AMDA College of the Performing Arts LOS ANGELES

Incoming Student Housing License: Fall 2019

Please take the time to read and review this license thoroughly as there have been some changes from previous semesters. Please initial each page and sign on the last. While we would like you to turn this document in as quickly as possible, it is also important that you fully understand and acknowledge the College's housing policies.

Do not attach any checks, money orders or cash to this Housing License.

All forms of payment must be forwarded to Student Accounts.

Attn: Housing Department
6305 Yucca Street
Los Angeles, CA 90028
Fax Number: (323) 469-1739
E-mail: LAHousing@amda.edu

Name (please print): _____
Last First Middle Initial

Permanent Address: _____
Street Address City State Zip Code

EFFECTIVE DATES OF LICENSE

AMDA Group	Contract Start Date	Contract End Date
International Students and BFA Alumni 5th Semester Students	Tuesday, October 8, 2019	Saturday, February 8, 2020
Incoming 1st semesters and NY transfers	Wednesday, October 9, 2019	Saturday, February 8, 2020
Readmitted Students and Students Returning from a Leave of Absence	Saturday, October 12, 2019	Saturday, February 8, 2020
Continuing BFA & Conservatory Students	Saturday, October 12, 2019	Saturday, February 8, 2020
Pending Graduates	Saturday, October 12, 2019	Sunday, February 9, 2020

**Early move-ins will not be granted for those who are returning to campus.

All students must vacate their rooms by 3:00 p.m. on the termination date of the Fall 2019 semester lease.

Pending Graduates who are taking part in Sunday performances will have until 6 p.m. to vacate. Continuing students who are leaving housing will have until noon to vacate.

This License is for one semester only. Rooms may be reassigned and redistributed at the discretion of the building management and of AMDA during the semester and/or at the end of the semester.

I have read, I understand, and I hereby agree to all of the above. Initial _____

PAYMENT REQUIREMENTS

Housing Service Charge: A $200 non-refundable housing service charge is required for each semester a student is in Housing. The $200 service charge reserves a place in Housing, but does not guarantee a student's specific building choice or room assignment.

Payments: A student's housing payments are part of the student's school accounts. Student is fully responsible for student's housing payments during the effective dates of the License. Not satisfactorily meeting student's housing payments shall result in dismissal from housing, and possible dismissal from AMDA. Housing payments include all administrative charges incurred during the effective dates of this License.

Refunds:

- If a student cancels Housing prior to the semester start date, all Housing payments shall be refunded (with the exception of the $200 non-refundable housing deposit), and a $500 cancellation fee will be assessed.

- Upon the effective date of this License, if a student cancels, withdraws, moves out, or is dismissed, there are absolutely no refunds of any housing monies already paid, and full housing payment for the semester will be due. Students who use Title IV funds to pay for housing should refer to the Tuition Refund Policy concerning the return of Title IV funds to the source if a student withdraws or is dismissed or suspended from school and housing.

- Payment Credits: Once the student's financial responsibilities have been met, any account excesses will be processed within 45 days of the expiration of this License. Any housing payment excess will be applied to outstanding tuition account balances before issued as a refund.

Statement of Student's Housing Financial Responsibility: In the event that a student cancels, withdraws, is dismissed, or does not return, or takes a leave of absence the student must leave housing within 24 hours. Extensions may be requested and must be approved by the Housing or Residential Life Department. The student will be responsible for the payment of housing for the entire current semester. Student must completely vacate housing. Student may not remove belongings if left past the move-out date until any due storage fees are paid. (See section on "Moving Out").

Moving Out: If a student does not return for the following semester, the student must completely vacate housing by the contract end date. In the event that a student cancels, withdraws, is dismissed, or takes a leave of absence, or does not return, the student must leave housing within 24 hours. All of a student's possessions must be removed by the student. Storage of possessions in room is absolutely prohibited to all students upon termination of License. Neither the residence nor AMDA will be responsible for any possessions left behind. Should student not comply with this regulation, AMDA has the right to charge an overnight fee of $100 per day until belongings are removed. Student may not remove belongings if left past the move-out date until overnight fees are paid.

Room Condition: Students rooms must be left in the condition in which they were originally assigned. A charge may be incurred for any trash, food or other personal belongings left behind. Unless responsibility is claimed by one or more residents, the charge will be split among all residents of the room, floor or building, as appropriate.

Access to Rooms, Inspections and Damages: AMDA reserves the right to regulate the use of housing in accordance with its policies. Each housing unit (room) may be inspected anytime and without prior notice to or consent from the student by a designated AMDA official as appropriate and/or necessary to ensure compliance with rules and regulations, safety and the orderly maintenance of housing. AMDA has the right of access to all rooms, including the right to enter, inspect and conduct a search, for the purpose of making routine or emergency repairs as necessary, for maintenance of health and safety and for purposes of discipline, without prior notice to, or consent from the student. During periods when the student is not occupying the housing unit, AMDA reserves the right to use the housing unit for any purpose. Each student is financially responsible for any damages or losses incurred in the room including but not limited to damage to walls, cupboards, fixtures, dressers, tables, chairs, and any other items supplied. Unless individual responsibility is established before departure, charges for damage to a room or its furnishings and/or cleaning beyond what would usually occur between semesters shall be assessed equally among all students in each room, regardless of who caused such damage or defacement. Student agrees and accepts that when individual responsibility for any and all assessed charges is disputed by students in a particular room, said charges shall be divided equally among all students in the particular room, and each student shall be equally responsible for paying all assessed charges. Minimum replacement costs for the following furniture are subject to change, but are currently at the following amounts: Bed (not including mattress): $250; Mattress: $180; Desk: $200; Chest: $200; Chair: $40. In addition, any maintenance, cleaning, or repair charges will be assessed, and the students will be billed accordingly.

The resident agrees to review and abide by all the AMDA policies and regulations that are, or shall become effective during the term of this License. These policies and regulations are included in the Housing Contract and License, the Student Handbook, and other publications distributed by AMDA. Violation of the following rules is grounds for immediate dismissal from housing and possible dismissal from AMDA.

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STUDENT HOUSING RULES OF CONDUCT

Access: AMDA officials may enter any room as necessary for routine health and safety inspections and in the case of an emergency. During non-emergency situations, AMDA staff will announce their presence (for example, by knocking). Housing is the property of AMDA and may be entered at any time.

Advertising, Publicity and Solicitation: All publicity must be in accordance with the policies of AMDA. For any event advertised on the campus or in the residence halls, the following must be adhered to: Before it is copied, the original poster must be brought to Student Affairs for approval. Flyers without an approval stamp will be removed. Flyers must state the name(s) of the sponsoring organization(s)/people, a contact name and phone number or e-mail address. Advertising may contain no explicit or implicit reference to alcohol or drugs, and language should be sensitive to the wide array of interests and backgrounds represented in the AMDA community. Flyers may be placed on bulletin boards only in the residence halls or the AMDA Café. Flyers are not permitted on the public area windows, doors or walls. Entry doors to the residence halls are reserved for residential life staff flyers only. Flyers other than event publicity (e.g. housing available, services or goods) or commercial offers and other solicitations from non-AMDA sources must be approved through the Student Affairs Department prior to posting.

AMDA units are not subject to the rent stabilization laws. In any action or proceeding brought by either party as the result of this License, or in any action or proceeding brought by any person(s) occupying the premises to which AMDA and/or the Residence is a party, the parties mutually waive their right to a trial by jury, and AMDA and/or the Residence and any person(s) occupying the premises waive their right to counterclaim in such action or proceeding. This paragraph shall not be construed to eliminate any rights or remedies which cannot be waived by written License.

Appearance: Students must wear street shoes and may not walk in public areas without footwear. Students must dress appropriately in all public areas. No dance shoes or inline skates are permitted in the residence halls.

Appliances: Heating/cooking appliances with an open flame are prohibited in all residence halls. AMDA provided microwaves and microwave ovens are permitted. Refrigerators greater than 6 cubic ft. are not permitted. Electrical heating appliances, such as space heaters, as well as portable air conditioning units are prohibited unless provided by AMDA. Halogen lamps are not permitted for fire safety purposes.

Behavior: Students shall not engage in inappropriate behavior with other occupants of their building. Students are expected to abide by the Campus Code of Conduct at all times.

Belongings: A student may not bring an excess of personal belongings and should not bring items of special value to store in room. AMDA does not provide a safe in student's room. AMDA does not guarantee and is not liable for the safety and security of room contents at any time. AMDA accepts no responsibility for loss or damage to Student's personal property for any reason, including, but not limited to, theft, damage, fire, steam, electricity or water.

Building Repairs and Campus Construction: On occasion, major maintenance work, painting, and other building repairs will be performed in the residence halls. Be aware that painting, carpet replacement, facility enhancement, lighting projects, extended electrical outage for elevator repairs, and other similar work might affect residents. Any or all of these projects may cause noise, system interruptions, and access changes. We will make every effort to inform residents in advance of any work that might affect their stay.

Building Services: All building services are subject to change at any time.

Cable/WiFi Installation: Should you desire cable TV or Internet service in your room, after your arrival at AMDA, you may contact the local cable service provider to arrange for service. In Los Angeles, you can contact Time Warner Cable at 888-TW-CABLE or 888-892-2253. Some general information regarding your decision to have cable service follows: The decision to install cable is your decision and the costs are your responsibility. AMDA cannot reimburse you for installation or usage. The cost for cable installation varies. Cable companies run installation/rate specials frequently, and you should inquire about any specials when you call for service installation. If you take advantage of a special offer, remember to ask if your rates will change after a certain period of time. A monthly bill for cable service varies depending on the service option(s) you choose. They offer Internet services and cable television. Monthly service charges are generally $50 to $250 depending on the services you select. If you share the cable/Internet service with a roommate, it is your responsibility to work out payment arrangements between yourselves. If a roommate moves out for any reason during the semester, the remaining occupant(s) would be solely responsible for all payments and fees. Remember that you may cancel your cable service at any time by calling your service provider. If you request or are required to change rooms, the arrangements for and the cost of having the service transferred to your new room are your responsibility. You are responsible for notifying your service provider when you move out of housing or when you move to a different location within AMDA housing. Please note that the installation of satellite dishes is not permitted. An AMDA maintenance technician may need to be on site during installation. Please notify the Housing Department (LAHousing@amda.edu) one full business day in advance so that a staff member can be present,

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if needed.

Care/Cleanliness of Room: Students are responsible for the care and cleanliness of their rooms and/or bathrooms for health and safety reasons. Each student will be accountable for any deterioration of the room or its contents (beyond normal wear and tear). Charges will be assessed for such damages, deterioration, and/or uncleanliness (see Inspections and Damage section). Students are expected to keep their rooms clean and those who live in rooms with baths are expected to clean their own bathroom facilities. All AMDA student rooms are subject to weekly room inspections. The Housing and Residential Life Department may issue a timely cleaning notice with an imposed deadline for any room that is deemed to not meet cleanliness standards during a room inspection, as per the discretion of the Housing and Residential Life Department. It is expected that residents abide by and comply with these notices when issued by the Housing and Residential Life Department.

Compliance with the Law: The student shall obey all present and future city, state, and federal laws and orders or regulations of the City of Los Angeles which affect the building and shall comply at student's expense with all such notices which arise from student's improper use of the room or the building.

Computer Usage: Illegal downloading of music, movies or any other protected material on dormitory networks is strictly prohibited and may result in civil penalties as well as disciplinary action by AMDA. (See full Information Technology Policy in the Student Handbook.)

Condition of the Room(s): The student understands that anything said by AMDA, AMDA staff, or any representative of AMDA about the condition of the room(s), the building, or the land on which it is built is subject to change. The student agrees and will not rely on any promises as to what will be done, unless what was said or promised is written in this License and signed by both you and an AMDA representative. Upon signing this License, the student agrees to accept the room(s) in its present condition "as is."

Confiscated Items: AMDA reserves the right to confiscate any and all illicit items and substances, including, but not limited to, weapons, alcohol, drugs, and any related paraphernalia. Any and all illicit items and substances confiscated by AMDA will be properly disposed of, regardless of value or ownership.

Curfew: Current AMDA students are allowed to visit with each other in their respective residence halls. Students must abide by the quiet hours but can be present in residence halls other than their own on Sunday –Thursday until midnight and Friday-Saturday until 2 a.m. Students must leave their Student I.D. with the guard of the building they are visiting. The College encourages roommates to discuss their personal expectations in regards to student visitors. Students who violate any housing policies while visiting another building may have these privileges suspended. For information pertaining to our policy regarding off campus guests, please refer to the guest policy as stated in this license.

Drugs and Alcohol: The consumption, possession, distribution, sale or transfer of alcohol and/or illegal drugs is strictly prohibited. Students who are knowingly present during the commission of such violation will be subject to disciplinary sanctions. The use of alcohol containers as props (whether empty or full) is not allowed. Students with legalized Medical Marijuana cards are not permitted to consume, possess or distribute any drugs or drug paraphernalia in AMDA residence halls. The College abides by the Drug Free Schools and Communities Act. Should any AMDA staff come across marijuana or paraphernalia, they will be confiscated immediately and the student(s) will be referred to the Student Affairs Office for a Conduct Meeting.

Elevators: No more than stated person limits are allowed on any elevator at any time.

Emergency Supplies and AED Equipment: Each AMDA building is equipped with emergency supply kits and at least one AED machine (Automated External Defibrillator). Tampering with or destroying these supplies or devices for any reason other than an emergency will result in disciplinary and/or criminal action.

Failure to Comply: Students failing to comply with any policies, sanctions or verbal instruction from staff members may be subject to disciplinary action.

Fees and Expenses: If student fails to obey any part of this Housing License, AMDA may immediately or at any time thereafter, with or without notice, except as mentioned elsewhere in this Housing License, perform the obligations of said student under this Housing License, and any and all costs incurred by AMDA associated with its fulfillment of students obligations under Housing License shall be assessed to said student, including any and all legal expenses incurred by AMDA in bringing any disposes proceeding against said student.

Filming on Campus: Students are not permitted to film in or around the AMDA Residence Halls, for personal or professional use. Any filming must be approved by the Film Production Office & Education Department with proper documentation. In addition, filming should be under the supervision and direction of an AMDA faculty or staff member. AMDA faculty and staff (including Residence Hall staff) reserve the right to dismiss any unauthorized filming in or near AMDA residence halls.

Fire Alarms: When the fire alarm in your building sounds, it is your responsibility to leave the building immediately. Although

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some fire alarms are false, you must treat every fire alarm as if a real fire is occurring. Maliciously pulling a fire alarm is a serious offense, and disrupts the life of every resident in the building and places at risk the lives of the responding fire personnel and resident staff. If you witness an alarm being pulled falsely, notify your RA or Housing staff immediately. Causing false fire alarms, interfering with a fire alarm system, interfering with fire personnel and/or tampering with or removing firefighting apparatus, including but not limited to hoses, sprinkler heads or pipes, smoke detectors, fire extinguishers or other fire safety equipment is prohibited.

Fire Prevention Measures: Overhead lights, smoke detector, sprinkler system, air conditioning unit, wall sockets, electrical panels etc. may not be covered by any posters, pictures, tapestries, flags, or cloth. Only three-pronged, grounded, heavy-duty (12 or 14 gauge) power strips or surge protectors must be used in the event that the number of electrical appliances exceeds the number of electrical outlets. These must be UL approved with a circuit breaker.

Fire Safety Equipment: The tampering with or disabling of smoke detectors or fire extinguishers is strictly prohibited. The deliberate triggering of fire alarms absent an actual fire emergency is also strictly prohibited. Tampering with or destroying the smoke detectors or fire extinguishers may result in a fine. Violations of this policy are serious offenses and will result in disciplinary and/or criminal action.

Gender-Neutral Housing: Students may request gender-neutral housing; however, the student must know and request their roommate(s) and all roommates must agree to live together. All requests for gender-neutral housing will be reviewed by AMDA and assignment of such is not guaranteed. Students requesting gender-neutral housing must be able to fill an entire room or suite. Students requesting Gender-Neutral Housing may be required to meet as a group with the Housing Manager prior to the arrangement being approved. If a gender-neutral housing suite or room drops below capacity for any reason, AMDA reserves the right to dissolve the room structure and return the unit to single-gender housing. If a student is not able to identify a specific roommate, they will be assigned a new roommate of the same gender identification. No student will be required or forced to live in a gender-neutral room. AMDA discourages students of any sexual orientation who are in a relationship from living together in a room or suite, although we do not question the student's motives for wanting to live in a gender-neutral unit. It is the student's choice to communicate with parents or family members about the decision to live in a gender-neutral unit. AMDA encourages this conversation so that they can be in support of the student's decision.

Guests: Only AMDA students are allowed in housing. Guests are absolutely forbidden. The only exception is for immediate family (siblings, parents, grandparents) who may visit between the hours of 9 a.m. and 11 p.m. with a Family Visitor Pass which must be obtained from the Student Affairs Department. No overnight guests are permitted under any circumstances, regardless of roommate consent or agreement. Family members may not be present in common areas unless accompanied by the AMDA student whom they are visiting. Students are forbidden to have a family member in his or her room while he or she is not there, and it is forbidden for the student to give or lend room keys to any person not authorized in advance by AMDA. Students are responsible for his or her family member's behavior and possessions while they are on AMDA grounds. The only spaces in which a family member is allowed to be unaccompanied is the Piazza and the AMDA Café.

Hallways & Elevators: Food, drink and personal items are not permitted in the hallways. Food and drink are not permitted in the elevators.

Furnishings: In order to prevent pests, AMDA does not permit students to bring their own furniture. No AMDA assigned furniture may be moved from one room to another unless by AMDA staff and no furniture may be removed from housing. Upon vacating AMDA housing, the furniture, appliances, and general room condition must be the same as when initially occupied.

Holiday decorations: Decorations are not permitted on outside room doors or in hallways. No items of any kind are to obstruct exit signs, fire alarms, fire extinguishers, sprinkler heads, fire doors or hose cabinets. Students are liable for all damages resulting from the negligent placement of holiday decorations inside their room/suite/apartment. Any decoration in the common areas of AMDA dormitories must not jeopardize the safety and security of all building residents, for any reason.

Housing Probation: Students may be placed on Housing Probation at any time for any infraction of the Housing Rules and Regulations. Students placed on Housing Probation may not be offered housing in subsequent semesters. If a student is dismissed from housing and/or AMDA, the student will be required to vacate immediately or within 24 hours.

Incense/Candles/Open Flames/Flammable and combustible liquids/gases: Incense and/or candles in any room or in any area of the building are prohibited at all times whether or not they are in use. Upon discovery, these items will be confiscated. The use of candles, incense, sage, or any item that emits smoke or possesses a flame is prohibited. The use of any of these items as props (whether in use or not) is not allowed. Flammable and combustible liquids/gases (including but not limited to propane, butane, gasoline, and paint thinner) are also prohibited.

Individual Property: Students may not possess, deface or

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destroy any objects or property not belonging to them without the consent of the owner.

Internet /Landlines: AMDA provides free Wi-Fi throughout the residence halls to allow students access their AMDA Student Portal. However, this internet is not intended for excessive downloading, gaming and/or streaming movies. Students interested in upgrading their internet or phone services to allow for increased speed and signal strength may install private service in the rooms. Students who choose to install these services must be present for installation and are solely responsible for all charges and fees for installation and monthly usage. If a student requests or is required to change rooms during a semester, the arrangements for and the costs of having the line transferred are the student's sole responsibility. Students may choose to use a cellular phone as an alternative.

Keys and Key Charges: With the exception of faulty equipment, students are responsible for the repair and replacement costs of keys and/or locks. Changing room door locks is prohibited unless installed by an AMDA employee. Possessing keys to another student's room is prohibited. Replacement keys for front doors may be purchased for $20. Replacement keys for individual units may be purchased for $5. This charge will be applied to student's account or the student can make a payment through the Student Accounts Department.

Lock Changes: Students are responsible for returning their keys whenever they vacate a room. Any student who fails to return keys checked out in his/her name will be charged the lock replacement fee of $100.

Lockout Services: AMDA will provide complimentary assistance with one lockout. After the second lockout, a $20 fee will be charged to the student's account and will increase in $10 increments for every additional lockout.

Loitering: No loitering is permitted outside the dormitories or in front of any neighboring buildings. Please take note that neighbors may contact law enforcement should any violation occur.

Mail: AMDA strongly suggests that students have all mail and packages sent to the Mailroom at the main campus address: 6305 Yucca Street, Los Angeles, CA 90028. Guards cannot receive or sign for mail delivered to residence halls. Residents may also opt to sign up for a PO Box at the nearest post office.

Maintenance Work Orders: Please note that when a student turns in a work order, the student agrees and acknowledges that staff will enter into their room as soon as the work order is received and the student will have their room prepared accordingly. AMDA is not responsible for personal property.

Move-in/Move-out Times: All students must move in on designated days only and must fill out a Room Condition Report (RCR) once arriving to AMDA Housing. All students moving out of housing must inform the Housing Department of their departure and a Housing Exit Form is required to be filled out before students permanently leave housing. End of semester move-outs must be scheduled in advance with the Housing Department in accordance with dates and times set by AMDA. No student shall move in to or transfer to any room without prior written permission from the Housing Department. When the student vacates their assigned space, student shall remove all personal property. Personal property left behind shall be disposed of by building personnel, or donated to local charities. If student does not officially check out, return keys, and vacate the space by the date specified in this Housing License, AMDA reserves the right to change the locks to the room at the expense of the student, and prohibit student from entering the room or the facility in which it is located. Additionally, student shall also be responsible for all costs and direct or indirect damages suffered by AMDA as a result of student's failure to check out and vacate by the date specified in this Housing License, including, without being limited to, a $50 nightly charge for every evening a student and/or their belongings are in the room, the cost of accommodations for each person who would otherwise have occupied the assigned space and all legal and other expenses incurred by AMDA in connection with removing the student from the assigned space.

Noise: All residents and guests are expected to be considerate of noise levels at all times (See section on "Quiet Hours"). Noise (including but not limited to voices, amplified music, televisions, musical instruments, radios) must be maintained at a level which does not disturb any other resident. Residents are expected to comply with the requests of others and Residential Life Staff to reduce noise levels at all times.

Occupancy and Use: Students alone must occupy the assigned space during the License Period.

Parties: Absolutely no parties are allowed in individual rooms and all parties in common areas must be organized by the Residential Life staff only, and approved in advance by Administration.

Quiet Hours: Noise will be kept to a minimum at all times within the housing facilities and the areas surrounding the housing facilities. Disorderly conduct, noise, or behavior that disrupts the peaceful enjoyment of the residence hall is prohibited. Quiet hours will be in effect from 11 p.m. to 9 a.m. Sunday through Thursday and 1 a.m.-10 a.m. Friday and Saturday. During weeks 14 and 15, quiet hours will be in effect all day and all night (24/7). Violations of this policy will result in an immediate referral to the Conduct Review Committee and may include disciplinary sanctions.

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Refuse/Recycling: Garbage must be carefully and neatly disposed of in closed bags and in a manner designated by the building. All refuse is processed via a single-stream recycling (a system where all materials are collected together and sorted at an outside facility). Residents are responsible for ensuring that all trash is disposed of properly and not left outside of the dumpster. Residents found improperly disposing of trash may be subject to a fine imposed by the Housing Department.

Rehearsing: Singing, dancing, and/or rehearsing of any kind is prohibited in any area of housing between the hours of 5 p.m. and 10a.m. There is to be no rehearsing or loitering in the lobbies or hallways at any time.

Removal and Dismissal: Students may be dismissed from AMDA (and Housing) for reasons including, but not limited to, the following: (1) Not meeting the standards of satisfactory progress in the program. (Grade point average may not fall below a 2.0 in any semester and/or in the cumulative GPA). (2) Receiving a failing or incomplete grade in any subject. AMDA's College and Conservatory standard of curriculum requires that each subject is passed. (3) Failing to fulfill financial obligations in any student account including tuition and housing payments. (4) Failure to meet AMDA's professional standards, including personal conduct in school-related facilities, such appraisals being at the discretion of AMDA staff and/or Housing personnel. (5) Breach of quiet enjoyment of premises. (6) Wrongfully holding over in unit. (7) Damaging the premises and/or the contents of a unit. (8) Having unauthorized persons in rooms at times specified, or lending/ giving room keys to any person. AMDA reserves the right to request or require students to withdraw from residential housing for reasons pertaining to mental or physical health when the student's words and/or behavior exhibit a direct threat of harm to themselves or others or when a student's mental or physical health-related behavior significantly disrupts the ability of other students to participate in the educational programs offered by the College. Such withdrawal may include complete withdrawal from enrollment at AMDA and residential housing. AMDA further reserves the right to request that a student submit written medical clearance from a psychiatrist or applicable medical practitioner before returning to school and/ or being allowed to live in AMDA residential housing. AMDA acknowledges that each situation is unique to the individual circumstances and therefore the College will act accordingly.

Repairs and Questions: All questions, inquiries, repair requests, etc., should be directed first to the Resident Advisor. If a need persists or the situation is beyond the scope of the RA's abilities, an appointment should be made with the Student Affairs Department. Residents can place requests on their own by sending a message to their building's request e-mail (i.e. Franklin-Request@amda.edu; Allview-Request@amda.edu.) This information is posted on the back of the student's door.

Returns: Readmission to AMDA housing after removal of this privilege will be on a case-by-case basis and is not guaranteed. In addition, all current student accounts must be fully paid in accordance with student's approved payment plan. Probationary status during a semester may result in a student not being offered housing in subsequent semesters.

Room/Roommate Changes: AMDA reserves the right, at its option and sole discretion to relocate students to different units, either in the same building or to another sponsored residence hall as determined by AMDA, at any time during the Term of this License, either permanently or temporarily, for any reasonable purpose, including, but not limited to the following: (a.) incompatibility of the student with any other student assigned to the unit; (b.) vacancies in the unit and in any other unit in the sponsored residence hall; (c.) a need to repair or renovate the unit; and (d.) a good faith judgment of AMDA that it would be desirable to reassign students for better communication, supervision, or general logistical purposes (including end-of-semester consolidation.) There will be no housing changes within the first two weeks of each term during the AMDA Housing Freeze. Room or roommate changes initiated by a student must be authorized by the Housing Department before the move. Any student changing rooms without proper authorization may be billed for both rooms and will be subject to disciplinary action. Students will remain in their assigned space unless they request a specific room switch during the designated room transfer period at the beginning of each term. Room transfers are not guaranteed and are based on available space.

Safety and Security: Students must comply with any and all security measures deemed appropriate by AMDA or building officials. Security procedures may change at any time without advance notice.

Safety/Liability: AMDA will make every reasonable effort to ensure student security and safety at all times. Students however understand and agree that AMDA is not responsible for the safety and well-being of the student, any guest(s), any belongings, and/or the contents of housing inhabited by the student. The student assumes full responsibility for all losses and/or damages to the student, any guest(s), any belongings, and/or the contents of housing occupied or otherwise under the control of the student. The student agrees to release AMDA from all obligations and/or liability to the student's person, guest(s), and/or belongings, and/or the contents of housing. AMDA is not responsible for any loss resulting from but not limited to theft, acts of nature, building conditions, negligence, etc. It is recommended that the student have adequate and appropriate insurance (e.g. homeowner's supplemental insurance and/or renter's insurance) to protect against any loss or damage to the student's personal property.

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Service Animals and Pets: AMDA is committed to full compliance with all laws regarding equal opportunity for students with disabilities. Students, the Education Department, faculty and the administration all play a role in ensuring that reasonable and appropriate accommodations are provided in a timely and effective manner. Pets are prohibited on AMDA's campus and in housing, with the exception of service animals or support animals. A service animal is any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability. A support animal is a companion animal prescribed for a person with a disability by a health or mental health provider because it alleviates one or more identified symptoms or effects of the person's disability. Students wishing to make a request regarding service animals or support animals are required to identify themselves to the Housing Department and provide medical documentation and all required animal licensing documentation along with the requested accommodation at least 30 days prior to the move-in date of the semester. Any request made regarding service or support animals outside of this time frame shall be evaluated and accommodations may be provided on a case-by-case basis. The Student Affairs and Housing Departments will work together to make reasonable accommodations for those students who submit requests. Should there be any conflict between the student requesting accommodations and a roommate (such as allergies or fear of animals), the Housing Department will work to find a solution, taking into consideration the needs of all students. Upon approval of a request, residents will need to sign an addendum to their Housing License.

Smoking: AMDA is a non-smoking school, but if a student must smoke it is only allowed in designated areas. Smoking in or around any of the housing areas is strictly prohibited. The law dictates that there is to be no smoking in any common areasof the residences. No one will be able to use an e-cigarette in places where smoking is prohibited. AMDA abides by California

State Law which states that smoking is prohibited within 20 feet of any public building. Student ID Cards: Students will be issued photo AMDA ID cards at orientation. Students are required to carry AMDA ID cards with them at all times. Students will also be required to show AMDA IDs to any AMDA staff upon entering all AMDA buildings. (See full ID Policy in Campus Code of Conduct section in the Student Handbook.)

Student Responsibility & Conduct: Students are expected to be alert and to maintain personal responsibility for their safety at all times. Conduct which poses a threat, a potential threat, or a perceived threat to oneself, the community, or physical property is forbidden. If there is a problem or concern, students should follow proper reporting procedures.

Student rooms/corridors/means of egress: Items found obstructing means of egress may be confiscated and discarded without compensation to the owner. Corridors should be kept clear at all times. Exterior doors must remain properly secured - propping doors open can leave the building subject to unwanted intruders and crimes. Fire doors held open by electromagnets in hallways must always be open, and will close automatically in the event of a fire alarm.

Sublets: No sublets are allowed.

Termination: This License shall terminate on the above stated date at noon for non-graduates and 6 p.m. for graduates. All students must vacate their rooms by the termination date, and all checkouts must be done with an AMDA representative. Please take this into consideration when making move-out plans. This License is for one semester only. Rooms may be reassigned and redistributed at the discretion of the building management and of AMDA during the semester and/or at the end of the semester.

Throwing Objects from Windows: Throwing any object from any window at any time is prohibited.

Use of AMDA Property: Propping doors, using windows, fire escapes, roofs or balconies as entrances or exits and standing on roofs and ledges is prohibited except in the case of an emergency or as directed by Housing or Facilities Personnel, the Police Department or Fire Department.

Vandalism: Graffiti or vandalism of any sort in elevators, hallways, rooms, etc., is absolutely prohibited. Students are not permitted to paint any part of their rooms or write on walls, cupboards or mirrors with any type of writing instrument.

Weapons Policy: Students are prohibited from possessing firearms, knives, pepper spray, mace or any other device that has the appearance or function of a serviceable weapon in AMDA housing. Any device that has the appearance and/or function of a serviceable weapon or is used to simulate a real weapon or used as a prop is also prohibited in residence halls.

Windows and Air Conditioners: Windows containing portable air conditioning units may only be opened from the top; under no circumstances should a student attempt to open the bottom window containing a portable air conditioning unit. Air conditioners are only permitted in the buildings where they are furnished in student rooms. Students may not install their own air conditioner in any room in any of the buildings. Also, air conditioner units should only be used during warm weather as use during cold weather will result in damage to the unit. No repairs to air units will be made during "non-cooling" months. Students using their air conditioners during the non-cooling months will be assessed a penalty of $25.00 per incident.

I have read, I understand, and I hereby agree to all of the above. Initial _____

AGREEMENT

If you would like a photocopy of this license, please visit the Student Affairs Department.

This agreement is not a lease and creates no legal rights of landlord/tenant. It is a license granted by AMDA to a student to occupy AMDA-operated housing in adherence to the terms and conditions set forth in this agreement, AMDA reserves the right at any time to terminate, establish or amend any terms and conditions, policies and procedures concerning matters covered herein, without prior notice.

My signature below indicates that I have read and understand fully the AMDA Housing License and agree to abide by all of the conditions, rules and regulations, and rules of conduct. I also agree to pay any and all assessed charges as outlined above. I understand that it is my responsibility to keep current on any changes to this License, which shall be available for review in the Student Affairs Department.

Student agrees that this License supersedes any and all previous Licenses.

I have read, I understand, and I hereby agree to all of the above.

Student Signature _____ Date _____