

Your Home Away From Home

Office of Housing and Residential Life

Residence Hall Application

(Please print neatly)

Campus: Old Westbury Manhattan Student Status: Undergraduate Graduate Freshman Transfer New student to Residence Hall Returning student to Residence Hall
(Check all that apply)

Last name First name Middle name NYIT ID or Social Security No.

Preferred name Date of birth Gender

Permanent address

City State ZIP Country

Permanent phone no. Mobile phone E-mail address

Local address (if different from above):

City State ZIP

Local telephone no.

Starting semester Major Expected year of graduation

Medical/Health concerns

For office use only: Housing Deposit
 money order credit card check # _____



Residence Hall Application

ROOM REQUEST AND MEAL PLAN SELECTION— Old Westbury campus

NYIT's Old Westbury campus offers single and double accommodations with transportation between the residence halls and the Old Westbury academic campus at regularly scheduled intervals at no additional cost. Single room accommodations cost more than double rooms. New student assignments are made on a first-received, first-assigned basis based on availability. Please indicate your housing preference below (1 is most preferred, 3 is least preferred).

___ Single room (in a suite of six)

___ Double (in a suite of six)

___ Double room (in a suite of eight)

We do not provide 12-month housing at the Old Westbury campus. Students who need to stay during January intersession or summer sessions should request to live in Bolivar Hall. All residence halls are closed between the end of fall semester and the beginning of the January intersession. There is an additional cost for intersession housing.

All residential students are required to participate in the meal plan. There will be no exceptions. The meal plan is a combination of an NYIT academic meal plan and a residential facility meal plan. Each student will receive a cash value of declining dollars to use on NYIT's campus. Students will also be provided with a set number of cafeteria meals per week (10, 14, or 19 meals), and a declining balance to use on the campus where the residence halls are located.

Please indicate your cafeteria meal plan selection here _____. You will be assigned the 14 meal plan if you do not select a plan.

ROOM REQUEST – Manhattan campus

NYIT's Manhattan campus offers housing in the Riverside Residence on the Upper West Side and the Clark Residence in Brooklyn Heights. Single and double rooms are available with one or two occupants, respectively. A limited number of rooms are available. Assignments are made on a first-received, first-assigned basis; not all students will receive their first choice. There is no meal plan currently available at the Manhattan campus.

Please indicate your housing preferences below (1 is most preferred, 4 is least preferred).

Large double _____

Standard double _____

Large single _____

Standard single _____

Please indicate how long you will need housing _____ Academic year _____ Full 12 months

ROOMMATE INFORMATION

NYIT will provide your information to your roommate, including your telephone number and/or e-mail address. If you would prefer not to release this information, please indicate in the box below.

Do not distribute my information

Please share my information

I have read and fully understand this application, including the Residence Hall Contract, which I have signed.

I certify that I have provided accurate information.

Signature: _____ Date: _____

Please make your housing deposit check or money order payable to NEW YORK INSTITUTE OF TECHNOLOGY and include payment in the enclosed envelope.

Residence Hall Contract

New York Institute of Technology operates housing and dining services on a full academic year contract basis. Each student residing on campus must agree to the terms and conditions of this contract. A student's or prospective student's submission of the residence hall application is an acknowledgement and agreement to the terms and conditions of this contract, and it becomes a binding agreement or legal contract between the student and NYIT, and is considered an acceptance of an offer of housing. This contract is deemed accepted upon receipt of prepayment by NYIT.

TERMS AND CONDITIONS

- 1. Eligibility:** Residential privileges are offered only to full-time, matriculated, registered NYIT students. This application is not a guarantee that a room will be assigned, and NYIT does not guarantee a space to all applicants. Students who are assigned a space must be registered full time (12 credits for undergraduate, 9 credits for graduate), have clearance from the bursar, and have submitted proof of MMR immunization in order to be permitted entry in to the residence halls.
- 2. Contract Period:** This contract shall be in force for one academic year consisting of both the fall and spring semesters. Contracts entered into during the contract period shall be in force through the end of the spring semester. Discontinued enrollment, for any reason, will not terminate the contract except as specified in the section entitled "**Cancellation Policies.**" Students on the Old Westbury campus are required to purchase a meal plan for each semester.
- 3. Period of Occupancy:** A student's right to occupancy shall begin no earlier than the first day the halls are open for each semester, with such date and time to be announced prior to each semester. The deadline for check-in is 5 p.m. the day prior to the first day of classes. Failure to do so may result in the loss of assignment; however, the contract will remain in force. **Prior written notice is required to hold a reservation after the deadline.** Residence halls are closed at the end of each semester and during official vacations at a time and date specified by the Office of Housing and Residential Life. All students participating in commencement must check out by the time noted by the Office of Housing and Residential Life. All other residents are expected to vacate within 24 hours of the end of their last examination or by 6 p.m. the Friday of exam week, whichever comes first. **This contract does not cover January intersession or any summer sessions; a separate charge will be assessed for each of these periods.**
- 4. Prepayment Applied to Housing Fees:** For students who will reside in housing, a nonrefundable deposit is required. The housing deposit must be paid with the application (all payments should be by check or money order payable to New York Institute of Technology). This deposit reserves a space and will be deducted from the semester's charges. The deposit is **NONREFUNDABLE FROM THE DATE OF PAYMENT.**
- 5. Room and Board Payments:** Room and board charges must be paid in full, or financial aid packages must reflect the full amount by the tuition due dates for each semester.
- 6. Room Assignments:** This contract is for a space in the residence halls, not a specific room. Although every effort is made to honor specific room, roommate, and residence hall assignments and requests, space limitations and high demand for specific halls and room types may prevent honoring all requests. All assignments are made without regard for race, color, creed, religion, age, national origin, military veteran status, political affiliation, or sexual orientation. NYIT shall comply with the Americans with Disabilities Act to accommodate students with qualified disabilities who may require housing in appropriately accessible residence halls.
- 7. Room Occupancy:** *In most instances, two persons will occupy double rooms.* In the event that one of the occupants moves out of the room, the Office of Housing and Residential Life reserves the right to assign a new roommate or to reassign the remaining student to another room in order to consolidate space. **During periods of high demand for on-campus housing, some two-person rooms, as well as some community rooms, may be designated for additional occupancy. If a room is designated for additional occupancy, the student may be offered a reduced rate.**
- 8. College Liability:** Although precautions are taken to maintain appropriate security, NYIT assumes no responsibility for injury to persons, or loss of or damage to items of personal property that occur in its buildings or on its grounds, prior to, during, or subsequent to the terms of this contract. **STUDENTS AND THEIR PARENTS OR GUARDIANS ARE STRONGLY ENCOURAGED TO PURCHASE AND MAINTAIN APPROPRIATE INSURANCE TO COVER SUCH LOSSES.**
- 9. Student Liability:** The student is responsible for the condition of the assigned room and all furnishings and shall reimburse NYIT for all damages to or loss of these furnishings beyond ordinary wear and tear. Rooms are furnished with a bed, mattress, desk, chair, dresser, and closet space for each resident. In addition to the nonrefundable deposit, a damage deposit is added each academic year to the student's bill and will be held for as long as the student occupies a space. This deposit is used to pay for common area damages (divided evenly among residents of that floor/suite) and room damages (divided among room residents) for which the person who caused the damage can not be determined. Final inspections of rooms are conducted after all residences are closed. The remainder of the deposit will be refunded by the end of June.
- 10. Room Entry:** NYIT reserves the right to enter student rooms for the purposes of inspection, improvement, repair, and maintenance, or to control the rooms in the event of an epidemic or emergency, or for any other purpose in accordance with the Student Code of Conduct and Residential Community Living Standards. NYIT reserves the right to enter on other occasions with 24 hours posted or written notice. Please refer to the Housing and Residential Life Web page (visit www.nyit.edu) for these publications.
- 11. Room Check out:** Any student departing at the end of the contract shall be expected to perform certain check out procedures. Failure to properly check out as prescribed may result in a penalty charge, plus appropriate charges for any keys not returned.
- 12. Room Change and Contract Termination:** Room assignments may be changed, canceled, or terminated by NYIT in the interest of safety, order, health, maximum use of facilities, or disaster after due notice to the student. This contract may be terminated by NYIT for many reasons, including, but not limited to, a resident student's willful disregard of responsibilities and duties under this contract or for the rights of others, the creation of circumstances that could jeopardize life, limb, or property, of him/herself or others, or judicial action by NYIT, the state, and/or federal courts. NYIT retains the right to impose an interim suspension pending judicial action in such instances. Rooms shall be vacated within 48 hours from the time of a student's official withdrawal or suspension from the residence halls, unless a health or safety emergency requires immediate vacation of the residence hall.

13. **Rules and Regulations:** All students must abide by the procedures and expectations in the Student Code of Conduct and Residential Community Living Standards. Copies of these documents are available online (visit www.nyit.edu). NYIT reserves the right to remove residents from housing for violating these policies and procedures. Such a removal will constitute a breach of contract by the resident and NO REFUND WILL BE GRANTED for rent and/or meal plan. **Any residents living on the Old Westbury campus who are found consuming alcohol in NYIT housing may be evicted immediately.** In the event of a conflict between the rules and regulations as they appear in the above named publications and the terms of this contract, the provisions of this contract shall take precedence.

CANCELLATION POLICIES

Procedure for Cancellation Before Occupancy:

After July 1, students and prospective students who contract for housing for the full academic year contract period, and subsequently decide to withdraw, will be charged a \$300 contract liquidation fee. After Jan. 1, students and prospective students who contract for housing during the contract period, and subsequently decide to withdraw, will be charged a \$300 contract liquidation fee.

Procedure for Cancellation after Occupancy Commences:

1. Students who have submitted the Residence Hall Application and who have commenced occupancy in NYIT residence halls will be held responsible for fulfilling their obligation under the contract. Occupancy commences upon issuance of the room key to the student. **A residence hall student who withdraws from NYIT housing while remaining a student will be obligated to pay in full for the contract period.**
2. Residence hall students who withdraw from NYIT will be charged, on a percentage basis, in accordance with the NYIT refund policy below. Additionally, there will be a charge of \$300 as a contract liquidation fee.

During first week of classes	75% refund
During second week of classes	50% refund
During third week of classes	25% refund
During the fourth week of classes and after	NO REFUND
3. If a residence hall student graduates during the contract period, the contract shall be terminated. Residence hall students graduating during the contract period must complete and submit to Housing and Residential Life a Residence Hall Contract Termination Form by Jan. 1 in order to avoid the \$300 contract liquidation fee.
4. If a residence hall student has a medical concern, chooses to study abroad, is withdrawn academically by NYIT, or is required to teach or co-op outside of a 50-mile radius of the residence halls during the contract period, the contract may be terminated by the student and/or NYIT. Residence hall students who wish to withdraw from housing must complete and submit to Housing and Residential Life a Residence Hall Contract Termination Form by Dec. 1 in order to avoid the \$300 contract liquidation fee. Official documentation to support the student's withdrawal from housing must also be provided prior to Dec. 1. Residents who are removed from housing due to a judicial sanction will not receive a refund of their housing and/or meal plan charges.
5. If an extraordinary and unforeseen circumstance exists and all avenues of resolution have been exhausted, a student may file a petition for release from the housing license. (Roommate conflicts, finding "preferable" housing, and/or not being assigned to your first choice accommodation are not valid reasons for release). If the petition is approved, refunds will be pro-rated based upon the number of weeks lived in housing up to the effective date of release (even if you did not check into or you vacate NYIT housing before the approved effective date.)

All forms and documents may be obtained in the Office of Housing and Residential Life or online at www.nyit.edu (search)

I have read, understand and agree to the terms and conditions of the Residence Hall Application and Residential Contract.

Signature: _____ Date: _____

NYIT ID no: _____

Terms and conditions are subject to change without prior notification.

Office of Housing and Residential Life

Manhattan campus
1855 Broadway
New York, NY 10023-7692
Phone: 212.261.1737
Fax: 212.261.1778
E-mail: reslife@nyit.edu

www.nyit.edu

Old Westbury campus
Northern Boulevard
P.O. Box 8000
Old Westbury, NY 11568-8000
Phone: 516.686.1402
Fax: 516.686.1405
E-mail: reslife@nyit.edu



NEW YORK INSTITUTE OF TECHNOLOGY

Office of Housing and Residential Life
Old Westbury, NY
516.686.1402

Roommate Questionnaire Form

(Please print legibly)

Student's full name: _____

Preferred name: _____

Student's ID number: _____

Major: _____

Gender: _____ Male _____ Female

Age: _____ Under 18 _____ 18 - 21

_____ 22 - 26 _____ Over 26

Are you an incoming first-year student?

_____ Yes _____ No

Are you an incoming transfer student?

_____ Yes _____ No

Do you smoke?

_____ Yes _____ No

Would you accept a roommate who smokes outside of the building? Note: Most residence halls are non-smoking.

_____ Yes _____ No

Other people consider you (select only one):

_____ Meticulously neat

_____ Like to put things away

_____ Comfortable with clutter

_____ OK, you're messy

Your usual bedtime is (check all that apply):

_____ Before 10 p.m.

_____ Between 10 p.m. - midnight

_____ Between midnight - 2 a.m.

_____ After 2 a.m.

_____ Sleep to music

_____ Sleep without music

How do you study (check all that apply)?

_____ Early/mid-morning

_____ Afternoon

_____ Evening

_____ With music

_____ Without music

_____ Absolute quiet

What type(s) of music do you like? _____

What are your hobbies and interests? _____

Name of preferred roommate: _____

Additional information: _____

Return to: NYIT Office of Housing and Residential Life
Northern Boulevard
P.O. Box 8000
Old Westbury, NY 11568-8000