



# Brandeis University

## RESIDENCE HALLS & MEAL PLAN LICENSE

**PLEASE RETURN THIS FORM IN THE ENCLOSED BLUE ENVELOPE**

**The Department of Community Living**  
For Housing Questions  
(781) 736-5060

**Campus Card Office**  
For Meal Plan Questions  
(781) 736-4230

Student Name: \_\_\_\_\_

SAGE ID#: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

The undersigned student hereby requests assignment to a Brandeis University residence hall for the full academic year commencing on the assigned hall's opening date and ending on the hall's closing date (noon on the day after the last final exam; or by noon on the day after commencement for graduating seniors and graduate students). All halls, except those apartments with independent kitchen facilities, are closed for inter-session between fall and spring semesters, which begin at noon on the day after the last final exam and ends on the assigned hall's opening date. Students withdrawing from housing for spring semester must vacate their assignment by noon on the day after the last final exam of fall semester. Failure to vacate housing at the appropriate time will result in an administrative fee determined by the Department of Community Living.

I understand that my request for room assignment may not be processed until the University has received my notification to participate in room selection for returning students or my \$500 University Deposit for First Year and Mid-Year students.

I understand that all First Year students are required to reside on campus for their first academic year and all Mid-Year students are required to reside on campus for their first semester. An exception will be granted only to those students living at home with their parent(s) or guardian(s).

I understand that all First Year students are required to have a meal plan, regardless of their housing assignment. As an upperclassman, if I am assigned to live in an apartment with an independent kitchen facility (such as Charles River Apartments, Foster Mods, Ridgewood Apartments, or 567 South Street), I understand that I am not required to select a meal plan. A meal plan is mandatory for all other University housing. If no plan is chosen or a meal plan is chosen for which the student is not eligible, the student will be assigned the 21 meals per week plan.

I agree to pay for the room I am assigned and the meal plan that I choose. I agree to make timely payments and understand that late payments will result in a hold on my registration. In all cases, full payment is required prior to occupancy.

If I enter a University residence system assignment after the beginning of the semester, I understand that I am responsible for paying housing and meal plan charges prorated from the date of my entry to the end of the academic year.

I understand that I will receive my room key and access to the residence halls and meal plan only after my payment in full of the semester's housing and meal plan charges, and I agree that my assigned room space and meal plan are not transferable to any other person.

The assignment of residence space is a revocable license for student occupancy and does not involve a tenancy of any kind and may be revoked by the University.

### MEAL PLANS

- A. Meal plans are not valid during inter-session or at times beyond the housing dates for opening and closing.
- B. Brandeis Dining Services offers kosher meal service to all students. Participants must sign a kosher contract in Sherman Dining Hall and abide by its rules and regulations.
- C. Students with meal plan menu questions should contact Brandeis Dining Services at 781-736-4337.
- D. Students with special dietary concerns should contact the University nutritionist with Health Services at 781-736-3677 and request a nutrition assessment.
- E. Please refer to the Campus Card Office website at [www.brandeis.edu/campuscard/mealplans.html](http://www.brandeis.edu/campuscard/mealplans.html) for the current list of meal plan choices.

### RATES AND REFUNDS

- A. The housing and meal plan rates, as determined by the Board of Trustees, will be available from the Department of Community Living upon approval.
- B. If a student withdraws from campus housing along with withdrawing from the University, the following refund applies:
  - Before the first day of class students are not charged for the semester, with the exception of a \$200 fee.
  - On or before the 2<sup>nd</sup> Friday following the first day of class students receive a 75% credit to their account.
  - On or before the 5<sup>th</sup> Friday following the first day of class students receive a 50% credit to their account.
  - After the 5<sup>th</sup> Friday following the first day of class students receive no refund.
- C. If a student withdraws from campus housing, but remains enrolled at the University, the following refund policies apply:
  - By May 1<sup>st</sup>, students are not charged for the semester, with the exception of a \$200 fee.
  - After May 1<sup>st</sup>, students receive no refund.
- D. Please contact the Campus Card Office for meal plan refund policies.

## SPECIAL CIRCUMSTANCES

### A. Pre-Semester Withdrawal

Any licensee who contemplates withdrawing from the University residence halls due to completion of degree requirement, leave of absence, study abroad, or withdrawal, before the first semester begins or after the first semester but before the second semester must notify the Campus Card Office and the Department of Community Living in writing by May 1 for the first semester or November 15 for the second semester. There upon the licensee shall receive a credit for the full remaining residence hall and meal plan charges. Failure to meet the appropriate deadline dates will result in a \$200 withdrawal fee.

### B. Mid-Semester Withdrawal

Any licensee who receives permission from the University to withdraw from the University during the course of a semester will be required to terminate this license with appropriate credit based on the above scale. The withdrawal date will be confirmed as the date the residence hall room key is returned.

### C. Special Cases

If a major change occurs in a licensee's personal or medical condition and this change is fully documented and deemed by the Dean of Student Life to be an extreme hardship situation, the Department of Community Living and the Campus Card Office reserve the right to make appropriate adjustments to this license.

## ROOM ASSIGNMENT CHANGES

A. The licensee agrees to strictly follow all procedures outlined in *Rights and Responsibilities* for room changes and room transfers.

- B. 1. Licensees reassigned to rooms of a different rate will be charged or refunded on a prorated basis computed upon the percentage of days remaining in the semester. Licensees agree to choose or be charged a meal plan if reassigned or transferred to a different room which requires a meal plan. In the event a vacancy should occur, each remaining room/suite/apartment occupant shall accept the roommate assigned by the University in accordance with established University procedures outlined in *Rights and Responsibilities*.
2. Renovations to certain residence halls, including specific rooms may take place during the term of this license, requiring the movement of the licensee from their room, whereupon the University shall provide alternate living arrangements within its residence system. Licensees reassigned to rooms of a different rate may be refunded appropriately on a prorated basis, and may be required to select a meal plan, if the area to which they are reassigned to requires one.
3. A licensee may be reassigned to a different space for the purposes of consolidation or to meet other assignment needs as determined by the Department of Community Living or designee. In addition, reassignment may be necessary pending disciplinary proceedings as listed in *Rights and Responsibilities*. The licensee's account may be adjusted accordingly based on reassignment. Reassignment may also require the licensee to select a meal plan, if the area to which they are reassigned to requires one.
- C. 1. An authorized upperclassman room transfer to a space where a meal plan is not required may result in a prorated refund of meal plan costs for non-first year students, if a student cancels their meal plan with the Campus Card Office.
2. In order to receive a refund or credit for the residence hall or meal plan charges in line with the sections on termination of this license, the licensee's room key and meal card must be presented to the Department of Community Living in Usdan Student Center and the Campus Card Office in Kutz Hall, respectively. No refunds will be made for any change in status during the final 6 weeks of any semester.

## RULES AND REGULATIONS

- A. This license will be terminated and the licensee responsible for vacating the premises, with all their goods and effects, within 48 hours after ceasing to be a registered student at Brandeis University or at the ending date indicated on the front page, whichever occurs first. The premises must be vacated in the same order, repair, and condition as the time of acceptance of the room assignment.
- B. The licensee agrees to leave the residence halls at the end of each semester and during vacation periods in accordance with the dates issued by the Department of Community Living or the University. The licensee must vacate their room by the designated date or 24 hours after a licensee completes their final exam, whichever comes first.
- C. Each licensee is responsible for the care of the University property in their room and in public areas of the residence hall. The cost of any damage or loss will be assessed to the licensee(s) responsible. Licensees are required to verify a room upon check-in to an assignment. If a licensee fails to verify their Room Condition Report, the Department of Community Living will assume an initial level of a good condition for all the furnishings and equipment in the room and the licensee will forfeit the ability to appeal any charges for damage. Additional information on room inspections and damage assessment is found in *Rights and Responsibilities*.
- D. All personal property, whether in a licensee's room or elsewhere in the University, shall be kept at the sole risk of the licensee. The University shall not be liable for property of any kind, which may be lost or stolen, damaged or destroyed by any cause whatsoever. **Licensees are strongly advised to obtain insurance coverage necessary for such a loss.**
- E. The University shall not be liable to the licensee or to any guests or invitees or to anyone on the premises of the licensee for any personal injury, nor shall such a person have a claim for damages against the University for loss or damage resulting from insufficiency, irregularity or escape of water, gas, steam, or electricity within the premises.
- F. The licensee agrees to abide by and act in accordance with all rules, regulations, procedures and dates governing residence halls and dining services facilities including those specified in University regulations, *Rights and Responsibilities*, *Room Selection Guide*, and all other publications of the University, Department of Community Living and Office of University Services during the academic year, including Inter-session and summer months following the academic year.
- G. Brandeis University does not discriminate on the grounds of race, color, ancestry, religious creed, gender identity and expression, national or ethnic origin, sex, sexual orientation, age, genetic information, disability, Vietnam Era veteran, qualified special, disabled veteran, or other veteran status, or any other category protected by law in any of its policies or practices, but reserves the right to assign separate accommodations to female and male licensees.
- H. The licensee agrees to behave in a manner which acknowledges the interpersonal compromises required by a residence hall living situation, and which therefore respects and considers the rights of others in the residence halls and dining services facilities. The licensee is expected to act in a mature fashion at all times, in recognition that failure to act accordingly will have an adverse effect on both the residence system and other licensees living in the residence halls.
- I. The licensee acknowledges that the safety and security of both persons and property in the residence halls is a result of their active participation in both individual and group security procedures as provided or developed during the academic year. The licensee agrees to participate in voluntary security monitoring systems and/or abide by and maintain any mechanical entrance control systems set up to enhance the safety and security of residence licensees. This includes participation in health and safety inspections and right of entry by Community Living staff members for safety and security purposes.

I have read and agree to the terms and conditions listed on this license, together with the rules, regulations and procedures of Brandeis University as published herein and in *Rights and Responsibilities*, and in other University publications. Violations of these terms may result in termination of this agreement, eviction, repair or replacement costs, fines, or other disciplinary actions. If I am under the age of 18, this license must be signed by my parent or legal guardian as guarantor, who will then be liable for fulfilling the obligations of this license.

\_\_\_\_\_  
Student's Signature Date

\_\_\_\_\_  
Guarantor's signature (if student is under 18)

\_\_\_\_\_  
Date