

# RESIDENCE HALL AND MEAL PLAN APPLICATION 2011–2012

Please return this form to apply for college housing and meal plans. Complete the form, sign in ink, and return the white and yellow copies in the envelope provided to: Residence Life Office, Buffalo State, Porter Hall, 1300 Elmwood Ave., Buffalo, NY 14222. Keep the blue copy

for your records. A \$200 room deposit is required when you apply for housing prior to June 1. Full payment is required if you are applying for housing after June 1 for the fall semester. Full payment also is required for spring semester. **Preference for housing will be given to students who are required to live on campus.**

## Residency Requirement

All full-time students are required to live on campus until they have earned junior-level standing (completion of 60 credits). Students who are married, single parents, veterans, transfer students, age 21 or older, or commuting from the home of a parent(s) or relative (aunt, uncle, brother, sister, etc.) within a 35-mile radius of the Buffalo State campus are exempt from this policy.

Applying for: Fall \_\_\_\_\_ / Spring \_\_\_\_\_

(Housing application covers Fall/Spring semesters unless you are a new student entering in the Spring semester.)

Last name _____	First name _____	Middle initial _____
Street _____	City _____	State _____ Zip _____
Date of birth: ____/____/____ Month Day Year	Age: _____	
Home Phone: (____) _____	Social security number: ____-____-____	
Cellular Phone: (____) _____	Banner ID #: _____	
Class status: <input type="checkbox"/> Freshman <input type="checkbox"/> Sophomore <input type="checkbox"/> Junior	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	
	<input type="checkbox"/> Senior <input type="checkbox"/> Transfer student <input type="checkbox"/> Graduate student	

### RESIDENCE HALL INFORMATION

Housing costs per semester 2011–2012 (check box that applies):  
 \$3,169 double  \$4,019 single\*  \$4,925 (Family College)  
 \$3,570 double (Moore Complex)  \$4,400 single (Moore Complex)  
 \$4,400 (Student Apartment Complex)  
(\*Limited singles are based on space availability.)

Do you have a preferred roommate(s)?  yes  no  
 If so, please list: \_\_\_\_\_

**Please complete this section to assist us in assigning you a roommate(s):  
 (All Residence Halls are smoke-free)**

Do you have special physical needs that require accommodations?  yes  no  
 If yes, please specify: \_\_\_\_\_

- Are you interested in any of the following special housing options?
- Family College (your dependent child must live with you—Moore Complex)
  - Freshman Residential Program (Cassey, Neumann, Perry, Porter Halls)
  - Diversity housing unit (North Wing)
  - Honors student floor (North Wing)
  - Music Major Suite (North Wing)
  - Theater Major Suite (North Wing)
  - International student area (North Wing)
  - Native American housing unit (North Wing)

- |  |  |   |
|--|--|---|
| <b>First Year Halls</b><br><input type="checkbox"/> Neumann (corridor style)<br><input type="checkbox"/> Perry (corridor style)<br><input type="checkbox"/> Porter (corridor style)<br><input type="checkbox"/> Cassey Hall (corridor style) | <b>Sophomore and Above Halls</b><br><input type="checkbox"/> Tower 1 (suite style)<br><input type="checkbox"/> Tower 2 (suite style)<br><input type="checkbox"/> Tower 3 (suite style)<br><input type="checkbox"/> Tower 4 (suite style)<br><input type="checkbox"/> NorthWing (suite style) | <b>Sophomore and Above Apartments</b><br><input type="checkbox"/> Moore Complex (apartment style)<br><input type="checkbox"/> Student Apartment Complex (apartment style) |
|--|--|---|

To be eligible for any on-campus apartment, you must be at least a sophomore (30 credits or more) or have lived on campus for two semesters.

I have read and understand the terms and conditions of residence hall living as outlined in the 2011–2012 Residence License (see reverse side) and agree to abide by these terms and conditions. I also understand that failure to comply with the conditions as outlined in the Residence Hall License could lead to disciplinary action and/or termination of residence privileges. **This license is binding for the academic year. This agreement covers both fall and spring semesters and remains in effect as long as I am a Buffalo State student during the academic year.** Signing and submitting this license obligates me financially for the academic year (fall and spring semesters). This license will only be terminated for the upcoming academic year for graduation, transfer, leave of absence, or withdrawal from the college. **All costs are subject to change. Costs for 2012–2013 have not been determined.**

### MEAL PLAN CHOICES

Mandatory Freshman Plans (Choose One)	Price	Resident Dining Hall Meals Meals Per Week	Flex Spending
Flex	\$1,951	11	\$450
Balance	\$2,091	14	\$400
Freedom	\$2,277	19	\$350

Mandatory Sophomore Plans (Choose One from below or any Freshman Meal Plan)			
PerFlex Plans	Price	Resident Dining Hall Meals	Flex Spending
Flex Plus	\$1,510	45 meals per semester	\$1,000
Flex Bonus	\$1,577	7 meals per week	\$550

**Junior/Senior - Meal Plans are Optional, but can choose any meal plan**

Check this box if you are a commuter student and want a meal plan. Submit this form directly to Bengal Card Office in 108 Butler Library.

#### I wish to order the following meal plan:

- Mandatory for freshmen**
- Flex: \$1,951 per semester; nonrefundable
  - Balance: \$2,091 per semester; nonrefundable
  - Freedom: \$2,277 per semester; nonrefundable

#### Mandatory for sophomores (fewer than 57 credits)

- Flex Plus: \$1,510 per semester; nonrefundable
  - Flex Bonus: \$1,577 per semester; nonrefundable
- (All meal plans include \$75 in Bengal Bucks per semester.)**

I wish to add optional funds to my Bengal account (please specify amount):  
 \$\_\_\_\_\_ This amount is voluntary and refundable within the first 2 weeks of the semester.

**Dining Services cannot guarantee you will have sufficient funds for each semester. Please contact Bengal Card Office for detailed meal plan policies and guidelines. Any changes to meal plans must take place within the first 2 weeks of each semester.**

Student signature _____	Date _____	Parent/Guardian signature if student is under 18 _____
White copy: Residence Life	Yellow copy: Dining Services	Blue copy: Student (Rev 1)

**RESIDENCE HALL LICENSE TERMS AND CONDITIONS**  
**2011–2012 ACADEMIC YEAR**

**I. Residence Hall Program: Philosophy and Goals**

The Residence Life Office mission is to support, complement, and enhance the academic mission of the college through the provision of a dynamic residential life program, including opportunities that encourage individual growth and development for a diverse resident student population, facilities which are secure and well maintained, and management services that ensure the orderly and effective administration of all aspects of the program. The Residence Life Office utilizes operational standards developed by the Council for the Advancement of Student Affairs and the Association of College and University Housing Officers-International. The American College Personnel Association standards for ethical conduct serve to guide the work of each staff member within the Residence Life Office.

**II. Terms and Conditions of Residence Hall Living**

- A.** Students must be registered in a Buffalo State-affiliated educational program to be eligible for campus housing. The Director of Residence Life may assign other occupants to any vacancies that may exist after all student requests have been satisfied, excluding "Family College."
- B. Residence hall occupancy is for the entire academic year; residence halls must be vacated at the end of spring semester.** Room rental charges are billed on a semester basis. Residents leaving the halls during the term of residency covered by the license without approval, who are still enrolled, continue to be liable for room and board charges which accrue against their account.
- C.** All undergraduate resident students with less than 60 academic credits must purchase a meal plan each semester (excluding those who live in the Moore Complex Apartments and Student Apartment Complex). All resident students must also have a health history, physical examination, and complete immunization record on file at the Weigel Health Center.
- D.** Full payment or deferment for room and meal plan fees must be received in advance of occupancy (see section VI, Financial Responsibilities). Note: Students will have a hold placed on their records if any outstanding financial obligations to the college are not met.
- E. To receive first preference for on-campus housing, requests must be received by June 1. Applications will be accepted after June 1 on a space-available basis. The college reserves the right to give priority to housing those students who live more than 35 miles from the campus, if space is limited.**
- F.** Residents agree to become aware of and observe all published rules affecting his/her status with the college. Specifically included are those published in the Buffalo State College Student Handbook; the Code of Rights, Freedoms, and Responsibilities of Students; Community Connections; and Moore Apartment guidelines.

**III. Responsibilities**

- A.** Students are responsible for:
1. The care and cleaning of assigned rooms and surrounding areas.
  2. Maintaining health and safety standards.
  3. Contracting for telephone service, if desired.
  4. Providing a complete address to correspondents in order to expedite mail delivery.
  5. Providing their own pillows, linens, bedspreads, blankets, mattress covers, and rugs.
  6. Checking hall mailbox daily for correspondence from the college.
  7. Abiding by all state and federal laws; college and residence hall policies.
  8. Providing emergency contact information.
- B. Insurance:**
1. Buffalo State shall not be liable either directly or indirectly for any loss or damage caused by insufficient heat, irregular electrical current, flooding, fire, or theft to any article of property belonging to residence hall occupants wherever situated. Therefore, students are strongly advised to carry personal property insurance.

**IV. Assignment/Reassignment to Residence Halls**

- A.** Requests for hall or room assignments/reassignments based on race, religion, sexual orientation, or ethnic background will not be honored.
- B.** Room assignments are confirmed upon receipt of application materials and full payment for all applicable room and dining program charges.
- C.** Whenever possible, students will be notified of specific hall assignments in advance of campus arrival.
- D.** Room changes within or between halls are allowed only during designated room change periods. Once approval for a room change has been granted, students must move by the stated date.
- E.** Buffalo State reserves the right to:
1. a. The Director of Residence Life has the ability to reassign or terminate a residents housing based on, but not limited to, section 2.15E of Residence Life Policies and Procedures of the most recent edition of the Student Handbook.
  - b. Assign and reassign rooms at the sole discretion of the Director of Residence Life and to terminate such assignment.
2. Terminate a resident student's eligibility for residence hall living when mandated by the college judicial system.
  3. Conduct health and safety inspections of student rooms and living areas.
  4. Enter a room when there is reasonable cause to believe that health, welfare, or security is endangered.
  5. Contact parents or guardians in case of an emergency or serious incident.
  6. Assign a resident to over-occupancy housing or off-site campus housing, as determined by space allocations.

**V. Vacation Periods**

- A.** Although residence hall occupancy is for the academic year, it shall be expressly understood that break periods (Thanksgiving, winter, spring) are not included, with some exceptions (see below\*). The Residence Life Office is not responsible for housing students during break periods; students must vacate halls at the commencement of breaks according to the published Residence Life Office schedule. The college reserves the right to change break periods. \**Moore Complex and Student Apartment Complex residents:* Students in these halls can opt to remain on campus during break periods if they register with the Residence Life Office prior to each break. In addition, Family College residents are permitted to maintain 12-month occupancy. Additional room charges may apply for residents wishing to remain on campus during break periods.

**VI. Financial Responsibilities (see also II.B, VII.A)**

- Room rental is for the full academic year with payment on a semester basis.
- A. Fees.** All room fees are payable on a semester basis. The majority of upper division student rooms are designed for double occupancy. Some single rooms may be available for students at a higher rate. First year students may be housed three students to a room as needed. Students occupying a three person room are compensated for their stay within a three person room. Requests for single rooms due to medical reasons are contingent upon availability and the approval of the Director of Residence Life, the college physician, and substantiating documentation. The college reserves the right to maintain rooms at their designed occupancy or increase occupancy if needed.

**B. Payment of Fees**

1. Fall semester reservations made before June 1: A \$200 check, money order, or credit card advance room and board deposit, payable to Buffalo State – Residence Life Office, is required of all students who register for a room before June 1. The balance of room and meal plan charges must be paid by the date stated on the college bill, or the room reservation will be canceled. The \$200 deposit is applied to room charges only. Note: Returned checks and canceled credit card transactions may result in a returned check fee and/or cancellation of reservations.
2. Fall semester reservations made after June 1 and all spring semester reservations: Advance deposit is not accepted for these time periods. Full payment of room and meal plan charges must be received before a housing assignment can be made. Returned checks and canceled credit card transactions may result in a returned check fee and/or cancellation of reservations.

**C. Withdrawal and Refund Policies**

1. **Withdrawal:** Students who decide to withdraw from the college must terminate their residence hall license by notifying the Director of Residence Life in writing. Failure to terminate occupancy in the prescribed manner may result in additional room rental charges (see section VII.A). After arranging withdrawal from the college, the resident must follow the procedures listed in section VI.D. Residents who withdraw from the college must vacate the residence hall and remove all personal belongings from the premises no later than midnight of the date on which the withdrawal becomes effective.
2. **Returning Students:** Students who have reserved a room for the following academic year but decide not to return to the assigned room must notify the Residence Life Office in writing by June 1. After June 1st, housing applications can only be cancelled by Academic dismissal, graduation, withdrawal, leave, or transfer from the college.
3. **Refunds**
  - a. The \$200 advance room and board deposit will be refunded only after the following conditions have been met:
    1. Written notice of cancellation is received by the Director of Residence Life prior to June 1 for the fall semester, or
    2. The student is denied permission to register by the college, or
    3. After June 1, the student withdraws from the college due to circumstances beyond his or her control (i.e., medical). Requests for refunds under these circumstances must be supported by written documentation, approved by the Directors of Residence Life and Student Accounts, and be received prior to the fall opening of the residence halls.
  - b. Room fee refunds may be granted as follows:
    1. Students withdrawing from the college or released from residence after June 1 who have pre paid room and board shall be entitled to a refund, minus the \$200 deposit, if a written request is received by the Director of Residence Life prior to the opening of the residence halls for the semester in question (Fall Semester only).
    2. A student who fails to notify the Director of Residence Life in writing prior to the hall opening date of his or her first semester of campus residency that he or she will not be living on campus may be liable for the entire semester's fee, subject to an application for a refund. This application is made in writing to the Director of Residence Life.
    3. Room refunds will only be granted if a student officially withdraws from the college. Room refunds will be prorated the same as tuition refunds.
    4. A prorated refund will be granted only if a student withdraws from the college and campus housing due to circumstances beyond his or her control (i.e. medical). In such cases, the student must provide written justification for the refund to the Director of Residence Life. If approved, the refund will be computed from the date of notification/withdrawal.
    5. A refund check will be mailed to the student's last known permanent address by the Student Accounts Office, if all financial obligations to the college have been met.

**D. Check-out Procedure**

1. To check out of campus housing (including the end of each semester), students must first arrange for withdrawal from the college, if appropriate, and then from the residence hall (see section VII.A). Proceed as follows to properly terminate residence hall occupancy:
  - a. Notify the Residence Life Office.
  - b. Receive housing update card authorizing hall staff to check you out of the hall.
  - c. Complete room inventory and return all key fobs, keys, and/or cardkeys.
  - d. Remove all person belongings.
  - e. Complete a change of address listing.
  - f. Failure to follow these procedures may result in a \$50 improper check-out fee and lock change charges.

**E. Room Inspections**

Room inspections are conducted before occupancy, during college breaks, at termination of occupancy, and during the academic year. Damage beyond normal wear and tear that occurs to the room, suite, furnishings, or bath area between inspections shall be the financial responsibility of the occupants. Charges for damage in public areas shall be the responsibility of the student or students involved. All appeals concerning damage bills must be received by the Director of Residence Life in writing within 30 days of invoice date. Payment for damages must be made by the student to the Student Accounts Office. A hold will be placed on the student's records until payment for damages is received. Delinquent accounts will be forwarded to the State Attorney General's Office for collection.

**VII. License Termination Policies**

- A.** Permission to terminate this license is requested by submitting a Request to Terminate Residence Hall License. This request, if granted, is typically obtained at such time when the documented reason for the request is December graduation, withdrawal from college, study abroad, or a similar situation. The Director of Residence Life may at his or her discretion approve or disapprove a properly completed Request to Terminate Residence Hall License. A \$200 termination fee, plus any related housing charges, will be assessed to any student requesting and receiving approval for termination for reasons other than graduation, transfer, withdrawal or exchange program. A resident's failure to obtain approval in advance of moving out may result in the request being denied, and a full room charge liability will be incurred. Requests other than graduation, withdrawal, study abroad, or transfer are not normally approved.

**NOTE:** Throughout this license, "Director of Residence Life" refers to the director or his/her designee. Information in this document is subject to change as determined by the Residence Life Office. It is understood that by signing the License Terms and Conditions you agree to abide by the regulations and policies set forth in these terms and conditions and to meet all financial responsibilities relating to room and meal plan charges.