

## Continuing Student Housing Registration: Fall 2019

### CURRENT HOUSING INFORMATION

**Official Distribution Date:** Monday, July 29, 2019 **Return to the Stratford Arms Front Desk by:** Friday, August 23, 2019 by 4:00PM

Please complete the form below and submit to:

**Attn: Housing Department**  
117 West 70th Street  
New York, NY 10023  
E-mail: [NYhousing@amda.edu](mailto:NYhousing@amda.edu)

**Name:** \_\_\_\_\_  
Last First Middle Initial

**E-mail:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**Currently Living:**  Stratford Arms, Room # \_\_\_\_\_  Amsterdam Residence, Room # \_\_\_\_\_

I currently live off-campus and would like to request Student Housing for the Fall 2019 semester

### HOUSING REQUEST

**Please select all that apply:**

Cancel Housing - I no longer need AMDA Housing for the Fall 2019

*\*I understand that by cancelling housing, a space will NOT be reserved for me for the upcoming semester and I am required to move out by the Summer 2019 contract end date.*

If you are canceling housing, please update your mailing address below for AMDA records:

STREET ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP/POSTAL CODE \_\_\_\_\_

**I would like to (check any that apply):**

Keep my current room

Request a new room type (single or double) \_\_\_\_\_

Request a bathroom (additional \$150 fee per semester for 2nd, 3rd and 4th semester students)

Request no bathroom

Request a roommate \_\_\_\_\_

(All parties requesting a roommate must complete for consideration)

Should the option be available, I would like to be housed with a roommate who has an approved emotional support and/or service animal.

Yes  No

- Cancellation of housing after August 23, 2019 will result in a \$500.00 cancellation fee as well as liability for the \$200.00 non-refundable housing service charge.
- Any License received after August 23, 2019, regardless of the license status, will result in a \$175.00 late fee. *Note: Late licenses will be considered conditionally and you may be placed on a wait list.*
- If, after August 23, 2019, students change any status on their license, they will be charged a \$50 change fee and could be placed on the wait list for housing. *Note: Students cancelling housing after the license due date will be charged the Housing Cancellation Fee*
- Cancellation of housing after the beginning of the semester, October 14, 2019, will result in liability for the entire housing payment with no refunds.
- Any student requesting to move into housing after the beginning of their License Date (specific dates listed below) will incur a \$50 administration fee.

*\*For explanation of fees, please review "Payment Requirements" section of the Housing License\**

**IMPORTANT INFORMATION**

- Every effort will be made to accommodate room requests; however, the Housing Department guarantees no building or room preferences. Assignments are based on availability (not semester or age) and you may be required to move to a different room or building anytime within the semester.
- If the space that you occupy is a double with a vacancy a roommate may be assigned, or you may be required to move. You may also request a roommate. Decisions will be at the discretion of the Housing Department and will be based on availability.
- All Financial Aid and Bursar accounts must be in order. If not, you may be wait-listed until all arrears on your account are cleared.
- You must read and sign this form and the attached Housing License, indicating you agree to abide by all policies and procedures therein. Your signature on the AMDA Student Housing License signifies your license to and acceptance of all of the terms of this License.
- Please note: Our residential buildings have very few single rooms. Additionally, we encourage first year students to live with other students in order to promote a sense of community, while also aiding in the adjustment of living in a new setting.

Your signature on the AMDA Student Housing License signifies your license to and acceptance of all of the terms of this License. I have read, I understand, and I hereby agree to all of the above.

\_\_\_\_\_

Student Signature

\_\_\_\_\_

Date

## Housing License: Fall 2019

Please take the time to read and review this license thoroughly as there have been 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 AMDA's housing policies.

Do not attach any checks, money orders or cash to this Housing License.  
All forms of payment must be forwarded to the Financial Aid Department.

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 and LA Students	Tuesday, October 8, 2019	Saturday, February 8, 2020
Incoming Integrated Students	Wednesday, October 9, 2019	Saturday, February 8, 2020
Incoming Studio & Dance Theatre Students	Thursday, October 10, 2019	Saturday, February 8, 2020
2nd Semester Students	Friday, October 11, 2019	Saturday, February 8, 2020
3rd Semester Students	Friday, October 11, 2019	Saturday, February 8, 2020
4th Semester Students	Friday, October 4, 2019	Saturday, February 1, 2020
Readmitted Students and Students returning from a Leave of Absence	Friday, October 11, 2019	Saturday, February 8, 2020

*\*\*Early move-ins will not be granted for those who are returning to campus. Arriving early will result in a \$100 overnight fee.*

All students must vacate their rooms by 5:00p.m. on the Contract End Date.

*Pending Graduates who are taking part in Sunday performances the weekend of Graduation will have until 12 p.m. the Monday following Graduation to vacate.*

**This License is for one semester only.** Rooms may be reassigned and redistributed at the discretion of the Housing Manager 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 \_\_\_\_\_

## STUDENT HOUSING RULES OF CONDUCT

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.

**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.

**Access to Rooms and Inspections:** AMDA reserves the right to regulate the use of housing in accordance with our 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.

**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 hall, the following must be adhered to: Before it is copied, the original poster must be brought to Education Services 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. 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 Education Services Department prior to posting.

**Air Conditioners:** 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.

**AMDA Network:** Illegal downloading of music, movies or any other protected material on residence hall 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.)

**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. Dance shoes should only be worn for rehearsal purposes in the rehearsal studios.

**Appliances:** Electrical heating/cooking appliances are prohibited in all residence halls. This includes appliances such as hot pots, hot plates, toaster ovens, and immersible heating coils. Mini-fridges, microwaves and small coffee pots 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 also prohibited. Halogen lamps are not permitted for fire safety purposes.

**Bathroom Charges:** 2nd, 3rd, and 4th Semester students living in the Stratford Arms and Amsterdam will be charged a per semester fee of \$150.00 if the room they occupy has a bathroom. If a student is not using this bathroom, they will still be charged for occupying the room.

**Behavior:** Students shall not engage in inappropriate behavior with other occupants of building.

**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 accommodate housing needs based on an excess of belongings. 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.

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

**STUDENT HOUSING RULES OF CONDUCT CONT.**

**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.

**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 and deterioration (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.

**Compliance with the Law:** The student shall obey all present and future city, state, and federal laws and orders or regulations of the New York Board of Fire Underwriters 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.

**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.

**Corridors/Mean of egress:** Corridors should be kept clear at all times. Items found obstructing means of egress may be confiscated and discarded without compensation to the owner.

Students who place items (furniture, personal belongings, etc.) outside their door into hallways are in violation of FDNY Fire Code and will receive a minimum \$50 fine. There is to be no rehearsing or loitering in the lobbies or hallways at any time. Exterior doors must remain properly secured - propping doors open can leave the building subject to unwanted intruders and crimes.

**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 between the hours of 7:30am and 12:00am. Students must leave their Student I.D. with the guard of the building they are visiting. AMDA 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.

**Damages:** 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 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): \$400; Mattress: \$150; Desk: \$200; Chest: \$250; Chair: \$50. In addition, any maintenance, cleaning, or repair charges will be assessed, and the students will be billed accordingly.

**Drugs and Alcohol:** The consumption, possession, distribution, sale or transfer of alcohol and/or illegal drugs is strictly prohibited. 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. AMDA 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 Department for a Conduct Meeting. Students who are knowingly present during the commission of such violation will be subject to disciplinary sanctions.

**Emergency Supplies and AED Equipment:** Each AMDA building

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**STUDENT HOUSING RULES OF CONDUCT CONT.**

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 Safety Equipment:** Modifying the intended use, intentionally misusing, disabling, or tampering with any life-saving equipment or devices (i.e. smoke detectors, pull stations, fire extinguishers, carbon monoxide detectors, etc.) is strictly prohibited. Violations of this policy are serious offenses and will result in a minimum \$200 fine and significant disciplinary and/or criminal action.

**Furnishings:** AMDA does not permit students to bring their own furniture without prior approval from the Housing Department. Students who move in their own furniture take full responsibility of any maintenance, loss or damage. No AMDA assigned furniture may be moved from one room to another unless by AMDA staff and no furniture may be removed from housing. No AMDA assigned furniture may be disassembled without consent from the Housing Department. All furniture must remain in the room of its intended use. Upon vacating AMDA housing, the furniture, appliances, and general room condition must be the same as when initially occupied.

**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. 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. The Housing Manager may require a meeting with intended roommates with a gender-neutral housing request before approving the assignment.

**Guests:** Only AMDA students are allowed in Housing. Guests are absolutely prohibited except for immediate family (such as siblings, parents and grandparents). Please note these immediate family members under the age of 25 years must be accompanied by a Parent, Grandparent or guardian who is 25 years or older and who is listed on the Family Visitor Pass in order to enter AMDA housing facilities. These guests may only visit between the hours of 8am and 11pm and must be approved of by Director of Security. Students may list their guests on a Visitor Pass, which must be obtained, in advance, from the Front Desk of each Housing building. No overnight guests are permitted under any circumstance, regardless of roommate consent or License. Family members may not be present in common areas unless accompanied by the AMDA student whom they are visiting. Approved guests are allowed into student’s room unattended only if approved by management and the student confirms guests will be visiting. They must sign in with security on duty and leave a form of ID. Students are responsible for his or her family member’s behavior and possessions while they are in the building.

**Hallways & Elevators:** Food, drink and personal items are not permitted in the hallways. Students are not to congregate in the hallways. No more than stated person limits are allowed on any elevator at any time.

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

**Incense, Candles, Open Flames, etc.:** It is a violation of AMDA policy to ignite any material on fire on campus. Candles, incense, sage or any other flame/heat producing items are strictly prohibited for use, regardless of reason, inside AMDA residential halls. The use of any of these items as props or any

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## STUDENT HOUSING RULES OF CONDUCT CONT.

other purpose is also prohibited. Upon discovery, these items will be confiscated and appropriate disciplinary action will be taken.

**Individual Property:** Students may not possess, deface or destroy any objects or property not belonging to them without the consent of the owner.

**Internet/Cable:** 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 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 account transferred are the student's sole responsibility. 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. 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 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. Please note that the installation of satellite dishes is not permitted.

**Keys and Key Charges:** With the exception of equipment deemed as faulty, 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. Making copies of keys is prohibited. Replacement room keys cost \$25 per key. This charge will be applied to student's account. Cash is not accepted.

**Lock Changes:** Students are responsible for returning their keys whenever they vacate a room. Any student who fails to return their keys will be charged the lock replacement fee of \$100.

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

**Loitering:** Both AMDA New York residence halls are situated on residential blocks on Manhattan's Upper West Side; therefore, no loitering is permitted outside the residence halls or in front of any neighboring buildings.

**Maintenance Work Orders:** Please note that when a student submits a work order through the maintenance email, either stratfordrequest@amda.edu or amsterdamrequest@amda.edu, depending on a student's building, the student agrees and acknowledges that staff will enter 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 Move-In Form once arriving to AMDA Housing. Occupancy outside of the designated period will result in a \$100 nightly charge to the resident's account. All students moving out of Housing must inform the front desk of their departure and a Move-Out form is required to be filled out before students permanently leave Housing. End of semester move-outs must be scheduled and prepared for in advance 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 Manager. When the student vacates their assigned space, whether before or after the semester Move-Out date, student shall remove all personal property and garbage / trash. Personal property left behind shall be disposed of by building personnel, or donated to The AMDA Free Table. If student does not officially check out, return their room key, and vacate the space by the date specified in this Housing License, or as assigned by the Housing Manager, 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 \$100 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.

**Moving Out:** If a student does not return for the following semester, the student must completely vacate housing by the contract end date. 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.

**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,

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**STUDENT HOUSING RULES OF CONDUCT CONT.**

musical instruments, radios, etc.) 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:** Student alone must occupy the assigned space during the License Period. Any student who enters and / or occupies a room they are not assigned to without prior written permission from the Housing Manager, including gaining access through adjoining bathrooms, may be charged the \$100 nightly fee or billed for both rooms and will be subject to disciplinary action. Subletting is not permitted.

**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.

**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.

**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.

**Service Animals and Pets:** AMDA is committed to full compliance with all laws regarding equal opportunity for students with disabilities. Students, the Student Affairs Department, 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 or support animals are required to identify themselves to Accessibility Services and provide disability/medical documentation for review at least 30 days prior to the move-in date of the semester. If the request is approved, students will then be required to provide all applicable animal licensing and veterinary documentation to the Housing Department. Any request made regarding service

or support animals outside this time frame shall be evaluated and accommodations may be provided on a case-by-case basis. The Accessibility Services and Housing Departments will work together to approve reasonable accommodations for those students who complete this process. 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.

**Probation:** Students may be placed on probation at any time for any infraction of the Housing Rules and Regulations. Students placed on 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.

**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 11pm to 8am every day.

**Rehearsing:** Singing, dancing, and/or rehearsing of any kind is prohibited in any area of housing except for rehearsal studios between the hours of 8am and 12am. Rehearsal during these hours must be reasonable and not disruptive to those around you. There is to be no rehearsing or loitering in the lobbies or hallways at any time.

**Residence Hall Wellness Checks:** In order to help keep our residence halls safe, healthy, and clean, the Resident Advisor team will conduct room wellness checks throughout the term. The focus of these room wellness checks is to ensure a high health standard. If a violation is observed, students will be scheduled to meet with a member of the Student Affairs team to develop skills and habits that are helpful in maintaining a clean room.

**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).

**Roofs, Courtyards and Ledges:** Residence building roofs, courtyard areas, fire escapes, fire stairs, and ledges are strictly off limits, except as directed by building personnel, police department and fire department in emergency situations.

**Room Condition:** Students rooms must be left in the condition in which they were originally assigned. A charge may be incurred

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



## STUDENT HOUSING RULES OF CONDUCT CONT.

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.

**Roommate Mediation Protocol:** In the case of a disagreement between roommates, it is AMDA NY's protocol to work towards a resolution before finding a new assignment for any resident. Mediations can be administered by any member of the Housing and Residential Life Department. Students must, first, communicate with their RAs before a meeting with the Housing Manager can be set up.

**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 HLA, 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 Coordinator before the move. Any student changing rooms without proper authorization or refusing to move to a new room assignment 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.

### 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 service charge), 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 along with a \$500 cancellation fee. 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.

**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 conservatory standard of curriculum requires that each subject is passed. (3) Failing to fulfill financial obligations in any student accounts including tuition and housing payment Licenses, or any other student accounts. (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. 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 AMDA. 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 AMDA will act accordingly.

**Repairs and Questions:** All questions, inquiries, repair requests, etc., should be first directed to the maintenance email, either stratfordrequest@amda.edu or amsterdamrequest@amda.edu, depending on a student's building. If a need persists or the situation is beyond the scope of the front desk, an appointment should be made with the Housing Manager.

**Returns:** In order for a student to return to housing, he or she must receive a favorable recommendation for return by the Student Affairs Department. 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.

**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,

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

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.

**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.

**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 areas of the residences. No one will be able to use an e-cigarette in places where smoking is prohibited in accordance with the Smoke-Free Air Act. AMDA abides by New York State Law which states that smoking is prohibited within 20 feet of any public building.

**Statement of Student's Housing Financial Responsibility:** In the event that a student cancels, withdraws, or is dismissed from the program, a student is typically allotted two days from the date of cancellation, withdrawal or dismissal in which to vacate their room. Extensions can be requested, and must be approved by the Housing and Residence Life Manager. The student will be responsible for the payment of Housing for the entire current semester. Storage of possessions in room is absolutely prohibited upon cancellation, withdrawal or dismissal.

**Student Doors:** Student doors must remain closed at all times, whether you are present or not, and may not be propped open. Students are not permitted to decorate the outside of their doors due to fire hazards. Students are encouraged to keep their doors locked at all times.

**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 be required to use their AMDA IDs to swipe into AMDA buildings, as well as show AMDA IDs to any staff upon entering all AMDA buildings. Additionally,

student must show their AMDA IDs to the Front Desk of their residence hall to pick up any incoming mail. (See full ID Policy in Campus Code of Conduct section in your Student Handbook) Replacement ID Cards cost \$25 and will be charged to the student's account. Cash is not accepted.

**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.

**Subletting:** Subletting is not permitted.

**Termination:** This License shall terminate on the above stated date at 5:00pm. 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 housing coordinator 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. Violations of this policy are serious offenses and will result in a minimum \$100 fine.

**Use of AMDA Property:** Propping doors open, using windows, fire escapes, balconies as entrances or exits and standing on roofs and ledges is prohibited except in the case of an emergency.

**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.

**Weapons Policy:** Firearms, knives and other dangerous weapons are prohibited 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:** 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.

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

**AGREEMENT**

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