Eligibility: You must be a full-time registered student to apply for on-campus housing.

General Conditions: This Housing Agreement is for both fall and spring semesters with the exception of stated recess or vacation periods. Rooms are to be used only by assignees authorized by Residence Life. Unauthorized transfers will be cancelled; unauthorized occupants will be required to vacate, and the original student/assignee on the Agreement will remain financially responsible for the space.

Cancellation: All signed Agreements are considered final and cancellations are not permitted except for the following reasons: (i) graduation; (ii) withdrawal from the University; (iii) academic dismissal; (iv) enrolling and participating in a University approved abroad program; (v) active military induction; (vi) death of an immediate family member/guardian, or (vii) long term hospitalization of the student.

If a student vacates his or her room without obtaining written approval of a cancellation request from the Assistant Director for Residence Life Administration, the student will remain financially responsible for the space. Cancellations will not be allowed under any circumstance after the first two weeks of the fall and spring semesters.

For more information about cancelling this Agreement refer to: http://ruoncampus.rutgers.edu/images/uploads/file/CancellationPolicy.pdf

Standard Regulations: Residents of University housing facilities have individual financial responsibility for damage to University property in their assigned room/suite/apartment and a shared group responsibility for damage to University property in the building which houses their room, suite or apartment, access to which is controlled by keys/cards issued to them. Damage charges will be directly posted to student's accounts. Residence Life reserves the right to enter University or University-related premises.

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All residents are required to abide by the Policies and Procedures specified in the Residents’ Guidelines for Living On Campus. The University will investigate all causes of damage. When investigation provides evidence of careless, mischievous, or malicious acts, or violation of University Regulations, the student(s) will be appropriately billed. The financial assessment to the student will be a result of damage caused by a violation of University rules and regulations and shall be determined by the Executive Director of Housing and Executive Director of Residence Life. Residence Life reserves the right to reassign, consolidate, suspend, or terminate a residence agreement when such action is recommended by appropriate staff members or committees. When a vacancy occurs, a resident may not discourage another student from being assigned to such a vacancy through harassment, abuse, noise, or similar reasons or the student may face reassignment or removal from housing. All students whose housing assignments are terminated due to either (i) a withdrawal from the University, (ii) a permitted cancellation approved by Residence Life, or (iii) an academic dismissal, must vacate the facilities within forty-eight hours. Keys to the vacated assignment must be returned to the appropriate housing office. Failure to return the keys and vacate the facilities within forty-eight hours will result in a lock change (at the student's expense) and/or subject the student to full occupancy fees or other penalties or charges. Further, in cases where a student fails to vacate the facilities within forty-eight hours after losing eligibility for housing, the University reserves the right, without any further notice or warning to the student, to change the locks and remove the student and his or her personal belongings with the Rutgers University Police. The student would be responsible for the storage costs for his or her personal belongings and would have to make arrangements with the Rutgers University Police to retrieve his or her belongs in this case. Lost or stolen keys must be reported immediately to the Residence Life Student Service Office. Lost or stolen identification/access cards must be reported to the RUConnection Office. Residence Life will make a reasonable attempt to notify students when a vacancy will be filled in a room that is already occupied.

Closings: Students must move out within 24 hours of their last exam or the closing time designated by University Housing whichever comes first.

Prohibited Items: Among other items, the following are prohibited in and around residence facilities:

- Gasoline powered items. (e.g. motorcycles, mopeds or the components).
- Gasoline, benzene, alcohol or other flammable liquids.
- Firearms and other weapons, chemicals, fireworks, and explosives.
- Space heaters and open flame devices.
- Electrical wiring that is homemade or otherwise modified or transformed; possessing or using an electrical extension cord over six feet long or a multiple plug into which more than two cords are attached.
- Pets or laboratory animals.
- Unauthorized lofts, liquid-filled beds or any other structures.
- Traffic signs.
- Cooking appliances such as electric skillets, immersion coils, toaster ovens, rice cookers, hot plates, unapproved hot pots, etc.
- Microwaves (apartment residents are permitted to have a UL approved microwave.)
- Use or possession of a refrigerator or microwave that does not meet University specifications.
- DSL lines. • Satelllite dishes, exterior radio or television masts or aerials.
- Posters, fishnets, or flags on the ceiling.
• Lights, “dimmers,” or ceiling fans, or any other device that replaces, adds to, or interferes with any building apparatus.
• Propping doors open.
• Painting walls or murals.
• Combustible lamp shades and halogen lamps. • Torchiere lamps with halogen bulbs. • Use of cinder blocks.
• Open flames, candles (including decorative candles), incense.
• Air-conditioners.

Smoking: Smoking is prohibited in all areas of all residential buildings.

Violations: Cited violations result in fines and disciplinary action up to and including removal from residence.

Guest Policy: Guests may be allowed to use residence facilities within the guidelines that are posted in Residence Guide.

Payments: Housing charges are payable in the same manner as tuition and other fees. It is a student’s responsibility to view their accounts online.

Changes in Assignment: Requests for changes in housing assignments may result in additional charges or credits on your term bill. Discuss this with the Housing and Residence Life Assignments Office (848-445-0750 or oncampus@echo.rutgers.edu) at the time you make a request for a change in assignment. Key Return Policy:

Room Changes: Students relocating to another room due to a Standard Room Change, Priority Room Change, or Relocation to a newly contracted space (applies to 12 month graduate residents) must vacate their current room and return their old keys within 48 hours of picking up keys to their newly assigned space. Failure to remove all belongings from your previously assigned room and return the key to the respective Student Service Office will result in a lock change charge being applied to your student account as well as any additional charges associated with disposing of items left behind in the room.

Dismissed/Withdrawal: Students who withdraw or are academically dismissed from the university have 48 hours to remove all belongings from their assigned space and return their key to the campus Student Service Office. Failure to remove all belongings from your previously assigned room and return the key to the respective Student Service Office will result in a lock change charge being applied to your student account as well as any additional charges associated with disposing of items left behind in the room.

Dining Services Agreement Terms and Conditions:

General Conditions: Dining Services Agreements are for both semesters of the academic year unless otherwise specified. Residence hall students are required to carry one of the major meal plans. Payments: Dining charges are payable in the same manner as other tuition and fees.

Refunds: A partial refund will be given to students voluntarily withdrawing from the University during the first nine weeks of the semester. Students must contact Dining Services directly for changes or cancellations.

Cancellation: Students living in University apartments or off-campus students may cancel their meal plans during the first two weeks of either semester. This is the only time during the semester cancellations are permitted. Residence hall students may not cancel their meal plans.

RUconnection cards: RUconnection (student identification) cards are for students’ personal use only and are not transferable. These cards are the property of Rutgers and are subject to recall upon request.

Authorization: Only students with a RUconnection card and authorized guests may enter and use the facilities of University dining halls.

Identification: Students entering the dining hall are required to present their own valid RUconnection card. Other identification must be presented if requested by dining hall staff. An individual who refuses to show a RUconnection card will be considered a non-student and trespasser and thereby denied entrance and instructed to leave the premises.

Removal: No food may be taken from the dining hall (except for box meals). No china, glass, silverware, or other Dining Services’ property may be removed from the dining hall at any time.

Soliciting: There shall be no soliciting or canvassing in the dining hall facilities without written approval from the Executive Director of Dining Services.

Courtesies: It is expected that students will be courteous to fellow students and to dining hall personnel. Breaking in line is prohibited. All students and guests are required to take their proper place at the end of the line. Anyone exhibiting disruptive behavior will be required to leave the premises.

Self-Busing: The dining hall contract provides for self-busing. All students and guests are required to return trays to the proper locations.
Rockoff Hall ONLY—Terms and Conditions

Eligibility:
At the beginning of their residency, students must be continuing matriculated, registered students of Rutgers University. Students must remain matriculated and registered throughout their residency.

Contract Cancellation: All signed Agreements are considered final and cancellations are not permitted except for the following reasons: (i) graduation; (ii) withdrawal from the University; (iii) academic dismissal; (iv) enrolling and participating in a University approved abroad program; (v) active military induction; (vi) death of an immediate family member/guardian, or (vii) long term hospitalization of the student. If a student vacates his or her apartment without obtaining written approval of a cancellation request from the Assistant Director for Residence Life Administration, the student will remain financially responsible for the space. Cancellations will not be allowed under any circumstance after the first two weeks of the fall and spring semesters. For more information about cancelling this Agreement refer to:
http://rnocampus.rutgers.edu/files/documents/RU_Cancel_Policy.pdf

Vacancies:
If a student is approved for a contract cancellation, he/she must notify the remaining roommates of his/her intention to vacate the space. When possible, the Assignments Office will give the remaining roommates two business days from the date of contract cancellation to notify the vacancy with an eligible student. To do so, they must contact the Residence Life Assignments Office (rnocampus@ru.rutgers.edu) within 24 hours of the space becoming vacant; stating their intention to fill the space. The new roommate must complete a Housing Agreement or Room Change Request Form within 48 hours. If the current residents have not found a new roommate or the new roommate has not completed the appropriate agreement within 48 hours after notifying the Residence Life Assignments Office, the space will be filled by another applicant.

Please note: Although we will do our best to assist current residents in their new roommate request, when space is limited and demand is high, the Assignments Office reserves the right to assign a student to a vacancy at any time.

Vacancies from Student Leaving the University: If a student leaves the University, the remaining roommates are encouraged to fill the vacancy with a compatible eligible person. To do so, they must contact the Residence Life Assignments Office (rnocampus@ru.rutgers.edu) within 24 hours of the space becoming vacant; stating their intention to fill the space. If not filled within 48 hours of the contract cancellation, the assignments office will fill the space with a student from the waiting list. Please note: When the university has a housing waiting list, only students currently assigned a space may fill the vacancy.

Stipends/Contract Renewals: Signbacks/Contract Renewals will no longer be considered as the process was ineffective in accomplishing its goal of retaining some community on each campus.

Room Changes: All students in an apartment must have either a 12-month contract or an academic year contract. Students who have signed contracts for 12 months cannot change their room and live in an academic year apartment. They can only change apartments if they are moving into another apartment where the roommates have signed 12-month contracts. However, students with contracts for the academic year can move into apartments where the roommates have signed 12-month contracts as long as the student agrees to, at that point, sign a 12-month contract.

Guest Policy:
Overnight guests are only allowed with the expressed permission of the roommates. A resident may not permit a visitor to use their apartment for any period of time if the visit becomes, through duration or frequency, a defacto subcontracting of a space to an unauthorized person. Illegal residents will be removed from the building. Residents are advised that they are responsible for the behavior of their guests.

Personal Property:
The University and/or Management Company are not responsible or liable for losses or damage of any sort to a resident’s personal property. We strongly recommend that you acquire Renter’s Insurance to cover your valuables and belongings. Without Renter’s Insurance, you will not be compensated for any loss or damage to your personal property.

Damage Regulations: You are responsible for all damages to the apartment or its furnishings, beyond the scope of normal usage, caused by you or your guests. All residents of a given unit will be held equally responsible and liable for any damage if individual responsibility cannot be determined. Financial responsibility will include the full cost of repair, restoration to “move-in condition” or replacement. Residents deemed responsible for damage may be subject to University discipline, fines or loss of housing. Alterations to the physical property (i.e., painting of walls and ceilings, structural or electrical modifications, etc.) are strictly prohibited.

Moving In/Out:
You must complete and return the Apartment Condition and Inventory Form within one week of occupancy. Be sure to note of any missing items or deficiencies of condition. Your room and apartment must be left in “move-in” condition to avoid cleaning or repair charges upon move-out. Move-out will not be considered complete until you have returned the proper paperwork and returned possession of all keys to the Management Company. You will continue to face room charges until your move-out has been properly completed. In consideration of other residents, move-in and move-out of heavy items (items that cannot be hand carried) is restricted to between the hours of 8:00 am to 8:00 pm. Each student understands and agrees that the locks to the student’s apartment will be changed the day after the contract expiration date and you will not be able to access the apartment thereafter. All of the student’s possessions will be removed from the apartment at the same time and stored, at the student’s expense, at another location. If the student’s possessions are not claimed within 30 days after the contract expiration date, possessions will be disposed.

Access to Property:
Management officials have the right to enter your apartment. This right includes, but is not limited to, providing custodial, maintenance and repair services; and inspecting for fire and safety violations, damages and cleanliness. Reasonable effort will be made to notify you at least 24 hours before inspections for damage and cleanliness. Inspections for fire and safety violations are made without notice. Prohibited Items: The following items are fire or safety hazards and are prohibited in and around residence facilities: Gasoline powered items, i.e. motorcycles, mopeds or components; gasoline, benzene, alcohol or other flammable liquids; firearms and other weapons, chemicals, fireworks, explosives; space heaters and open flame devices; electrical wiring that is homemade or otherwise modified or transformed; electrical extension cords over six feet long or a multiple plug into which more than two cords are attached; unauthorized lamps, liquid-filled beds or any other structures; cooking appliances such as electric skillets, immersion coils, microwaves (other than those furnished with the apartments); toaster ovens, rice cookers, hot plates, unapproved hot pots, etc., posters, fishnets, or flags on the ceiling; light fixtures, ceiling fans, or any other device that replaces, adds to, or interferes with any building apparatus; combustible lamp shades and halogen lamps; torchiere lamps with halogen bulbs; use of candles.
Infectious Disease Policy:
If a resident is identified as having potentially contracted a contagious disease, which may adversely affect roommates, the resident shall agree to submit to a medical evaluation at the Rutgers Student Health Service. If it is medically determined that the occupants of the apartment are at risk of an infection, the contagious/infected resident shall be required to leave the residence until s/he can present evidence from a physician that s/he is no longer contagious. Failure to submit to the required medical examination or leave the residence shall be cause to deny housing privileges. The decision of the Rutgers Student Health Center in regard to contagion shall be final.

Immunization Requirements:
Students who live in this building are subject to the same immunization requirements as are those who live in all University housing.

Payments:
Apartment charges are payable in the same manner as tuition and other fees. A “hold” will be placed on a student’s record for non-payment of fees and the student will be removed from residence.

STUDENTS WHO VIOLATE THE PROVISIONS OF THIS AGREEMENT, OR ARE FOUND RESPONSIBLE FOR VIOLATING THE UNIVERSITY CODE OF STUDENT CONDUCT OR APARTMENT BOARD REGULATIONS, ARE SUBJECT TO UNIVERSITY DISCIPLINARY ACTION, MONETARY ASSESSMENTS, AS WELL AS THE LOSS OF THEIR RIGHT TO LIVE IN ROCKOFF HALL APARTMENTS.

Rutgers University reserves the rights to reassign, suspend, or terminate a residence agreement when appropriate staff members or committees recommend such action. When a vacancy occurs, a resident may not discourage another student from accepting the assignment of such a vacancy through harassment, abuse, noise or similar reasons or the resident may face reassignment or removal from housing.

Blocks; open flames, candles (including decorative candles), and incense. Satellite dishes are also not allowed.

Sublets:
Sublets are not permitted.

Violations of Prohibited Items:
Cited violations will result in fines and disciplinary action including removal from residence.

Pets: No pets or laboratory animals of any kind are allowed in the apartments at any time.

Alcohol:
The serving or consumption of alcoholic beverages must be in full compliance with local, state and federal laws and regulations and must follow Apartment Board regulations.

Smoking:
Smoking is prohibited in all areas of the apartment building.

Weight lifting: is not permitted in student apartments.