

**RESIDENCE HALL LICENSE
(Fall 2008 and Spring 2009)**

Pratt MWP extends this Residence Hall License to individual students for the period of time specified above. Students living in residence halls are required to participate in the contract meal plan. Students in Institute Housing are expected to conduct themselves in a manner appropriate to a community living environment. Students must abide by the policies and regulations of the Residence Hall License as well as by the Institute rules and expectations outlined in the Student Handbook and as posted. All students are expected to comply with all federal, state and local laws and regulations affecting residences. This license cannot be assigned or transferred by the student to any other person(s). **Students understand that by signing the Statement of Truth and Accuracy on the Housing Request Form they acknowledge that the dates and cancellation / refund policies contained in this license supersede any other published dates and/or cancellation / refund policies.**

I. Term of License Period: This license is for the period indicated above: one full academic year (Fall and Spring semester). Students who wish to cancel their license must do so in writing. To cancel the license a Housing Adjustment Form must be submitted to and approved by the Office of Residential Life. Refer to Sections V and VII for cancellation penalty and refund schedule.

Students may not occupy or deliver items to their rooms prior to the official opening date of the residence halls. The right to occupy a residence space officially ends after the final examination or critiques.

Students must notify the Office of Residential Life if they plan to arrive more than 24 hours after the scheduled check-in date.

II. Eligibility: To be eligible for Institute Housing an individual must be a full-time, registered student at PrattMWP.

III. Occupancy: Occupancy is defined as official possession of keys to the room. For residents continuing from the Fall to the Spring semester, occupancy is defined as failure to obtain written approval of license cancellation, and/or failure to remove all possessions from residence hall and return of all keys by the check-out date for the Fall semester. See Sections VI and VII for dates and schedule.

IV. Payments

- Residence Deposit.** To secure a room assignment, students must pay in advance a residence deposit of \$200. Returning Students pay a deposit of \$50.00. The amount of the residence deposit is deducted from the room fees.
- Security Deposit.** A security (damage) deposit of \$200 is required along with the residence deposit upon initial application for housing. This security deposit is held in a separate interest-bearing escrow account in the student's name. All damages to individual and common areas, are billed directly to the PrattMWP student account and must be paid to the Bursar's Office. Damage charges occurring during the student's tenure on campus will not be deducted from the security deposit, with the exception of the last semester on campus. At the conclusion of residency at PrattMWP, the student must request a refund for this deposit. Refund of this deposit will be made through submitting a Security Deposit Refund Request Form. *Please note this refund process will take 8 to 10 weeks.* The student will receive a refund only if the student's account is at zero balance. Any other outstanding Institute charges on the student's account will be paid with this deposit, and the student will receive the remainder of the balance, if any.
- Spring Semester Residence Deposit.** New students moving on campus mid-year (spring semester) must submit the Residence Deposit and the Security Deposit. The amount of the residence deposit is deducted from the room rental charge.
- Room Rates.** Room rates are listed in the PrattMWP catalog and are determined annually.
- Collection Services:** When accepting an on-campus housing license, it shall be understood that in the event the services of a collection agency and/or an attorney are required in order to collect the unpaid balance, the student shall be responsible for payment of collection costs and/or actual cost of legal services. In addition, the Institute may disclose the information to credit bureau organizations.

V. Refunds: After the student has signed the license agreement and an assignment has been made by the Residential Life Coordinator, the student is automatically charged for the cost of the room and meal plan and is obligated by the refund schedule as listed in Section VII.

VI. Check In, Check Out & Vacation Dates

Check In	Fall 2007	Spring 2008
New Students	Friday, August 24	Sunday, January 13
Returning Students	Sunday, August 26	Sunday, January 13

Check Out	Fall 2007	Spring 2008
Freshmen Students	Friday, December 14	Tuesday, May 6 by 10am
Sophomore Students	Friday, December 14	Sat, May 10 by 12pm

Vacation Periods

During vacation periods the residence halls are closed.

VII. Cancellation Penalty & Refund Schedule

Cancellations received and approved by the Office of Residential Life are refunded the amount or percentage of the semester housing fee as follows:

Fall Semester 2007

Prior to August 27, 2007	Full Refund
August 28 through September 2, 2007	85% Refund
September 3 through September 9, 2007	70% Refund
September 10 through September 16, 2007	55% Refund
After September 16, 2007	No Refund

Spring Semester 2008

Prior to January 14, 2008	Full Refund
January 15 through January 20, 2008	85% Refund
January 21 through January 27, 2008	70% Refund
January 28 through February 3, 2008	55% Refund
After February 3, 2008	No Refund

VIII. Room Assignment/Room Changes: The Residential Life Coordinator assigns all rooms. Students are prohibited from switching rooms or permitting any part of the room to be shared by persons not assigned by the Residential Life Coordinator. The RLC reserves the right to assign a new occupant to fill vacancies, make changes in room assignments, and to reassign or remove a student from Institute Housing for reasons of health, safety, security or conduct. The Residential Life Coordinator must approve all changes. Students are not permitted to occupy more than one space at a time. When making an approved room change, a student may hold the key to two rooms for a specified period of time (no more than 48 hours). After 48 hours students can be charged for *both* rooms occupied.

IX. Room Condition Report: Upon acceptance of the key to the room, each student must complete and sign a room condition report provided by the Institute. This form, when countersigned by a representative of the Institute, is the basis for assessment of any damage, and/or loss to the room / apartment attributable to the resident at the termination of occupancy. Failure to complete, sign and return the form results in the student's assumption of responsibility for any damage evident in the room and common areas within the apartment / suite.

X. Check-out: Students must remove all refuse and discarded material and leave the room / apartment clean. This includes all kitchen cabinets and appliances. Charges for additional cleaning required, removal of personal property, and/or loss or damage caused by the students are deducted from the security deposit. Rooms are not considered vacated until the key is returned to and check-out form signed by a residence hall staff member. At the end of the Fall and Spring semesters, students must vacate their room as specified by the Institute calendar. Permission to remain in Institute housing beyond the specified deadline must be obtained in writing from the Residential Life Coordinator. The Institute reserves the right to charge for occupancy after the license period. A check-out does not constitute a break in the Housing License. Failure to abide by these check-out procedures will result in a \$100 improper check-out charge.

XI. Damage Assessments:

(1) Room, Suite, or Apartment Damage Assessment: Each student assigned a residence hall space is responsible for any damage to his/her assigned room, or to the furniture, fixtures, equipment and effects contained therein, and for any damage caused by him/her to any other part of residence hall facilities. Damage charges may be assessed through the room condition report if check-out conditions have detrimentally changed compared to the check-in conditions. In the event that two or more students occupy the same room, apartment, or suite, and it cannot be determined which student is responsible for the damage, the assessment is charged to all equally.

(2) Hall Common Area Damage Assessment: Damage in common areas caused by unknown persons may be charged to all residents of the suite, apartment, or hall as appropriate. Students will be charged for damage caused by their guests.

XII. Reporting Repairs: Each student is responsible for immediately reporting the need for repairs to his/her assigned room or quarters and for all fixtures, furniture, equipment, and effects contained therein.

XIII. Keys: Students are issued keys to their mailbox, room, apartment, and building and are responsible for them. Lost or stolen keys will necessitate the replacement of a lock and key. Students will be charged for the costs of the lock change and key replacement(s) for all roommates, regardless of how keys were lost.

XIV. Room / Apartment Inspection: The Institute reserves the right to inspect rooms and apartments in the interest of health, safety, and property control. The Institute may periodically conduct apartment inspections, and will conduct a general facilities inspection twice each year. Authorized Institute personnel may enter any room, suite or apartment at any time without prior notice.

XV. Residence Hall Furniture

(1) Furnishings Removal: Furniture provided by the Institute may not be removed from student rooms, apartments or common areas. Charges for the unauthorized use of furniture, for not moving furnishings back to their proper location, and for the loss or damage of the furnishings are assessed against the student(s) responsible for the appropriation of the furnishings.

(2) Extra Furniture: Extra furniture, beyond that which is provided by the Institute, is not permitted in student apartments. Exceptions include any small, portable piece no larger than three square feet. Due to the danger of structural and water damage, waterbeds are not permitted in the residence halls. PrattMWP issued furniture must remain in student apartments.

XVI. Room / Apartment Care: Students are responsible for cleaning their own room and apartment, removing garbage regularly, and maintaining satisfactory health and life safety standards. Student(s) must comply with established recycling guidelines. Additionally, microwave ovens and refrigerators must be cleaned regularly in order to prevent pests, fire and activation of the fire alarm system. Apartments must comply with room inspection procedures. Students are not permitted to paint their rooms.

XVII. Room / Apartment Decorations: The use of screws, bolts, tape, glue, or other adhesive on walls, ceilings, wardrobes, woodwork, doors or furniture is prohibited. Small tacks may be used in moderation, but resulting holes will be billed to the student(s) responsible upon check-out. Damages resulting from violations of this regulation are assessed against the student(s) responsible. Tapestries, carpeting or other fabrics may not be suspended from walls or ceilings. Apartments must comply with room inspection procedures.

XVIII. Structural Modification: Students are not permitted to structurally modify in any manner their rooms, apartments or any other part of the residence hall. This includes the application of wallpaper, paneling, partitions or exterior aerials and antennae, etc. in or from rooms or apartments. Students may not make unauthorized repairs to the apartment or its equipment. Students may not alter or replace present locks or other security devices or install additional locks or other security devices. Lofts are not permitted in Institute residence halls.

XIX. Quiet Hours / Courtesy Hours: All students are expected to abide by the Courtesy Hours as listed in the Student Handbook. Resident Advisors will inform residents of quiet/courtesy hours as they are subject to change.

Musical instruments such as drums, trumpets, bass guitars, and instruments with amplifiers cannot be used in the residence halls. Appropriate practice space can be arranged with the Student Life Director.

XX. Drugs, Alcohol and Smoking: Drugs and alcohol are strictly prohibited. Smoking is NOT allowed in any dorm/apartment.

XXI. Guests: Any overnight visitor in a room or apartment must have written permission from the Resident Advisor, Residential Life Coordinator and roommate, apartment mate(s), or suitemate(s), of the room / apartment / suite. Residents are responsible for the conduct of their guests and must be present during the duration of the visit. Guests not spending the night must leave by midnight Sunday through Thursday and 2 a.m. Friday through Saturday. Overnight guests are only permitted Thursday night through Sunday.

XXII. Commercial Activities: Commercial activity is not appropriate to the residential living situation. PrattMWP students who wish to sell their personal artwork or belongings may be permitted to do so, however all activity which takes place in any residence hall must be approved by the Residential Life Coordinator. Fund raising activity by approved student organizations may be open to PrattMWP students, faculty and staff only. The Residential Life Coordinator shall prohibit any activity deemed inappropriate. Outside vendors are strictly prohibited within the Residence Halls.

XXIII. Student Room Telephone: Each residence hall room is equipped with a local telephone connection. Long distance service is available. It is an expectation that you connect a phone in your room. A telephone directory is printed each semester. If you wish to have your room telephone number restricted please contact the Residential Life Coordinator.

XXIV. Pets: Pets are not permitted in residence halls with the exception of fish. The maximum aquarium capacity permitted is ten gallons.

XXV. Electrical Appliances: The Institute provides refrigerators and microwave ovens. No additional refrigerators, microwave ovens, or stoves are permitted. Open coil cooking units such as hot plates or immersible coils including coffee cup heaters, George Foreman grills, coffee pots, fryers, toasters, and toaster ovens, etc. are strictly prohibited. Air conditioners, electric space heaters, power tools and equipment are prohibited. Additionally, halogen lamps are prohibited. Clothes washers, clothes dryers and dishwashers are prohibited in the residence halls. Ironing is only permitted in the laundry rooms. Students are responsible for damage or injuries resulting from the use of unsafe appliances Only Underwriters' Laboratories (U.L.) listed appliances are permitted. Televisions, VCR's and DVD's players, radios, stereos, and computers are permitted providing such devices are plugged in within the room and do not exceed the amperage limits of the circuits within the room. Cords should be plugged directly into outlets and the use of power strips and extension cords should be limited. If you are in doubt about permitted appliances please call the Residential Life Coordinator.

XXVI. Fire Safety: All students must evacuate the building when a fire alarm sounds. Failure to evacuate, placing false alarms, interfering with proper functioning of a fire alarm system, tampering with or removing the hoses, extinguisher and fire safety apparatus are grounds for disciplinary action, fine and/or arrest.

XXVII. Flammable Materials: The use of any open flamed devices such as burning incense, candles, Sterno, grills, and kerosene lamps is prohibited. As a result of their inherent dangers, storage of flammable materials such as paints and paint thinners are prohibited. Appropriate locations for storage of these items can be found.

XXVIII. Storage of Vehicles: The storage of motor vehicles of any kind is prohibited in all residence halls. Bicycles are permitted only in approved and designated areas. Blocking of fire exits or fire lanes by any vehicle parked either inside or outside a building is prohibited.

XXIX. Roofs and Balconies: Students are prohibited from going onto roofs or balconies in all residence halls.

XXX. Dangerous Objects: The possession or use of any type of firearms, ammunition, gunpowder, fireworks, air rifles, air pistols, stun guns, knives and other dangerous objects or chemicals is strictly prohibited.

XXXI. Personal Safety on Campus: Students should keep their room and apartment locked at all times. Students should not prop open any residence hall doors or windows which would allow intruders to gain entrance to the residence hall.

XXXII. Personal Property: The Institute is not responsible for loss, theft, or damage of personal belongings. Personal property must be stored within the room or apartment and may not be stored in passageways or hallways. Personal property of students is not covered by Institute insurance. Students should carry their own insurance protection against loss or damage. The Institute reserves the right to dispose of any personal property which remains or is found in the room or elsewhere in the area after the student vacates their room or is required to do so.

XXXIII. Extermination: Exterminations are done on an as needed basis. Failure to comply with exterminations in your room/apartment will result in charges to all residents of that room/apartment.

XXXIV. Confiscation Policy: College personnel, including Safety and Security and Residential Life staff, have the authority to confiscate items that violate College and/or Residence Life policy. Confiscated alcohol is stored by the Security Office and disposed of. Alcohol, alcohol related items (i.e., kegs, funnels, taps) and items that pose health and/or safety risks (i.e., appliances, candles, flammable substances, etc.) will not be returned to the student or his/her guest. Where possible and appropriate, items will be donated to a local charity. Pets found within the residence halls will be removed in accordance with that policy.