, Orientation and Activity Fees: At various times throughout the academic year, the Academic Housing Staff will host floor and building meetings. Residents are required

to attend all mandatory meetings. Residents may be fined and referred to the Office of Student Advocacy and Accountability for failure to abide by these requirements. New residents are charged a \$75 new resident orientation fee. New resident orientation is mandatory and takes place during the move-in and opening weekend of Conklin Hall. Residents who withdraw from housing, prior to move-in day, are eligible for a refund. Residents who withdraw after move-in day are not eligible for a refund. An activity fee of \$50 per semester is charged to residents. Their designated activity fee is used to provide activities and programs for residential students. The fee is mandatory. Residents who withdraw prior to move-in day are eligible for a refund. Residents who withdraw after move-in day are not eligible for a refund.

No Shows/Late Check-in. Residents who do not check-in by 5 p.m. on move-in day and have not notified the Academic Housing Office of a late check-in within 5 business days will forfeit their assignment and are not eligible for a refund of their \$300 housing deposit.

Liability: Neither the Association, the College, nor Dutchess County shall be liable for any personal injuries sustained by the resident or by any of the resident's guest in/or about resident's room/suite, or other areas in or about the residence hall. Neither the Association, the College, nor Dutchess County shall be liable for any loss of, damage to or theft of resident's or guest's personal belongings, resulting from any causes whatsoever unless the injury, loss, damage or theft is caused by the gross negligence or willful misconduct of the Association, the College or Dutchess County. Resident will receive no reduction or refund of housing fees, nor will the Association or the College be liable to the resident, as a result of interruption of services to utilities, appliances, or other equipment due to repairs, defects or circumstances not caused by the gross negligence or willful misconduct of the Association or the College. Residents are encouraged to purchase renter's insurance.

Revision(s): The Association may revise these terms and conditions at any time. The revised terms and conditions shall be binding between resident and the Association as of the date they are first posted on the Academic Housing tab on myDCC.

The Association reserves the right to reject applicants or to terminate this license agreement at any time if it determines, in its sole discretion that such action is in the best interests of the Association, the College, their respective residence life programs and operations, and/or other residents. Without limiting these absolute rights, the Association may reject an applicant or terminate this license if a prospective or current resident fails to meet the eligibility criteria, or otherwise comply with the terms and conditions, specific in this agreement.

By signing electronically below you acknowledge and agree to the terms of this license, the DCC Student Code of Conduct, the Academic Housing Handbook and you furthermore agree to accept your housing assignment.

Last updated: January 26, 2024