Housing and Meal Plan Contract
Terms & Conditions
2015-2016

The housing and meal plan contract includes both the room fee and meal plan and is legally binding for the nine-month academic year.
# TABLE OF CONTENTS

STATEMENT OF STUDENT RESPONSIBILITY .................................................. 7
RESIDENTIAL LIFE MISSION AND COMMITMENT TO INCLUSION
STATEMENT ......................................................................................... 8
I. INTRODUCTION AND GENERAL POLICIES ........................................ 9
   A. Conduct ......................................................................................... 9
   B. Non-discrimination Clause .......................................................... 9
   C. Administrative Procedures ......................................................... 9
   D. Resident Responsibility for Guest(s) ............................................. 9
   E. Terms & Conditions Compliance .................................................. 9
   F. Liability Policy ............................................................................ 9
       1. University Liability ................................................................. 9
       2. Personal Property Insurance .................................................. 10
II. ELIGIBILITY AND OCCUPANCY GUIDELINES .................................. 10
   A. Residency Requirement ............................................................. 10
       1. Exceptions to Residency Requirement .................................... 10
   B. Priority Status ........................................................................... 11
       1. Full-time Degree Students ....................................................... 11
       2. Full-time Non-degree Students .............................................. 11
       3. Part-time Students .................................................................. 11
   C. Unregistered Students ............................................................... 11
   D. Accommodation Requests ......................................................... 12
   E. Housing Options ........................................................................ 12
       1. Residential Learning Communities ....................................... 12
       2. Special-interest Communities ................................................. 12
   F. Maximum Room Occupancy ....................................................... 12
   G. Hosting Guest(s) ....................................................................... 12
       1. Definition of a Guest ............................................................... 12
       2. Host Responsibility for Guest(s) ............................................. 13
       3. Absence of Residential Host ................................................. 13
       4. Permission to Remain Overnight .......................................... 13
       5. Length of Stay ....................................................................... 13
   H. Room Changes .......................................................................... 13
       1. Room Change Procedure ....................................................... 13
       2. Unauthorized Room Changes ............................................... 13
       3. Administrative Moves .......................................................... 14
   I. Half-filled Double Rooms .............................................................. 14
   J. Room Consolidation .................................................................... 14
   K. Academic Break Housing ............................................................ 14
   L. Room Entry ............................................................................... 14
       1. Room Entry for Maintenance Work ...................................... 14
       2. Room Entry for Cause .......................................................... 15
           a. Justification for Room Entry ............................................ 15
           b. Staff Designated to Enter Room ...................................... 15
           c. Room Entry Procedure ................................................. 15
M. Room Check-in and Checkout Procedures ........................................... 16
N. Non-transferable Contract ................................................................. 16
O. Housing Renewal Process .................................................................. 16
P. Dining Services ................................................................................. 16
  1. Meal Plan Requirement .................................................................... 16
  2. Dining Options ............................................................................... 16
  3. Meal Plan Changes ......................................................................... 17
  4. Termination of Meal Plan ............................................................... 17
III. FINANCIAL OBLIGATIONS ............................................................... 17
A. Offset Fund ....................................................................................... 17
B. Emergency Closing .......................................................................... 18
C. Cost and Fees .................................................................................. 18
  1. Room Rates .................................................................................. 18
  2. Inter-Residence Association Fee ...................................................... 19
  3. Meal Plan Rates ............................................................................ 19
D. Payment Schedule ............................................................................ 19
  1. Bill Adjustments .......................................................................... 19
E. Periods of Occupancy ....................................................................... 20
  1. Fall Semester 2015 ....................................................................... 20
  2. Spring Semester 2016 ................................................................... 20
  3. Academic Break Housing ............................................................... 20
F. Cancellation of Contract by Residential Life ....................................... 21
G. Student Contract Cancellation Options ............................................. 21
  1. Cancellation of Contract Prior to Move-in ....................................... 21
  2. Cancellation of Contract After Move-in ......................................... 21
  3. Cancellation of Contract Mid-year .................................................. 21
  4. Contract Release ........................................................................... 22
  5. Greek Housing Release ................................................................. 22
H. Academic or Judicial Suspension or Dismissal .................................. 22
  1. Academic Suspension or Dismissal ................................................ 22
  2. Judicial Suspension or Dismissal .................................................... 23
IV. HEALTH AND SAFETY POLICIES ............................................... 23
A. Tobacco-free Campus ....................................................................... 23
B. Alcohol-free Residence Halls ............................................................ 23
C. Health and Safety Inspections ......................................................... 23
D. Illegal Substances ............................................................................ 24
  1. Illegal Use of Substances ............................................................... 24
  2. Possession of Illegal and Prohibited Substances ............................ 24
  3. Sanctions for Use and/or Possession of Alcohol or Illegal Substances .... 24
E. Quiet/Noise Policy ............................................................................ 24
  1. Residents’ Rights Related to Noise ................................................. 24
  2. Quiet Hours .................................................................................... 24
  3. Courtesy Hours ............................................................................ 24
F. Pets ................................................................................................... 25
G. Emergency Evacuation and Tampering with Life Safety Devices ..... 25
  1. Emergency Evacuation ................................................................. 25
2. Tampering with Life Safety Devices ......................................................... 25
H. Fire Hazards and Other Prohibited Items ................................................. 25
I. Firearms and Weapons ............................................................................. 26
J. Laundry Facilities ..................................................................................... 26
V. SECURITY MEASURES ............................................................................. 26
A. Access to Residence Hall Buildings ....................................................... 26
   1. Room and Building Keys ..................................................................... 27
   2. Tampering with Security Systems ....................................................... 27
   3. Trespassing and/or Illegal Entry ......................................................... 27
   4. Posting ................................................................................................ 27
   5. Solicitation ........................................................................................... 27
B. Lockouts .................................................................................................... 28
   1. Issuing a Temporary Room Key ............................................................ 28
   2. Lost Key Charges .................................................................................. 28
C. University Surveillance Systems ................................................................. 28
VI. CARE OF FURNITURE AND EQUIPMENT .............................................. 28
A. Responsibility for University Property .................................................... 28
   1. Responsibility for Room ...................................................................... 28
   2. Care of Room During Inclement Weather ......................................... 29
   3. Improper Storage ................................................................................ 29
   4. Assigning New Residents .................................................................... 29
   5. Responsibility for Common Areas ....................................................... 29
   6. Unassigned Damage .......................................................................... 29
B. Internet and Phone Service .................................................................... 30
   1. Internet Access .................................................................................... 30
   2. Phone Service ...................................................................................... 30
   3. Communication with Residents .......................................................... 30
VII. MAINTENANCE AND CUSTODIAL SERVICE ........................................ 30
A. Custodial Hours ....................................................................................... 30
B. Maintenance and Repairs ........................................................................ 31
C. Furniture Removal and Construction ................................................... 31
D. Triple Room Furniture Removal ............................................................ 31
E. Loft Beds .................................................................................................. 31
F. Structural Changes ................................................................................... 31
G. Bicycle Storage ....................................................................................... 31
The Residential Life *Housing and Meal Plan Contract Terms & Conditions* is a living document. The Department of Residential Life reserves the right to change, modify, and/or amend any of the information in this document, notifying residential students of policy or procedural changes as they occur. The latest version of this document is available at reslife.uvm.edu.

**STATEMENT OF STUDENT RESPONSIBILITY**

All who work, live, study, teach, do research, conduct business, or participate in the University of Vermont community are part of the University by choice. By making that choice, each of us agrees to contribute to an educationally purposeful community, which by virtue of its composition and conduct prepares us to live in a diverse and changing world.

The University of Vermont community includes people of diverse racial, ethnic, and socioeconomic backgrounds, national origins, religious beliefs and practices, political ideologies, physical, mental, psychological or learning abilities, sexual orientations, and gender identities or expressions. The University’s classes, lectures, activities, programs, workshops, and daily interactions are enriched by our understanding of and respect for one another. We strive to learn from one another in an educational community that holds mutual respect for individuals and community in high regard.

Each of us must assume responsibility for becoming educated about racism, sexism, ageism, homophobia/heterosexism, ableism, classism, ethnocentrism, and other forms of oppression so that we may respond to other community members in an understanding and appreciative manner. It is contrary to the essence of a caring, civil community for anyone to demean or discriminate against another human being on the basis of race, gender, sexual orientation, gender identity or expression, national origin, religion, disability, age, economic, or military status. Physical and psychological threats, harassment, intimidation, and violence directed against a person are not tolerated by a caring, educational community. Each member of the University community is expected to be responsible for his/her/hir own actions. Actions that conflict with community standards will be referred to the appropriate campus judicial system.

Students are responsible for the activities that occur in their residence hall room and the shared living space, where applicable. Therefore, students are expected to properly secure their living area(s) at all times. All assigned occupants of a room or suite may be subject to the same response under the University of Vermont’s *Code of Student Rights and Responsibilities* as the actual violators, which includes sanctions received if found responsible for the charges. Students are therefore responsible for ensuring that all guests know and behave consistently with this Code while on campus. Any person involved in an incident who is not deemed to be an assigned occupant of the room or suite where the incident occurred will be deemed a “guest” under this Code.
RESIDENTIAL LIFE MISSION AND COMMITMENT TO INCLUSION STATEMENT

Residential Life Mission Statement

The Department of Residential Life is committed to helping develop healthy, engaged and successful students. Guided by our Four Cornerstones, we strive to provide a student residential experience that promotes the following:

Community and Civic Engagement: Using Restorative Practices to encourage community engagement and accountability.

Enhancing Learning: Facilitating educational and social programming that complements academic learning and strengthens transferable skills.

Advancing Diversity and Inclusion: Exploring self through identity awareness and affirmation of difference, which supports welcoming communities.

Health and Wellness: Fostering an ethic of care that motivates healthy decision-making and emotional well-being.

Residential Life Commitment to Inclusion Statement

We, members of the Department of Residential Life, are committed to creating and maintaining safe communities that welcome and accept people of all abilities, ages, ethnicities, classes, genders, gender identities, gender expressions, national origins, races, religions, sexes, sexual orientations, and veteran status.

We are committed to confronting situations of intolerance that result from a lack of respect, knowledge, or awareness. Whether these acts of intolerance are public or private, they harm the individual and community as a whole and are irreconcilable with the mission of the University.

Our goal is to instill respect and foster a sense of community that creates, promotes, and supports a socially just residential environment. Students, faculty, and staff are provided opportunities to understand, accept, and appreciate each other through various means including conversations, programming, advocacy, education, support, reflection, and relationship-building.
I. INTRODUCTION AND GENERAL POLICIES

A. Conduct
All students are required to abide by the rules of the University including those outlined in this Housing and Meal Plan Contract Terms & Conditions and the Code of Student Rights and Responsibilities at www.uvm.edu/~uvmppg/ppg/student/studentcode.pdf. The Department of Residential Life will take appropriate action, including termination of this contract, for conduct that is found to be in violation of University policy, including but not limited to the Code of Student Rights and Responsibilities, or that is otherwise detrimental to the welfare of the residence hall environment. Termination of this contract may also include suspension or permanent prohibition from living in the University’s residential facilities.

B. Non-discrimination Clause
The Department of Residential Life does not discriminate against any student with respect to eligibility for housing on the basis of sex, race, creed, color, age, ability, national origin, religion, sexual orientation, gender identity or expression, status as a veteran, or other protected category.

C. Administrative Procedures
The Department of Residential Life establishes administrative procedures so that students can obtain housing when it is available. For safety reasons and to ensure proper billing, all students must check in, check out, and change rooms through these established procedures so that an accurate list of room assignments and vacancies can be maintained.

D. Resident Responsibility for Guest(s)
All rules and regulations set forth by the University of Vermont and the Department of Residential Life will apply to all residential students and their guests. Residents are responsible for their guests’ behavior and conduct on University property.

E. Terms & Conditions Compliance
Residents, by virtue of occupancy, agree to comply with the University regulations in this Housing and Meal Plan Contract Terms & Conditions and the Code of Student Rights and Responsibilities, as well as applicable federal, state, and local laws. Students are responsible for reviewing, understanding, and abiding by the University’s regulations, procedures, requirements, and deadlines as described in all official publications.

F. Liability Policy
1. University Liability
The University of Vermont shall not be liable to resident(s) or their guest(s) for injury to any person or damage to any personal property caused by water, rain, snow, fire, steam or sewer pipes, plumbing, stoves, refrigerators, washers, dryers, or anything else that is beyond its control. Liability for all such risks and/or damage to personal property is expressly assumed by the resident.
The University of Vermont reserves the right to subrogate against any student or guest(s) of a student whose actions or inactions are the direct cause of injury to persons or damage to University property or student personal property.

2. Personal Property Insurance

The University of Vermont cannot purchase insurance for students through individual or group plans. It is strongly recommended that all residents obtain appropriate insurance for personal property through a company such as CSI Insurance Agency, Inc. available at www.collegestudentinsurance.com.

Students are encouraged to keep a record of their personal belongings, including serial numbers, and to register their bicycle and valuable property with UVM Police Services at www.uvm.edu/police. For safety reasons, personal effects cannot be placed in hallways, stairwells, bathrooms, or other common areas of the residence halls. Personal property left in the residence halls after the approved period of occupancy will be removed and held for a maximum of 30 days, subject to a removal fee.

II. ELIGIBILITY AND OCCUPANCY GUIDELINES

A. Residency Requirement

The University of Vermont considers the on-campus living experience an integral and necessary part of the total education of its students. For that reason, all first-time, first-year students are required to live on campus for four matriculated semesters (i.e., first year and sophomore year). Living on campus in summer academic housing does not count toward the residency requirement. Requests for exceptions to this requirement must be made in writing to the Department of Residential Life by June 30, 2015.

1. Exceptions to Residency Requirement

Exceptions will be considered for:

- Students residing at home with their parent(s) or guardian(s) within a distance that the Department of Residential Life determines to be commutable. A notarized form from the parent(s) or guardian(s) is required each year a student is required to live on campus. The required Live-at-Home Request form is available online at reslife.uvm.edu.
- Students who can provide proof of independent financial status, in accordance with the guidelines adhered to by the University of Vermont at www.uvm.edu/~stdfinsv/?Page=faq.html#dependent
- Students who have a medical condition or disability that necessitates an exception as judged by Accommodation, Consultation, Collaboration & Educational Support Services (ACCESS).
- Students who have a spouse, civil union partner, or any children.
- Students who have completed two or more years of military service.
- Non-traditional students (23 years and older).
Special note: Students should not make arrangements for alternate housing until they are notified by the Department of Residential Life that an exception has been granted. If an exception is not granted, the student will be held financially responsible for the 2015-2016 housing and meal plan contract, and will be billed for a traditional double room and the lowest-cost meal plan.

B. Priority Status

1. Full-time Degree Students
Matriculated students who are full-time (i.e., students who maintain a course load of 12 or more credit hours each semester) have priority for on-campus housing.

On-campus housing is guaranteed for transfer students who are under the age of 20 prior to the first day of classes. Transfer students 20 years and older may request on-campus housing, but it is not guaranteed.

Degree students returning from a leave of absence or after withdrawing are guaranteed on-campus housing if they have not completed the four-semester residency requirement and wish to return to campus. With approval from the Dean of Students Office, on-campus housing will also be guaranteed for students who wish to return to campus following a judicial suspension if they have not completed the four-semester residency requirement. In either case, returning students are not required to live on campus and housing is not guaranteed for students who have completed the four-semester residency requirement.

2. Full-time Non-degree Students
On-campus housing is available on a first-come, first-served basis for a cohort of 50 Guaranteed Admission Program (GAP) students housed on North (Trinity) campus who otherwise meet eligibility requirements for on-campus housing. On-campus housing for additional GAP students may be available, but it is not guaranteed. Other non-degree students who are full-time and otherwise meet eligibility requirements may be considered for on-campus housing, but it is not guaranteed.

3. Part-time Students
Degree and non-degree students who are part-time, but intend to enroll in at least nine credit hours will be considered for on-campus housing, but it is not guaranteed. However, if their enrollment drops to fewer than nine credit hours at any point during the semester, they may be required to meet with a Residential Life staff member and the Department of Residential Life reserves the right to terminate their housing contract.

C. Unregistered Students
Students who are not registered (i.e., withdraw from classes either voluntarily or as a result of suspension or dismissal after a student conduct process) are no longer eligible to reside in residential housing facilities. Students who are no longer registered for classes have 48 hours from the date of withdrawal to check out of their room and must follow standard checkout procedures through their residential complex office manager.
D. Accommodation Requests
Students with disabilities may be eligible for ADA accommodations in residential housing. To request an accommodation, students should contact ACCESS at www.uvm.edu/access/. Current, comprehensive documentation of the disability is required. Accommodations for returning students should be requested by March 15, 2015. Accommodations for new students should be requested by June 30, 2015. Residential Life may be unable to provide accommodations for requests after this date.

E. Housing Options
Students are housed in double, triple, quad, or single rooms arranged in private, suite, or traditional style housing. A particular type of room, residence hall, or residential area cannot be guaranteed.

1. Residential Learning Communities
Residential learning communities at the University of Vermont are designed to engage the whole student, tying together the intellectual, ethical, and social aspects of college life. Students, faculty, and staff are given the opportunity to interact outside the classroom, the lab, or the office, thereby encouraging the pursuit of knowledge as a lifetime activity. A complete description of residential learning communities is available at www.uvm.edu/~rlc.

2. Special-interest Communities
Special-interest communities are available in several residence halls. All special-interest communities require an application and some may require a contract addendum outlining the specific conditions under which the student accepts the housing assignment. If required, the addendum is considered part of this contract. A complete description of special-interest communities and requirements is available at reslife.uvm.edu.

F. Maximum Room Occupancy
In order to maintain a safe living environment for all residential students, maximum room occupancy has been established for the following room sizes:
- single room: three persons (the occupying resident and two guests)
- double room: six persons (the two occupying residents and two guests each)
- triple room: six persons (the three occupying residents and one guest each)
- quad room: eight persons (the four occupying residents and one guest each)

G. Hosting Guest(s)

1. Definition of a Guest
A guest is defined as either:
- a non-student of the University, or
- a University of Vermont student who either lives elsewhere on campus or has off-campus accommodations (affiliated guest).
2. Host Responsibility for Guest(s)
Residents hosting guests or affiliated guests must do so in a responsible manner. The rights and property of roommates and other residents of the University must be protected from unwanted intrusions and vandalism. When a resident has a guest or an affiliated guest, the resident assumes responsibility for the conduct of the guest within the residential housing facilities.

3. Absence of Residential Host
A guest or affiliated guest may not occupy a room and/or bed space in the absence of the host, except for academic break housing accommodations that are approved by the Department of Residential Life.

4. Permission to Remain Overnight
A guest or affiliated guest may only remain overnight in a room if the guest has the permission of all assigned occupants of the room. It is the responsibility of the residential host to ask for and obtain permission from all assigned occupants for the guest or affiliated guest to remain overnight. Overnight is defined as the hours between 11:00 p.m. through 9:00 a.m. the following morning.

5. Length of Stay
To ensure the rights of all residential students, guest(s) may only stay a maximum of two consecutive nights, and only when the residential host has obtained permission from all occupants of the room. After two consecutive nights, there must be a seven-day intermission between the last overnight visit and the next visit.

H. Room Changes

1. Room Change Procedure
All routine room changes require the approval of the Department of Residential Life. Students wishing to change rooms must add their name to an online wait list that exists for each residential complex. Available spaces are offered to students on the wait list in the order received. Wait lists for both the fall and spring semesters open the first day of classes and room changes begin the second week of classes.

Triple rooms are used to expand housing capacity as necessary. Students in full triple rooms are given priority for room changes during the fall semester.

2. Unauthorized Room Changes
Unauthorized room changes and/or other moves from an assigned residential space without following proper room change procedures through Department of Residential Life staff are prohibited. Residents who complete room changes without prior approval may be moved back to the original assigned space and are subject to meeting with their residence director for disciplinary action. Room changes are not permitted prior to the halls opening in August or January. Students are required to move into their assigned room and remain there until a room change has been approved.
3. Administrative Moves

In the interest of health, discipline, security, and the general welfare of students, the Department of Residential Life reserves the right to change or cancel room assignments.

I. Half-filled Double Rooms

A resident of a half-filled double room is required to leave the room in a condition that provides open and equal space for a new resident of the room. A student in a half-filled room is expected to continue to display appropriate behavior that would be welcoming to a new resident. A student who fails to maintain the room in a reasonable condition for a new resident and/or creates an unreceptive situation in the room is subject to meeting with their residence director for disciplinary action.

J. Room Consolidation

In an effort to maximize living space across campus, the Department of Residential Life reserves the right to consolidate students in half-filled rooms when it is deemed appropriate. When space permits, a resident who remains in a half-filled double room may be offered several options for voluntary consolidation including the option to purchase (i.e., “buy out”), on a prorated basis, the entire room at the single or large-single room rate. Forced consolidation will only occur within the same residential building.

K. Academic Break Housing

The following residential complexes remain open for the academic break periods including Thanksgiving, winter, and spring breaks: Living/Learning, Harris/Millis, and Marsh/Austin/Tupper on Athletic Campus; and McAuley and the Cottages on North (Trinity) Campus. Students who wish to live in a break housing area must indicate so on the housing and meal plan contract available online at reslife.uvm.edu. The application deadline is prior to room selection for returning students and June 30, 2015 for new students.

Students not living in a break housing area who would like to stay on campus during an academic break are responsible for finding a break housing resident(s) willing to lend their room. The fees for academic break housing are listed in section III.C.1.

L. Room Entry

1. Room Entry for Maintenance Work

While the University of Vermont respects the privacy of students living in the University’s residence halls, a student’s right to privacy in the residence hall is limited in some circumstances. In order to provide efficient service, the Department of Residential Life reserves the right to enter rooms between 9:00 a.m. and 4:30 p.m. without advance notice whenever a maintenance work order is generated. Residential Life also reserves the right to enter rooms whenever an emergency arises in order to make needed repairs or take corrective action. When entering rooms, maintenance and custodial personnel have been instructed to perform the following steps:

- Knock on the room door, stating their name and position. If there is no response, personnel are to wait a few seconds and knock again more loudly, repeating their name and title. If there is still no answer at the door, or no indication that someone
is in the room, they are to use their key to open the door six or seven inches and call to see if anybody is in the room. If there is still no answer, they are to proceed into the room and complete the work needed.

- Clean up debris and extra work materials after a job is completed.
- Report any breakage or damage that is beyond normal wear and tear. Residents will be responsible for paying for this type of damage.
- For maintenance work completed by Residential Life staff, send an email message to the resident(s) notifying them of the status of the work order (e.g., completed, pending, etc.).

2. Room Entry for Cause

a. Justification for Room Entry
The University reserves the right to enter any room of a University residence hall to ensure the health and safety of all residents. Residence directors and assistant residence directors of halls are authorized to enter and inspect a room or suite upon reasonable cause if they believe that a violation of any University health and safety policy or provision of these Terms & Conditions has occurred. Grounds for reasonable cause to enter include, but are not limited to: the sight or odor of smoke of any kind; the sight of alcohol or illegal substances; and/or a tip from a reliable source that illegal substances or a weapon are in a room.

b. Staff Designated to Enter Room
The residence director or assistant residence director will not enter a student’s room or suite without permission unless the residence director or assistant residence director has first consulted with the assistant director or designee regarding the circumstances giving rise to a reasonable belief that a violation of policy has occurred and has obtained approval for entry from the assistant director or designee. In an emergency situation, where there is reason to believe that imminent risk exists to the safety or health of the occupants of a room or to institutional property, a residence director or assistant residence director may enter a room without first seeking consultation and approval from the assistant director. Even in circumstances of risk to health or safety, however, consultation with the assistant director is preferable unless the risk appears imminent.

c. Room Entry Procedure
Before entering a student’s room, the residence director or assistant residence director will first knock and announce who they are and that they intend to enter. If no response is received, the door will be unlocked. The residence director or assistant residence director will, from the doorway, again announce their presence and intent to enter. The student(s) occupying the room, if present, will be told the purpose of the entry and, if the purpose of entry is to determine the presence of prohibited items or substances, will be provided an opportunity to voluntarily produce any item or substance for which the entry has been made. Any inspection will be limited to that which is reasonably necessary to either confirm the presence of an illegal or prohibited item or policy/code violation, or to determine
whether an imminent risk to health or safety appears to be present. The residence director or assistant residence director will take whatever actions are necessary to respond to imminent risks to health or safety and/or to confiscate items or secure a room and seek assistance from UVM Police Services if illegal substances are present.

M. Room Check-in and Checkout Procedures
Students are required to follow the designated room check-in and checkout procedures. They are expected to check in to their assigned rooms when the residence halls open. A proper check-in is required in order for residents to maintain access to exterior building doors using their CATcard. Students not registered for classes due to a financial hold on their account will not be permitted to check in at the beginning of each semester until the hold has been removed. In extenuating circumstances, early arrivals may be considered for a nightly fee of $50, beginning Thursday, August 27, 2015. Students who do not check out of their rooms by the designated times and dates for hall closing may be assessed a $50 late charge.

N. Non-transferable Contract
The University of Vermont housing and meal plan contract may not be transferred or assigned to any other person. Furthermore, all rooms and standard furniture are the property of the Department of Residential Life and the University of Vermont and may not be sold or sublet.

O. Housing Renewal Process
Current residents select rooms for the next academic year during the spring semester, provided they renew their housing contract by the applicable deadlines. Students who are required to live on campus have priority for selecting rooms. Due to anticipated housing constraints beginning fall 2015, students who are not required to live on campus may only select rooms if space is available. **Students who are not required to live on campus but would like to receive a contract should request housing online at reslife.uvm.edu.**

P. Dining Services

1. Meal Plan Requirement
The University of Vermont’s residential system is complemented by a diverse and comprehensive dining program. The residential facilities are not equipped to provide individual meal preparation so numerous dining locations are offered throughout campus. As a result, all residential students are required to have a meal plan for the term of their nine-month housing contract. Students with specific meal-related concerns are able to receive individual menu planning directly with a registered dietitian from UVM Dining.

2. Dining Options
Meal plans feature a combination of unlimited access (all-you-care-to-eat meals offered in traditional dining halls) and retail points that can be used at all locations on campus. With all of the meal plans, unused points will carry over from the fall to spring semester for students who remain on a dining plan. Any unused retail points are forfeited upon contract termination or at the end of the academic year.
Meal plan options include the following:

- Two Residential Dining Unlimited Access plans offer unlimited meal entries and either 325 or 100 points per semester. The meal portion of the plans are only accepted in traditional dining halls that are all-you-care-to-eat facilities, located at Harris/Millis (Athletic Campus), Redstone Unlimited (Redstone Campus), and Cook Commons (Central Campus) dining halls.
- One Retail Dining plan is available (1366 points/semester). In addition to points, the point plan offers 25 resident dining meals to be used each semester in the traditional dining halls listed above.

When a meal plan contract is canceled for any reason, at any time, students will no longer have access to residential meals and/or any unused points.

3. Meal Plan Changes

Returning and transfer students should pick the meal plan that best suits their needs; however, if they are not satisfied with their choice, they can change their plan during the first two weeks of each semester at no charge.

First-time, first-year and GAP students can choose between the two Residential Dining Unlimited Access plans for their first semester. They can change between these two plans during the first two weeks of the semester at no charge. If first-time, first-year or GAP students wish to participate in the Retail Dining plan for the second semester, they can make that change any time after October 31 through the first two weeks of their second semester. In addition, students housed on North (Trinity) Campus, Jeanne Mance, and Converse have the opportunity to switch to the Retail Dining plan during the first semester meal plan change period if the Unlimited Access plan does not meet their needs.

4. Termination of Meal Plan

Meal plan contracts are automatically terminated when the housing contract is terminated and are subject to the same refund policies that the University follows. For more information about the University refund policy, see section III.G.2.

III. FINANCIAL OBLIGATIONS

Students are housed in double, triple, quad, or single rooms arranged in private, suite, or traditional style housing. Financial aid packages are based on the cost of a traditional double room.

A. Offset Fund

A discretionary housing fund is available to offset a portion of the higher room rates associated with some rooms in programmed housing areas (e.g., University Heights, Living/Learning). Students who receive need-based assistance and are members of these programs may receive support through the discretionary fund when they are assigned to a qualifying room that is more expensive than the standard traditional double and Student Financial Services determines this presents a financial hardship for them. Eligible rooms include private singles, private doubles,
suite singles, and traditional singles; suite doubles are not eligible. Requests for discretionary funds must be made by the last day to add/drop courses each semester using the online Room Offset Request form available at reslife.uvm.edu.

B. Emergency Closing

In the event that the University of Vermont closes due to a calamity or catastrophe beyond its control that would make continued operation of student housing infeasible, such as a natural disaster, a national security threat, or widespread pandemic flu, room and meal plan fees will not be refunded.

C. Cost and Fees

1. Room Rates

<table>
<thead>
<tr>
<th>Rate Category</th>
<th>Room Description</th>
<th>Cost per Academic Year</th>
<th>Amount Billed per Semester</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Private Single</td>
<td>Single occupancy room; 1 person with full bath</td>
<td>$9,216</td>
<td>$4,608</td>
<td>University Heights North &amp; South</td>
</tr>
<tr>
<td>Private Double</td>
<td>Single, double, or triple occupancy room including lofts and townhouses; 2-3 people sharing 1 full bath</td>
<td>$9,000</td>
<td>$4,500</td>
<td>University Heights North &amp; South</td>
</tr>
<tr>
<td>Suite Single</td>
<td>Single occupancy room; 4-7 people sharing 1-2 full baths</td>
<td>$8,710</td>
<td>$4,355</td>
<td>University Heights North &amp; South, Living/Learning, The Cottages</td>
</tr>
<tr>
<td>Suite Double</td>
<td>Double occupancy room; 4-7 people sharing 1-2 full baths</td>
<td>$7,524</td>
<td>$3,762</td>
<td>University Heights North &amp; South, Living/Learning, The Cottages, North (Trinity) Campus Back Five*</td>
</tr>
<tr>
<td>Large Single</td>
<td>Single occupancy room; common hallway bath; more than 200 square feet of space</td>
<td>$8,710</td>
<td>$4,355</td>
<td>Limited number in Marsh/Austin/Tupper, University Heights North</td>
</tr>
<tr>
<td>Traditional Single</td>
<td>Single occupancy room; common hallway bath</td>
<td>$8,500</td>
<td>$4,250</td>
<td>Larger number in Converse; very limited number in other halls</td>
</tr>
<tr>
<td>Traditional Double</td>
<td>Double occupancy room; common hallway bath</td>
<td>$7,376</td>
<td>$3,688</td>
<td>All halls except University Heights North &amp; South, Living/Learning, The Cottages, North (Trinity) Campus Back Five*</td>
</tr>
<tr>
<td>Traditional Triple**</td>
<td>Double occupancy room for 3 people; common hallway bath</td>
<td>$5,886</td>
<td>$2,943</td>
<td>All halls except University Heights North &amp; South, Living/Learning, The Cottages, North (Trinity) Campus Back Five*</td>
</tr>
<tr>
<td>Quad</td>
<td>Quad occupancy room for 4 people; common hallway bath</td>
<td>$4,942</td>
<td>$2,471</td>
<td>Redstone Hall, Christie, Tupper, Harris/Millis</td>
</tr>
</tbody>
</table>

The North (Trinity) Campus Back Five are Hunt, McCann, Ready, Richardson, and Sichel halls.

**Triple rooms are used to expand housing capacity when necessary. As space permits, they are converted back to double rooms. When this occurs, the double rate will be charged to the remaining two students on a prorated daily basis.
2015-2016 Academic Break Room Rates

<table>
<thead>
<tr>
<th>Period</th>
<th>Dates</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thanksgiving</td>
<td>November 21-28</td>
<td>$150</td>
</tr>
<tr>
<td>Winter Break</td>
<td>December 19-January 16</td>
<td>$150 per week; $500 for four weeks</td>
</tr>
<tr>
<td>Spring Break</td>
<td>March 5-12</td>
<td>$150</td>
</tr>
</tbody>
</table>

*Nightly rates are not available. Students will be charged a flat rate regardless of the length of stay. Refunds are not available once the break period has started.

**Seniors who graduate in May are not charged for the week between hall closing and Commencement, also known as “Senior Week.”

2. Inter-Residence Association Fee
The Inter-Residence Association (IRA) is the residential student government organization consisting of elected executive leadership and student representatives from residential complexes. A yearly, non-refundable IRA fee of $30 is charged to each student to fund events, leadership development opportunities, and other campus-based initiatives as determined by residence hall councils.

3. Meal Plan Rates

<table>
<thead>
<tr>
<th>2015-2016 Maximum Meal Plan Rates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plan</td>
</tr>
<tr>
<td>Residential Dining Unlimited Access (two options)</td>
</tr>
<tr>
<td>Residential Dining Unlimited Access plus 325 points and 3 guest meals per semester</td>
</tr>
<tr>
<td>Residential Dining Unlimited Access plus 100 points and 3 guest meals per semester</td>
</tr>
<tr>
<td>Retail Dining and Points</td>
</tr>
</tbody>
</table>

*Not available to first-time, first-year and GAP students until their second semester on campus.

D. Payment Schedule
The housing and meal plan contract includes both the room fee and meal plan and is legally binding for the nine-month academic year. Each student is responsible for the nine-month housing fee and meal plan, one half to be prepaid each semester. Semester bills are payable to Student Financial Services in August and January.

1. Bill Adjustments
Bills payable in August are processed in early July. For returning students, the room charge reflects the cost of the room selected by them during room selection in April. New students, however, are billed prior to the completion of room assignments and therefore are billed at the traditional double rate. Once room assignments have been completed, the room charges are adjusted up or down to reflect the actual cost of the room the student is assigned to. This adjustment appears in the September billing cycle.

Room charges are also adjusted during the year as a result of room changes. When a student moves from a less expensive room to a more expensive room, or vice versa, the room charge is prorated based on the date the room change occurs. Also, as space
permits, rooms used to expand housing capacity (i.e., triples) are converted to double rooms and are charged as such on a prorated basis.

E. Periods of Occupancy

The residence halls are available for occupancy as follows:

1. Fall Semester 2015

Halls Open: First-Year Students, Transfers, Friday, August 28, 8:00 a.m.
            Returning Students, Sunday, August 30, 8:00 a.m.
Halls Close: Friday, November 20, 8:00 p.m.,
Halls Open: Sunday, November 29, 8:00 a.m.,
Halls Close: Friday, December 18, 8:00 p.m.,

2. Spring Semester 2016

Halls Open: First-Year Students, Transfers, Friday, January 15, 8:00 a.m.
            Sunday, January 17, 8:00 a.m.
Halls Close: Friday, March 4, 8:00 p.m.
Halls Open: Sunday, March 13, 8:00 a.m.
Halls Close: Friday, May 13, 8:00 p.m.

During the academic year, students are to promptly vacate the premises: (1) 24 hours after their last scheduled exam, or upon expiration of the contract period specified, whichever comes first; (2) within 48 hours if not enrolled in classes; (3) within 48 hours following termination of this contract by the University; or (4) within 48 hours following mutual consent between the student and the University.

Halls close at 8:00 p.m. for all academic break periods. In extenuating circumstances, a late stay request may be granted, extending the departure deadline to 10:00 a.m. the following day. Unless they are registered for academic break housing, students will not be permitted to access the residence halls during academic breaks, and therefore are advised to take everything they will need with them when they leave (e.g., passports). Students who do not vacate their rooms during the pre-stated periods are subject to additional charges and will be held accountable by their residence director. Room accommodations are provided at no additional charge for seniors who graduate in May and participate in official Commencement programs.

3. Academic Break Housing

Students who are eligible to stay on campus during academic breaks will be allowed to remain in residence halls for the following dates:
Thanksgiving: Saturday, November 21-Saturday, November 28, 2015
Winter Break: Saturday, December 19, 2015-Saturday, January 16, 2016
Spring Break: Saturday, March 5-Saturday, March 12, 2016

For specific academic break housing locations, refer to section II. K.
F. Cancellation of Contract by Residential Life
The University may terminate or suspend this contract or any portion thereof for the following reasons:

- Academic suspension or dismissal;
- Judicial suspension or dismissal;
- Part-time status and enrolled in fewer than nine credit hours;
- To avoid: (1) undue disruption to other students, staff or the programs of the University; (2) violation of the rights of other students; or, (3) a real or reasonably perceived threat of harm to others;
- In the event of calamity or catastrophe that would make continued operation of student housing infeasible, such as the pandemic flu;
- Failure to comply with the Housing and Meal Plan Contract Terms & Conditions.

In addition to cancellation or suspension of this contract, the University may temporarily or permanently suspend a student from University housing for violations of the terms of this contract and/or after a student has been found responsible for violation of University policy, including but not limited to the Code of Student Rights and Responsibilities at www.uvm.edu/policies/student/studentcode.pdf.

G. Student Contract Cancellation Options
The 2015-2016 housing and meal plan contract is a legally binding nine-month contract. Canceling the contract is only permitted in the following situations:

1. Cancellation of Contract Prior to Move-in
Newly admitted students who cancel, and continuing students who are inactive or take a leave of absence, may break their housing contract at no charge.

Students who have completed or do not have a four-semester residency requirement (e.g., juniors, seniors, transfer students) may break their housing contract by June 30 for a $250 cancellation fee. Between July 1 and the first day of classes of the fall semester the cancellation fee is $500. Students who have completed or do not have a four-semester residency requirement and have a new contract that begins the spring semester may cancel until the first day of classes for $500.

2. Cancellation of Contract After Move-in
Students who withdraw during the semester will receive a refund of housing and meal plan payments in accordance with the Refund and Bill Adjustment Policy at www.uvm.edu/~uvmpgg/ppg/student/billadjust.pdf, provided they check out of their room within the required 48 hours.

3. Cancellation of Contract Mid-year
Students living in the residence halls during the fall semester who return to UVM for the spring semester are permitted to cancel their housing and meal plan contract between semesters for a $750 cancellation fee under the following circumstances:
• They have fulfilled their four-semester residency requirement prior to this contract period (i.e., were not required to live on campus for the 2015-2016 academic year);
• They have no residency requirement (i.e., transfer students); or
• Their parent(s)/guardian(s) provide a notarized form stating that they will be residing with them at home within a commutable distance.

The following students are also permitted to cancel their housing and meal plan contracts mid-year at no charge:
• Students who fulfill their residency requirement in the fall 2015 semester, complete a degree program, have a documented marriage, or study abroad;
• Students who are doing academic internships or student-teaching outside the Burlington area, as documented by their academic unit.

4. Contract Release
Students with exceptional circumstances as outlined in section II.A.1 may be considered for a contract release. Students are required to contact the associate director for administrative services in the Department of Residential Life to initiate the process. The deadline for contract release consideration coincides with the last day to withdraw from classes each semester. If a student is granted an exception to the residency requirement, it is effective the following semester. Requesting consideration for a contract release does not imply automatic termination of the contract. Students who choose to move from the halls without approval do not receive any refund and are held responsible for full payment of their room and meal plan charges for the entire academic year, and will be billed for a traditional double room and the lowest cost meal plan each semester.

5. Greek Housing Release
First-year students who intend to reside in a Greek chapter house during their sophomore year must submit their names to their chapter in accordance with the guidelines and process established by Greek Life at www.uvmgreeklife.com.

H. Academic or Judicial Suspension or Dismissal

1. Academic Suspension or Dismissal
Students academically suspended or dismissed between semesters must make arrangements to check out of their room by 2:00 p.m. on Friday, January 15, 2016. Failure to check out by this time will result in a storage charge for personal belongings, which may be packed and relocated to a storage area for a maximum of 30 days if the room is reassigned. A storage fee may be charged to the student’s account.

Students who are no longer registered and/or have been academically suspended or dismissed from classes have 48 hours from the date of withdrawal to check out of their room, and should follow standard checkout procedures through their residential complex office manager.
2. Judicial Suspension or Dismissal
Housing and meal plan refunds are not available when a housing contract is canceled as a result of a judicial action, nor will there be any reduction in the amount due to the University for the semester, if the bill has not been fully paid at the time of suspension or dismissal.

IV. HEALTH AND SAFETY POLICIES
A resident’s activities should not interfere with the rights of a roommate or other residents to privacy, sleep, or study. For the well-being of all residential students, residents assume responsibility for adhering to health and safety policies.

A. Tobacco-free Campus
A proposed Tobacco-free Policy would prohibit use of these products University property as of August 1, 2015. Under the current Smoking Policy, smoking is not allowed in University buildings or within 25 feet of any building on campus, including residence halls. All areas of residence halls, including student rooms, are smoke-free. Smoking any substance or creating smoke through the use of incense, candles, or other scented or unscented smoke-producing items, including electronic cigarettes and hookahs, is strictly prohibited in all residence halls.

B. Alcohol-free Residence Halls
The University is committed to creating a quality learning environment in an atmosphere that is safe, scholarly, and respectful. This goal is best accomplished by providing residence halls that are free from alcohol. Possessing or consuming alcohol is prohibited in the residence halls, even if the student is 21 years of age or older. If under the age of 21, the possession or consumption of alcohol is a crime in the State of Vermont. Additionally, selling or furnishing alcohol to a minor is a crime in the State of Vermont. The University will enforce this no-alcohol policy through appropriate judicial procedures administered through Residential Life and/or through the Center for Student Ethics and Standards. Additionally, students may be referred to UVM Police Services. All students are responsible for reading and being familiar with the University of Vermont’s Code of Student Rights and Responsibilities and the Student Alcohol and Other Drug policy at www.uvm.edu/policies/student/drugandalco.pdf.

C. Health and Safety Inspections
In order to ensure a clean, healthy, and safe living environment for both current and future residents, health and safety inspections are conducted once a month. All residential students are issued a mandatory 24-hour notice before an inspection so that they can coordinate cleaning and health and safety efforts within their bedrooms and/or suite areas. Department of Residential Life staff is authorized to enter student rooms even if the resident(s) are not present, given that there was prior notification. Staff members will only inspect in pairs. Any policy violations will be documented and referred through the judicial process. Each resident of a room or suite where empty alcohol containers or any marijuana paraphernalia are found will be billed $150 per infraction as indicated at www.uvm.edu/~cses/?Page=sanctionguidelines.html&SM=menu-student.html. UVM does not warrant all room conditions to be safe as a result of such inspections.
D. Illegal Substances

1. Illegal Use of Substances
Being under the influence of illegal or controlled substances as demonstrated by actions and/or other evidence is strictly prohibited, and is subject to judicial follow-up by either the residence director or the Center for Student Ethics and Standards. Students may also be referred to UVM Police Services.

2. Possession of Illegal and Prohibited Substances
As defined by federal, state, and local statutes, possessing, using, distributing, and/or selling illegal drugs or controlled substances is strictly prohibited, and is subject to judicial action. Possessing, using, distributing, or selling drug paraphernalia (including, but not limited to, pipes, bongs, etc.) is strictly prohibited, and is also subject to judicial follow-up by either the residence director or the Center for Student Ethics and Standards (CSES). Students may also be referred to UVM Police Services for possession or use of illegal substances.

3. Sanctions for Use and/or Possession of Alcohol or Illegal Substances
The use and/or possession of alcohol or illegal substances contradicts providing a safe learning environment and will result in discipline up to and including suspension or dismissal from the residence halls and/or the University.

E. Quiet/Noise Policy

1. Residents’ Rights Related to Noise
Noise that unreasonably disrupts roommate(s), resident(s), and neighboring community members at any time or that violates quiet hour or courtesy hour policies or the community’s standards is prohibited. This includes amplified sound (e.g., facing stereo speakers out windows, use of megaphones, electronic instruments and/or equipment, microphones, etc.). Residents are expected to respond to requests to reduce noise at all times. All parties present in a room or suite documented for noise will be presumed to be contributing to the community disruption and are subject to follow-up by their residence director.

2. Quiet Hours
Residents have a responsibility to know and respect the quiet hours, which are Sunday through Thursday from 11:00 p.m. to 8:00 a.m. and Friday and Saturday from midnight to 8:00 a.m. During final exam periods at the end of the semester, quiet hours are 24 hours a day. When quiet hours are in effect, noise should not be heard outside a room or suite.

3. Courtesy Hours
During courtesy hours, which are any time quiet is requested, noise should not be heard more than five feet from outside a room or building.
F. Pets

For reasons of health and sanitation, students are not allowed to have pets in the residence halls. Exceptions are service animals or comfort animals when recommended by ACCESS as an ADA or public accommodation. Fish in a proper aquarium facility (10-gallon maximum, one per room) are also allowed. To be cared for properly, fish must be removed from the residence halls during extended academic break periods.

G. Emergency Evacuation and Tampering with Life Safety Devices

During the year, residence hall students will be informed about emergency evacuation of residence halls, and alarm systems will be tested periodically to ensure proper functioning.

1. Emergency Evacuation

Residents are required to evacuate the building immediately when a fire alarm sounds. Failure to evacuate residence hall facilities is a federal offense and will result in educational sanctions and fines. The following fines will be levied for first-, second-, and third-time offenders:

- First offense $25
- Second offense $75
- Third offense $500

All fines will be applied to the student’s account and failure to pay may result in a financial hold.

2. Tampering with Life Safety Devices

Abuse or tampering with any life safety equipment or misuse of fire extinguishing equipment is strictly prohibited and will not be tolerated. Life safety equipment includes fire and carbon monoxide alarm systems, exit signs, emergency lights, hall phones, fire and exit doors, and identification signs used by emergency responders. Offenders are subject to judicial action and fines up to $500. For additional information, refer to the Fire Safety policy at www.uvm.edu/~uvmppg/ppg/riskmgm/firesafety.pdf.

H. Fire Hazards and Other Prohibited Items

1. Students may not use cooking appliances or grills (including “George Foreman” electric grills) in their rooms, suites, common spaces, or in the vicinity of the residence halls. Exceptions are coffee pots with automatic shut-offs, 4.0 cubic foot refrigerators no more than 34” in height, and 700-watt or lower microwaves, all of which must carry a UL Mark.

2. Due to extreme risk of fire and the danger of electrical overload, the use of certain types of electrical equipment is prohibited including: multi-plug adapters, halogen light bulbs (such as those found in most torchière style lamps), spider lamps, sun lamps, immersion heaters, hot plates and other high-wattage equipment, and space heaters.

3. No decorative covering or other flammable items including but not limited to tapestries should cover any doorway or be suspended from lofts, bunks, ceilings, exposed piping, or heating units.

4. Possession/use of candles, oil lamps, incense, storage of charcoal, flammable liquids such as gasoline, kerosene, “Coleman” fuels, or other items that create fire danger as a result of open flame or smoldering is prohibited.
5. Power strips with over-current protection that carry a UL Mark are allowed; extension cords are prohibited.
6. Mercury thermometers, neon signs, and other items that may contain hazardous materials are prohibited.
7. Concrete blocks, bricks, and/or other unapproved bed risers are prohibited.
8. Waterbeds are not permitted in the residence halls.
9. Students may not use fog machines or other special-effects machines in the residence halls.
10. Dance/exercise poles are prohibited in student rooms.
11. Students may not remove screens from any residence hall windows. Hanging items outside of windows is prohibited, including antennas and satellite dishes.
12. Students may not install air conditioners.
13. Students may not install personal locks on any residence hall door.
14. No posters may be affixed to the outside of doors, with the exception of white boards/message boards.
15. Unauthorized use of or tampering with elevators is prohibited.
16. Propping open or otherwise interfering with the closure of any entrance, exterior, or security door is prohibited.
17. Removal or possession of University, state, federal, or dining services property is prohibited, including but not limited to: furniture and appliances; fixtures; other property from residence hall rooms, suites, or common areas; and road, construction, or cleaning signs.

Any policy violation that results in a response by the Burlington Fire Department is subject to judicial action and an automatic fine of $500.

I. Firearms and Weapons
The possession of firearms, fireworks, explosives, or weapons of any kind and replicas or facsimiles thereof is prohibited on campus or in residence halls as they pose a substantial danger to the safety of all residents. The only exception to this policy is that certified law enforcement officers may wear a firearm while on campus.

J. Laundry Facilities
Laundry facilities (i.e., washers and dryers) are located in each residential complex. The cost for using these facilities is included in the room fee, and operated using the student’s CATcard. The laundry facilities are for residential student use only; residents who provide non-residents with access to the complex laundry facilities will be subject to judicial action.

V. SECURITY MEASURES

A. Access to Residence Hall Buildings
With the exception of administrative offices, dining facilities, classrooms, and common-use areas (e.g., Living/Learning), the University of Vermont’s residence halls are locked 24/7 for the safety, security, and privacy of residents. Residence hall buildings are not public spaces; only students who reside in a particular residence hall have access to that private living space. Non-residents of a particular building can enter that building only as a guest and must be hosted and accompanied by a host while visiting the building.
1. Room and Building Keys
Residents are issued a room key when they check in to their residence hall. Duplicating room keys compromises security and is not permitted. Exterior doors are unlocked using a student CATcard except in the Cottages, which require an exterior key. Students should keep their doors locked, carry their key(s) with them at all times (separate from their CATcard), and refrain from lending their key(s) to anyone.

2. Tampering with Security Systems
Propping, tampering and/or damaging security systems such as security screens, doors, door hardware, hall phones, surveillance cameras, or card access systems compromises the safety and security of residential students and the residence halls, and is strictly prohibited. Students who are found in violation of this policy are subject to fines up to $500 per offense.

3. Trespassing and/or Illegal Entry
Trespassing upon, forcibly entering, or otherwise proceeding into unauthorized areas of University owned or leased buildings or facilities, their roofs, or the residential space of another student without permission is strictly prohibited and subject to judicial action.

4. Posting
The Department of Residential Life’s main office, located in Robinson Hall on Redstone campus, will serve as the clearinghouse for the distribution of all posted materials, not to exceed 11x17 inches in size. Students who wish to post flyers must bring them to this location for distribution. Residential Life staff will be responsible for posting and monitoring approved materials on bulletin boards in the residence halls. Posting on walls, windows, trees, light posts, benches, signs, or any other areas outside the residence halls is not permissible and will result in flyers being removed. Individuals and/or sponsoring groups must provide contact information in the event that follow-up is necessary. Materials that violate University policy or state and federal laws will not be approved for posting and are subject to removal.

5. Solicitation
Except for the Inter-Residence Association (IRA) and Residence Hall Councils (RHC), residents or UVM student organizations seeking to staff a table, distribute literature, or engage in other forms of non-commercial solicitation must register at the Department of Residential Life’s main office located in Robinson Hall between the hours of 8:00 a.m. and 4:30 p.m., Monday-Friday. UVM student organizations as defined by the University’s Group and Organization Recognition policy are available at www.uvm.edu/policies/general_html/grouprecognition.pdf.

Non-commercial solicitation by residents or UVM student organizations can only take place in the lobbies/common areas of residential complexes (i.e., the spaces that connect residence hall buildings together, where the main desk is located). Residents and/or UVM student organizations wishing to solicit in residential complexes must register at least 24
hours in advance so that affected Residential Life staff can be notified prior to set-up and the solicitation event.

Except for residents and UVM student organizations, any other individual or group requests for non-commercial solicitation and all requests for commercial solicitation must follow the process and conform to the University’s Solicitation policy at www.uvm.edu/policies/general_html/solicitation.pdf, the Facilities and Grounds Use policy at www.uvm.edu/~uvmppg/ppg/facil/facsched.pdf, and any other applicable policies.

B. Lockouts

1. Issuing a Temporary Room Key
Residents who do not have their key and are locked out of their room can go to the complex main desk to sign out a temporary key. If the complex desk is closed, residents should call the resident advisor on duty between 7 p.m. and 8 a.m. At all other times they should call UVM Police Services, who will contact the Residential Life staff member on duty for them. Temporary keys can only be borrowed for up to 24 hours. Residents who do not return a borrowed key within 24 hours may be billed $55 for a lock change. To deter excessive use and/or irresponsible behavior, residents will be assessed a $25 fee billed to their student account after every fourth room lockout.

2. Lost Key Charges
Residents who lose their key(s) should contact their complex main desk immediately for assistance. Lost room keys will result in an automatic lock change and a charge of $55 to their student account. Replacement of an exterior door key for the Cottages is $55. There will also be a replacement fee for other types of lost keys (e.g., bike room, etc.).

C. University Surveillance Systems
The University has installed closed-circuit television cameras in outside areas, entryways, and public indoor areas of the residence halls for the purpose of increasing safety and reducing incidents of crime.

VI. CARE OF FURNITURE AND EQUIPMENT

A. Responsibility for University Property

1. Responsibility for Room
Residents are responsible for the condition of their room. If a room is vacated by one or both residents and the room is left in a condition that makes it unfit for reassignment, both residents will be charged a fee for the cleanup and preparation of the room unless the responsible person(s) can be identified. Damage to or theft of furnishings will be charged to the assigned resident(s).
2. Care of Room During Inclement Weather

During inclement weather, particularly in freezing conditions, it is expected that residents will keep their room windows latched closed and thermostat set at 65 degrees or higher (3 for units with settings 0-5). Students should take care not to block or cover any heating units as it may compromise their effectiveness and potentially cause other facilities-related issues. **Fans are not allowed in windows during the winter months. Should damage occur as a result of a window being left open, causing a broken radiator or plumbing pipe, residents will be held responsible for the cost of repairs and damage to their room and all other affected rooms and property.** It is strongly recommended that each resident obtain appropriate insurance for personal property.

3. Improper Storage

For safety reasons, personal effects cannot be placed in common-use bathrooms, corridors and stairwells, lounges, or other common areas of the residence halls. Personal property left abandoned in student rooms after the approved period of occupancy will be removed and held for a maximum of 30 days, subject to a removal fee.

4. Assigning New Residents

Residents who do not have a roommate at the end of the fall semester should anticipate getting a new roommate in the spring semester. Current residents must leave their room in a condition that is acceptable and welcoming for a new student to occupy (e.g., clear second bed, closet, dresser and desk, allowing for equal space in the room). Failure to prepare the room as noted above will require custodial staff members to perform this task and the current resident will be charged accordingly.

5. Responsibility for Common Areas

- Residents are expected to take every precaution to assure that common area residence hall property is not abused. Lounge furniture is considered common area property for use by all students and may not be removed from common areas. Residents found to have lounge furniture in their room may be held accountable through the judicial process.
- To protect both the rights of residents to sleep and study, as well as the condition of facilities, residents are to refrain from sporting activities including, but not limited to: skateboarding, rollerblading, and ball- or Frisbee-throwing in hallways, lounges, and common areas of the residence halls.

6. Unassigned Damage

Residents of a room, suite, floor, hall, landing, column, or complex are held jointly responsible for losses or damages beyond normal wear and tear where individual responsibility cannot be determined. **Excessive unassigned damage charges may be billed at the end of each semester and cannot be appealed.**
B. Internet and Phone Service

1. Internet Access
All residence hall rooms have wireless and wired Ethernet access to the Internet. There is no connection fee for either service. Properly configured computers and printers may be attached to the campus network without explicit permission. To safeguard network security and performance, no other device or network service, such as routers, hubs, sniffers and wireless access points, may be placed on the network without approval, as stated in the University’s Computer, Communication, and Network Technology Acceptable Use policy available at www.uvm.edu/~uvmppg/ppg/cit/compuse.pdf.

2. Phone Service
Telephones are located in the hallways of floors with student rooms. These telephones are for emergency use as well as personal calls. Local calls are free and residents may use a prepaid phone card for making long-distance calls. Phone jacks in student rooms are not activated except when the University’s ACCESS office determines a landline is necessary as an ADA accommodation.

3. Communication with Residents
The Department of Residential Life’s official method of communication with residents is through University email. Therefore, residents are expected to check their University email account regularly. Residential Life requests cell phone numbers on the housing and meal plan contract and frequently uses these numbers as an alternate way to contact residents. Cell phone numbers are uploaded to the University’s student information system (i.e., Banner) where they are also available to other University departments. The Department of Residential Life is not responsible for delivering messages to residents except in the case of extreme emergency.

VII. MAINTENANCE AND CUSTODIAL SERVICE

Residence halls must be kept clean for health and safety reasons and the Department of Residential Life staff and students work together to keep the residence halls clean and well-maintained. While the custodial staff cleans the common areas in each residential hall, residents are responsible for the care and cleaning of their own room, the common area in suites, and bathrooms in suites and private rooms. Some cleaning equipment may be available at complex main desks.

A. Custodial Hours
Custodial staff normally works from 7:00 a.m. to 3:30 p.m. They begin working in hallways at 7:00 a.m., but noise is kept to a minimum until 9:00 a.m. Students are expected to be respectful at all times of custodial staff and the work they perform.
B. Maintenance and Repairs
All necessary non-emergency repairs should be reported immediately using the online work order form available on the Residential Life website at reslife.uvm.edu. Complex staff can assist students by initiating a work order for maintenance staff.

C. Furniture Removal and Construction
Due to limited storage space and inventory considerations, the Department of Residential Life can only accommodate the storage of bed frames (i.e., headboards, footboards, and center frames) from student rooms in certain buildings. To store a bed frame, students should contact the complex main desk to arrange for Custodial Services to open the storage room. Students are responsible for moving their bed frames to storage and retrieving them before checkout. Students will be held accountable by their residence director and assessed a moving or replacement fee for unauthorized removal of bedroom or common-area furniture.

D. Triple Room Furniture Removal
When triple rooms are converted to double rooms, the extra furniture will be removed upon request. The only exception is permanently designated triple rooms that are intended to accommodate three students; no furniture will be removed from these rooms.

E. Loft Beds
In residence halls that are not furnished with loft-style beds, students are permitted to obtain metal lofts for their rooms. Students will be charged a removal fee for any personal/rental lofts that are not removed at the time of room checkout.

F. Structural Changes
No structural changes can be made in a room including, but not limited to: nailing loft supports directly to the walls; removing existing built-in equipment; and removing closet doors, bookshelves, fixtures, and wardrobes. Painting any surfaces such as the ceiling, walls, floor, or furniture is also not permitted. Any damage that is caused as a result of unauthorized structural changes, removal of equipment, or painting will result in that student being assessed a repair or replacement charge as well as being held accountable by the residence director.

G. Bicycle Storage
Indoor bicycle storage is limited. Bicycles stored outdoors should be locked to the bike racks provided outside each residence hall. Locking bicycles to any stationary fixtures other than the designated bike racks is prohibited (e.g., trees, handrails, etc.).
# IMPORTANT DATES

## Summer 2015
- June 30: Exception requests for residency requirement due
- Accommodation requests for new students due
- Contract cancellation deadline ($250*)

## Fall Semester 2015
- August 28: Halls open for new students
- August 30: Halls open for returning students
- Contract cancellation deadline ($500*)
- September 14: Room change process begins
- November 2: Spring contract release application deadline
- November 20: Halls close for Thanksgiving break
- November 21-28: Academic break housing for Thanksgiving*
- November 29: Halls reopen to all students
- December 18: Halls close for winter break
- December 19-January 16: Academic break housing for winter break*

## Spring Semester 2016
- January 15: Halls reopen for new students
- January 17: Halls reopen to all students
- February 1: Room change process begins
- March 4: Halls close for spring break
- March 5-12: Academic break housing for spring break*
- March 13: Halls reopen to all students
- March 15: Accommodation requests for returning students due
- April 4: Fall contract release application deadline
- May 13: Halls close for summer

*Additional Fee/Charge

## How to Contact Us

<table>
<thead>
<tr>
<th>How to Contact</th>
<th>TEL</th>
<th>TTY</th>
<th>FAX</th>
<th>EMAIL</th>
<th>WEB</th>
</tr>
</thead>
<tbody>
<tr>
<td>TEL</td>
<td>(802) 656-3434</td>
<td>(802) 656-8828</td>
<td>(802) 656-1142</td>
<td><a href="mailto:reslife@uvm.edu">reslife@uvm.edu</a></td>
<td><a href="http://reslife.uvm.edu">http://reslife.uvm.edu</a></td>
</tr>
<tr>
<td>CATcard Service Center</td>
<td>(802) 656-4509</td>
<td>(802) 656-4200</td>
<td>(802) 656-2945</td>
<td>University Dining Services</td>
<td>(802) 656-4664</td>
</tr>
<tr>
<td>Living/Learning Center</td>
<td>(802) 656-4200</td>
<td>(802) 656-2945</td>
<td>(802) 656-4664</td>
<td>University Dining Services</td>
<td>(802) 656-4664</td>
</tr>
<tr>
<td>Meal Plan Office</td>
<td>(802) 656-2945</td>
<td>(802) 656-2945</td>
<td>(802) 656-4664</td>
<td>University Dining Services</td>
<td>(802) 656-4664</td>
</tr>
<tr>
<td>UVM Police Services</td>
<td>(802) 656-3473</td>
<td>(802) 656-3473</td>
<td>(802) 656-3473</td>
<td>University Dining Services</td>
<td>(802) 656-4664</td>
</tr>
</tbody>
</table>