

Undergraduate Room & Board License Agreement 2024-2025

The undersigned student (henceforth referred to as “the Licensee”) 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 the winter break between fall and spring semesters, which begins at noon on the day after the last final exam and ends on the assigned hall's opening date, unless other unforeseen circumstances occur. The University may decide to fully close all residential facilities. Students withdrawing from housing for the 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 of \$50.

I understand that for the 2024-2025 academic year, first year students will live on campus given our first-year residency requirement. Students with questions about the residency requirement should contact Community Living or visit: www.brandeis.edu/dcl

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 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 through 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.

I understand that moving into a space that I am not assigned to is a violation and can result in a fine or removal from housing. I understand that in suite-style spaces, Community Living reserves the right to fill any vacancies without prior notification or approval of the current occupants of the suite.

I understand that the residence hall room may not be available to me prior to the assigned hall’s opening date. I understand that if I want to arrive early to the residence hall room I need to request early arrival from Community Living. I understand that Community Living reserves the right to approve or deny early arrival requests. I understand that there may be a fee associated with an early arrival request and that I am responsible for paying that fee.

I understand that smoking in a university residence hall is a violation of Rights and Responsibilities and I can be removed from housing for smoking in the residence halls.

I understand that Brandeis University reserves the right to update this agreement as needed and that the most current version can be found on the University website.

Term Dates*

- Fall 8/26/24 - 12/20/24 at 12 noon
- Spring 1/12/25 - 5/14/25 at 12 noon (Students participating in graduation will be scheduled to move out by 5/19/25 at 12 noon)

**Dates are subject to change based on academic calendar updates.*

Meal Plans

1. All students living on campus are required to have a meal plan.
2. Meal plans are not valid during winter break/intersession or at times beyond the housing dates for opening and closing.
3. Brandeis Dining Services offers kosher meal service to all students.

Rates and Refunds

1. The housing and meal plan rates, as determined by the Board of Trustees, will be available from Community Living upon approval.
2. If a student withdraws from campus housing along with withdrawing from the University, the following refund applies:
 1. Before move-in, students are not charged for housing.
 2. If the student withdraws from the university after moving into the residence hall, the student will be refunded the cost of housing based on the date they vacate campus and turn in their room key.
3. If a student withdraws from campus housing, but remains enrolled at the University, the following refund policies apply: (When a student is not currently assigned a room, a double room rate will be used to calculate the cost of a contract)

Fall Semester

1. By May 1st, students are not charged for the semester.
2. May 2nd-June 1st students will be charged 25% of the room contract
3. June 2nd-July 1st students will be charged 50% of the room contract.
4. July 2nd-August 1st students will be charged 75% of the room contract
5. After August 1st students will be charged 100% of the room contract

Spring Semester

1. By August 1st, students are not charged for the semester.
2. August 2nd-September 1st students will be charged 25% of the room contract
3. September 2nd-October 1st students will be charged 50% of the room contract.
4. October 2nd-November 1st students will be charged 75% of the room contract
5. After November 1st students will be charged 100% of the room contract

Please contact the Campus Card Office for meal plan refund policies.

Special Circumstances

1. **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 Community Living in writing by May 1st for the first semester or November 1st for the second semester. Thereupon 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 \$500 withdrawal fee.

2. **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.

3. **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 Assistant Dean of Student Affairs or designee to be an extreme hardship situation, Community Living and the Campus Card Office reserve the right to make appropriate adjustments to this license.

Room Assignment Changes

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

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. 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 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 different meal plan if the area to which they are reassigned to requires a more comprehensive meal plan.
4. 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 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.

Fees

1. Students who withdraw from housing but do not vacate their room within 48 hours will be charged a packing and storage starting at \$500 and increasing the longer their belongings are in storage.
2. Students who change rooms without proper notification to Community Living will be subject to a \$100 administrative fee.
3. Students who request a room change and do not properly move to their newly assigned space can be charged for the daily rate of both rooms until the former assignment is vacated and can be returned to available inventory.
4. Students who live in buildings that close but who request to stay during the winter break period will be assessed a transitional housing and dining rate based on their occupancy dates for.

Rules and Regulations

1. 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 under the "Term Dates" section of this document, whichever occurs first. The premises must be vacated in the same order, repair, and condition as the time of acceptance of the room assignment.
2. 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 Community Living or the University. The Licensee must vacate their room by the designated date or 24 hours after the licensee completes their final exam, whichever comes first.
3. 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, 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*.
4. All personal property, whether in a licensee's room or elsewhere in the University, shall be kept at the sole risk of the Licensee. This includes perishable food items as well. 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.**
5. 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.
6. 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, Community Living, and Office of University Services during the academic year, including Inter-session and summer months following the academic year.

7. 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.
8. 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.
9. 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 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.