

RHODE ISLAND SCHOOL OF DESIGN

2021-2022 Housing and Dining License

RISD, as an artistic and academic community, intends to provide a residential atmosphere where art, design, study, and learning can take place alongside healthy recreation, relaxation and social development. This balanced atmosphere is dependent upon the willingness of all RISD community members to associate in such a way that personal freedom and responsibility co-exist.

Any student applying to, or having moved into a RISD residential facility, acknowledges therefore, the need for socially responsible behavior. They recognize the role of the Residence Life Staff in promoting such behavior and will accept reasonable disciplinary action for disregarding such behavior.

The student agrees to abide by all rules and regulations pertaining to Residence Life and Dining Services during the period covered by this agreement as outlined herein, and within the RISD Code of Student Conduct policies related to Residence Life available online at <http://policies.risd.edu/student-life-policies/>.

Students do not need to submit a signed copy of this form. The act of submitting a housing application of any type, or the act of accepting entry to any residence facility, indicates acceptance of the terms of the Housing License.

COVID Considerations

At this time, we plan to operate the campus with normal occupancy levels for the 2021-2022 academic year. We also recognize that the trajectory of COVID-19 remains uncertain and as such we may need to change our plans to respond. As such, RISD reserves the right to change room assignments or capacities as conditions warrant.

Dining

All RISD housing includes a dining allotment which is associated with room type. Rooms within the First Year and Sophomore areas come with unlimited access to The Met, RISD's "all-you-care-to-eat" facility. In addition, first year students living in these rooms may choose to use one meal credit daily which may be applied at any participating dining venues. Students in the sophomore area may choose to use two meal credits daily which may be applied at any participating dining venue. First year and sophomore rooms also include 150 points each semester, 3 guest meal credits per semester, two free exchangeable to-go (Ozzi) containers, and a one-time \$50 risdbucks credit which work in campus vending machines, all dining venues, campus stores, and laundry machines. Upper-class Apartment rooms include 200 meals which can be used to enter the Met or as credits in participating cafes and 225 points per semester.

- Students living in apartments can add an "Easy-Pass", providing them unlimited access to the MET, for \$1000 per semester. Any member of the RISD community may also purchase additional blocks of 30, 50, or 80 meal credits through RISD Dining.

Without exception, dining packages are included with every room on campus, regardless of student class year, major, or academic status. There are no refunds for under utilized dining.

License Dates and Occupancy Periods

Fall Semester	Wintersession	Spring Semester
Sunday, September 5, 2021 – Wednesday, December 15, 2021	Monday, January 3, 2022 – Thursday, February 10, 2022	Monday, February 14, 2022 – Saturday, May 28, 2022
<ul style="list-style-type: none">• Some new students will be invited to participate in a pre-orientation program and may be invited to campus earlier depending upon the program.• Returning students who wish to return to campus earlier than September 5, 2021 may request a Housing Extension (outlined below).• Wintersession is included for students who live in housing for the entire academic year. Students who leave RISD after the Fall Semester, or who wish to live on campus for the Spring Semester only, may request permission to live on campus during Wintersession. Information about this request process will be communicated to students directly who are in this situation.• Students who are graduating in June will be invited to remain in their on-campus rooms until Sunday, June 5, 2022 for no additional cost.• Students living on campus for Wintersession and Spring semester do not need to move out between 2/10 and 2/14.• On campus services, hours, and options will vary during certain times of the year. See info site https://info.risd.edu/ or MyRISD app for various office and service hours.		

Academic Year Housing Extensions

Residence Life may offer students the opportunity to remain in their room outside of the standard license dates and occupancy periods. Students who request to and are granted approval to arrive early, leave late, or stay over the holiday break (December 16 – January 2) may do so following the pricing guidelines below. Housing extensions provide additional dining allotment, although Dining options may be limited or unavailable during some break times.

Housing and Dining extensions are charged per day and include room access and additional meals. Requests for extensions are due 2 weeks prior to the start of the extended time. Late requests for extensions will be charged an additional late fee of \$50 for requests received more than 7 days in advance, and \$100 for requests received less than one week in advance. Students who are found in their residence hall rooms early or late without permission will be charged \$150 plus the daily extension rate.

Students who request an extension and then cancel that request must do so more than 1 week prior to opening/closing to avoid being charged the requested fee. No refund will be issued for students who cancel their request less than 1 week in advance. In the event of severe weather RISD may adjust opening and/or closing dates as is determined necessary by the school without charge, and will adjust extension fees accordingly.

Any student granted a housing extension is expected to abide by the same policies and expectations as established during the standard occupancy periods.

Daily Extension and Winter Break Pricing		
Room Type	Daily Extension (includes added meals)*	Full Winter Break Stay (no added meals**)
First Year or Sophomore Area Room	\$70.00	\$500.00
Upper-Class Cooperative Apartment Room		\$600.00
<small>* Price if the extension request is received more than 2 weeks in advance. Later requests are subject to late fees outlined above. Meals are added based on room type. ** Students who remain on campus for the entire winter break receive a discount off the daily rate based on the limited services available during this time, and they do not get additional meal allotment for this period. Students living on campus during the winter break may choose to purchase additional dining points or risdbucks for use at campus dining venues when and if available.</small>		

Academic Year License Cancellation Policies

For students living on campus during the academic session (September – May), this license is binding for the entire 2021-2022 academic year. The license may be cancelled for the following reasons and corresponding fees:

Timeline / Cancellation Fee	Cancellation Reasons
\$0	<ol style="list-style-type: none"> 1. Completion of degree requirements mid-year. 2. Notifying the Residence Life Office that they do not wish to participate in the housing selection process BEFORE being issued a Room Selection Timeslot or being assigned to a room by RLO. 3. Cancellation of housing application after having received a lottery timeslot but before selecting a room, or cancellation from the Housing Placement list for students who have completed their residency requirement. 4. Withdrawal from or taking an official leave of absence from RISD mid-semester/year (refund policy applies). 5. Participation in a RISD approved study abroad program along with notification to Residence Life by August 1. 6. Cancellation of enrollment by newly accepted RISD students who have applied for housing and decided not to attend RISD (Note that application deposits are forfeited, but no additional fees are imposed).
Full Cancellation: Before July 1: \$500 July 1 – August 1: \$1000 August 1 – Sep 1: \$1500 After Sept 1: 50% of remaining cost	<ol style="list-style-type: none"> 1. Appeal to move off campus after housing is requested and a room has been assigned. 2. Residency Waiver is granted for student to commute from home after having applied for housing. 3. Release from the Housing License is granted for medical or financial reasons. 4. A housing appeal is granted for any other reason.
Spring Only Cancellation: Requested by Dec 1: \$1000 After Dec 1: 50% of remaining cost	<ol style="list-style-type: none"> 1. Appeal to move off campus mid-year after living on campus in the fall. 2. Residency Waiver is granted for student to commute from home after having lived on campus in the fall. 3. A housing appeal for Spring Housing is granted for any other reason.
Cancellation Fee Notes:	<i>Fee is based upon date appeal is received, not decision date. Appeals are not guaranteed to be granted. For any student who leaves mid-semester, the RISD refund schedule applies to their semester charges. Any student who is released from their license for a study abroad program or leave of absence remains bound to the housing license should they return to RISD before the end of the academic year. All housing cancellation appeals can be made by emailing housing@risd.edu.</i>

Academic Year Vacancy Buyout Policy

If space allows, residents in double or triple rooms who find themselves with an empty bed in their room may pay to convert that double (or triple) room into a single (or double) room by paying for a “Vacancy Buyout”. This is allowed on a case-by-case basis only when adequate space is available. The cost of a buyout is the price of a comparable single room + 3%. For example, a single in an Essential RISD room with Air Conditioning is \$8,465 per semester. To buyout a double room in an Essential RISD room, the price will be \$8,465 plus \$254 (3% of \$8,465) which equals \$8,719 per semester. Therefore, the total increase from living in an essential RISD double with AC (\$7,440 per semester) is \$1,279 per semester. Similar increases will be seen in other room types. The extra cost over a single covers the additional space and furniture provided in a double room versus a comparable single room. Buyout charges added mid-semester or mid-year are prorated based upon the time. In the event that a buyout space is needed to be used due to overcrowding or for emergency housing, a pro-rated refund of the remaining buyout cost difference will be issued. The charge for students in triple rooms buying out the third bed will be split between the remaining residents equally unless one resident requests to pay a higher share and coordinates this directly with Residence Life. Students may only buy out a space within 7 days of classes beginning, or within 7 days of a roommate moving out. No buyouts will be accepted in cases where a student is attempting to move into a vacancy and the buyout is being used to block that relocation. Buyouts are not accepted when there is a waiting list for the type of room attempting to be bought out. Any extra furniture left by a buyout must remain in the room at all times.

Medical Accommodation Policy

Any student who has a documented medical, psychological or disability related condition(s) may apply for a housing accommodation. The submitted

requests are reviewed on a monthly basis by the Medical Accommodation Committee. Documentation consists of a written evaluation on the required medical accommodation request form, completed by a non-RISD medical professional (not a relative of the student) addressing the nature of the condition and why the condition results in a need for housing accommodation(s). Students must have all medical accommodation request forms completed in entirety and submitted via the housing portal. Requests must be submitted annually, as needed, before the deadline, or in the case of new conditions, soon after identifying the need (based on date of diagnosis, change in status, etc.). Approved accommodation requests submitted after the deadline will be placed based on availability and are not guaranteed. The committee's consideration is based on the information provided on the Medical Accommodation Form by the treating professional. Any additional letters submitted are considered supplemental and may not be weighed in the decision making process. A follow-up conversation with the student and the treating professional by a member of the Health Services and/or Counseling staff may be necessary in some instances. Residence Life and RISD cannot guarantee that approved requests will be provided their preferred accommodation choices, but if a student's preferred choice is not granted, then RISD will provide equally effective alternatives subject to limitations as outlined in the Student Handbook or online at http://www.risd.edu/Students/Wellness/Disability_Support/.

Given that the health and wellbeing of our community are profoundly important, RISD takes special care to honor the dietary needs and customs of individual students. Specific medical accommodation requests related to meals should be addressed first with Disability Support Services via email, disabilitysupportservices@risd.edu. After informing Disability Support Services, accommodation requests would be submitted to the Menu Manager, Maureen Young via email, myoung01@risd.edu. Medical accommodation related to meal plans must have accompanying professional documentation sent to Health Services, health@risd.edu. RISD strives to work with students to ensure that they can successfully participate in the communal dining program to enrich their student experience.

Emotional Support, Therapy, and Service Animal Policy

Students with medical documentation supporting their need for an Emotional Support or Service Animal may be allowed to have such an animal in RISD Housing Facilities if the following conditions are met: 1) The student must have approved medical documentation supporting both their need for the animal, and their need to live in a location where animals are not typically permitted, 2) The animal and owner must comply with the conditions outlined in the Residential Animal Policy, 3) All room/suitemates must sign an agreement to live with the animal. Not all RISD housing is suitable for animal care, and as such, RISD reserves the right to relocate students to ensure the health and safety of the overall residential community, residential animals, and owners.

As stated by law, only service animals are allowed in non-residential facilities on campus, and must be escorted by the student at all times. Students may not bring emotional support animals into campus buildings or dining venues and will be asked to remove the animal if present.

Occupancy and Vacancy Guidelines

1. A housing application or accepted license does not guarantee any specific assignment. Assignments will be made according to the procedures established by the Office of Residence Life. Under this license, students may live in any room type managed by RISD Residence Life.
2. Students wishing to change their room assignment must obtain prior approval of the Residence Life office. The College reserves the right to reassign student rooms at any time during the residence period for any reason the College deems appropriate. Additionally, the college may utilize any student rooms in any manner deemed necessary as conditions warrant, including changing normal occupancy levels.
3. Students who live in a shared room with one or more vacancies must maintain the room in a way that allows for a roommate to move in at any time. Combining beds; using extra desks, dressers or closets; removing furniture; over-decorating the room; or keeping the room in a state of disorder which deters potential roommates is strictly prohibited. Move-in ready is defined as a state in which a potential roommate could begin moving things into a room immediately without necessary rearrangement or relocation of personal property. For example, if a student were to arrive in a room to find the second bed dismantled or a television on the second desk, this would not be considered move-in ready.
4. Students who do not occupy their assigned rooms by the first day of class and have not notified the Residence Life Office prior to that day of their intended late arrival may be reassigned to a different space at the discretion of the college.
5. Residential facilities are to be used as living quarters and in a manner as to comply with all federal, state and municipal laws and the rules and regulations of the College, most particularly the rules and regulations contained in Residence Life policies. Residents shall not engage in disorderly conduct, make or permit disturbing noises, including without limitation to the loud playing of radios, televisions, stereos, or musical instruments, nor perform or permit any acts that in the College's judgment would unreasonably interfere with the rights, comfort, or convenience of other residents. Subletting of your room and/or lending out your room key to another student or non-student are not allowed. Students may not host guests for any type of fee or exchange of service.
6. Students who hold key/card access rights to a room are expected to reside in that room consistently. Students who hold a room on campus but do not actively reside in it for any reason should turn in their key or surrender access to that space if the remaining resident(s) are uncomfortable with them having access but not living there consistently. The College may also assign a new roommate at any time during the academic year when a room has a vacant space.
7. Items and materials prohibited from possession and/or restricted in use in housing include but are not limited to candles and other sources of open flame, firearms, illegal knives or other weapons, improperly stored volatile solutions, explosives, alcohol, controlled substances or prescription drugs not accompanied by a prescription, drug paraphernalia, or other dangerous materials. Smoking or vaping is not allowed in any residential facility. All animals are prohibited from residential facilities, except as noted. The use of electrical heating or cooling devices, including space heaters, air conditioners, or refrigerators (aside from those provided with the living unit) or other items that violate conditions outlined in residential rules and regulations are all strictly prohibited. Any such prohibited animals, materials, devices or objects may be impounded. Further clarification of these prohibitions may be found in published Residence Life policies.

Dining Services Guidelines

1. All RISD rules, policies and procedures apply within all of the RISD Dining facilities.
2. Dining allotment refresh on January 21, 2022 for the Spring Semester.
3. Meal hours and food service locations may be adjusted by the college as circumstances require.
4. RISD ID cards must be presented when making a Dining purchase. RISD ID cards presented by someone other than the person pictured (without Health Services approval) will be confiscated. An email will be sent to the owner of the ID card to retrieve ID in the Dining Services Office. If ID card is not picked up by dining venue closing time, it will be given to Public Safety or Campus Card Services.
5. No meals or points from any plan roll over from semester to semester, or between Academic Years.
6. Meals and dining points are non-transferrable. Students wishing to “treat a guest” must be present and use a guest meal, which are available on all meal plans, or pay for their guest with an alternate tender.
7. Meals and dining points may not be used to pay for fines, outstanding balances with student accounts, equipment, art supplies or anything outside the standard offerings of the dining facilities.
8. Meals and dining points may not be transferred or donated to any individual or organization unless otherwise stated by Dining Services.
9. The removal of any dining venues property from any of the dining venues, which include but are not limited to plates, cups, forks, knives, is prohibited.
10. Food and beverage removed beyond the cashier stand without payment is considered theft. If a student is purchasing a meal to-go they should put food products in an Ozzi to-go box (green). Theft from any RISD Facility is referred to Office of Student Conduct.
11. Only RISD recognized groups are allowed to distribute written materials or make presentations in the dining areas, with prior permission.
12. Only dining employees are permitted in kitchen and food preparation areas, unless under the supervision of a Dining employee.
13. For further explanation of the rules and regulations stated above, consult the Student handbook or contact Dining Services at (401) 454-6360 or dining@risd.edu.

General License Terms and Conditions

1. The College, at its discretion, may enter and search your room and its contents, including personal possessions, to verify occupancy; to perform housekeeping and maintenance functions; to investigate and/or find and seize evidence of, potential illegal activity or violations of College regulations; for health and fire safety inspections; and for any other reason and in any other situation in which the College, in its discretion, deems it necessary to do so in order to protect the interests of the College or the general welfare of one or more of its students.
2. Students are required to live on campus for two years or until Junior status is achieved. Students who are married, over 21 years of age by September 1, or who live with a parent or guardian within commuting distance of campus may request a waiver of this requirement (please contact Residence Life for details). Academic year students who reach junior status or decide to become a commuter student **mid-year** remain bound to the license cancellation terms (as it is a full year agreement).
3. At any time, the College may reassign or remove from housing those who exhibit disregard for the residential community, the terms and conditions of occupancy, or other applicable rules and regulations. The College may terminate this agreement and take possession of the room at any time. Any of the student’s possessions remaining on the premises 48 hours after such termination, or immediately following the end date of this agreement, shall be deemed abandoned and costs incurred in the removal of the property will be charged to that student.
4. Students are not permitted to make or authorize modifications to the buildings or their contents. Room painting or removal of college furniture from the room is not permitted. The room must be vacated in the condition in which it was found upon assuming occupancy. Students must at all times use in a reasonable manner and keep in clean condition all electrical, plumbing, sanitary, heating, ventilation, air-conditioning or other facilities, fixtures, and appliances in the residential facilities. No refuse of any type or other items belonging to the student will be allowed in the hallways or common areas at any time. Students shall adequately package, store, or contain refuse and regularly dispose of it in a receptacle made available at each residential facility. Charges will be assessed for violation of these regulations and for damages or vandalism to the room, apartment, suite and/or common areas of the building, and/or occupants may be required to enter into a mandatory cleaning contract. Charges will be divided among all students sharing responsibility for the applicable room or common areas (as determined by Residence Life staff), whenever individuals causing such damages or vandalism cannot be specifically identified.
5. All disputes between students in RISD Housing will be handled via the conduct process as outlined in the RISD Code of Student Conduct and Procedures found at <http://www.risd.edu/Students/Policies/>. At no time will a student be forced to relocate or be removed from housing based solely on the complaints of another student. This is to protect the rights of all students. In situations where a student’s actions may warrant relocation or removal from housing, those actions will be referred to the Coordinator of Student Conduct and Compliance and handled via the conduct process.
6. Solicitation in, or commercial use of, any part of the residence facilities or grounds by any person is strictly forbidden. Students shall not place any signs, or other advertising matter upon or in the windows, doors, hallways or outside the building. No window displays are allowed.
7. The College is not liable for damage or loss of any student’s personal property from any cause whatsoever. Students agree to insure, at their own expense, all personal property brought into any residential facility through renters or other insurance. Please visit <https://risdhousing.com/about/personal-property-insurance/> for more details.
8. Housing and Dining charges for the period of this license are due at the same time as the term bill, and are payable at the Student Accounts Office or on-line through risd.afford.edu subject to the same conditions applying to the term bill.
9. Occupancy of a room in RISD residential facilities is exempt from the RI Landlord-Tenant Act pursuant to Section 34-18-8 (1), and the provisions

of that Act do not apply.

For further explanation of the rules and regulations stated above, consult the student code of conduct or contact the Residence Life Office at [401-454-6650](tel:401-454-6650) or housing@risd.edu.