

# CHECKLIST

**LAZARUS LEVINE DORMITORY AT**

**SUNY SULLIVAN**

**112 COLLEGE ROAD**

**LOCH SHELDRAKE, NY 12759**

**DORM # 845-436-4890**

**845-434-5750 Ext 4399 - Student Billing Office**

[www.sunysullivan.edu](http://www.sunysullivan.edu)

- COMPLETE Housing Contract with Terms and Conditions**
- COMPLETE and PAY \$400.00 Security Deposit to the Student Billing office**
- COMPLETE W-9 Form with payment of Security Deposit**  
(The W-9 is for documenting the interest that you earn on your Security Deposit during the Academic year)

**ALL THREE (3) OF THE ABOVE MUST BE RECEIVED FOR COMPLETE CONSIDERATION**

**2011 - 2012 FALL/SPRING semesters:**

**Double Room-\$2,619.00**

**Single Room-\$3,173.00**

➤ **All residents must sign an academic year contract.**

**LAZARUS LEVINE HOUSING CONTRACT  
SULLIVAN COUNTY COMMUNITY COLLEGE  
YOU must submit a \$400.00 Security Deposit with this Contract TO RESERVE YOUR SPOT.**

**When this contract is completed, signed and returned, it establishes a legal, binding academic-year-long contract between the Student, parent or guardian (if applicable) and the Sullivan County Community College Dormitory Corporation.**

<b>Last Name</b>	<b>First Name</b>	<b>Middle Initial</b>	<b>Social Security No.</b>	<b>Date of Birth (MM/DD/YYYY)</b>
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<b>Permanent Address (Street)</b>	<b>City</b>	<b>State</b>	<b>Zip Code</b>
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<b>Permanent Telephone</b>	<b>Cell or Mobile Telephone</b>	<b>E-mail Address</b>
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<b>Contract Term (Check One)</b>			<b>Gender</b> <input type="checkbox"/> Male	<b>Gender</b> <input type="checkbox"/> Female	
<b>Classification (Check One)</b>	<input type="checkbox"/> 2 <sup>nd</sup> year student Over 24		<input type="checkbox"/> Sophomore student Over 30 earned		<input type="checkbox"/> Other

	<b>earned Credits</b>		<b>credits</b>		
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**Financial Aid**

I understand that my Financial Aid must be in place by (7/27/11) for the Fall semester and (12/16/11) for the Spring semester to be used toward all or part of my housing costs. (Excluding Deposit) Checking this box means that you have filed a FAFSA.

**ROOMMATE REQUESTS**

<b>Requested Roommate's Name</b>	<b>Requested Roommate's ID Number</b>	<b>Other</b>
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The College will attempt to honor roommate requests when BOTH students have indicated each other as roommates on the Housing Contract, and both have submitted all required materials at the same time, packaged together.

<b>Emergency Contact Information</b>	<b>Last Name</b>	<b>First Name</b>	<b>Middle Initial</b>	<b>Relationship to Student</b>
	<b>Address (Street)</b>	<b>City</b>	<b>State</b>	<b>Zip Code</b>
<b>Permanent Tel. #</b>	<b>Cell or Mobile #</b>	<b>E-Mail Address</b>	<b>Work Tel.#</b>	<b>Other</b>

**A HOUSING ASSIGNMENT QUESTIONNAIRE WILL BE SENT TO ALL CONFIRMED RESIDENTS**

**For Office Use Only:** Money Order #: \_\_\_\_\_ CC \_\_\_\_\_  
 Other: \_\_\_\_\_ Receipt: \_\_\_\_\_  
 Date Received: \_\_\_\_\_

<p><b>I request special housing consideration based upon a disability or health condition. (Special Consideration includes a single room, if available or exemption of the housing requirement).</b></p> <p><b>Documentation must be submitted with contract to the Dean of Enrollment Management and Student Development Services Office, J-109.</b></p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p><b>I smoke cigarettes or cigars</b></p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><b>(Smoking is not permitted in any College building in accordance with the New York Clean Air Act. When possible, non-smoking residents will be paired to accommodate personal and medical preferences).</b></p>	<p><b>Notes:</b></p>
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**STUDENT INFORMATION RELEASE**

**In accordance with the provisions of the Buckley Amendment and the Family Educational Rights and Privacy Act, the Department of Housing and Residential Life cannot release certain information contained in the Student's educational records, including financial information. The following release authorizes the**

Department of Housing and Residential Life to discuss or release specific student information, as approved by the resident (and/or parent or guardian if the Student is not 18 years or age when the Contract is signed). This release does not conflict with the SCCC Parental Notification Policy for Drug and Alcohol Violations.

I authorize the release of information contained in housing/student account records to those individuals listed below.

Please print names below of individuals authorized to receive this account information. If no names are listed, information cannot be shared.

\_\_\_\_\_

### IMMUNIZATION REQUIREMENT

It is a requirement of New York Law that the Student residing in College housing provides documentation of vaccinations against meningococcal meningitis and hepatitis B, unless the Student has signed a waiver declining each of these vaccinations. The Student must also acknowledge receipt and review of the College-provided information concerning meningococcal meningitis and hepatitis B. If the Student is a minor, the minor's parent or legal guardian must sign the waiver. A copy of the immunization form can be obtained at the Office of Student Health Services. By signing below, the Student, or the Student's parent or legal guardian (if Student is a minor), certifies that the Student has complied with this requirement of law. Failure to comply with this requirement constitutes grounds for termination of the Housing Contract.

I understand that I must provide the appropriate immunization information to SUNY Sullivan in order to live in College Housing.

Student Signature \_\_\_\_\_ Date: \_\_\_\_\_ Parent/Guardian \_\_\_\_\_ Date: \_\_\_\_\_

Required only if student is under 18 years or age

### STATEMENT OF CRIMINAL RECORD

This item **MUST** be completed in order for the Student to be assigned. Residents are under a continuing duty to report convictions or crime, even if adjudication or sentence has been withheld. This duty includes specifying the nature of the crime, when and where it occurred and the case number. This information must be provided with this Contract, or in the event of a conviction occurring after the submission of the Contract, it should be provided in writing to the Dean of Enrollment Management and Student Development Services within ten (10) days of the conviction. By signing this Contract, the Student agrees to this term, as to the continuing duty to comply with this provision.

*Have you ever been convicted of a crime, either a misdemeanor or felony, anywhere, either within or outside of the United States? (A plea of no contest, or its equivalent, or a withholding of adjudication, or its equivalent, is still a conviction for purposes of this Contract).*

- No
- Yes

If the answer is yes, please provide the following information on a separate page:

- Case number
- Nature of the crime
- When and where the crime occurred

**ACCEPTANCE OF CONTRACT TERMS AND CONDITIONS**

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**I have read, fully understand, and agree to the terms, conditions, and policies of this Contract. I specifically understand and agree to the terms, costs, consolidation and/or vacancy options, and the cancellation sections of this Contract. I understand that a \$400.00 security deposit must be submitted with this contract.**

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**Date**

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**Signature of Student - Required - Must be in ink**

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**Date**

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**Signature of Parent/Legal Guardian - Required Only if Student  
Is under eighteen (18) years or age.**

# LAZARUS LEVINE RESIDENCE HALL

STUDENT BILLING: 845-434-5750 Extension 4399

Fax: 845-434-4806

## SECURITY DEPOSIT FORM

LAST NAME \_\_\_\_\_ FIRST NAME \_\_\_\_\_

Social Security Number \_\_\_\_\_ College I.D. Number \_\_\_\_\_

Mailing Address: Street Address \_\_\_\_\_ Apartment Number \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone Number \_\_\_\_\_ Cell Number \_\_\_\_\_ E-Mail Address \_\_\_\_\_

**\$400 SECURITY DEPOSIT FOR: ACADEMIC YEAR \_\_\_\_\_**

+++++  
**PAYMENT INFORMATION: NO PERSONAL CHECKS WILL BE ACCEPTED**

MONEY ORDER: Enclosed # \_\_\_\_\_

CREDIT CARD: VISA \_\_\_\_\_ MASTERCARD \_\_\_\_\_ DISCOVER \_\_\_\_\_ AMERICAN EXPRESS \_\_\_\_\_

ACCOUNT NUMBER: \_\_\_\_\_ EXPIRATION DATE: \_\_\_\_\_

CVV# \_\_\_\_\_ (3 Digit Security Code-Back of Card) NAME ON CARD \_\_\_\_\_

BILLING ADDRESS \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

I AUTHORIZE A CHARGE OF \$400.00 \_\_\_\_\_

SIGNATURE

DATE

**DO NOT SEND CASH. CASH IS ONLY ACCEPTED IN PERSON AT THE STUDENT BILLING DEPT.**

**MAIL ALL PAYMENTS TO:**

Please return this form to: SUNY Sullivan  
Student Billing Office  
112 College Road  
Loch Sheldrake, NY 12759

**THANK YOU AND WE LOOK FORWARD TO SEEING YOU AT SUNY SULLIVAN**

*Sullivan County Community College Dormitory Corporation*  
112 College Road, Loch Sheldrake, New York 12759-5151...<http://www.sunysullivan.edu>  
A Unit of the State University of New York - Affirmative Action/Equal Opportunity College

**CONTRACT TERMS AND CONDITIONS**

**1) ELIGIBILITY FOR RESIDENCY:** A person must be admitted as a full time, degree-seeking Sullivan County Community College undergraduate student to be eligible for College housing. The student must remain enrolled full-time throughout the term of this contract unless an exemption has been approved by the Dean of Enrollment Management and Student Development. Additionally, a person must meet the following conditions:

- a. A 2.00 or higher grade point average (GPA)
- b. Have earned at least 24 credit hours toward a degree
- c. Be classified as a second year student, transfer student, or sophomore.

**2.) CONTRACT TERMS AND CONDITIONS:** This contract is for a space in the Townhouse style Residence Hall, and covers the entire academic year (both Fall and Spring semesters), or any portion of the academic year remaining at the time this contract is signed. The student will be assessed all fees for the contract term if the student enrolls but does not occupy the assigned space and has not cancelled this contract in writing pursuant to paragraph 16. The Summer term is not included in this contract.

**3.) OCCUPANCY PERIOD:** This contract is for the entire academic year and covers the student’s residency from the official opening of the College housing through 24 hours after the student’s last final exam of the SCCC Spring semester of until noon on the last day of the Spring semester per the SCCC Academic Calendar, whichever comes first. Students who will not be enrolled for the Spring semester must check out within 24 hours after the student’s last final exam of the SCCC Fall semester or by noon on the last day of the Fall semester per the SCCC Academic Calendar, whichever comes first. SCCCDC\* (see below) considers the student to be occupying the assigned accommodation when the student signs for room keys.

**4.) PAYMENT OF FEES:** The student agrees to accept the assigned space in SCCCDC Housing and pay housing fees on or before the published payment dates. Current fees can be found at [www.sunysullivan.edu](http://www.sunysullivan.edu). It is the responsibility of the student to routinely check his/her student account to determine outstanding balances. Students who receive financial aid awards are required to pay all housing costs not covered by their awards (after tuition and fees are paid), by the payment date set by the College. Financial Aid may not be used to pay the required security deposit. Room rates are reduced only for the student who assigned a space AFTER the conclusion of the FIRST WEEK of classes. Rates are also adjusted on a pro-rated basis if the room type changes. **Failure to pay fees in a timely manner will be a material breach of this contract.**

**5.) CHECK OUT:** The student must check-out within 24 hours after the student’s last final exam of the Spring semester (Fall semester for those not enrolling for the Spring semester), or by noon on the last day of the semester per the SCCC Academic Calendar, whichever comes first. This will not extend the student’s contract term beyond that set out in paragraphs 2 and 3 above. The student is to vacate the space within 48 hours after withdrawal or dismissal from the College, and/or be held liable for room charges beyond his/her last date of attendance. Failure to move out within the prescribed period may result in a \$150 per day charge, eviction, disciplinary action, or any or all of the foregoing. In case of eviction, the SCCCDC will not be held responsible for student belongings and reserves the right to take possession of and discard such belongings, change all applicable locks, and charge the student for all necessary expenses. The student is expected to complete a proper check out prior to leaving the assigned space, as outlined in the *Guidebook*. When one occupant in a room/suite moves out while others remain, each is equally and jointly responsible for cleaning the room, and/or suite. If any of those spaces are found to be in an unacceptable condition, cleaning services will be provided and all residents will be held liable for cleaning charges (see also paragraph 12). The student must also complete and sign the Room Condition Report form and return all keys to the Housing Office. If the student is departing prior to the end of the academic year, a Contract Release form must be completed (see also paragraph 15). Failure to comply with this process may result in additional charges.

**6) ASSIGNMENT:** Sullivan County Community College and the SCCCDC is an equal opportunity institution and, as such, assigns housing space to qualified, enrolled, degree-seeking students without regard to race, color, religion, national origin, disability, or age, as provided by law and in accordance with the College’s respect for personal dignity and the Department of Housing and Residential Life’s Standards for Community Living. The basic accommodation is a room occupied by two students of the same gender.

**7.) ASSIGNMENT PROCEDURES AND PRIORITIES:** First priority goes to current resident students who participate in the process known as the “Room Selection Process.” In general, all other potential residents who are admitted to SCCC as degree-seeking students will be assigned according to the date on which the completed and signed Housing Contract and \$500 security deposit are received by the Dean of Enrollment Management & Student Development. **The SCCCDC/College will attempt to honor roommate requests when both students involved have indicated each other as roommates on the housing contract, and both have submitted materials at the same time, packaged together. This request must be received by June 1.** The student agrees to accept the assigned space, regardless of preference, and may only cancel the contract according to those terms outlined in paragraph 16.

**8.) USE OF ASSIGNED SPACE:** Occupancy of space is permitted only by the student to whom the space is assigned. Space may not be sublet to any other student (person). The student may not share assigned space with any other individual(s) not officially assigned by the SCCCDC. The student may not refuse or prevent another assigned student from residing in a shared space (bedroom or suite). If the student refuses or prevents a new occupant from residing in a shared space, disciplinary action (including eviction), single room rental fees, or both, may be imposed on the student (see also paragraph 10). Use of space for specific visitation and guest policy information is governed by the *Guidebook*, which is received by the student at check in.

**9) CHANGES IN ASSIGNMENTS:** Room changes may be made only after written approval is communicated from the Department of Housing and Residential Life. Failure to follow established room change procedures will constitute breach of this contract and may be grounds for cancellation, charges for occupying a second room, disciplinary action, or any of the foregoing. The SCCCDC reserves the right to reassign a resident due to unforeseen events, including but not limited to, enrollment fluctuations, facility problems, or staff changes. The SCCCDC reserves the right to over-assign selected Eco-Green Townhouse rooms. If students are assigned to an over assigned room, a partial room refund will be granted.

**10.) CONSOLIDATION AND VACANCY OPTION:** Consolidation is defined as the moving together of residents by College Housing who is paying for a double occupancy room but for some reason, not necessarily because of their actions, is in a room by themselves. Double rooms are normally to be occupied by two students. If one of the occupants does not check in, or moves out, the remaining resident may be offered three choices, at the option of Residence Life (see also Paragraph 8). For specific information see the *Guidebook*.

**11.) BEHAVIOR AND CONDUCT:** The student is responsible for knowing and observing College policies, rules, regulations and procedures as set forth in the SCCC Student Handbook and the *Guidebook*. The student is also responsible for observing all applicable federal, state, and local regulations and laws. The SCCCDC reserves the right to make other rules and regulations as in its judgment may be necessary for the safety, care, and cleanliness of the premises and for the preservation of order. The Student agrees to abide by all additional rules and regulations that are adopted.

**12.) CARE OF FACILITIES:** The student is responsible for care of rooms, furnishings, and equipment in SCCCDC housing. The student is responsible for keeping the assigned unit clean and sanitary. The student agrees to cooperate with roommates in the common protection of the Eco- Green Townhouses and personal property. The student also agrees to refrain from modifying the space in any way

**CONTINUED ON THE NEXT PAGE**

**NOTE; SCCCDC refers to Sullivan County Community College Dormitory Corporation.**

Student’s Initials _____	Parent/Guardian _____
	If under 18 _____

**ECO-GREEN TOWNHOUSE RESIDENCY**

12.) CONTINUED: CARE OF FACILITIES

Except as expressly permitted in writing by the Housing Office and to promptly pay all assessed charges for damages, special cleaning, or maintenance resulting from misuse or modification of the facility. The student is jointly liable with roommates and/or suite-mates for assessed charges in the room, suite, or common area of the Eco-Green Townhouses, unless the responsible individual is identified.

13.) KEYCARD ACCESS: The student agrees not to duplicate any keys assigned, or to transfer their keys or identification card to another person, and will be subject to disciplinary action or termination of this contract if this occurs. If keys are not returned at checkout, or if the keys are lost or stolen, the student agrees to pay for all lock changes and key replacements. The student is responsible for securing the assigned unit at all times and taking such precautions as is necessary for personal and property protection.

14.) Emergency Access: The SCCCDC reserves the right to have authorized College staff or state designees enter the student's room/suites at reasonable times to inspect, maintain, and repair the premises and furnishings. Students are expected to promptly report damages and necessary repairs, in accordance with established and published procedures. In the event of an emergency, notice may be given immediately before entering.

When authorized personnel have a reasonable belief that a violation of a SCCDC or College or Housing regulation, local ordinance, state or federal statute is in progress, and/or for other emergency purposes exist, they may enter the student's rooms/suites without notice. Student's signature of this contract constitutes explicit consent for authorized personnel to enter the student's rooms, apartments, and/or suites without notice for such purposes.

15.) LIMITATION OF COLLEGE LIABILITY: The College and SCCCDC are not liable for damage to or loss of personal property or failure or interruption of utilities. The SCCCDC is insured under a fund, which only provides limited liability coverage for damages or injuries caused by negligence by the College/SCCCDC or its employees while working within the scope of their employment. The fund will not reimburse for losses created by unforeseen events, accidents, injuries, or theft that may occur. Students are encouraged to review family homeowner's insurance policies or to carry personal renter's insurance.

16.) CONTRACT CANCELLATION: At a minimum, this Contract is in force as long as the Student is officially enrolled during the Academic Year as outlined in Paragraph 1, and as long as the Student remains in good standing. The Student may request a cancellation of the Contract by completing a written Request for Cancellation form according to the following guidelines:

A. If the student is denied admission to the College, there shall be no cancellation fee and a full refund of any payments will be made.

B. The student who does not check in to the assigned space by the first day of classes for the Fall semester (or the first day of classes for new Spring-only residents) and who is not enrolled will be assessed a \$200 cancellation fee. The student's assignment will be forfeited and the student will need to submit a new Housing Contract and deposit for future terms.

C. The student who wishes to cancel the Contract prior to the start of the Contract year may do so under the following guidelines, and with the indicated cancellation fees:

**CANCELLATIONS OF FULL ACADEMIC YEAR CONTRACT**

Postmarked by July 1 <sup>st</sup>	\$50.00 Cancellation Fee
Postmarked by July 15 <sup>th</sup>	\$100.00 Cancellation Fee
Postmarked by August 15 <sup>th</sup>	\$150.00 Cancellation Fee
After August 16 <sup>th</sup>	\$200.00 Cancellation Fee

**CANCELLATION FOR NEW SPRING RESIDENTS**

Postmarked by November 1	\$50.00 Cancellation Fee
Postmarked by December 1	\$100.00 Cancellation Fee
Postmarked by January 1	\$150.00 Cancellation Fee
After January 2 <sup>nd</sup>	\$200.00 Cancellation Fee

D. The Fall resident who will be away from campus for the Spring semester for College-sponsored programs may request a cancellation of the Contract, with no cancellation fee, prior to November 15<sup>th</sup>. After that date, a \$200.00 cancellation fee will be applied. Documentation is required. Residents who wish to return to Housing afterwards are not guaranteed a space.

E. The Contract of the Student who is suspended or dismissed from the College for the Spring semester for academic reasons will be cancelled. The student is, however, still financially responsible for the Spring semester rental fees. It is the responsibility of the Students to inform the Department of Housing and Residential Life of his/her academic status and subsequent need for a Contract cancellation. If Student notification and removal of all personal belongings occurs prior to January, no additional charges will be applied. After January 1, a \$200.00 cancellation fee plus a prorated daily housing charge will be assessed until the official date of checkout.

F. The student who withdraws from classes during either the Fall or Spring terms is required to leave College/SCCCDC Housing within 48 hours of the withdrawal. The Student will be assessed a \$200 cancellation fee plus a prorated daily housing charge.

G. A Contract Buy-out is available to any student who is not bound by the Freshman Residency Requirement (see paragraph 1). Contract Buy-out requests may be made by a student after August 25<sup>th</sup> (for Fall/Spring) or January 10 (for Spring only) but before March 1<sup>st</sup>, for reasons other than those listed above in C, D, E, or F. The student is assessed a pro-rated housing charge plus 50% of the remaining contract balance. The resident is not considered officially checked out of housing until the resident has received written approval, all keys are returned, and a copy of the completed Room Condition Report is signed by the resident and a member of the housing staff.

17. CONTRACT MODIFICATION OR TERMINATION: This contract may be modified or terminated for cause as determined by the Dean of Enrollment Management and Student Development, or an authorized designee of the Dean. If the Contract is terminated for cause, the Student will be required to pay the remainder of the Contract balance (see also Paragraph 5). In addition, the Department of Housing and Residential Life reserves the right to terminate or modify the terms of this Contract when the Dean of Enrollment Management & Student Development or an authorized designee learns that the Student has been charged or convicted of a crime or crimes against persons or property, or is involved in any other conduct that may threaten their safety and security or that of other residents. The Student will be given notice and an opportunity to appeal to the Dean or an authorized designee of the Dean the basis for any proposed modification or termination of this Contract.

18. SECURITY DEPOSIT: Upon vacating the premises for termination or cancellation of this Contract, the SCCCDC shall return the security deposit to the Student account within 30 calendar days. Any fees for damages or cancellation owed to the SCCCDC will be deducted from the deposit before a refund is issued. If a new housing Contract is signed before the termination of this Contract, the balance of your security deposit will automatically be carried forward to the new Contract.

Student's Initials \_\_\_\_\_ Parent/Guardian \_\_\_\_\_  
(if under 18)