

**ONONDAGA COMMUNITY COLLEGE HOUSING DEVELOPMENT CORPORATION
HOUSING APPLICATION**

This application must be completed, signed and mailed to: Housing Application, Onondaga Community College Housing Development Corporation (OCCHDC), c/o Onondaga Community College, 4585 West Seneca Turnpike, Syracuse, NY 13215-4585. A \$300 housing/security deposit payable to OCCHDC must be included with the application via a check, money order or by completing the credit card information below. Security deposit will be refunded in accordance with the terms of the License Agreement. Applications received without a deposit will not be processed.

Questions regarding this application should be directed to Student Central at (315) 498-2000. PLEASE PRINT NEATLY.

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| 1. Student's Legal Name: Last | | First | MI | 2. SS#: | | 3. OCC I.D.# | | | |
| 4. Student's Permanent Home Address: Street | | | City | | State | Zip Code | County | | |
| 5. Home Phone: (Area Code and Number) | | Cell Phone: (Area Code and Number) | | 6. Date of Birth: / / | | 7. Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female | | | |
| 8. Full Name(s) and Address of Parent/Legal Guardian: (If under 18) | | | | | | | | | |
| 9. Emergency Contact Name: | | | Phone: (Area Code and Number) | | Relationship: | | | | |
| 10. Which semester are you requesting housing? (Check all that apply) <input type="checkbox"/> Fall '09 and Spring '10 Semesters <input type="checkbox"/> Spring '10 Semester only <input type="checkbox"/> '09-'10 Winter Session (only for students living in the residence halls for Fall and Spring) <input type="checkbox"/> Summer '10 Session(s) | | | | * 09-10 approved rates Single: <input type="checkbox"/> \$6,548 per academic year; \$3,274 per semester Double: <input type="checkbox"/> \$5,662 per academic year; \$2,831 per semester Triple: <input type="checkbox"/> \$4,896 per academic year; \$2,448 per semester Winter/Summer: <input type="checkbox"/> \$113 per week (must be in halls entire summer session) | | | | Rates are subject to change | |
| | | | | If your preference is not available, will you accept the room assigned to you? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | | |
| 11. Are you interested in: Overnight residence hall parking (\$40/semester. \$80/academic year): <input type="checkbox"/> Yes <input type="checkbox"/> No Learning Communities: <input type="checkbox"/> Yes <input type="checkbox"/> No Meal plan option: <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | | | | | | |
| 12. Student type: (Check all that apply) <input type="checkbox"/> First-Year Resident Hall Student <input type="checkbox"/> Student Athlete <input type="checkbox"/> Current/Readmit Resident Hall Student <input type="checkbox"/> Music Student Sleep Habits: <input type="checkbox"/> Early Riser <input type="checkbox"/> Stays up late | | | | 13. I authorize you to give my <input type="checkbox"/> home phone <input type="checkbox"/> cell phone number to my suitemates | | | | _____ (Signature) | |
| 14. Suitemate Preferences (optional): Suites are not co-ed. Requests are NOT guaranteed and will not be honored unless the following criteria are met: 1. Your requested suitemate has to request you on their application. 2. All parties have to be matriculated full time in a degree program at the time of assignment. Name: _____ phone#: _____ Name: _____ phone#: _____ Name: _____ phone#: _____ Name: _____ phone#: _____ Name: _____ phone#: _____ | | | | | | | | | |
| 15. a. I am a: <input type="checkbox"/> Smoker <input type="checkbox"/> Non-Smoker b. I prefer to live with a: <input type="checkbox"/> Smoker <input type="checkbox"/> Non-Smoker <input type="checkbox"/> No Preference Note: Residence halls are non-smoking environments | | | | 16. Student's e-mail address: _____ | | | | Note: This is the primary means of communication with students | |
| 18. Do you need special physical accommodations for housing placement? <input type="checkbox"/> Yes* <input type="checkbox"/> No If yes, please explain: (Attach an additional sheet if needed) _____ * All requests based on medical/special circumstances require official documentation from qualified personnel to be filed with Onondaga Community College Housing Development Corporation (OCCHDC), 4585 West Seneca Turnpike, Syracuse, NY 13215-4585. | | | | | | | | | |
| 19. Have you ever been convicted of a criminal offense? <input type="checkbox"/> Yes* <input type="checkbox"/> No Of what specific offense were you convicted? _____ (*Note: this will not necessarily deny your housing eligibility.) | | | | | | 17. Have you read the license agreement? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | |

"By signing and submitting this Housing Application, the undersigned student (and, if applicable, his/her parent or guardian) agrees to be bound by the terms and conditions set forth in the Onondaga Community College Housing Development Corporation Housing License Agreement (the "License Agreement"), a copy of which is attached to this application. Please retain the attached copy of the License Agreement for your records. Any future versions of the License Agreement will be made available at www.sunyoc.edu, and are incorporated by reference in this Housing Application as if fully set forth herein."

Student's Full Name (please print): _____ Date: _____

Student's Signature: _____

Parent/Legal Guardian's Signature: _____ Parent/Legal Guardian's SS#: _____
 (If under 18, signature of parent/legal guardian is required)

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| Charge Authorization Form: _____ I authorize you to charge the \$300 housing/security deposit to my: <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Discover Account #: _____ Exp. Date: _____ 3-Digit Security Code _____ Cardholder's Name: _____ Cardholder's Signature: _____ |
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ONONDAGA COMMUNITY COLLEGE
HOUSING DEVELOPMENT CORPORATION

HOUSING LICENSE AGREEMENT FOR 2009-2010

This License Agreement sets forth terms and conditions upon which an Onondaga Community College (the “College”) student (the “Resident”) may apply for occupancy of, and may occupy, the residence hall (the “Residence Hall”) operated by OCC Housing Development Corporation (“OCC Housing”). Each actual or prospective Resident, by his/her submission of a Housing Application/License form, agrees to these terms and conditions. This License Agreement does not create an interest or right in real property, and may be terminated by OCC Housing as provided herein.

Eligibility. Students who have submitted a Housing Application/License form, who have remitted the \$300 housing/security deposit, who are full-time matriculated students, and who otherwise comply with the terms of this License Agreement, are eligible to be considered to reside in the Residence Hall. Full-time is defined as 12 credit hours or more; this includes courses added or dropped during the add/drop period. Students must be 18 years of age by December 31st of the academic year they are planning to live on campus. Students who do not meet the minimum age requirement may request special permission to live on campus and such permission shall be granted at the sole discretion of OCC Housing.

OCC Housing reserves the right to elect to terminate this License Agreement if Resident fails, at any time, to meet the eligibility criteria, or as otherwise specified in the Agreement.

Housing is limited, rooms are not guaranteed, and OCC Housing reserves the right to make all room assignments and re-assignments of Resident and other occupants of the Residence Hall in its sole discretion.

Individuals who, in the opinion of the College’s Associate Vice President for Student Services, or designee, pose a danger to themselves or to other residents will not be permitted to live in the Residence Hall. Persons registered as sex offenders pursuant to state or federal law are deemed to represent a danger within the meaning of the preceding sentence and, as such, may not live in the Residence Hall.

Prospective residents must satisfy all applicable health requirements prior to placement in the Residence Hall. The New York State Public Health Law requires all post-secondary students attending colleges and universities to demonstrate proof of immunity against measles, mumps, rubella and meningitis (or a signed meningitis waiver). Immunization for Hepatitis B is strongly recommended.

Prospective residents must carry, maintain and provide evidence (including the name and policy number of the insurance carrier) of health insurance deemed satisfactory by OCC Housing. The purchase of student health insurance coverage through Sentry Insurance Co. is available at a reasonable cost to the student.

Anything to the contrary notwithstanding, OCC Housing reserves the right to reject applicants or to terminate this License Agreement at any time if it determines, in its sole discretion, that such action is in the best interests of OCC Housing, the College, their respective residence life programs and operations, and/or other Residents. Without

limiting these absolute rights, OCC Housing may reject an applicant or Terminate this License Agreement if a prospective or actual Resident fails to meet the eligibility criteria, or otherwise to comply with the terms and conditions, specified in this Agreement.

Other Conditions. Resident must comply with Onondaga Community College's Student Handbook, OCC Housing's Housing and Residence Life Policy Manual, and any federal, state or municipal laws, codes, rules or regulations applicable to the use and occupancy of the Residence Hall, each as they may exist from time to time. Without limiting OCC Housing's absolute right to terminate this Agreement at any time as described above, OCC Housing may terminate this License Agreement in accordance with the procedures set forth in the Student Handbook and/or the Housing and Residence Life Policy Manual (as applicable) in the event that resident violates any of the aforementioned requirements.

Term. Except in circumstances in which OCC permits a student to commence occupancy during an academic year, the term of occupancy under this Agreement shall be for both the Fall and Spring Semesters (occupancy during Winter and/or Summer Semesters shall be governed by, and subject to, the terms set forth at the end of this Agreement). Accommodations will be available only when classes are in session. Resident must vacate his/her room prior to the official closing time of the Residence Hall or, if earlier (with respect to the end of a Semester), within 24 hours after his/her last final exam.

Failure to report within 48 hours after the official opening of the Residence Hall may result in Resident being assigned a room other than the one originally assigned or termination of this Agreement by OCC Housing. In the event Resident withdraws during a Semester, he/she must vacate the Residence Hall within 48 hours after withdrawal, or within such shorter or longer period as the Residence Life office may prescribe in its sole discretion.

Fees.

Fall and Spring Semesters. The housing fee per Semester is \$3,274.00 for a single occupancy room, \$2,831.00 for a double occupancy room and \$2,448.00 for a triple occupancy room. The fee is payable, in full, on or before July 15, 2009 for the Fall Semester, and on or before December 15, 2009 for the Spring Semester. Notwithstanding the preceding sentence, Resident may make housing fee payments on a monthly basis as follows:

- For Fall Semester, 25% of the fee (plus a \$31 fee to enroll in the payment plan) for the Semester is due by July 5, 2009, an additional 25% is due by August 5, 2009, an additional 25% is due by September 5, 2009, and the remaining 25% is due by October 5, 2009.
- For Spring Semester, 25% of the fee (plus a \$31 fee to enroll in the payment plan) for the Semester is due by December 5, 2009, an additional 25% is due by January 5, 2010, an additional 25% is due by February 5, 2010, and the remaining 25% is due by March 5, 2010.

Without limiting OCC Housing's absolute right to terminate this Agreement at any time as described above, OCC Housing may terminate this License Agreement in the event that Resident fails to make any payment on or before the date due.

If Resident intends to pay for housing, tuition and fees with financial aid, he/she should file the Free Application for Federal Student Aid (FAFSA) no later than March 15, 2009 with respect to the 2009 – 2010 academic year. Any balance due after estimated aid is applied, or deferred against financial aid, must be paid by July 15, 2009 with respect to the Fall Semester and December 15, 2009 with respect to the Spring Semester or, if Resident is participating in the monthly payment plan described above, on a pro rata basis as of each monthly payment deadline. If Resident's payment for housing includes approved financial aid, he/she will be fully obligated to pay the balance of any housing fees remaining as a result of financial aid not materializing or being forfeited (as a result of withdrawals, drops, failure to meet academic progress requirements, or other reasons).

The housing/security deposit is not considered advance payment of the housing fee. The deposit will be retained by OCC Housing until Resident first occupies his or her assigned room, after which time it will serve as a security deposit to be retained by OCC Housing as security against (a) damage to the Residence Hall or furnishings and (b) payment of housing related fines and charges. Thereafter, the housing/security deposit will be refunded within sixty (60) days of the expiration or termination of this License Agreement, provided damage charges have been paid in full and there is no additional damage or housing related fines/charges. If the housing/security deposit is insufficient to pay for any damage assessments, fines or charges for which Resident is responsible, he/she shall pay the difference to OCC Housing upon demand. (Notwithstanding the foregoing, if an applicant is advised that a room is not available, the student can then request in writing a refund of this deposit.)

If Resident indicates the need for Residence Hall parking on the Housing Application/ License form, he/she will be charged a \$40 parking fee per Semester, subject to space availability.

Without limiting its right to revise the terms and conditions of this License Agreement at any time, OCC Housing reserves the right to modify any or all of the fees payable by Resident at any time upon written notice to Resident. If Resident is unwilling to pay the revised fees, he/she may terminate this License Agreement upon written notice to OCC Housing provided on or prior to the date specified in OCC Housing's billing statement.

Resident shall pay to OCC Housing on demand all costs of collection incurred by OCC Housing in enforcing its rights to payment under this License Agreement, including collection agency fees, attorneys' fees and court costs.

Terminations/Refunds.

Housing/Security Deposit. As provided above, the housing/security deposit will be retained by OCC Housing until Resident first occupies his or her assigned room, after which time it will serve as a security deposit to be retained by OCC Housing as security against (s) damage to the Residence Hall or furnishings and (b) payment of housing related fines and charges. Thereafter, the housing/security deposit will be refunded within sixty (60) days of the expiration or termination of the License Agreement, provided damage charges have been paid in full and there is no additional damages or housing related fines/charges. (If the housing/security deposit is insufficient to pay for any damage assessments, fines or charges for which Resident is responsible, he/she shall pay the difference to the OCC Housing upon demand.)

Notwithstanding the foregoing, if an applicant is advised that a room is not available, the student can then request in writing a refund of this deposit.

Housing Fee. Once Resident has been assigned a room, he/she is responsible for payment of all fees under this License Agreement except as provided below.

If Resident notifies OCC Housing in writing of his/her desire to terminate this License Agreement voluntarily, he/she is entitled to a refund of prepaid housing fees (other than the housing/security deposit, which is subject to the refund provisions set forth above) and/or release of liability for unpaid housing fees as follows:

Fall Semester.

If OCC Housing receives Resident's notice on or before the first day of the Semester, Resident will not be responsible for the Fall Semester housing fee. If OCC Housing receives Resident's notice during the first week of the Fall Semester, Resident will be responsible for 50% the Fall Semester housing fee. If OCC Housing receives Resident's notice after the first week of the Fall Semester, Resident will remain responsible for 100% the Fall Semester housing fee.

Spring Semester.

Returning Fall Residents-If OCC Housing receives Resident's notice on or before December 1, 2009, Resident will not be responsible for the Spring Semester housing fee. If OCC Housing receives Resident's notice after December 1, 2009, Resident will remain responsible for 100% of the Spring Semester housing fee.

New Residents- If OCC Housing receives Resident's notice on or before the first day of the Semester, Resident will not be responsible for the Spring Semester housing fee. If OCC Housing receives Resident's notice during the first week of the Spring Semester, Resident will be responsible for 50% the Spring Semester housing fee. If OCC Housing receives Resident's notice after the first week of the Spring Semester, Resident will remain responsible for 100% the Spring Semester housing fee.

Involuntary Terminations. Notwithstanding the foregoing, OCC Housing will retain Resident's housing fee and terminate this License Agreement, and Resident will remain responsible for any unpaid balance due for the academic year, if Resident is involuntarily withdrawn from the College or removed from residency in the Residence Hall during the term of the License.

Requests for Exemption/Appeals. If 1) Resident wishes to terminate this License Agreement upon financial terms different than those described above, or 2) this License Agreement is terminated by OCC Housing and Resident desires financial terms different than those described above, Resident must submit a "Request to Terminate Housing License" form at least 30 days prior to the proposed date of a voluntary termination, or not more than 5 business days after the check-out date in the case of involuntary termination. OCC Housing will determine Resident's financial responsibility (including the amount of the appropriate refund, if any) in its sole discretion after giving consideration to factors including but not limited to: A) documented individual circumstances beyond Resident's control which were not reasonably foreseeable at the time this License Agreement was entered into and B) the administration of the residence hall program, including but not limited to the extent of space available in the Residence Hall and OCC Housing's ability to fill Resident's room with another student. Resident's failure to give proper notice may result in the "Request" being denied and the assessment

of a full room charge. Resident may appeal the initial determination in accordance with OCC Housing's Housing and Residence Life Policy Manual. An appeal should be directed in writing to the Housing Refund Appeals Committee, Office of Residence Life. Appeals for a refund of housing fees must be received within 5 business days after Resident's receipt of the initial decision. Appeals due to medical conditions require official documentation from qualified medical personnel.

Students Called to Military Service. If Resident is enlisted and called to military service, he/she may be exempted from some or all of the foregoing provisions as provided in the Housing and Residence Life Policy Manual.

Use. Resident's assigned suite and room shall be occupied exclusively by Resident (and other assigned residents) for residential use only. Resident shall not use the suite or room, or any other part of the Residence Hall, for any commercial business or purpose without the prior written consent of OCC Housing. Resident may not assign, sublease or otherwise transfer his/her right of occupancy created by this License Agreement in whole or in part.

Roommates. Resident may request, but OCC Housing shall have no obligation, to have one or more other residents of his/her suite be a specific person or persons identified by Resident. In the event that any other resident of the suite shall fail to take occupancy, or shall cease to occupy the suite pursuant to a Housing License Agreement with OCC Housing, OCC Housing shall have the right, but not the obligation, to make the space available to replacement residents. OCC Housing has no obligation to obtain permission from Resident with respect to alternative or replacement residents of the suite and shall have no obligation to inform Resident of new resident assignments.

Resident's Duties upon Termination. If this License agreement expires or is terminated for any reason, Resident must return all keys and vacate his/her room within 48 hours, or within such shorter or longer period as the Residence Life Office may prescribe in its sole discretion. Any and all personal belongings remaining at that time may be dealt with as the Director of Residence Life deems appropriate.

Right of Inspection and Entry. OCC Housing reserves the right to enter any part of the Residence Hall, including Resident's room and suite, at any time without prior notice.

Damages. Residential students are responsible for any damage to their rooms and suites, and any OCC Housing or College property in them. Any damage in Resident's room or suite that cannot be attributed to individual resident(s) will be considered the joint responsibility of the occupants of the room or suite. Damage in public areas of the Residence Hall will be assessed to Residence Hall residents at the discretion of OCC Housing. Residents are personally responsible for damage caused by the acts of their guests or invitees.

Permission. Resident grants permission to OCC Housing and the College, acting through their respective employees, agents and representatives, to contact at any time his/her parent(s) or guardian(s) regarding any issue related to Resident's occupancy of the Residence Hall. The purpose of this disclosure is to enable OCC Housing and the College to exercise their respective rights and responsibilities in connection with the operation of the Residence Hall.

Personal Injury; Property Loss or Damage. Neither OCC Housing, the College, nor the County of Onondaga shall be liable for any personal injuries sustained by Resident or by any of Resident's guests or invitees in or about Resident's room, suite or other areas in or about the Residence Hall, or for any loss of, damage to or theft of Resident's personal belongings or those of his/her guests or invitees, resulting from any cause whatsoever unless the injury, loss, damage or theft is caused by the gross negligence or willful misconduct of OCC Housing or the College or the County of Onondaga.

Interruption of Service. Resident will receive no reduction or refund of housing fees, nor will OCC Housing or the College be liable to Resident, as a result of interruption of services to utilities, appliances, or other equipment due to repairs, defects or circumstances not caused by the gross negligence or willful misconduct of OCC Housing or the College.

Notice Regarding Temporary Housing. If necessary, OCC Housing may temporarily assign Resident to alternative housing facilities not on the campus of the College (the "Temporary Housing Facilities") or make other arrangements. OCC Housing will provide notice to Resident of such Temporary Housing Facilities or other arrangement. This License Agreement will remain in full force and effect during Resident's occupancy of the Temporary Housing Facilities, shall apply to such occupancy as appropriate to the context, and the housing fees due and payable hereunder will continue to be due and payable without adjustment or reduction.

Amendment of Terms and Conditions. OCC Housing may revise these terms and conditions at any time. The revised terms and conditions shall be binding upon Resident and OCC Housing as of the date they are first posted at www.sunyocc.edu.

Winter and Summer Semesters. Housing may be available during the Winter and Summer Semesters for students who have resided in the Residence Halls during the immediately preceding Fall or Spring Semester, respectively. Students must complete an official request with the Office of Residence Life by the due date, pay the appropriate housing fee, and enroll in at least three (3) credit hours for the Semester requested.

Fees for Winter and Summer Semester housing. The housing fee is \$113.00 per week. Resident must reside in the Residence Hall for the entire Winter Semester, 1st Summer session, 2nd Summer session, or 3rd Summer session. The fee is payable, in full, on the due date specified by OCC Housing. The due date for Winter and/or Summer Semester housing fees may not be deferred in anticipation of financial aid.

There will be no refunds for Winter or Summer Semester housing fees. The housing/security deposit will be refunded as described above. All other terms and conditions set forth above apply for Winter and Summer Semesters.