

RHODE ISLAND SCHOOL OF DESIGN

2019-2020 Housing & Dining Contract

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/>. This contract covers both Academic Year, and Summer Session programs. Certain provisions (where indicated) do not apply to students only living on campus in the summer.

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 & Dining Contract.

Contract Dates and Occupancy Periods

Student Type	Summer Term	Fall Semester	Winter Session ³	Spring Semester
First Year Students ¹	-	Sun 9/1/19 – Sat 12/14/19	Wed 1/1/20 – Wed 2/6/20	Sun 2/9/20 ⁴ – Sat 5/23/20
Transfer Students ¹	Variable	Sun 9/1/19 – Sat 12/14/19	Wed 1/1/20 – Wed 2/6/20	Sun 2/9/20 ⁴ – Sat 5/23/20
Entering Graduate Students ¹	Variable	Sun 9/1/19 – Sat 12/14/19	Wed 1/1/20 – Wed 2/6/20	Sun 2/9/20 ⁴ – Sat 5/23/20
Returning Students ²	Variable	Mon 9/2/19 – Sat 12/14/19	Wed 1/1/20 – Wed 2/6/20	Sun 2/9/20 ⁴ – Sat 5/23/20
Graduating Students	Variable	Mon 9/2/19 – Sat 12/14/19	Wed 1/1/20 – Wed 2/6/20	Sun 2/9/20 ⁴ – Sun 5/31/20
Continuing Education Students	Variable	By Request	By Request	By Request

- 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 2, 2019 may request a Housing Contract Extension (outlined below).
- Winter Session room and board is included at no extra cost for students who live in housing for the Fall, Spring, or entire academic year. Meal plan contracts are billed twice during the academic year. First semester meal plan values begin on September 1, 2019. Second semester meal plan values begin on January 17, 2020.
- Students living on campus for Winter Session and Spring semester do not need to move out between 2/6 and 2/9. Dining hours and options will vary during certain times of the year. See info site <https://info.risd.edu/dining-catering/> or MyRISD app for Dining Venue hours.

Academic Year Contract Cancellation Policies

For students living on campus during the Academic session (September – May), this contract is binding for the entire 2019-2020 academic year. The contract may be cancelled for the following reasons and corresponding fees:

Timeline / Cancellation Fee	Cancellation Reasons
\$0	A) Completion of degree requirements mid-year. B) 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. C) Withdrawal from or taking an official leave of absence from RISD mid-semester/year (refund policy applies). D) Participation in a RISD approved study abroad program along with notification to Residence Life by August 1. E) 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).
\$300	A) Cancellation of housing application after having received a lottery timeslot, but before selecting a room. B) Participation in a RISD approved study abroad program with notification sent to and received by Residence Life after August 1.
Full Cancellation: Before June 1: \$950 June 1 – August 1: \$1000 August 1 – Sep 1: \$1500 After Sept 1: 50% of remaining cost	A) Appeal to move off campus after housing is requested and a room has been assigned. B) Residency Waiver is granted for student to commute from home after having applied for housing. C) Release from the Housing Contract is granted for medical or financial reasons. D) A housing appeal is granted for any other reason.
Spring Only Cancellation: Requested by Dec 1: \$1000 After Dec 1: 50% of remaining cost	A) Appeal to move off campus mid-year after living on campus in the fall. B) Residency Waiver is granted for student to commute from home after having lived on campus in the fall. C) A housing appeal for Spring Housing is granted for any other reason. D) Meal plan contract is for the academic year. Contact Dining Services to inquire about off-campus meal plans.
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 contract for a study abroad program or leave of absence remains bound to the housing contract should they return to RISD before the end of the academic year. These contract cancellations apply to the room only. Students remain bound to the meal portion of the contract, and meal plan appeals and refunds are handled per Dining Services and Student Accounts policies. All housing cancellation appeals can be made by emailing housing@risd.edu. Meal plan appeals can be made by emailing dining@risd.edu.</i>

Academic Year Housing Contract Extensions

Students who wish to arrive early, leave late, or stay over the holiday break (December 14 – January 1) may opt to do so following the guidelines below. Contract extensions cover housing only. There is no dining included in a housing contract extension, although Dining may at times offer additional meal blocks for extended housing days at a per day cost. More information regarding meal options is made available at the time of signup. Dining hours may be limited, please check the MyRISD app for details.

Early Arrival and Late Departure Requests		
Date Request Submitted	Arrival Daily Extension Cost	Late Daily Extension Cost
Prior to 2 weeks before your scheduled opening/closing date	\$35 per night	\$35 per night
7-13 days before your scheduled opening/closing date	\$50 per night	\$50 per night
2-6 days before your scheduled opening/closing date	\$75 per night	\$75 per night
Students who arrive on campus unannounced requesting key	\$100 per night	\$100 per night
Students found in the halls without permission	\$150 per night	\$150 per night
<i>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. Students arriving early or staying late should understand that typically food and other services will not be available during their extended stay. In the event of severe weather RISD may adjust opening and/or closing dates as is determined necessary by the school.</i>		

Partial or Entire Winter/Holiday Break Housing Request		
Request Type	Date Request Submitted	Price Per Day / Total Break Price
Partial / Entire Break	On/before December 1, 2019	\$35 per night / \$400 for entire break
Partial / Entire Break	After December 1, 2019	\$50 per night / \$500 for entire break
Charles Landing Resident Full/Partial Break	On/before December 1, 2019	\$0 per night/\$0 for entire when requested by Dec. 1
Charles Landing Resident Full/Partial Break	After December 1, 2019	\$50 flat fee

Continuing Education Summer Studies and Pre-College Early Arrival Policy

Continuing Education Summer Studies and Pre-College Students who need to make arrangements to arrive a day early must complete the Early Arrival form with a \$70.00/night early arrival charge (\$50 room charge + \$20 for 2 meals at RISD Dining Venue.) The form and the fee must be faxed or hard mailed to the Continuing Education office. Residents participating in 2 week courses may be denied early arrival depending on room availability.

Academic Year Dining Plans

Academic Year Dining Plan requirements are based upon a student's housing assignment and class year. The following rules apply to all on-campus residents:

Available Meal Plans		
Student Type	Essential RISD and Suite Experience Rooms	Apartment Experience Rooms*
First Year Students	Foundation Plan	Foundation, Residential, Flex 7-60, or Flex 5-40 Plan
Transfer Students	Foundation or Residential Experience Plan	Foundation, Residential, Flex 7-60, or Flex 5-40 Plan
Sophomore Students**	Foundation or Residential Experience Plan	Foundation, Residential, Flex 7-60, or Flex 5-40 Plan
Junior Students**	Foundation or Residential Experience Plan	Foundation, Residential, Flex 7-60, or Flex 5-40 Plan
Senior Students**	Foundation or Residential Experience Plan	Any or no meal plan
5 th Year Students**	Foundation or Residential Experience Plan	Any or no meal plan
Graduate Students	Foundation or Residential Experience Plan	Any or no meal plan
<p>* All Apartment Experience rooms come with the Flex 7-60 meal plan included. The selection of other plans will adjust the total room and board package price.</p> <p>**Brown RISD Dual Degree (BRDD) Sophomore, Junior, Senior, and 5th Year students may also choose "Dual Degree Flex A or B Meal Plans". These plans are available by contacting Albert Anderson in Brown Dining at 401-863-3343 or Albert_Anderson@brown.edu. Dual Degree Flex Plans comprise a RISD Flex meal plan and a Brown Flex meal plan. Once chosen, meal plan changes can only be made within the Dual Degree Flex A or B plan structure.</p>		

Academic Year Dining Plan Appeals

The following are guidelines for Meal Plan appeal (where applicable).

Student / Housing Type	Appeal Guidelines
All Students in Essential RISD or Suite Experience rooms	Students living in Essential RISD or Suite Experience rooms are required to have a full meal plan. If students have a condition which requires that they cook for themselves, they will need to provide medical documentation describing this need. If supported by the Medical Accommodations committee, the Residence Life Office will attempt to find space in Apartment Experience housing and coordinate special meal arrangements with Dining Services. Students are responsible for all associated fees for the room regardless of medical need.
Sophomore and Junior Students in Apartment Experience rooms	Sophomore and Junior students living in Apartment Experience housing who have a condition requiring they cook for themselves will need to provide medical documentation describing this need. If supported by the Medical Accommodations committee, the Residence Life Office and Dining Services will consider special meal arrangements.
Senior, 5 th Year and Grad Students in Apartment Experience rooms	Senior, 5 th Year and Graduate students living in Apartment Experience housing have the option to choose any or no meal plan. If they select a meal plan, and then wish to cancel or change the plan mid-semester, they must contact Dining Services. Cancellation/Refund policy is determined by Dining Services and Student Accounts.

** All dining plans are for a full academic year. Students changing room's mid-year are required to be on a meal plan based on the room type and may be able to change it.*

Academic Year Residential Guest Policy

At the discretion of the Director of Residence Life, permission may be granted for established Domestic/Long Term Partners of RISD students, or other individuals affiliated with the institution, to reside in designated housing as a Residential Guest. A Residential Guest is defined as a non-RISD affiliate with independent access to a residence facility. Unlike typical guests, who are granted access to RISD facilities through their host, Residential Guests may hold their own RISD issued key/ID card and may access approved facilities without an escort. No RISD student can be a Residential Guest.

Currently Charles Landing one-bedroom private apartment units are the only locations where Residential Guests are permitted to live with students. A Residential Guest fee of \$1300 per semester is charged to the account of their RISD Student partner. Students must apply to have a Residential Guest through the Residence Life Office. Residential Guests who are granted permission to reside in RISD housing derive their right to occupancy from their student partner, and may continue to reside in RISD housing only as long as their student partner does so. Furthermore, all Residential Guests are subject to the terms and conditions of this contract, and must abide by all rules and regulations that apply to other student residents of RISD housing. Permission may be withdrawn at any time. The withdrawal of permission for a Residential Guest to live in RISD housing will not relieve the RISD student partner of their responsibilities under this housing contract.

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 when adequate space is available. The cost of a buyout is the price of a comparable single room + 4%. For example, a single in an Essential RISD room with Air Conditioning is \$5,100 per semester (room only). To buyout a double room in an Essential RISD room, the price will be \$5,100 plus \$206 (4% of 5,100) which equals \$5,306 per semester (+ meal plan). The total increase from living in an essential RISD double (\$4,075 per semester) is \$1,231 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 typical single room. Buyout charges added mid-semester or mid-year are pro-rated based upon the time. In the event that a buyout space is needed to be used due to overcrowding or for emergency housing, a full refund of the buyout cost difference will be issued for the entire semester. 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 buyout a space at defined times at the beginning or end of each semester, 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.

Medical Accommodation Policy

Any student who has a documented medical, psychological or disability related condition(s) may apply for a housing accommodation. The submitted request and supporting documentation are reviewed carefully on a case by case basis by the Medical Accommodation Committee. Documentation consists of a written evaluation by an appropriate professional (not a relative of the student) that explains the nature of the condition and why the condition results in a need for housing accommodation(s). Students must complete all forms in entirety and submit them along with the necessary documentation each academic year before the deadline, prior to room selection, or soon after identifying the need (based on date of diagnosis, change in status, etc.) to the Residence Life Office. Part of the committee's consideration is the written documentation by the treating professional. 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 students 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 should be addressed first with Disability Support Services via email, bgoodwin@risd.edu.

After informing Disability Support Services, exception 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. Please note that documentation does not guarantee cancellation, RISD Dining strives to work with students to ensure that they can 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, Therapy, 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 to 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. Students without documented need for an animal but who desire to have a pet should consider seeking housing in Charles Landing which is pet friendly (but still requires proper documentation and an approved registration).

As stated by law, only service animals (dogs or miniature horses) are allowed in dining facilities on campus, and must be escorted by the student at all times. Students may not bring support or therapy animals into venues and will be asked to remove the animal if present.

Occupancy and Vacancy Guidelines

1. A housing application or accepted contract does not guarantee any specific assignment. Assignments will be made according to the procedures established by the Office of Residence Life. Under this contract, students may live in any room type managed by RISD Residence Life, including rooms in Charles Landing.
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.
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. Subletting of your room and/or lending out your room key to another student are not allowed. 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 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 in addition to 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. Meal plan contracts are billed per semester.
3. RISD ID cards must be presented when making a Dining purchase.
4. 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 from any plan roll over from semester to semester, however points roll over on all plans within the Academic Year.
6. Meal plans and 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 Dining points.
7. Meal plans and 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. Meal plans and points may not be transferred or donated to any individual or organization unless otherwise stated by Dining Services.
9. The removal of any dining hall property from any of the dining halls, which include but are not limited to plates, cups, forks, knives, is prohibited from any of the dining facilities.
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. Non-employees are not permitted in kitchen and food preparation areas, unless under the supervision of a Dining employee.
For further explanation of the rules and regulations stated above, consult the Student handbook or contact Dining Services at [\(401\) 454-6360](tel:4014546360) or dining@risd.edu.

General Contract 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 four semesters 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, complete their 4 semester requirement, or decide to become a commuter student **mid-year** remain bound to the contract cancellation terms (as it is a full year agreement).
3. Residents of Charles Landing remain RISD residential students; however the complex is owned by a separate entity. Day-to-day facilities issues such as lost keys and maintenance requests are handled RISD facilities. Each student is responsible for all assigned keys. Failure to return keys or loss of same will result in charges for replacement and/or lock changes. Unauthorized possession, use, loaning or duplication of keys is prohibited.
4. 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.
5. 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.
6. 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.
7. 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.
8. 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.
9. Meal plan privileges are nontransferable. Meal hours and food service locations may be adjusted by the college as circumstances require. Meals from plans do not carry over from semester to semester.
10. Students arriving early to campus, two to six days prior to the start of fall semester, will have the option to purchase two meals per day, when they sign up for early arrival room extension, for use at available Dining venues until the upcoming semester’s meal plans are activated. During this time students should use the MyRISD app to see which Dining venues are serving meals.
11. Students must comply with the Dining Services Regulations, as stated in Dining Services publications/web sites. Failure to comply with these regulations may result in suspension or revocation of dining privileges without recompense.

12. Room and Board charges for the period of this contract 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.
13. Occupancy of a room in RISD residential facilities is exempt from the RI Landlord-Tenant Act pursuant to Section 34-18-8 (1), and t 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.