



Room and Board Agreement

Dickinson College

RESIDENTIAL PHILOSOPHY

In order for Dickinson College to fulfill its commitment to a residential learning environment that integrates learning inside the classroom with learning through life on campus it is necessary and expected that all full time students at Dickinson College (the “College”) reside in College housing and participate in a College meal plan (“Room and Board”). This document is intended to explain the terms and conditions under which Dickinson students are provided with these services.

EXCEPTIONS TO GENERAL RULE

Exceptions to the residency and meal plan requirements are made for students who meet any one of the following criteria:

1. Student is studying abroad for the semester,
2. Student is married and living with spouse,
3. Student’s permanent address (i.e., used for tax purposes) is within 25 miles of Carlisle, or
4. Student is a senior who has been approved for off campus living through the normal room selection process.

Requests for additional exceptions may be made to the Director of Campus Life.

OBLIGATIONS AND RESPONSIBILITIES

Residing in College housing brings with it certain obligations and responsibilities. This document, together with the Student Handbook and regulations, policies and procedures published by the Division of Student Life, constitute the agreement (the “Agreement” or “Room and Board Agreement”) between you (the “Student”) and the College. By signing this Agreement, you are accepting and agreeing to comply with its terms. Submission of this Agreement electronically via the College’s web page shall have the same legal force and effect as submission by mail or in person. The Agreement, including other material incorporated by link or reference, is subject to change as deemed necessary by the College without prior notice.

Nature of Relationship

Your occupancy of College housing is incident to your status as a properly registered, full-time enrolled Student in good standing with the College - academically, financially and from a disciplinary perspective. Your occupancy is a non-possessory license for use of a space, and

shall not be construed as a lease. If at any time during a semester, you drop below full-time status (fewer than three classes), you may not remain in College housing unless you are granted permission to do so by the Director of Campus Life. Students who reside in College housing are required to enroll in one of the Meal Plans described in the section on Dining Services.

Term of the Agreement

This Agreement becomes effective on **August 27, 2011** for the fall term and continues through **May 16, 2012**, the last day of examinations in the spring term; graduating seniors are permitted to remain in residence until **May 20, 2012**. The Student becomes fully liable for payment of the established rates for assigned housing effective **August 27, 2011**. The Agreement shall remain in full force and effect for the remainder of the academic year unless the Student is released from it by the College.

DATES OF OCCUPANCY

Students living in College-provided housing are permitted to move into their semester assignment no sooner than the Saturday prior to the start of classes each semester. Exceptions are made for:

1. Athletes who must return earlier to participate in training camp or competitions, and for whom the prior approval and sponsorship (i.e., charges for Room and Board) of the Athletic Department has been obtained;
2. Students working for campus offices, with the prior approval of their supervisor and sponsorship of the concerned department;
3. New students participating in an orientation program;
4. Students assisting with orientation programs, with the approval of the director of those programs.

Student housing remains open during the following break periods: Mid-Term Pause; Thanksgiving Vacation; Spring Vacation. Dates for these periods are posted on the College's web site at <http://www.dickinson.edu/academics/resources/calendar/2011-2012-Academic-Calendar/>. During these breaks, students may remain in their assigned rooms at no additional cost. However, dining facilities may be unavailable and Campus Life may require students to register in order to remain on campus.

During Winter Vacation students are not permitted to remain on campus. Winter sport athletes are permitted to return to campus on the date established by the Athletic Department and will be assigned to temporary housing spaces.

During Winter Vacation the following spaces may be used to house students who are approved to be on campus during the break: McKenney Suites, West Louthier Street Townhouses (373, 377, 379, 381, 383), Global Community House, Factory Apartments (230 and 236 W. North Street). If you live in any of these residences, your space may be temporarily reassigned to house other students over the break. You may, however, leave belongings in these rooms/apartments during the break.

Unless you have permission to remain in College housing for certain approved reasons, you are expected to leave campus each semester no later than within 24 hours after your last exam or by

noon on the designated closing date for residence halls, whichever comes first. If you require an exception to this policy, you must make a request in writing to the Director of Campus Life seven days prior to the closing date of the residence halls. In the spring semester, students who are graduating are permitted to remain in College housing until 7:00 p.m. on the Sunday of Commencement Weekend. Students who are assisting with Commencement Weekend must be sponsored by a campus office and receive permission from the Director of Campus Life to remain in College housing for part or all of Commencement Weekend.

FEES

Fees for housing and meal plans (“Room and Board”) are payable according to the payment schedule published by the Student Accounts Office and published at <http://www.dickinson.edu/about/offices/financial-operations/content/student-accounts/Annual-Fees/>. A Student who is not in good standing may be prohibited from selecting a room for the upcoming term.

DINING SERVICES

Students residing in College housing must select a meal plan offered by the College. Meal Plan selection may be limited by your housing assignment. The meal plans become effective at dinner on the Sunday prior to the start of classes for both semesters. For more information about Dining Services, dining facilities and meal plans please visit the Dining Services office in the Holland Union Building or <http://www.dickinson.edu/student-life/resources/dining-services/content/Meal-Plans/>

TELEPHONE, CABLE, AND INTERNET SERVICE

The College provides free on campus and local telephone service to each bedroom by way of an analog phone line. You may purchase a prepaid calling card to access long distance service. You must bring your own phone/answering machine for your room. Phone numbers are listed on the phone jack in each room and are included in summer notification of each student’s room assignment.

Dickinson College has purchased a package of cable television channels that is available to students in various common areas throughout the residential campus. Purchasing and/or installing individual cable service through external cable or satellite providers is prohibited.

Each student is provided a computer outlet. In most instances this outlet is provided in the bedroom; in some cases (some small houses and apartments) this outlet is located in a common area outside of the bedroom. This outlet allows you to connect to the internet as well as Dickinson College’s Residential Network (ResNet). Information about computer hardware requirements, available computer support, and related items can be found on the Library and Information Services web site: <http://lis.dickinson.edu/>.

MAINTENANCE AND REPAIRS

All College facilities are maintained by the Office of Facilities Management. Students requiring work in individual rooms may submit a work order through the Facilities Management web form at <http://www.dickinson.edu/about/offices/facilities-management/> or by calling x1212. You are not permitted to make modifications or effect your own repairs upon college residential facilities.

Facilities Management provides housekeeping services for all lounges, corridors, stairways, and common bathrooms in facilities excluding individual bedrooms, common areas in some suites (e.g., Malcolm and Witwer Halls), apartments, and designated small houses. You are responsible for the cleanliness of your own room and any common areas not cleaned by Facilities Management staff. You are responsible for any excess mess, more than created by normal use or traffic, created in an area normally cleaned by Facilities Management staff. If you need cleaning supplies, please submit a work order for such through the process described above.

If you are living in an apartment style space, you are responsible for maintaining the entire apartment's cleanliness and condition of College furniture and for ensuring that the refrigerator, stove, and similar equipment are kept in a clean and safe condition. If an apartment is found to be unsafe and/or unsanitary, the College will charge you for the costs of repair and/or replacement.

The College cannot guarantee there will not be temporary failures of utility systems or defects caused by ordinary wear and tear. Instead, the College's duty is limited to the exercise of best efforts to provide clean, safe lodging for students with utilities in good working order.

ENTRY AND INSPECTION OF STUDENT ROOMS

The College reserves the right to enter any room at any time without advance notice for the purposes of inspection, repair, maintenance, protecting the health, safety and security of residents and in cases of emergency, as determined by the College. Entry may be made by members of the Student Life staff, including members of the Department of Public Safety.

Routine health and safety inspections of residential spaces will be announced at least one day in advance of the inspection. During any such inspection of residential spaces, any evidence of violations of the Community's Standards may be confiscated and processed accordingly.

FIRE SAFETY

Fire alarm systems and fire fighting equipment are in the residence halls for the occupants' protection. Any tampering with or misuse of this equipment is prohibited and is in violation of the law. All fire safety equipment is tested on a regular basis.

Each residential facility is equipped with a smoke/fire alarm system. When a building's alarm sounds all occupants are expected to evacuate the building immediately. You must remain outside of the building until such time as Department of Public Safety or Facilities Management personnel indicate that it is safe to reenter the building. Failure to evacuate may result in fines and/or disciplinary action.

SMOKING

Smoking is prohibited in all College buildings, including all areas of residential facilities. Individuals who wish to smoke must move at least twenty-five (25) feet from any building.

DAMAGES

You are responsible for College property in your room and elsewhere in the residential facility. Charges related to extra cleaning, removal of property not original to the room, and repairs

beyond normal wear and tear will be assessed against the identifiable Student. If such items cannot be attributed to a specific student or group of students, damages will be assessed among all room, floor, or building residents.

REASSIGNMENT, VACANCIES, AND ROOM CHANGES

The College reserves the right to reassign students in order to make most efficient and beneficial use of available facilities, including the consolidation of spaces to create completely vacant rooms. Additionally, the occupancy of a room may be increased when, in the judgment of the College, it is necessary to do so to accommodate the housing needs of the student body.

You may be reassigned when your behavior violates the Community's Standards or the agreed upon standards of your floor, area, or building. Such reassignment may occur as a result of disciplinary action and/or administratively at the discretion of the Director of Campus Life.

The exchange of rooms or substitution of one occupant for another without approval in writing from the Office of Campus Life is prohibited. A "room freeze" is in effect for the first two and last two weeks of each semester. During this time no student-initiated room changes may take place. Other than during the "room freeze," when a vacancy occurs you may request a specific roommate to fill that space. If no request is made within five business days, the Office of Campus Life will make the space available for general occupancy and may reassign a vacant space at any time. The Office of Campus Life will notify you as soon as plans are made to fill the vacancy in the room you are occupying. Behavior which discriminates against or impedes an interested student or assigned occupant will be considered a violation of the Community's Standards and reviewed as such.

SPECIAL INTEREST HOUSING

Each year a small number of houses are available for occupancy by special interest groups. In order to apply for special interest housing an organization must have been in existence for the previous two years. Special interest housing assignments are made in the spring semester prior to general room selection. For more information about Special Interest Housing please get in touch with the Campus Life office at campuslife@dickinson.edu or 245-1556.

STUDY ABROAD

When a student is permitted to study abroad (i.e., away from the Carlisle campus) she/he forfeits her/his on campus room assignment for the abroad semester(s). If your plans change, you must immediately notify the Offices of Global Education and Campus Life. Campus Life staff will work with you to find another housing assignment for the semester(s) in question.

Students who are abroad only for the fall semester must contact Campus Life no later than November 1 regarding housing preferences for the spring semester. Options are limited in the spring semester but all students returning from abroad will be housed on campus.

Students who are abroad only for the spring semester or for the full academic year must select a proxy to represent them in the room selection process. Students must provide Campus Life with written (including electronic mail) notification of their proxy no later than March 8, 2012. Proxies must be current students at Dickinson College. It is your responsibility to talk to your

proxy about preferences for room selection. Campus Life will not act as proxy and select a room for students who do not or are unable to attend room selection.

CANCELLATION

Students who have been assigned to a housing space and who choose not to return to Dickinson College for the upcoming semester must notify the Director of Campus Life no later than August 1, 2011 for the fall semester and January 3, 2012 for the spring semester.

Students who voluntarily leave Dickinson College during a semester will receive a prorated refund according to the schedule and policies published by Student Accounts. The Director of Campus Life will notify Student Accounts when the student has vacated her/his room and the room key has been returned to Campus Life.

Students who are dismissed from the College are not provided a refund of any fees, including housing fees.

LIABILITY

The College cannot and does not assume responsibility for personal accident, injury, or illness to residents, guests or visitors, or for damage, theft, or loss of personal property, and you hereby releases the College, its trustees, officers, agents, and employees from any liability on account of any accident, injury, illness, property damage, theft or loss not caused by the College's gross negligence or intentional act or omission. You are encouraged to protect yourself from loss by purchasing appropriate insurance. In that regard, you should review any homeowner's policy that you or your family might have to determine whether the contents of your College room are already covered or could be covered with a relatively inexpensive policy rider.

RESIDENTIAL FACILITY POLICIES

Policies regarding prohibited items, quiet hours, fire safety, pets, prohibited item, and other areas are covered in the Student Handbook. It is your responsibility to be familiar with and abide by these policies. The most recent list of these policies will be available no later than the start of each semester in the on-line version of the Student Handbook at <http://www.dickinson.edu/student-life/resources/student-development/>.

KEYS

You will be assigned a key(s) that will allow you access to your building and individual room. No key may be duplicated nor transferred to any other person. Failure to return the key(s) upon departure from the room/apartment will result in a charge billed to you to change the key and lock cylinder.

TERMINATION

1. Breach of the Agreement. The College may unilaterally terminate the Agreement for the breach of any term or condition by you.
2. Non-Payment, Non-Registration. The College reserves the right to terminate a room assignment without prior notification if you fail to register for classes or occupy your College housing assignment, pay College charges/fee/fines, or maintain good academic standing.

3. Disciplinary Action. The College may also terminate the Agreement as a result of disciplinary action against you. Students who are removed from the College as a result of disciplinary action that occurred in College housing will be held responsible for the cost of the space for the remainder of the semester in which the disciplinary action at the College is concluded, and in the discretion of the College, may be released from the subsequent semester that remains in the academic year. Students who are removed from the residence halls but remain enrolled in the College will be held responsible for the cost of the space and the Meal Plan for the remainder of the academic year.

Governing Law

This Agreement shall be governed by and construed and interpreted in accordance with the laws of the Commonwealth of Pennsylvania, without reference to its conflict of laws principles.