NYSID PRE-COLLEGE HOUSING CONTRACT – 2016

GENERAL INFORMATION

This agreement must be submitted along with the housing application. Students and parents must acknowledge and agree to all policies. (Student must be at least 16 years and provide proof of age by the move-in date).

The New York School of Interior Design (NYSID) Pre-College Housing is structured for mature and responsible students. Students are not chaperoned 24/7. Resident Advisors (RA’s) who will plan activities and provide support and guidance will be residing in the dorm. Students will however be given flexible time where they will not be supervised, monitored or required to remain in the residence facility. They will be responsible for their own safety and free to explore New York City. Curfews will be enforced and students will be required to check-in with the RA. The plan will include weekend activities. It is strongly recommended that participating students be capable, independent and ready for this personal responsibility.

Housing policies are strictly enforced. Students must comply with all NYSID rules and regulations as set forth in this contract as well as the Pre-College Housing Application, Pre-College Housing Arrival Guide, NYSID Student Handbook and 1760 Residence Management (Educational Housing Services- EHS). Any violation of policy will result in immediate dismissal from the Pre-College Program and Housing. Refunds for tuition and/or housing will not be granted to students who are dismissed for violating policies and guidelines.

COSTS: $1,660.00

Housing (Double Room Only – 2 students per room), Orientation Activities and Partial Meal Plan- breakfast and lunch school days (package plan only).

*Payable to NYSID. Payment form included with application.

Evening and weekend meals are not included. Students have access to the 1760 Residence Kitchen. Grocery stores and restaurants are near residence. The estimated budget for evening and weekend meals, transportation and other personal costs is approximately $475.00. This budget will vary depending on student’s individual needs.
Each student will be responsible for their own transportation fee. Part of the Housing Orientation will include a walk to the subway station to purchase an unlimited trip metro card. Students will need to have the funds available for this purchase. Anticipated cost = $62.00 (subject to change based on NYC Transit).

**HOUSING POLICIES**

**Curfew**

Curfew is 10pm Sunday through Thursday and 11pm on Friday and Saturday. **Students must check-in with the NYSID Resident Advisor each evening before curfew.** If a student is not present for curfew check, they will be dismissed from the program. Students are not permitted to leave the residence between curfew and 7am. Any violation will result in dismissal.

Students may be excused from curfew only if the parent or guardian has submitted an official NYSID permission form. This form must be submitted to the Dean of Students Office on or before JULY 1, 2016. A NYSID Resident Advisor will follow up with a confirmation phone call prior to the night the student plans to be away. A parent or guardian must be available to speak with the RA to confirm that the student has permission, where the student will be staying and when the student will return to the dorm.

**Activities**

NYSID Resident Advisors will coordinate activities exploring New York City. It is expected that all students will participate. Students may be unsupervised during segments of these activities but will reconvene at designated points. Students may be excused from an activity only if the parent or guardian has submitted an official NYSID permission form. This form must be submitted to the Dean of Students Office on or before JULY 1, 2016. A NYSID Resident Advisor will follow up with a confirmation phone call confirming this release. A parent or guardian must be available to speak with the RA to confirm that the student has permission.

**Orientation and Resident Advisor Meetings:**

All NYSID Students at the 1760 Residence will be required to attend a housing orientation. The orientation will cover items such as personal safety, housing rules and regulations and specific building information. Students will also meet Resident Advisors and floor mates.

Throughout the program Resident Advisors may hold meetings to discuss emergency issues or general concerns. These meetings are mandatory.
**Guests**

*No guests* will be permitted at the residence facility. *Parents or Guardians may assist in move-in and move-out only.*

**Room Assignments:**

NYSID will assign roommates based on the information we receive from student housing applications. The student can request a roommate and NYSID will take that into consideration when placements are made but there is no guarantee that requests will be honored. Room changes will not be permitted during the duration of the stay. Students must reside in their assigned rooms. Room assignments may be changed or cancelled by NYSID, in its discretion, in the interest of order, health and safety, discipline and/or maximum utilization of facilities.

*Please note: NYSID supports diversity and offers a residential experience with people of different backgrounds and cultures. The college does not assign roommates on the basis of race, culture, ethnicity, age, disability, sexual orientation, religion or national origin.*

**Liability:**

NYSID is not responsible for the loss, theft or damage to any of the student’s personal property. Students should protect themselves by safeguarding and insuring their property.

**Conduct:**

NYSID is dedicated to fostering and maintaining a safe and educational environment on campus and at 1760 Residence. As such, the college reserves the right to take whatever action deemed appropriate to maintain this atmosphere and safety to all residents.

**Behavior and Code of Conduct**

Examples of actionable behavior are provided below in order to give students a better understanding of the kind of behavior that violates the Student Code of Conduct, and is therefore subject to immediate dismissal from the program.

- Disorderly, disruptive, or aggressive behavior that interferes with the general comfort, safety, security, health or welfare of a member of the NYSID community or the regular operation of the college and or residence facility.
- Disrespect to any member of the NYSID community and/or failure to comply with the directions of college faculty or staff.
- Physical violence, actual or threatened, against any individual or group of persons.
- Damage, destruction, or removal of another student’s work or property.
- Vandalism or damage to personal or NYSID or 1760 Residence property.
**Right to Inspection:**

Authorized NYSID and 1760 Residence Management (Educational Housing Services-EHS) personnel, including Resident Advisors may enter and inspect Student’s room at any time to ensure the health and safety of the residents, to respond to any perceived violations or for other necessary reasons as determined by NYSID or 1760 Residence Management.

**Alcohol and Drugs**

Students cannot consume, distribute or possess illegal drugs or alcohol at any time. Any violations of this policy will result in dismissal from the program.

**Smoking**

Smoking is not permitted on any NYSID property, dorms or during any NYSID sponsored activities.

**Room Occupancy and Conditions**

- All NYSID and 1760 Residence Rules must be adhered to at all times.
- All quiet time must be observed. Cell phone use is not permitted in hallways.
- Rooms cannot be altered in any way (including rearranging of furniture) and must be damage free upon check out. If damages are present, the student/parent will be responsible for maintenance.
- All kitchen policies are to be observed.
- Roof and balconies are off limits
- No items permitted in hallways, including door mats.
- Residents are responsible for keeping their room clean.
- No pets are permitted.
- Room keys cannot be duplicated or loaned to anyone including family or friends.
- It is the student’s responsibility to carry the room ID/key at all times. A fee of $5.00 will be charged for every lock-out. (Price subject to change).
- Students must fully vacate room by listed check out date and time.

**Prohibited Items**

The following items are prohibited in all residences and disciplinary action will be taken in response to a student’s possession of any of these items in the residence or during the program

- Halogen lighting equipment
- Electric or gas-powered heaters
- Hot plates, toasters, or any cooking appliances of any nature
- Sandwich makers, toaster ovens
- Candles, incense, smoking and/or drug paraphernalia of any kind
- Flammable decorations such as Christmas lights etc.
- Furniture, television, extra refrigerator or microwave not provided by EHS.
- Illegal substances of any nature
- Explosives, fireworks, weapons of any kind or smoke laden materials
**Parental Notification:**

NYSID reserves the right to contact your parent(s) or guardian(s) if NYSID determines that you are or have been involved in dangerous and/or inappropriate behaviors that are threatening to you or to others; this includes alcohol and drug use and any other violation of rules, regulations and the NYSID Code of Conduct.

**Refunds**

Housing Refund Deadline: May 15, 2016 – Requests for refund must be submitted in writing and received by the NYSID Dean of Students Office at 170 East 70th Street, New York, NY 10021 no later than May 15. **No refunds will be granted after May 15, 2016.**

Refunds for tuition and/or housing will not be granted as a result of dismissal due to a violation of housing policies and guidelines. Refunds will not be granted if the student vacates the room for any reason including withdrawal from the Pre-College Program.

**Infractions:**

Any infractions of the terms and conditions herein, or of any federal, state or city law, or of any 1760 Residence or NYSID rules or regulations may lead to discipline and/or expulsion from the 1760 Residence.

By signing this I hereby certify that I have read and agreed to the NYSID Pre-College Housing Contract. I have read and agree to all terms set forth in this document. Additionally, I have read and signed the Pre-College Housing Assumption of Risk and Release Form and Sponsor’s Affidavit of Financial Support Form and that all the information I have provided is accurate and complete.

**PARENT/GUARDIAN:**

Parent/Legal Guardian (print): ___________________________ Date: ____________

Parent/Legal Guardian (signature): ___________________________ Date: ____________

**STUDENT:**

Students Name (print): ___________________________ Date: ____________

Student’s Signature: ___________________________ Date: ____________

*Please keep a copy of this document for your records.*