

Ithaca College
Office of Residential Life

CIRCLES APARTMENT AGREEMENT

By signing this agreement, I acknowledge my responsibility to pay the apartment charges set annually by the College by the specified deadlines. Students living in the Circles are not required to be on the board plan. I understand I must contact the Bursars office to make arrangements for a meal plan if I wish to be on one. I also acknowledge my responsibility to read and comply with all College policies and procedures set forth in publications and on-line resources including but not limited to the Undergraduate Catalog, Student Handbook and Residential Life Guide, and this document.

1. This apartment agreement is in effect for 11 months beginning August 8, 2008 and ending July 8, 2009. Students cannot occupy the apartments beyond these dates unless squatting the apartment for the following year.
2. Students living in the Circles must keep their apartment at full-designated occupancy. If a vacancy occurs in an apartment the residents may fill the vacancy, with the approval of the Office of Residential Life, with another Ithaca College student. If the residents cannot fill the vacancy, the Office of Residential Life may do so or the Office of Residential Life may require the residents to consolidate into another apartment. If the Office of Residential Life cannot fill the vacancy through the wait list process, residents may be offered the option of buying out the space at the discretion of the Office of Residential Life. Students cannot increase the occupancy of their apartment.
3. Circles apartments can be co-ed, however, double bedrooms must remain single gender.
4. Students are assigned to a specific bedroom in the apartment. Students must notify the Office of Residential Life immediately regarding any bedroom changes. Billing changes will only become effective on the date of notification and are not retroactive.
5. Circles residents can sublet their apartments during the summer months with the approval of the Office of Residential Life. Residents may sublet only to other Ithaca College students. Residents subletting their apartment must come to the Circles Office and complete a request for sublet form. The resident who executes the request for sublet form remains primarily liable to Ithaca College for all the conditions of this agreement. All residents of the apartment must be agreeable to the person subletting the apartment.
6. If a student leaves Ithaca College or is removed from campus housing, he/she must vacate the apartment by the date specified by the Office of Residential Life. Housing costs are prorated from date of departure.
7. Students who are leaving Ithaca College after the fall semester due to graduation, study abroad, leave of absence, etc. must vacate their apartment no later than 12:00 p.m on December 20, 2008.
8. Students who are checking out on July 8, 2009 must vacate their apartment no later than 5pm.
9. Students who are leaving or removed from housing and who fail to check out of the apartment on the end date of this agreement or by a date specified by the Office of Residential Life will be charged a \$200/day late check out fee and face possible judicial charges. If the student does not vacate the apartment within 48 hours of written notification by the Office of Residential Life, the Office of Residential Life will remove and store the student's possessions. The student will be responsible for the cost of removal and storage.
10. Limited apartment fee refunds may be granted according to published college policies.
11. Students graduating from Ithaca College in May 2009 will be permitted to reside in their apartment until July 8, 2009. Graduating students must abide by all rules and regulations in the Student Handbook and all provisions in this agreement until the end of the agreement term. Failure to do so will result in the immediate termination of the apartment agreement, in accordance with item seven above, and forfeiture of all prorated housing charges.
12. Ithaca College personnel or contractors approved by Ithaca College have the right to enter the apartments to respond to emergencies, provide repairs or maintenance, and/or enforce college policies. The apartments will be inspected three times annually for compliance with health and safety regulations and break closing procedures.
13. Residents must keep the thermostat set at a minimum of 65 degrees at all times. Residents who live in two-story townhouse apartments must keep the upstairs thermostat set at 70 degrees.
14. All residents are expected to carry their apartment, room key and student ID with them at all times.
15. Students are responsible for any damage to apartments or furnishings and for unauthorized physical changes to an apartment. Residents may also be held jointly responsible for any damages to the public areas in or around their apartment and will be billed accordingly. Unpaid bills may result in withholding the student's transcript.
16. Grease, oils, coffee grounds, fibrous materials, sanitary products, refuse, rubbish of any kind, and caustic substances (Drano, Liquid Plumber, etc.) shall not be flushed down toilets or drains. Resident(s) agrees to be liable for damage to drains, pipes or sewer lines caused by his/her guests or subletters. Resident is responsible for plunging his/her own toilet if it becomes clogged and for notifying the Office of Facilities if plunging does not correct the problem.

17. Residents of ground-floor apartments are provided with a small concrete patio while upper-level apartments are provided with balconies. Townhouse-style apartments have both a balcony and a patio. These patios and balconies can be used for multiple purposes but must remain clean and orderly. College-owned furniture may not be stored or used on concrete patios or balconies, as the furniture is not weather-proof. In addition, apartment residents are fully responsible for patios and balconies which are expected to be kept neat and free from garbage, towels, clothes, College furniture, and other non-appropriate items in an effort to provide a more unified, visual appeal (failure to maintain balconies and patios may result in judicial action). If items are left on the lawn outside of the balcony or patio area, apartment will be notified and expected to remove items (failure to remove items may result in disposal and/or judicial action).
18. The College assumes no responsibility for loss of or damage to personal property for any reason, and has no insurance coverage protecting students' property. Students should check their parents' homeowners insurance or contact an insurance agent. A personal property program is available at reasonable rates for all students at www.haylor.com/student. Personal property inventory forms can be filed with the Office of Public Safety.
19. Any individual, business, off-campus organization or college group wishing to solicit on campus must comply with the Ithaca College Campus Solicitation and Advertising Policy. No door-to-door solicitation is permitted. Additionally, a student may only operate, solicit for, or advertise for, a personal business in his/her campus housing assignment provided that they meet the guidelines in the solicitation section of the Residential Life Guide.
20. All students are subject to temporary or permanent removal from the apartments as a result of being found responsible for a violation of Residential Life Rules and Regulations or the Ithaca College Student Conduct Code. Students may be administratively reassigned from apartments in the case of excessive damages.
21. Students signing this agreement are acknowledging their understanding, responsibility and willingness to abide by the Ithaca College Residency Policy which states:

Ithaca College is a residential college. The College recognizes the developmental value of a residentially based education and believes that residence hall living is a key component of a student's overall educational experience. For these reasons, provisions are made to house all students on campus throughout their undergraduate years.

Readmitted students and students returning from the London Center, other Ithaca College study abroad programs, the Ithaca Communications program in Los Angeles, student teaching or internships, or a leave of absence must resume their previous housing status (i.e. campus resident or off campus) upon return to campus, unless they have senior-year status, as defined by the College's off-campus policy.

Married students, students who are 23 years of age or older, incoming transfer students who have previously been enrolled at a college for at least two years, and students who meet the criteria for being a commuter student, as defined by the College's commuter policy, are not required to live in College-provided housing. Students who meet the exempt criteria and opt to live on campus must remain on campus for the entire academic year.

Non-seniors and seniors who have relinquished their senior year exempt status should not sign leases or make any other commitments for off-campus housing without written approval to move off campus from the Office of Residential Life. Any non-senior or senior who relinquishes their exempt status who moves off campus without the written approval of the Office of Residential Life will be billed for room and board charges.

Students who move off campus in violation of this policy will be billed for apartment charges.

22. Undergraduate students, who are not enrolled full time (i.e. for at least 12 credits per semester) at Ithaca College, may be subject to removal from the apartments at the discretion of the Office of Residential Life. However, dropping to part-time status does not automatically make a student exempt from living on campus. Any questions regarding part-time status should be directed to the Office of Residential Life.

I hereby acknowledge my responsibility to abide by all regulations as stated in the on-line publications Ithaca College Undergraduate Catalog, Student Handbook, Residential Life Guide and this agreement, as well as, all subsequent regulations adopted by Ithaca College and the Office of Residential Life. My signature indicates that I have read this document and understand my responsibilities.

Student Name (please print)

I.D. Number

Student Signature

Date

Parent Signature
(Required for students under 18 years of age)

Date