



Office of Residence Life

St. Francis College – Office of Residence Life 2023 – 2024 Terms and Occupancy Agreement

Please read carefully and thoroughly. Resident students are responsible for abiding by all terms included herein.

This St. Francis College Office of Residence Life Terms and Occupancy Agreement (the “Agreement”) establishes an agreement between St. Francis College (the “College” or “SFC”) and the below named resident student (the “Resident”) for use of an assigned room/suite and facilities in the residence hall located at 97 Columbia Heights, Brooklyn, NY 11201 (the “Residence Hall” or “Hall”) for and in consideration of the keeping and performing by Resident of all understandings, agreements, terms, and conditions of obligation enumerated herein. The Agreement does not constitute a lease and is not subject to New York State landlord-tenant laws; it confers a limited and revocable license to occupy College housing in the Residence Hall. This license can be revoked by the College as outlined below.

The Agreement does not guarantee assignment to a particular type of room or apartment or assignment to any preference indicated by the Resident. The Resident's preferences are requests only; preferences for room or apartment type, building of occupancy, and College's granting of roommate requests cannot be guaranteed. The College maintains sole discretion to assign rooms in the Residence Hall.

Any written requests to the St. Francis College Office of Residence Life (“Office of Residence Life” or “Residence Life”) required by this Agreement should be submitted via email to sfcreslife@sfc.edu.

All students residing in the Residence Hall (“Residents”), including Resident, must sign and abide by the terms, conditions, and responsibilities of this Agreement.

The terms, conditions, and responsibilities of the Agreement are as follows:

1. **Term:** The term of this Agreement is one full academic year beginning on the designated check-in date, Sunday, September 3, 2023 or Monday, September 4, 2023, and ending at noon on the designated check-out day of Wednesday, May 8, 2024. Residents approved to move in early agree to abide by this Agreement at the time of check-in. Any requests to move-in before the check-in date or to remain in the Hall after the check-out date must be made as a written request to the Office of Residence Life by a specific date and time as determined by the Office of Residence Life. See Section 28 of this Agreement (Breaks) for information on access to the Residence Hall during the College's breaks. Additional fees for approved early arrival, late departure, or holiday housing will apply and may vary based on room type, length of time, and reason for request.
2. **Eligibility:** Eligibility for residence does not amount to a guarantee of housing. Continuing students eligible for the room selection process must meet all deadlines and requirements for assignment to rooms, including but not limited to financial obligations. Incoming first year and transfer students must meet all deadlines for submitting a housing application and requirements regarding financial obligations. All placements in housing are also contingent upon a successful registration of academic classes. In addition,
 - Residents must be registered as full-time students in good academic standing (2.0 cumulative GPA or better) throughout the duration of this Agreement. Residents who fail to satisfy this requirement

at any point during the term of this Agreement will be required to move out of the Residence Hall within 48 hours of such failure unless granted an exception. Requests for exceptions must be made in writing to the Office of Residence Life to be reviewed by the College in its sole discretion by the Assistant Dean for Residence Life & Student Conduct or designee.

- Residents must satisfy their bill with Financial Services prior to moving into the Hall and will not be allowed to move-in until cleared by the Office of the Bursar. Residents who fail to satisfy their financial obligation with the College during the semester (i.e., failed payment plans) will be required to move out of the Residence Hall within 5 calendar days of such failure. No Resident will be allowed to move into or occupy any housing until all College fees are paid in the time and manner established by the College.

3. **Financial Obligations:** Residents are responsible for housing charges for the entire academic year (from check-in in the Fall to check-out in the Spring). Failure to make full payment for the Fall and/or Spring semester by the date designated by the College will result in forfeiture of existing assigned space; however, this Agreement remains in force. Withdrawal from the College does not necessarily relieve a Resident from financial liability for housing, even if a tuition cancellation has occurred. This includes medical withdrawals. Requests to be relieved of financial liability for housing for certain approved reasons (i.e., study abroad, military leave, illness etc.) must be submitted in writing to the Office of Residence Life. All Residents who have signed this Agreement are bound by its terms and continue to be responsible for room charges unless and until a release from the Agreement is requested and approved and/or any assigned space is vacated as specified and approved by the Office of Residence Life.
4. **Entry:** Residents living in the Residence Hall can expect a level of privacy in their rooms/suites, however, Office of Residence Life staff, Found Study/Hawkins Way Management authorized staff, and SFC Security reserve the right to enter rooms without notice to room occupants to complete work orders or alterations, for reasons related to safety, security concerns, health, violations of College and/or Residence Life drug and alcohol policies, fire-code compliance, facility maintenance, violations of the College and/or Residence Life burning substance policy, and/or to monitor compliance with the College and/or Residence Life policies, rules, and regulations. In such cases, entry shall be preceded by a knock and verbal identification and Residents will be notified that entry has taken place and the reason. Residence Life Staff and Found Study/Hawkins Way Management authorized staff also reserve the right to enter rooms that have registered to be shown to give tours to aid in recruitment efforts. 24 hours' notice will be given whenever possible.
5. **Health & Safety Inspections:** In order to determine compliance with this Agreement, federal, state, and local laws, and to check for any repairs needed, Residence Life staff will conduct Health and Safety Inspections a minimum of once per month and when there is a reasonable cause to believe that a violation has occurred or is taking place.
6. **Medical Care:** The College and its authorized agents and employees, including Residence Life staff, Found Study/Hawkins Way Management authorized staff, and SFC Security, may provide or secure medical care, including hospitalization, for a Resident in the event of an illness or injury requiring such care. The Resident agrees that the College is not liable for any costs or expenses associated with any medical care provided to the Resident in such a situation. Residents are required to have active health insurance coverage throughout the term of this Agreement. In the event of a health or safety emergency, the College may release information about the Resident, consistent with the requirements of the Family Educational Rights and Privacy Act (FERPA), to certain individuals as needed to protect the health and/or safety of the Resident and/or the campus community.
7. **Key Cards:** All residents are required to carry their Residence Hall ID at all times and must present the Residence Hall ID to the security guard before they can be admitted to the Residence Hall. If someone is

found with a Residence Hall ID that does not belong to them, the Resident and/or individual may face disciplinary sanctions and the Residence Hall ID will be confiscated. A lost Residence Hall ID will be replaced at a cost of \$20. Each lockout will be a charge of \$10. Upon entry into the room, the Resident must show the assigned Residence Hall ID or be subject to a lost ID charge for replacement. Additional charges will be levied by Campus Life for a lost SFC ID. Residents may not duplicate Residence Hall ID Cards. Keys/Key Fobs/IDs/Key Cards and/or access to a room/suite will not be provided to anyone other than the assigned Resident(s).

8. **Disciplinary Action:** All Residents are expected to familiarize themselves with and abide by this Agreement and all applicable College policies and procedures. Violation of this Agreement, the policies outlined in the CORD Student Handbook and Academic Planner (the “CORD”), policies outlined by Residence Life, and/or any other College policy, or a determination that a Resident is a threat to the Residence Hall community, constitutes grounds for disciplinary action, including but not limited to removal from the Residence Hall and/or dismissal from the College. Disciplinary actions against Residents will be adjudicated according to the process in the CORD. In the event of Agreement termination or housing suspension, rooms must be vacated within 48 hours. In circumstances of a health or safety emergency, determined at the sole discretion of the College, immediate vacatur of College housing may be required. The College may impose an interim suspension of a Resident's right to access housing pending, *inter alia*, disciplinary or judicial action. Residents removed due to disciplinary action are not eligible for refunds. The College reserves the right at any time to adopt, amend, or terminate any terms, conditions, policies or procedures concerning the subject matter of this Agreement.
9. **Guests:** No guests under the age of 18 are permitted to be an overnight guest. Day guests that are minors must be approved by the Office of Residence Life and must provide evidence of parental/guardian consent prior to approval. Residents must receive approval via a Guest Registration Form from Residence Life prior to having a guest in the Residence Hall. Residents are responsible for ensuring that their guests do not violate College policies and/or engage in conduct prohibited for Residents under this Agreement. Residents may be subject to disciplinary action for failure of their guests to abide by College policies and procedures. Guests who violate College policies and/or engage in conduct prohibited for Residents under this Agreement may be subject to disciplinary action, up to and including being removed and/or banned from the Residence Hall.
10. **Prohibited Items and Practices:** In the Residence Hall, prohibited items and practices include smoking (including electronic cigarettes), alcohol (including empties/paraphernalia), illegal substances of any nature, illegal drugs, marijuana (which is prohibited in the Residence Hall regardless of its legal status in the State of New York), drug paraphernalia (regardless of use), firearms, weapons of any kind, bikes of any kind (in the rooms/hallways/common areas), hover boards, self-propelled scooters, firecrackers or explosives, open flames, animals or pets (unless approved by the Assistant Dean for Residence Life or OAA), heating coils, hot plates, smoke laden materials/vapors, fog machines and/or instruments, electric or gas-powered heaters, large furniture that was not provided by the Residence Hall and/or College (i.e., beds/mattresses, full size refrigerators, couches etc.), toasters/ovens, air fryers, additional microwaves or any cooking appliances of any nature not provided or approved by the Residence Hall and/or College (except single cup coffee makers and oil free air fryers, one per suite, candles, incense, pipes (including water pipes or bongs), flammable decorations such as Christmas lights, halogen lighting equipment, strip LED lights, DJ equipment/speakers and weights more than 10 lbs. Residence Life reserves the right to alter this list and add items as it deems necessary.
11. **Prohibited Conduct/Activities:** include but are not limited to Drug Use (regardless of legal status of the drug in the State of New York), Vandalism, Disruptive Conduct, Fighting (Verbal/Physical), Smoking/Vaping, Drinking, Guest/Visitation policy violation, Providing False Information to the College and/or its Employees, Failure to Evacuate, Excessive Noise, Rape/Sexual Assault/Abuse, Domestic/Intimate Partner Violence,

Harassment, Hazing, Intimidation/Retaliation, Unauthorized Room Change, Improper Check Out/Room Change, Tampering with Health & Safety Equipment, Stalking, Non-Compliance with College Policies, Misconduct, Theft, Cyber/Bullying, Cyber Harassment, Unauthorized Entry/Exit, and Littering. Residence Life reserves the right to alter this list and add items as it deems necessary. Residents should also review the CORD which contains additional prohibitions on conduct.

12. **Noise/Quiet Hours:** Residence Life expects all Residents to show courtesy and consideration of others at all times. All Residents are responsible for their own noise levels, as well as the noise levels of their guests (when allowed). Noise that intrudes on others' right to sleep and study is prohibited. Noise will be considered disruptive if it can be heard through a closed door or window. Excessive bass, loud music, running and shouting in the hallways, yelling out of the windows, and door slamming are always considered unacceptable. Quiet hours are as follows: Sunday – Thursday: 10pm – 10am, Friday and Saturday: 12am – 10am. During quiet hours, Residents need to be particularly conscious of their noise levels, and Residence Life staff will document excessive noise. Courtesy hours are in effect 24 hours a day. Finals week and midterms week 24-hour quiet hours will be in effect.
13. **No Commercial Purposes:** Residents may not use their Residence Hall room or any College housing facilities for commercial or business purposes. This includes, but is not limited to, use of assigned bedspace or common spaces, data, Wi-Fi, and cable TV lines to conduct or carry out any commercial business. Residents may not duplicate Residence Hall IDs. Keys/Key fob/Key Card and/or access to a room/suite will not be provided to anyone other than the assigned Resident(s).
14. **Limitation of Liability:** The College is not liable for injury to persons or loss of or damage to items of personal property that occur in its buildings or on its grounds, or in the Residence Hall prior to, during, or subsequent to the period of this Agreement. The College is not liable for theft or damage to personal property in the Residence Hall. The College shall not be liable in any respect for any direct or consequential loss or damage which the Resident may sustain by reason of fire, floods, embargoes, war, acts of war (whether war is declared or not), insurrections, riots, civil commotions, strikes, lockouts or other labor disturbances, acts of God, acts, governmental orders, omissions or delays in acting by any governmental authority, including travel restrictions, quarantines or related governmental acts, outbreaks, epidemics, pandemics, including without limitation the coronavirus (COVID-19) pandemic, or any other cause outside of the reasonable control of the College. Residents are encouraged to secure personal Renter's Insurance or ensure that their belongings are covered under their family's insurance policy.
15. **Windows:** Even a small item that falls or is thrown out of a Resident's window can seriously injure or even kill a pedestrian. Most windows are designed to not open more than a few inches. Residents are not permitted to remove or tamper with these safety devices. Additionally, Residents should **never** throw anything out of their window or place any items on the ledge outside of their window. Residents are not allowed to exit through the window, sit on the ledge, or sit outside in any outdoor area. Violation of this provision will result in immediate removal from the Residence Hall and disciplinary action by the College.
16. **Fire Safety:** Fire safety is an important part of living in a residence hall. Even small cooking accidents have the potential to cause a fire. The Office of Residence Life has an Emergency Action Plan (EAP) that guides fire safety protocols. The full EAP is available upon request. Residence Life will conduct a minimum of four unannounced fire drills per year. Residents who activate the fire alarm due to negligence will be subject to fines.
17. **Room Assignments:** Room assignments will be made solely by the Office of Residence Life. Residence Life maintains the sole discretion to make changes to a room assignment and alter the capacity of a suite/room based on inventory limitations, state or federal requirements (including those related to COVID-19, if any),

and occupancy demands. The College reserves the right to reassign residents or consolidate rooms in the interest of order, safety, health, discipline, disaster, and best use of facilities for the good of the College community. The College will not discriminate in room assignments or room changes on the basis of race, ethnicity, national origin, religion, religious practices, sexual orientation, gender identity or expression, socioeconomic status, dietary preferences, physical abilities, and/or age. In the event of a roommate dispute/conflict or conduct violation, Residence Life reserves the right to relocate one or all roommates to another room. Roommate changes are subject to review by the Office of Residence Life. Residents are not entitled to a release from their Agreement because they have been reassigned to another room or inconvenienced by construction, renovation, or maintenance. **Residents who fail to occupy their assigned room or who vacate housing during the Agreement period without an approved Agreement release will be liable for the full amount of their housing charges per the terms of the signed Agreement.**

18. **Vacancy:** Double/triple/quad occupancy rooms are intended for two/three/four residents respectively. When a vacancy becomes available in a shared space, another roommate or roommates will be found immediately. Residents can only occupy their side of the room and must always maintain an empty space for another Resident. Residents are expected to communicate and live cooperatively.
19. **Damage Deposit:** A \$250 Damage Deposit will be charged to each Resident at the time of housing assignment. The deposit will be held until the Resident checks out at the end of the Agreement term. This Deposit will be used to cover any individual or common area damage. Any unused portion will be refunded and credited to the student account within four weeks of the conclusion of the Agreement term in May 2023. Residents who move out prior to the conclusion of the Agreement term forfeit their Damage Deposit, regardless of whether they have received an Agreement release.
20. **Room Changes/Cancellations:** All requests or room changes must be made through the Room Change Request Form, which will be available two weeks after the first day of classes. Switching rooms without the authorization of Residence Life is strictly prohibited. Residents requesting to cancel their Agreement must complete a Housing Decline Form. Requests to cancel are subject to approval by the Office of Residence Life.
21. **Cancellation Fee:** Residents who are approved to cancel their agreement will be charged a \$500 Cancellation Fee and forfeit their \$250 Damage Deposit. There will be no refunds or account credits. Students who are not approved for Cancellation requests are responsible for full financial obligations and payment in full.
22. **Check Out:** Residents shall vacate their assigned space and return their issued Residence Hall ID by the end of the Agreement period (and immediately upon cancellation or termination of this Agreement). Failure to check out as prescribed by the College may result in a fine, key replacement and/or lock change fees, and/or disciplinary action. Please note that vacating housing does not constitute a cancellation of this Agreement. Upon vacating an assigned space, the Resident is responsible for returning their room and/or suite to a condition suitable for another person to occupy (thoroughly cleaned, cleared of personal items, and furnishings reset to a standard position). Failure to return the vacated space to an acceptable condition shall result in cleaning and/or damage charges to the Resident. If a Resident vacates an assigned space and leaves personal possessions intentionally or unintentionally, these items will be considered abandoned property. All items left behind will be removed, recycled or donated. Residence Life is not responsible for any items left in the rooms/residence and will not be responsible for the replacement or compensation of abandoned property. Residents may be held responsible for paying for the removal of abandoned property.
23. **Condition of Premises:** By taking occupancy of the assigned space, the Resident accepts its condition "as is" at such time and assumes responsibility to maintain the space (and any common areas in which the assigned space is located) and room furnishings and fixtures in a clean, safe, and undamaged condition at all times.

Rooms are furnished with a twin size extra-long bed frame, footboard and headboard, twin extra-long mattress, desk, desk chair, shared clothes hanging cubby, and one two drawer dresser for each Resident. The Resident agrees to accept and maintain the unit in its fully furnished condition throughout the duration of this Agreement. All furnishings, fixtures and equipment are to be kept in clean, sanitary, and working order. The Resident shall return the premises in as good repair as when possession was taken, ordinary wear and tear excepted. If the premises are discovered to be in poor sanitary condition or in a manner that could lead to an unhealthy or unsafe environment for a suitemate or surrounding residents, the Resident will be required to make the necessary changes and cleaning to the room or suite at the Resident's expense. These changes must be approved by the Office of Residence Life. If the Resident fails to make these changes within a reasonable amount of time, services will be provided to perform the necessary cleaning. The Resident shall then be responsible for the cost of the provided services. The Resident is at no time permitted to make any alternations or additions to the structure or mechanical and electrical systems of their assigned space or other College location, including but not limited to painting, installation or fastening of items, or display of signs or banners in the unit. Residents are required to report any room concerns to the Residence Life Office for immediate repair. Failure to do so leaves the Resident responsible for any cleaning, repair, and/or replacement costs.

24. **Room Damage/Common Area Damage:** If the Resident's room/suite has sustained damage beyond the usual wear and tear, the cost of the repairs will be charged to the Resident. The Resident shall reimburse the College for all damages or expenses which the College may suffer or incur for repair or excessive cleaning of the Residence Hall, or for repair or replacement of College provided furnishings, fixtures, and/or equipment (e.g. smoke detectors), caused by the misconduct or neglect of the Resident and/or of their guests. Any damages or expenses incurred in a room or facility within the Residence Hall will be charged equally to all Residents of that room/suite or users of that facility unless the responsible person(s) assume specific liability. Any damage charges will be billed to Resident's account and/or deducted from the Damage Deposit after all appeals are exhausted. Students will be sent instructions on how to appeal the charge if they are charged for a damage. Residents who opt for an Express Check Out forfeit the right to appeal any damages levied by the Office of Residence Life.
25. **Resident Liability:** Residents assume full liability for any loss or damage to the property of the College or others in the community that may be caused by their behaviors or actions, including the behavior or actions of their guests.
26. **Accommodations:** Residents with diagnosed disabilities who may need some form of disability-related housing consideration must register with the College's Office of Accessibility and Accommodations ("OAA") and submit a request for a disability housing accommodation (including the submission of supporting medical documentation) by the published deadlines. Residents should consult with OAA staff if needs arise beyond the published deadline or to review their needs and the accommodation request process. Disability housing accommodation requests must be made for each academic year; accommodations are not automatically extended from one academic year to the next. Residents seeking a disability housing accommodation must submit a new disability housing accommodation request and provide updated medical documentation for each academic year, summer, interim period, and/or after returning from a leave of absence. Additional information on OAA and requesting a housing accommodation is available at <https://assets.sfc.edu/content/uploads/Housing-Accommodation-Request-Guidelines-and-Procedures-Fillable-1.18.22.pdf>.
27. **Animals and Pets:** Unless specifically authorized by the Assistant Dean for Residence Life & Student Conduct or designee and/or OAA, no animal or pet of any kind is permitted in the Residence Hall at any time. The Resident agrees that the Resident will not bring in or keep any animal in any area of the Residence Hall and that the Resident will not permit any guest or visitor to do so.

28. **Breaks:** The Residence Halls will be open during Thanksgiving, Easter and Spring Break. The Halls will close by noon on December 20, 2023 for the Fall 2023 semester and on May 8, 2024 for the Spring 2024 Semester. Residents are required to check-out within 24 hours of the Resident's last exam and no later than the formal closing date for the semester, whichever is sooner. Residents returning for the Spring 2024 semester may leave their belongings in their rooms at the end of the Fall 2023 semester but will not have access to their room for the duration of the Winter Break. Residents with special circumstances requiring accommodations during the Winter Break must contact the Office of Residence Life in writing no later than Monday, December 4, 2023. Only SFC Residents are permitted in the Hall during the breaks and the visitation policy will be suspended during break periods. The Office of Residence Life will be closed during a portion of the Winter Break. Winter Break falls outside of this Fall and Spring Agreement and Residents approved to stay in the Hall during Winter Break are subject to additional housing charges. Charges may vary based on room type, length of time, and reason for request.
29. **Spring 2024:** The Residence Halls will close at 12 Noon on Wednesday, May 8, 2024, and the Resident must move out by that time or within 24 hours of the Resident's last exam, whichever is sooner. Residents requiring an extension after the Hall closes in the Spring 2024 Semester for academic reasons must request it in writing to the Office of Residence Life no later than Monday, April 22, 2024. Additional Fees will apply and may vary based on room type, length of time, and reason for request. Requests are not guaranteed and will be approved based on room availability. Summer School housing requires a separate Agreement.
30. **Governing Law:** All disputes regarding the construction, interpretation and the parties' obligations under this Agreement shall be governed by the laws of the State of New York, notwithstanding any of that state's laws to the contrary. The venue and jurisdiction for the resolution of any such disputes shall be in the State or Federal courts located in Kings County, the State of New York.
31. **Documentation:** Prior to moving into the Residence Hall, the Resident must provide documentation of the following:
- Proof of health insurance, which must remain in effect at all times while living in the Residence Hall.
 - Proof of MMR vaccination submitted to the Office of Health Services.
 - The Resident received financial clearance from the Office of the Bursar.
 - Full time class registration.
32. **COVID-19:** As knowledge and understanding of the COVID-19 pandemic continues to evolve, the College will continue to monitor and rely on the most up-to-date scientific information, public health guidelines, and local, state and federal requirements available to make informed decisions about its operations. At this time, the College has made the decision to eliminate the COVID vaccine requirement, for students and all staff effective fall 2023. The College continues to encourage COVID-19 vaccination, monitoring and good hygiene practices. The Resident recognizes and agrees that the College may need to make sudden changes to the campus and/or Residence Hall environment due to health and safety concerns related to COVID-19, such as requiring Residents to vacate the Residence Hall on short notice, change rooms, change housing plans, and/or reinstate the COVID-19 vaccination mandate. The College reserves the right at any time to adopt, amend, or terminate any terms, conditions, policies or procedures concerning COVID-19 as conditions change and guidelines continue to evolve.

COVID-19 Acknowledgement

By signing this Agreement, the Resident confirms that they intend to reside in the Residence Hall for the 2023-2024 academic year. The Resident acknowledges and understands that:

- The College may update COVID-19 rules, protocols, and precautions in compliance with current state and local guidelines and restrictions at any time as conditions change and restrictions and guidelines evolve;
- There is an inherent risk of exposure to COVID-19, which is a contagious disease, in any place where people are present, including College residence halls, common areas, classrooms, and in other areas on campus;
- The College cannot guarantee that Residents and other members of the campus community will not be exposed to and/or contract COVID-19 or other illnesses; and
- Residents are expected to follow all community standards set forth in various documents, including but not limited to the CORD. Residents who jeopardize the safety of others and/or fail to meet the standards may be removed from the Residence Hall.

All Residents opting to live in the Residence Hall are reminded that failure to fully comply with the College's health and safety standards and/or violation of the policies in the CORD and/or this Agreement may result in disciplinary action, including but not limited to a Resident's immediate removal from campus, immediate removal from the Residence Hall, transition to remote learning, suspension, or expulsion from the College. Disciplinary actions against Residents will be adjudicated according to the process in the CORD. The College continues to monitor the COVID-19 situation closely and will take action as warranted.

Additionally, Residents must:

- Follow and abide by Quarantine and Isolation Requirements and Guidelines as applicable in accordance with New York State requirements. COVID Guidelines are subject to review by the College and may be updated.
 - SFC does not provide quarantine or isolation spaces. Any resident who tests positive is required to find their own accommodations to complete the CDC required isolation or quarantine.
 - Any resident that fails to comply with isolation safety requirements may be subject to discipline in accordance with College policies and procedures.
- Self-monitor for COVID-19 symptoms, including but not limited to fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headaches, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting or diarrhea. This list does not include all possible symptoms.
- Anyone with flu-like or COVID-19 symptoms must be evaluated by a healthcare provider prior to returning to the Residence Hall and when necessary, will be required to self-isolate.
- Pay close attention to personal hygiene including frequent handwashing with soap and water and/or use an alcohol-based hand sanitizer.
- Keep themselves informed and aware of what SFC is doing in response to the pandemic, watch their emails daily, and contact the Office of Residence Life if they have questions.

Resident/Guardian Acknowledgement

By typing my name below, I, the Resident, or, if the Resident is under 18 years old, the legal guardian of the Resident, acknowledge and agree to the following:

I have read, understand, and accept all terms and conditions in the St. Francis College Office of Residence Life 2023-2024 Terms and Occupancy Agreement. I understand that these terms are in effect for the Fall 2023 and Spring 2024 semesters and I/the Resident agree(s) to comply with these terms as well as follow all Residence Hall policies, Residence Life policies, Found Study policies, St. Francis College policies, and federal, state and local laws during the term of this Agreement.

I will be responsible for the financial cost of my/the Resident's room assignment for the entire academic year. Even if I/the Resident decide to leave the Residence Hall mid-year, I understand a cancellation fee may apply and that I/the Resident may not be eligible for any refund. I understand that I/the Resident must be registered as a full-time student and will immediately notify the Office of Residence Life if I/the Resident withdraw(s) from the College or change(s) academic status. I understand that I/the Resident must satisfy my/the Resident's financial obligation with the College prior to occupying my/the Resident's Residence Hall assignment and must remain in good academic, conduct, and financial status in order to remain in the Residence Hall. I understand that I/the Resident will be required to vacate the Residence Hall within 48 hours of cancelling my/the Resident's Agreement.

By electronically signing this Agreement, I acknowledge that I have read and accept all terms and conditions of this Agreement. I understand that violations of these terms and conditions may result in termination of this Agreement, loss of housing privileges, repair or replacement costs, fines, and/or other disciplinary actions.

Name of resident student: _____

Date: _____

Electronic Signature of resident student or legal guardian: _____

Date: _____