

# DAEMEN

STUDENT AFFAIRS

## Office of Housing & Residence Life 2023-2024 Housing and Dining Service Agreement

### **INTRODUCTION**

Daemen University provides housing options for full-time degree-seeking undergraduate and graduate students within one of the following spaces: Canavan Hall (housing primarily first-years), Campus Apartments, Snyder Park, Collegiate Village, or a hotel for temporary use. For the purpose of this agreement, the term “housing” is understood to include any facility in which Daemen University provides housing to students, including but not limited to traditional residence halls, and on-and-off campus facilities leased and/or owned by the University. For the purpose of this agreement, “full-time” is defined as enrollment in 12 credit hours per semester for undergraduate students and 9 credit hours per semester for graduate students.

### **AGREEMENT TERM**

Unless circumstances necessitate a change, this agreement is valid upon signing, and is valid from submission through May 11, 2024 for non-graduating students and through 10:00am the day after Commencement for graduating students (May 18, 2024).

### **DAMAGES**

Residents have an opportunity, at the initial time of room occupancy, to list any damage(s) or missing items in their respective rooms on a Room Condition Form. It is the student’s responsibility to communicate about their room conditions during the academic year. When a student leaves the residence hall, members of the University staff will check the room to ensure that no additional damage(s) have occurred. Students are encouraged to check-out with a staff member to assess their space. Failure to check-out with staff will result in a \$25 improper check-out fee and will forfeit the student's opportunity to claim or discuss potential room damage(s) to the space. Furthermore, residents may be required to reimburse the University for damage(s) to the room while in occupancy. Damages will be communicated via Daemen email and assessed to a student’s account.

### **ELIGIBILITY**

All full-time, first-time/first-year students entering Daemen University whose permanent residency is outside a 30-mile radius of Daemen are required to reside in campus housing for 4 consecutive semesters or junior status (whichever comes first). A student requesting an exemption from housing for medical, or other life-changing reasons, must complete an accommodation or exemption request from this policy. A student should request an exemption 60 days prior to the move-in date of the semester the student wishes to enroll due to the nature and logistics of housing.

### **FEES & PAYMENT**

Housing and food fees change annually and are not confirmed until approved by the Board of Trustees each June. Students residing in Canavan Hall are required to have a 19-Meal Plan, and students who reside within the Campus Apartments, Collegiate Village, Snyder Park, or other Residence Life housing options must have one of four meal plan options. The meal plan week runs Thursday through Wednesday. Each meal plan has 2 weekly meal equivalencies. Non-Canavan residents may change their meal plan before the Add/Drop period of each Fall and Spring semester (the first week of the semester). After these time periods, students cannot decrease their meal plan until the next semester.

#### **Rates for 2023-2024 (subject to change)**

<b>Housing Fees (per year)</b>	<b>Food Fees (per year)</b>
Canavan Hall: \$9,100	19 Weekly Meals with 180 Cat Cash (90 per semester): \$4,840
Campus Apartment: \$9,850	
Collegiate Village (4 Bedroom): \$9,750*	14 Weekly Meals with 200 Cat Cash (100 per semester): \$4,390
Collegiate Village (2 Bedroom): \$9,850*	
Collegiate Village (2 Bedroom, shared): \$9,850*	10 Weekly Meals with 220 Cat Cash (110 per semester): \$4,270
Snyder Park: \$9,500*	100 Block: 100 Meals/Semester with 220 Cat Cash (110 per semester): \$3,830
*If available	

All residential students must have paid their bill in full or completed the payment plan option with Student Accounts, prior to picking up keys on move-in day, and before the first day of classes in the Spring Semester. Prior to obtaining housing for the following academic year, a \$200 deposit is required to enter the Room Selection Process by the designated date. Payment plans are available for this deposit if needed.

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### **GENDER INCLUSIVE HOUSING (GIH)**

Housing and Residence Life permits non-first-year students of any gender-identity to room with one another in a campus apartment, provided those students keep separate bedrooms. The University will not assign students from opposite genders to the same apartment unless those students who are interested in GIH request this option during housing sign-ups, or confirm openness to GIH via their application or in writing. All residents of the apartment must sign an additional "Gender Inclusive Housing" addendum sent to your Daemen email in the Fall.

### **MISCELLANEOUS**

While Daemen University recognizes and respects students' privacy regarding their person and personal belongings, the University reserves the right to enter residence hall rooms and conduct a thorough search of a student's room, within the procedures outlined in the Student Handbook. All students are expected to follow all federal, state and local laws. Additionally, students are expected to abide by all rules and procedures outlined within the [Student Handbook](#) and follow communication and requests made by professional and paraprofessional Daemen University staff.

Housing & Residence Life reserves the right to alter or terminate the status of a student's Agreement if the student's actions or behavior are not conducive to academic progress as deemed by the Director of Housing & Residence Life or designee. Students are expected to prioritize their academic progress alongside other personal engagements.

### **OCCUPANCY DURING VACATION PERIODS**

Students may not occupy their on-campus rooms during Thanksgiving, Intersemester and Spring Break without the advance approval by the Housing and Residence Life Office. During the Intersemester Break, students must have a Daemen-related reason to request to stay on campus (classes or in-season athletics). Students are NOT permitted to reside in their rooms while the University is officially closed in December apart from International Students and in-season Athletes.

The winter break housing cost is \$230 per week for Campus Apartments and \$125 per week for Canavan Hall. Students who are permitted to remain on campus must follow the registration process and policies outlined. If a student is found residing in the halls during the break period, fails to register by the predetermined deadline, and/or has not been granted permission from the Office of Housing and Residence Life, they will be assessed a \$50 per day fee for the vacation period. Students residing at Collegiate Village may occupy those spaces during the breaks, if permitted by Collegiate Village policy, but must vacate during the summer months. Collegiate Village policies are subject to change.

### **PROPERTY**

Any personal property such as bicycles, refrigerators, clothes, televisions and the like that are left or abandoned by a resident or their guest after a resident has moved out of University housing, or after 15 (fifteen) calendar days without contact shall be deemed abandoned, and therefore the property of Daemen University. The University may use, dispose of, donate or sell the personal property as they deem appropriate. The resident agrees to absolve and hold Daemen harmless for any claim to the abandoned property due to the damage, destruction, disposal, or sale of such personal property. See additional personal property information listed in the Student Handbook.

### **ROOM CONSOLIDATION & VACANCIES**

The University reserves the right to change room or hall assignments to relocate individuals, or groups of individuals to eliminate a disruptive environment or to consolidate vacancies. When a vacancy occurs, the University reserves the right to show the room and assign a new occupant. Students may not utilize or occupy vacant beds or furniture within their room or apartment. These processes may occur at any point during the agreement term with email or verbal notice from the Residence Life Office. Students may request room assignment changes or preferred roommates. Housing & Residence Life reserves the right to approve or deny requests based on housing needs.

### **VACATING RESIDENCE HALLS**

Students are required to vacate the residence halls within 24 hours after discontinuance of student enrollment; within 24 hours of a student's last final exam; or at the official closing time of the residence halls (whichever occurs first). Students must restore their room/apartment in move-in condition and turn in University-provided keys before vacating. Official closing notices will be posted, communicated via email, and discussed at the last floor meeting hosted by Housing & Residence Life staff.

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### **TERMINATION**

With the exception of enrollment cancellation, non-registration, academic dismissal, or withdrawal from Daemen University, which automatically terminates this agreement, students signing this agreement are entering into an academic lease and therefore, are not eligible for release from the Housing Agreement during the agreement term.

In rare cases, such as: participating in a University-sponsored program away from the Amherst area, serious illness or injury to the student, or death in the immediate family, the student may submit an exemption form to the Director of Housing and Residence Life and Housing Committee for possible Agreement release. Decision to release the student from this agreement is solely at the discretion of the Director or their designee.

If termination is granted, the student is subject to a \$750 early termination fee and will forfeit the \$200 Housing Deposit.

If a student withdraws and/or the Agreement termination is granted from the institution before the add/drop date after the start of the academic semester, a prorated daily amount will be charged for both housing and food. If a student withdraws and/or the Agreement termination is granted from the institution after the add/drop date, the student is responsible in accordance with the University's liability chart for both housing and food. Failure to officially withdraw from housing, return keys and remove personal items from University Housing spaces may result in additional charges.

Disciplinary dismissal from the University or the University residence halls will subject the student to forfeiture of housing and food fees for the remainder of the semester.

### **2023-2024 IMPORTANT DATES**

<b>Friday, September 1, 2023:</b>	9am-12pm- New Student Move-In
<b>Saturday, September 2, 2023:</b>	10am- 3pm- Returning Student Move-In
<b>Tuesday, September 5, 2023:</b>	Fall Classes Begin
<b>Wednesday, November 22, 2023:</b>	Thanksgiving Break- Halls close at 10am; must have approval to stay
<b>Sunday, November 26, 2023:</b>	Halls reopen for all students, 10am.
<b>Saturday, December 16, 2023:</b>	Inter-semester Break- Halls close at 10am; must have approval to stay
<b>Sunday, January 21, 2024:</b>	Halls reopen for all students, 10am.
<b>Monday, January 22, 2024:</b>	Spring Classes Begin
<b>Saturday, March 9, 2024:</b>	Spring Break- Halls close at 10am; must have approval to stay
<b>Sunday, March 17, 2024:</b>	Halls reopen for all students, 10am
<b>Friday, March 29, 2024:</b>	\$200 Fall Housing deposit due
<b>Saturday, May 11, 2024:</b>	Halls Close 10am for non-graduating students
<b>Saturday, May 18, 2024:</b>	Graduation, Halls Close at 10am for graduating students

***\*\*Please note these dates are subject to change and any updates will be sent to your Daemen email\*\****

Signed:       ELECTRONICALLY SIGNED       Date:       DATE COMPLETED