



# Interested in living on campus?

## Housing Information for New Students

### Welcome to the Albertus Magnus College Community!

The Office of Residential Life strives to create a living and learning experience that supports the academic mission of the college and fosters a community of inclusivity, responsibility, and compassion. Through our holistic approach to on-campus living, students engage in their community, enhance their learning experiences, and develop lasting friendships.

### Housing At A Glance:

- Residential Life provides an opportunity to be a part of a small residential community of approximately 300 traditional undergraduate students. By living together, new students will learn and engage with one another to create strong, enduring connections as members of the Albertus Magnus College Community!
- The Resident Assistant (RA) staff provides social and educational activities in the halls for all residents, especially for new students.
- Dominican Hall, our traditional-style hall, will house all new students as space allows
- Professional Staff are on-call 24/7 when housing is open and RAs are on-call in the evenings and 24/7 over the weekend should you need assistance
- Each residence hall offers free utilities such as heat, hot water, laundry & Wi-Fi!
- The housing contract is for a full year- students will only be released for severe, unforeseen religious, medical, and financial reasons. The housing contract must be completed as part of the housing application.
- All residential students must have a meal plan; first-year students are required to have the [blue meal plan](#)

### How to Join our Residential Community:

- **Beginning November 1st, 2023 -Submit your housing application** and let your admissions counselor know you would like to live on campus. A \$50 non-refundable application fee will be applied to your account once you have completed your application.
  - To complete your housing application...
    1. Log onto our [self-service housing portal](#). Make sure to use your Albertus Magnus College credentials (these are the same that you use to log into [myalbertus.edu](#)). If you haven't set up your albertus email yet, please contact [its@albertus.edu](mailto:its@albertus.edu).
    2. Once in the portal **click the "Applications and Forms" tab** on the left-side of the webpage to open your application/contract. **Complete the entire application** and click "submit" at the end to ensure you are signed up to live

on-campus!

- **Request a roommate** (optional). If you already have a roommate in mind, roommate requests can be submitted through the residential life email @ [reslife@albertus.edu](mailto:reslife@albertus.edu). To request a roommate:
  - Include your name, student number, who you would like to room with
  - This part of the process is optional, you do not need to request a roommate to be placed in housing, if you do not select a roommate, you may be auto-assigned a roommate after Thanksgiving Break.
  - For the Spring semester, roommate pairings are not guaranteed due to space restrictions.
- **Select your room!** Residents will be assigned a room. Residents will be placed on a first come, first serve basis. *\*To be placed into housing, you must submit your application by November 19th, 2023.\**
  - You should check your housing portal to see your room placement and roommate. Log onto our [self-service housing portal](#) and scroll down on the home page.
  - Move in for the spring semester will be in January 2024. More information will be sent to your albertus emails in December.

All room and board costs can be found [here](#):

**Any questions?** Contact us at 203-773-8577 or [reslife@albertus.edu](mailto:reslife@albertus.edu)

As part of your Housing Application, you will be signing the Housing Contract! Below is a copy of the contract for you to review.

## Albertus Magnus College Residential Life Housing Contract

This Housing Contract is an agreement between the Student and Albertus Magnus College (hereafter referred to as the College). This agreement is binding for the entirety of the academic year, including both the Fall and Spring semesters. The Student is responsible for reading this Contract in its entirety prior to signing.

### Room & Board Refund Scale:

| Date of Release from Contract                         | % of Refund to be Received |
|---|----------------------------|
| Before the end of 1 <sup>st</sup> week of Classes     | 90%                        |
| Before the end of 2 <sup>nd</sup> week of Classes     | 80%                        |
| Before the end of 3 <sup>rd</sup> week of Classes     | 70%                        |
| Before the end of the 4 <sup>th</sup> week of Classes | 60%                        |
| After the end of the 4 <sup>th</sup> week of classes  | 0%                         |

*\*Please note that only students released from this contract are eligible for a refund based on the criteria in the "refund of housing charges" section of this document.*

### **Residence Hall Terms and Conditions**

*Please initial after each section to acknowledge that you have read and reviewed it.*

**Length of Contract-** This contract shall be in effect for the entirety of the academic year, excluding the break period between the Fall and Spring semesters, during which the residence halls will be closed. The College reserves the right to implement other break closures with advance notice provided to the Student. The Student will move into housing for Fall on the date(s) determined by the College. Following the end of the Fall exam period, the Student will vacate the residence halls within 24 hours after their last exam until the date of return for the Spring semester as determined by the College. Following the end of the Spring exam period, the Student will vacate the residence halls completely and follow other closing procedures.

**Eligibility-** The Student must be a full-time, matriculated student, defined by the College as having registered for a minimum of 12 credits per semester. If the Student drops below 12 credits during a term, the College may request that the Student vacate their living space and the Room and Board Refund Scale will be utilized. The Student must be at least 17 years of age at the time of residency, except in cases where an exception is granted by an official of the College.

**Assignment of Housing-** The College does not guarantee specific residence halls, rooms, or roommates, and reserves the right to assign or reassign the Student to a different room or hall in the best interest of the Student and/or the residential community, or to make the most

effective and efficient use of available accommodations. The College reserves the right to assign a student to an available space in any residence hall at any time. In the event the Student requests a different assignment, the College reserves the right to approve or deny the request based on availability and/or the situation.

**Meal Plans-** The Student is required to have and pay for a resident student meal plan. If the Student is a first year student, the Student is required to have the plan with the highest number of meal swipes. If the Student is an upper-class student, the Student may select their meal plan, but can only change it prior to the first day of classes.

**Prohibited Items-** Any items that violate the Code of Student Conduct or are otherwise prohibited will be confiscated and the Student may face Community Standards action. The Student agrees to read and be familiar with all restricted items listed in the Student Handbook.

**Payment-** The Student agrees to make payment to the College for the housing accommodations agreed upon in this Contract. Payment for each semester must be received in the Business Office by the date(s) determined by the College. The Student will not be granted access to the residence halls until the payment is received, unless an exception is granted by an official of the College. The Student agrees to pay a \$50 application fee after submitting an application for housing. This application fee will be applied after the student has completed their housing application and is nonrefundable.

**Termination of Contract-** The College reserves the right to terminate this Contract at any time in the event that the Student seriously or repeatedly violates the Code of Student Conduct, or in the event of an emergency. In the event of both emergency and conduct-based terminations of this Contract, the College reserves the right to remove the Student from housing immediately and without advance notice, according to the severity of the situation. The Student is not eligible for refund of housing charges if they are removed from housing due to either reason.

**Release from Contract-** If the Student wishes to be released from this Contract, the Student must submit the Housing Contract Release Request Form to Residential Life. The Student is responsible for providing relevant documentation that demonstrates their need for release from this Contract. The College reserves the right to approve or deny the request. The College only approves release from this Contract in cases of serious documented medical conditions, religious concerns, unforeseen financial hardships, and transfer/withdrawal from the College.

**Refund of Housing Charges-** If the Student requests and is approved for release from this Contract, the Student is then eligible for a refund of housing charges, as outlined in the Refund Scale on page 1 of this Contract. The rate of refund shown on the Scale corresponds to the timing of the Student's release from the Contract and represents the percentage of paid charges that will be returned to the Student. The percentage decreases throughout the first four (4) weeks of the semester, with no refund issued after the end of the fourth (4th) week. The refund applies only to the semester in which the Student requests release from this Contract and does not apply to charges for past semesters. In the event that this Contract is terminated by the College as a result of the Student's violation of the Code of Student Conduct or Emergency Event, the housing charges for the length of this contract are non-refundable and the Refund Scale does not apply.

**Additional Charges/Billing** - The College reserves the right to implement additional charges to the Student in cases where the Student either fails to follow residence hall procedures and/or is found responsible for damages in the residence halls. A student will be offered the opportunity to report and dispute damages that are documented prior to them moving in. Students can only dispute damages at their time of move out if they have followed the proper protocol surrounding the Room Condition Report which can be accessed on Housing Portal for 1 week after their initial move in date. If the Student is found responsible for damages in their room, the College reserves the right to bill the Student for the cost of repair. Additionally, billing for damage to residence hall common areas will be dispersed evenly to all members of one or more areas within the residence hall, in the event that the College is unable to determine the individuals responsible. In addition to damage charges, the College reserves the right to implement additional charges in the event that the Student fails to follow proper move-out procedures as defined by the College. Examples include but are not limited to failure to vacate the residence halls by the scheduled date/time, failure to remove personal belongings from the room at time of move-out, and failure to sufficiently clean the room prior to move-out. Belongings left behind for more than 5 days after the hall closing date will be considered abandoned and discarded. Additionally, in situations where a student moves from one room to another, any additional charges the new room has will be applied to the Student's bill at a prorated cost after the first week of classes. It is the responsibility of the Student, not the College, to know the additional charges incurred by their decision to move from one room to another.

**Non-Liability Statement**- The College is not liable for any damage to, destruction of, or loss of any property belonging to or in the possession of the Student from any cause whatsoever. This includes but is not limited to fire, theft, leaks, vandalism, confiscation, mechanical failure, or acts of nature. Additionally, the College is not liable for any student belongings left in rooms after a student's move-out or the closing of a residence hall

**Room Inspections/Entry**- While the College recognizes the Student's rights to privacy, the College maintains the right for its personnel to enter residence hall rooms: (a) for routine and immediate maintenance and health & safety inspections; (b) in the event of emergencies or when there is reasonable evidence of imminent danger to life, safety, health, or property; (c) when a condition is observed that is prohibited by this Contract or the Code of Student Conduct; and/or (d) when it is reasonably believed that a student is using their assigned room in a manner contrary to the provisions of this Contract or the Code of Student Conduct. When there is reasonable cause to believe that any of the above conditions exist, the College personnel will knock and announce themselves. If there is no response, the College personnel will announce that they are entering the room. Any prohibited items found during will be confiscated and the Student may face Community Standards action.

**Room Keys and ID Card Access**- Upon moving into their assigned residence hall, the Student will receive access to the residence hall via their Falcon ID Card or keys. Additionally, the Student will receive a key that grants them access to their specific room within the hall. At the end of the student's occupancy of their room, or upon the end/release/termination of this Contract, the student must return their key to Residential Life. The Student is the only person designated to use, or be in possession of, their room key and Falcon ID Card. In the event that the Student is found to have allowed another person (whether a fellow student or otherwise) to

use their room key or Falcon ID Card, the Student may face Community Standards Action. If the Student loses their room key or fails to return it at the end of the academic year, the Student will be charged for the cost of replacing the key and the cost of changing the lock (\$250 minimum). The Student is responsible for informing Residential Life within 24 hours of losing or misplacing their room key. The Student may not duplicate a building/ room key in any form.

***Sales, Solicitation, and Subletting-*** The Student may not sell or solicit any services or products door to door within the residences halls, nor use their room or building for commercial purposes. Additionally, the Student agrees to not assign or sublet their housing assignment in any capacity to any other persons. Subletting includes short-term or temporary rental arrangements including but not limited to those offered through peer-to peer services such as Airbnb, Craigslist, or Couchsurfing. Subletting may result in disciplinary action and/or termination of this Contract by the College.

***Immunizations-*** In accordance with Connecticut State Law and College policy, the Student is required to submit proof of vaccination against measles, mumps, rubella, varicella, meningitis and COVID-19. These records are required upon entry to the College and are kept on file in the Health Clinic. The College reserves the right to prohibit the Student from entering or moving into the residence halls in the event that the Student has not submitted proper documentation.

***College Policies-*** The Student agrees that they are required to read and adhere to all College policies, including all defined in the Code of Student Conduct within the Student Handbook, and any other advertised policies. The Student understands that any violation of these policies may result in Community Standards action. The College reserves the right to handle all violations as laid out in the Code of Student Conduct and to make decisions about sanctioning outcomes, including removal of the Student from housing and termination of this Contract.