

SUNY Polytechnic Institute
2024 Summer Housing License for College Students not Enrolled at SUNY Polytechnic Institute
Conditions and Regulations

The relationship between SUNY Polytechnic Institute (“SUNY Polytechnic”) and residents is non-custodial in nature and no “special relationship” is established as a result of an individual’s residential status.

Terms of the License

This license is extended by SUNY Polytechnic to college students who are not enrolled at SUNY Poly and who are completing an internship within 30 miles of SUNY Poly. The resident must provide a transcript reflecting fall enrollment at another accredited higher education institution. This license is for an assigned space in SUNY Polytechnic’s residence halls. This license is for a residence hall space, not a particular room; it is not and should not be construed to be, a lease. The term of this license is for the period selected by the resident in the summer housing application. Summer housing may begin no sooner than May 15, 2024 and end no later than August 11, 2024. Summer residency is continuous and does not allow for intermittent weeks that are not billed. Failure to occupy the assigned residence hall space after signing this license does not relieve the individual of the responsibility to fulfill the license terms.

Residents shall not reassign this license and shall not sublet all or any part of their assigned residential hall space. Subletting includes short-term or temporary rental arrangements including, but not limited to, those offered through peer-to-peer accommodation services such as Airbnb, Craigslist or Couchsurfing. Assigning or subletting may result in discipline and/or license revocation without refund.

Residents in SUNY Polytechnic’s housing are expected to conduct themselves in a manner appropriate to a community living environment. In addition to the requirements in the Housing Application (discussed herein) and this license, residents must abide by the Residential Life Policies and Procedures (available at: <https://sunypoly.edu/resident-life/housing-dining/residential-life-housing.html>) and by policies outlined in the Student Code of Conduct (available at <https://sunypoly.edu/resident-life/resident-conduct.html>). All summer residents must comply with summer supplemental policies, which include the requirement for registration of all guests and visitors regardless of length of visit and additional restrictions on hosting others with alcohol, regardless of the age of the resident or the guest or visitor. Residents are expected to be familiar with the terms and conditions of this housing license and SUNY Polytechnic policies. Non-SUNY Poly residents who are determined to violate published SUNY Poly policies by the Director of College Housing and the Director of Community Standards will be removed from housing and may lose eligibility to reside in SUNY Poly facilities. SUNY Poly reserves the right to immediately interim suspend from the residence hall summer residents who are not SUNY Poly students until a conduct review is conducted to determine final responsibility or non-responsibility for violations. It will be the responsibility of the suspended resident to find alternative housing accommodations at their expense while alleged violations are reviewed.

Per the college’s equal opportunity policy and federal housing guidelines, the Office of Residential Life and Housing (“RLH”) does not discriminate against individuals in connection with the housing assignment process.

This license is in effect for the summer session beginning May 15, 2024, and ending no later than August 11, 2024. In the absence of an approved Housing License Cancellation Request (see Withdrawal and Termination Procedures.) Residents who fail to move into or move out of their assigned residence hall space will be billed for the duration of the summer room charge. Failure to check into the complex, failure to reside in the assigned residence hall space, and/or failure to pay room charges will not release the resident from the obligations of this license.

Any resident who is granted a License Cancellation and who is eligible for a refund will not receive a room rate adjustment until after they have completed a full check-out, which includes removal of all personnel possessions from the assigned residence hall space and return of all keys.

Eligibility

To be eligible for residence in SUNY Polytechnic housing, a resident must be enrolled in an accredited college or university for the fall semester, of 2024. Proof of registration must be provided to the Office of Residential Life. Full payment for summer housing must be made with the SUNY Poly Office of the Bursar before moving in. Individuals who have completed a Housing Application and signed a Summer 2024 License are permitted to live on campus. Residents who are under eighteen (18) years of age and who are not registered SUNY Poly students are not eligible for on-campus summer residency.

Billing Procedures

Upon being assigned to a residential hall space, summer residents are billed \$175.00 per week for a double room and \$195 per week for a single room for the requested duration of summer stay. Summer housing is charged by the week (Monday to Sunday) and early move-outs do not result in daily proration.

Room charges billed are due and payable before occupancy. Residents are required to pay in full or provide evidence of financial assistance to the Bursar before moving in. Residents who do not meet financial obligations for room charges may not be permitted to obtain a key and may be subject to removal from the halls.

Housing Assignment and Administrative Room Changes

The Residential Life and Housing Office has the authority to make room assignments and reassignments (“administrative room changes”) in the residence halls. Residents may be reassigned to another bedroom or suite at any time at the discretion of the Director of College Housing. Reasons for reassignment may include, but are not limited to: a determination that a resident’s lifestyle, hygiene, health, or behavior may be adversely affecting other residents in the suite or building; for consolidation; for conflict resolution; or facility maintenance. When possible, a resident will be given 24-hour notice before an administrative room change occurs or a new resident is checked into a vacant resident hall space in their assigned room/suite. Residents are not guaranteed their specific housing preference and are liable for the housing fees at the specified rate of the room to which they are assigned. Once rooms have been assigned, any resident-initiated changes in the assignment must be requested and approved utilizing a Room Change Request and receive final approval from the complex Assistant Director(s). Residents are prohibited from switching rooms or permitting any part of their rooms or suite to be shared by persons not assigned by SUNY Polytechnic Institute.

Damages

Residents are held responsible for damage beyond normal wear to (a) the room; (b) public areas of the residence hall; and (c) SUNY Polytechnic-provided furnishings. There is one pre-announced room inspection made during the summer to check on cleanliness, safety and use of SUNY Polytechnic property. Appropriate charges will be assessed based on conditions found at the time of inspection and/or checkout with residential life staff, as well as during facility staff inspections after residence halls are closed for the semester. If damage occurs in public areas, either the individual, if known, or the group in the immediate living area will be charged. When reasonable to assess and repair, damages that occur during the academic year will be billed at the time of occurrence. Residents with outstanding damage bills following departure from SUNY Poly will be sent to collection.

Early and Late Arrivals – Move In/Check Out

Generally, residents may not occupy or deliver items to their rooms or suites prior to the summer opening date. Summer check-ins and check-outs are done during business hours only, Monday through Friday, 9am to 4pm.

The final day of summer residency available for new summer resident students is Sunday, August 11, 2024.

Right of Inspection

SUNY Polytechnic reserves authorized employees' right to enter residence hall suites at any time to ensure the safety and well-being of members of the college community and to ascertain the condition of SUNY Polytechnic property and for the following purposes: housekeeping, maintenance, damage inspection, occupancy and vacancy determination, emergencies, investigation of suspected violations of the Resident Code of Personal Conduct, other College policy and/or the Housing License, and for announced health and safety inspections.

Withdrawal and Early Termination Procedures

Additional financial charges may be applicable if the withdrawal and termination process is not followed by a resident. Below actions are required both prior to withdrawal and at the time of withdrawal/termination.

Before departing, residents must at the earliest possible date request to terminate their housing license by notifying the Office of Residential Life and Housing using the Housing License Cancellation Request. Failure to terminate the license in the prescribed manner may result in full charges or additional charges for room rental, dining services, moving and storage.

Upon approved cancellation or the conclusion of housing, a resident must officially terminate housing by:

- removing all belongings and cleaning the assigned room;
- contacting a Residential Life staff member to complete the checkout process;
- signing the Room Condition Report; and
- turning in all residence hall keys to the Office of Residential Life and Housing.

Refund eligibility date (if applicable) will not begin until the resident completes all of the above.

Notice to a work or internship supervisor of the conclusion of summer employment or internship does NOT constitute notice of housing license termination. Residents withdrawing from housing SUNY Polytechnic must vacate the residence halls and remove all personal belongings from its premises by 4pm of the date on which the cancellation becomes effective. The Bursar will mail any check resulting from an eligible refund, if applicable, to a withdrawing resident's permanent mailing address on file, if requested.

The Housing License Cancellation Request is used to request mid-summer release from the Housing License. The cancellation must be submitted at least three business days in advance of the departure and request for a check-out time. Summer licenses for non-SUNY Poly residents are cancelled only with the approval of the Director of College Housing. The Director may consult with or defer the Request for License Cancellation to The Wellness Center or Disability Services or Title IX, if the request for license cancellation pertains to a medical need or ADA/Title IX Accommodation. Other considerations for release from the license is given to documented individual circumstances that are beyond the control of the resident and which did not exist or could not have been known at the time the license was signed by the resident.

Residents who are terminated from summer internships or otherwise removed from campus housing due to violation of policy are not eligible for a housing refund regardless of when the action/removal occurs.

Residents will continue to receive a billing statement and, if applicable, damage fees following departure if residence hall fees remain on the account. Residents are still required to pay any fees not refunded pursuant to this license and residents who fail to pay rental or damage fees will be sent to collection as permitted.

Personal Property Losses and Claims

SUNY Polytechnic is not responsible for loss of or damage to personal property of residents. Personal Property Insurance may be available through the parent or legal guardian's homeowner's insurance or through individual purchase of renter's insurance. All residents are encouraged to provide for security of their

belongings by locking rooms and carrying personal property insurance. Mail Services and Residential Life and Housing staff are not responsible for unclaimed property or packages.

Miscellaneous

All provisions herein shall remain in effect unless changed or modified by official written notice.

BY SIGNING THIS LICENSE, YOU AGREE THAT: (1) YOU HAVE READ AND UNDERSTAND THE TERMS AND CONDITIONS CONTAINED IN THIS LICENSE; AND (2) THAT YOU WILL BE LEGALLY BOUND BY THE TERMS AND CONDITIONS CONTAINED HEREIN, AS WELL AS, THE TERMS AND CONDITIONS IN SUNY POLYTECHNIC POLICY, THE RESIDENTIAL LIFE POLICIES AND PROCEDURES INCLUDING SUPPLEMENTAL SUMMER POLICIES AND THE SUNY POLY RESIDENT CODE OF PERSONAL CONDUCT.

_____ Printed Name of Resident

_____ Signature of Resident