

RHODE ISLAND SCHOOL OF DESIGN

2022-2023 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.

License Dates and Occupancy Periods

Fall Semester	Wintersession	Spring Semester
Monday, September 5, 2022 – Thursday, December 15, 2022	Monday, January 2, 2023 – Thursday, February 9, 2023	Monday, February 13, 2023 – Saturday, May 27, 2023
<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, 2022 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 4, 2023 for no additional cost. Students living on campus for Wintersession and Spring semester do not need to move out between February 9 and February 13. 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 and Watermarket availability. 		

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 15 – January 1) may do so following the pricing guidelines below. Housing extensions provide additional dining amenity, although Dining options may be limited or unavailable during some break times.

Housing extension prices vary by room type, and are charged per day. 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
<p>* 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 amenities for this period. Students living on campus during the winter break may choose to purchase additional dining points or risdbucks in addition to their meal allotment for use at campus dining venues when and if available.</p>		

Academic Year License Cancellation Policies

For students living on campus during the academic session (September – May), this license is binding for the entire 2022-2023 academic year. The license may be canceled 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: \$500 June 1 – August 1: \$1000 August 1 – Sep 1: \$1500 After Sept 1: 50% of remaining Fall housing costs	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 License 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 students 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.
Cancellation Fee Notes:	<i>Fee is based upon the 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 Housing Extensions

Students who wish to arrive early, leave late, or stay over the holiday break (December 15 – January 1) may opt to do so following the guidelines below. Dining options may be limited or unavailable during some break times. Early arrival/late stay requests are dependent on housing availability and thus may not be granted.

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.

Housing extensions are charged per day and include room access and meals. Students in the First Year or Sophomore areas will have access for 2 meal swipes per day during their extension. Students in the Upper-class area will receive 1 meal swipe per day of their extension. Students may use dining points or risdbucks as desired.

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 request 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.

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>		

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 \$50.00/night early arrival charge. 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.

Medical Accommodation Policy

Any student who has a documented medical, psychological or disability related condition(s) may apply for housing accommodation. The submitted request and supporting documentation are reviewed carefully by the Medical Accommodation Committee monthly. 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 may 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, 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 their need for the animal, 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. Only one ESA is permitted per apartment, room or suite.

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 support or therapy 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 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. Any unapproved animal found in the residence halls must be removed within 24 hours. The resident will be charged a fee of \$50 per day that the animal remains in RISD residence halls. The use of electrical heating or cooling devices, including space heaters (provided by RISD if needed), 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 and fees assessed. 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 amenities refresh on January 20, 2023 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 the ID card is not picked up by the dining venue closing time, it will be given to Public Safety or Campus Card Services.
5. Meals and dining points do not roll over from semester to semester.
6. Meals and dining points balances are available on the myRISD app.
7. 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.
8. Meals and dining points may not be used to pay for fines, outstanding balances with student accounts, equipment, art supplies.
9. Meals and dining points may not be transferred or donated to any individual or organization unless otherwise stated by Dining Services.
10. 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.
11. 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 the Student Conduct office.
12. Only RISD recognized groups are allowed to distribute written materials or make presentations in the dining areas, with prior permission.
13. Only dining employees and student workers are permitted in kitchen and food preparation areas, unless under the supervision of a Dining employee.
14. 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 Student Conduct 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 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 or housing@risd.edu.