Congratulations and welcome to the Eastman School of Music. You have the opportunity to pursue your passions. The determination and resilience that brought you here is something you should be proud of, and please know that we welcome you, that we’re excited to have you at our school, and that you belong. You’re here among those who strive to be the best.

This document is part of the resident’s housing contract and also includes information on Dining Services. We’ve officially called it Eastman’s “Residential Life and Dining Services Application-Contract” for 2019–20. It provides the terms and conditions for our community and becomes your official contract text when you submit your application. By signing the housing contract and residing at the Eastman School of Music, the resident agrees to abide by the housing contract, this document, and all University policies.

We encourage new students to review the terms of their admittance to the Eastman School of Music and Residential Life publications. First-, second-, and third-year students have a housing requirement: they must live on campus. This policy is intended to develop community and best support the Eastman experience. Students who live off campus prior to senior year delay graduation; do not utilize on-campus resources and supports; miss more classes, lessons, and opportunities; and don’t make healthy choices to eat right, rest, and maintain appropriate school-life balance.

Additionally, all students living on and off campus are required to participate in a meal plan for the 2019–20 academic year. If you do not complete the dining registration and/or return a dining contract, you will be enrolled in the appropriate minimum plan requirement, and you will be assessed a $50 late registration fee. If you request a plan that does not meet the minimum requirement for your residential group, you will be assigned to the required minimum plan. Information concerning all meal plans can be viewed at the University Dining Services website at dining.rochester.edu.

The Office for Residential Life is located at 100 Gibbs St., Rochester, New York 14605. If you have any questions, please email us at reslife@esm.rochester.edu.

Sincerely,

Robert E. Bones, EdD
Assistant Dean of Student Affairs
# Table of Contents

## Introduction to Residential Life
- Residential Life Contract Conditions: 3
- Gender-Inclusive Housing: 3
- Eligibility—Undergraduate Students: 3

## Contract Period
- Move In Day: 4
- Academic Term Occupancy: 4
- Semester Break Closing and Spring Opening: 4
- Break Housing: 4
- Eastman School of Music Room Use: 4
- Early Arrival and Late Departure Charges: 4

## Contract Conditions
- Room Use: 4
- Failure to Occupy: 4
- Designated Room Assignment: 4
- Laundry Room Use: 4
- Vacancies: 5
- Consolidation Policy: 5
- Unauthorized Occupancy: 5
- Overnight Guests: 5
- Responsibility for Guests: 5
- Business Use of Student Rooms: 5

## Financial Conditions
- Payment: 5
- Room Rates: 5
- Financial Aid: 5

## Contract Releases
- Inactive Status or Medical Leave from the Eastman School: 5
- Students Continuing at the Eastman School: 6

## Reassignments and Removal from Housing
- Reassignment, Removal, or Suspension: 7
- University Disciplinary or Administrative Removal: 7
- Administrative Reassignment: 7
- Period to Relocate or Vacate Housing: 7

## Room Furnishings and Conditions
- Room Furnishings: 7
- Room Condition: 7

## Cleanliness: 7
- Room Modification: 7
- Furniture Removal: 8
- Public Area Damages: 8
- Keys: 8
- ID Card: 8

## Behavioral Rules and Standards of Conduct
- Prohibited Possessions: 8
- Pet Policy: 8
- Special Housing Needs: 8
- Prohibited Behavior: 9
- Fire Safety Regulations: 9
- Room Entry: 9

## Insurance
- Health Coverage: 9
- Loss or Damage of Personal Property: 9

## Dining Services
- Eastman Dining Services: 10
- Dietary Needs and Food Allergies: 10
- Vegan and Vegetarian Meals: 10
- Kosher Options: 10
- Value of Having a Meal Plan Membership: 10
- URos Account: 10

## Dining Services Contract Conditions
- Contract Terms and Conditions: 11
- Refund Policy: 11
- Declining Plans: 11
- URos Accounts: 11
- Dining Plan Changes and Cancellation: 11
- Dining Plan Exceptions: 12
- Application Instructions: 13

## Residential Life Agreement/Contract: 14
- Dining Services Agreement/Contract: 15
- Eastman Campus Map: 17
RESIDENTIAL LIFE CONTRACT CONDITIONS
This contract is a legally binding agreement for housing at the Eastman School of Music. Once it is submitted, you will be contractually obligated for Eastman School of Music housing for the fall and spring semesters of the 2019–20 academic year subject to the conditions below. By signing the Residential Life/Dining Services Application-Contract, you agree that:

1. New First-Year Student (Class of 2023) Applications. Qualified new first-year students are entitled to and obligated for University housing for the fall and spring semesters of the 2019–20, 2020–21, and 2021–22 academic years subject to the conditions below and are bound by the 2019–20 Residential Life and Dining Services Application-Contracts. Submitting this application after the New-Student Priority Deadline may result in delayed assignment, lower preferences, and/or assignments to tripled-room housing. Students desiring to live at home with family must petition for release from this requirement prior to submitting a housing application. The deadline for this appeal is June 1, 2019. The decision whether to grant a release is at the Eastman School of Music’s discretion and shall be final.

2. Late First-Year Student (Class of 2023) Applications. Students who submit late applications or do not submit any housing materials will be automatically assigned housing. Charges for 2019–20 will be posted to the student term bill.

3. We reserve the right to hold assignments until you have paid your enrollment deposit.

4. You are applying for an assignment within the residence hall and not for any specific space. Assignments will be made according to the procedures established by the assistant dean of Student Affairs and the assistant director for Residential Life.

5. If you arrive at school late or leave early or are required to leave for disciplinary reasons, the full-year contract is still binding on you, except as explicitly otherwise provided in this document.

6. By signing and submitting this application, you accept responsibility to pay all resultant charges for residential life services, even if you do not make use of some or all of the services noted. The Eastman School of Music agrees faithfully to provide those services unless events beyond its control prevent its doing so.

GENDER-INCLUSIVE HOUSING
Gender-inclusive housing seeks to provide an environment that is welcoming to all gender identities and is not limited to the traditional gender binary (male and female). We recognize that same-sex room assignments are not ideal or appropriate for all students. We provide opportunities for students in double room housing on co-ed floors. This housing option allows students to select roommates regardless of their sex, gender, or gender expression. Unless specific mutual requests are made by the roommates, Residential Life will assign students based on the standard system used: gender binary (male/female). Residential Life will work with students individually to facilitate this housing option. Contact reslife@esm.rochester.edu to begin the conversation. Please indicate on your housing contract that you are seeking gender-inclusive housing. Remember that when you return as a sophomore and junior, you will be able to select a single room as part of the room selection process.

ELIGIBILITY—UNDERGRADUATE STUDENTS
Eligibility is limited to full-time Eastman School of Music undergraduates. Students who have part-time status for medical reasons or who, upon the approval of the appropriate dean, change to part-time status for spring of the senior year may be allowed, with the approval of the assistant dean of Student Affairs or assistant
director for Residential Life, to retain eligibility for housing. Nonstudents are not permitted to live in housing.

**CONTRACT PERIOD**

**Move In Day**
You are expected to move into your Fall 2019 housing assignment on August 21, 2019, at 9 a.m.

**Academic Term Occupancy**
You may occupy your assigned room in the residence hall while fall and spring academic terms are in session commencing with the dates published by the Office for Residential Life for move-in. Dates and times are published on our website. Your right to room occupancy ends 48 hours after your last spring term final examination. Extensions must be approved by the Office for Residential Life. Graduating seniors may remain until noon Monday, May 18, 2020.

**Semester Break Closing and Spring Opening**
The Student Living Center is closed, and you will not be permitted to enter or occupy your room, during the winter vacation period, noon Monday, December 16, 2019, until 9 a.m. Friday, January 10, 2020. Students new to housing spring term are allowed to move in at 9 a.m. Friday, January 10, 2020.

**Break Housing**
Semester break housing is available for students in the Student Living Center for the daily room rate. Break housing is limited to students who have an academic or unavoidable reason to stay on campus. Students may not sublet their room during the break period.

**Eastman School of Music Room Use**
The Eastman School of Music reserves the right to use student rooms for temporary housing of others during vacation periods and at other times for emergency purposes.

**Early Arrival and Late Departure Charges**
This contract is for specific dates. If you occupy before these dates without approval or fail to vacate your room by the times specified in this contract, you will be assessed a minimum charge of $75 per day, and you may be subject to packing charges and disciplinary action.

**CONTRACT CONDITIONS**

**Room Use**
Your residence hall space is to be used only as your own living quarters and in accordance with the rules and regulations of the Eastman School of Music, which are subject to change from time to time, without notice. Those rules and regulations are contained in this contract booklet; in Standards of Student Conduct; in the UR Wireless Acceptable Use Policy (ResNet); in the Student Living Center Area Handbook; and in other notices from the Office for Residential Life and the Eastman School of Music.

**Failure to Occupy**
If you do not check in and occupy your assigned room by 5 p.m. Sunday, September 1, 2019, you will forfeit your specific room assignment. You may apply for a waiver of this rule in writing at least five (5) days in advance of the first day of classes, giving the reasons for your late arrival. Any waiver must be approved by the assistant dean of Student Affairs or designee. Failure to occupy does not void this contract. You will be assigned to an available space when you present yourself at the Office for Residential Life to request a new assignment.

**Designated Room Assignment**
You are assigned to a specific room in the housing system. Any change in room assignment must have prior approval by the Office for Residential Life. If you change rooms without prior approval or you fail to move after accepting a room change, you may be assessed a $75 improper room change charge, the room change may be revoked, and you may be subject to disciplinary action.

**Laundry Room Use**
Included in the student housing fee is prepaid use of laundry machines in the Student Living Center. Laundry room use is restricted to residential students only.
Vacancies
If a vacancy occurs in a room, you must accept a new occupant as assigned by the Office for Residential Life to fill the existing vacancy. Behavior that discriminates against an interested student or assigned occupant will be considered sufficient grounds for discipline, including fines, reassignment, or removal from housing, without refund, as determined by the assistant dean of Student Affairs or assistant director for Residential Life or designee.

Consolidation Policy
In an effort to ensure equity and maximize the use of available space, the Office for Residential Life will actively seek to consolidate vacancies within the housing system. Students who are assigned to partially vacant rooms may be reassigned prior to check-in. Consolidation may also occur during the academic year, and students may be reassigned to other rooms and floors where necessary. Behavior that disrupts this process will be considered sufficient grounds for discipline, including fines or reassignment, as determined by the assistant dean of Student Affairs or designee.

Unauthorized Occupancy
Occupancy of any room is limited to the student(s) assigned to that room. Rooms may not be subleased nor lent. All students involved in such situations are subject to financial penalty and disciplinary action.

Overnight Guests
All overnight guest stays are contingent on the approval of all occupants of the living spaces. An overnight guest (any person staying in a room overnight who is not a designated occupant of that room) may stay in a room up to four (4) nights per month. Please review the Student Living Center Area Handbook for more specific information.

Responsibility for Guests
You are responsible for your guest’s (overnight or not) conduct in your living area or building (whether you are present or not), and you may be held accountable for any misconduct, loss, or damage caused by your guest.

Business Use of Student Rooms
Commercial use of your room or solicitation anywhere on the premises is strictly forbidden. This includes commercial use of ResNet connections. Specific exceptions for approved student concessions in the residence hall, at student performances, and for students participating in the e5 Program must be reviewed and authorized in writing by the Office of Student Affairs or Office for Residential Life.

FINANCIAL CONDITIONS
Payment
Room and Dining Plan charges for the period of this contract are posted to the term bill and are payable to the Bursar’s Office subject to conditions applying to the term bill.

Room Rates
Rates are established by and announced for the academic year on the Bursar’s website.

Financial Aid
If you are considering living off campus, it is important to talk with the Financial Aid Office; a student’s financial aid is subject to adjustment based on whether a student is living on or off campus.

CONTRACT RELEASES
Inactive Status or Medical Leaves from the Eastman School of Music
If you change your status at the Eastman School of Music or go on inactive status, you will be liable for payment up to the date of formal contract termination (approval of contract release; completed room check-out; and surrender of University ID card and key to the Office for Residential Life). Charges will be prorated from the beginning of the contract period to the date of formal contract termination. If you return to active status at any time during the term of the contract, this contract is automatically reinstated.
Students Continuing at the Eastman School of Music

Once this contract is binding, as noted above, you will not be released from this contract for the contract period so long as you are a continuing student at the Eastman School of Music, except if

- The Student Living Center is oversubscribed and the Office for Residential Life has authorized your release from this contract to reduce oversubscription;
- You are married during the contract period (documentation required) and are living with your spouse;
- You have medical reasons for release*, and the Disability Services and Support Office has recommended release to the assistant dean of Student Affairs;
- You have financial reasons for release*, and the director of Financial Aid has recommended release to the assistant dean of Student Affairs;
- You are participating in an Education Abroad program or internship program or are approved for program housing by the appropriate Dean's Office;
- You have met your residency requirement (first-year, sophomore, and junior years) and provide an eligible substitute student who agrees to and officially (at the Office for Residential Life) assumes your contractual obligation. Each substitute is subject to acceptance by the assistant dean of Student Affairs or their official designee. Any student who has already applied for housing or is under contract for the Student Living Center cannot be an approved substitute. The replacement student is placed on the assignment schedule according to his or her assignment status and is not guaranteed your specific room.

*Application for contract release must be made in writing to the assistant dean of Student Affairs or their designee and be accompanied by appropriate documentation for the requested release. See the Office for Residential Life's website for deadlines and requirements.
REASSIGNMENTS AND REMOVAL FROM HOUSING

Residential Life Reassignment, Removal, or Suspension
Residential Life reserves the right to reassign, remove, or suspend (pending review) from the Student Living Center any student whose conduct exhibits disregard for the residential community, who violates the terms and conditions of residence hall occupancy, or who violates other Eastman School of Music rules and regulations. Such determinations will be made by the assistant dean of Student Affairs or the assistant director for Residential Life.

University Disciplinary or Administrative Removal
The Eastman School of Music may terminate this agreement and take possession of the room at any time upon (A) violation of the provisions of this contract; or (B) the direction of a duly authorized judicial body, dean, or other officer of the University; or (C) suspension or expulsion from the Eastman School of Music. If you are required to leave Eastman School of Music housing for disciplinary reasons, the full-year contract fees are still binding.

Administrative Reassignment
The Office for Residential Life reserves the right to reassign students living in the Student Living Center to address administrative needs, including gender space balances, renovations, maintenance conditions, consolidations of spaces, medical, or disabled student needs, etc.

Period to Relocate or Vacate Housing
Any student who is notified that they are reassigned or removed from the residence hall's space must vacate within 48 hours after receipt of such notice, unless instructed otherwise by the Office for Residential Life or its designee. Any of the student’s possessions remaining on the premises after that time shall be deemed abandoned, a $75 late vacate fee will be assessed, and any cost incurred in removing possessions will be charged to the student.

ROOM FURNISHINGS AND CONDITIONS

Room Furnishings
The Office for Residential Life provides window coverings, a wired and wireless internet connection, and basic furniture in each room. You accept responsibility for loss or damage to furnishings, whether from carelessness, vandalism, or accident. You must keep the Residential Life–provided furniture in the room; students may not bring their own furniture. Students must use the Residential Life–provided mattress unless there is a medical condition that warrants use of a special mattress. This requires prior approval from the Disabilities Support and Services Office, and the mattress must meet current fire safety code as defined by the University Fire Marshal.

Room Condition
You (and your roommate(s), if any) are responsible for leaving your space in the same condition in which it was found upon moving in (as stated on your Room Condition Form completed at check-in). Charges will be assessed for repainting and refinishing; repair or replacement of damaged or missing furnishings and equipment; special cleaning necessary due to misuse of facilities; removal of any extra furniture, abandoned property, or large quantities of trash; or other unusual conditions requiring correction. You are responsible for notifying the Office for Residential Life immediately upon discovering any deteriorated or altered room condition. Appeals of charges must be submitted within 30 days of the posted charges.

Cleanliness
You are responsible for the cleanliness of your living area. If your area must be cleaned for health or safety reasons by the Eastman School of Music, you will be charged.

Room Modification
You are not permitted to modify your room. This includes walls (no painting), doors, electrical connections, lighting and wiring, furnishings, cable, internet connections and equipment, or any other part of the building. Nor may you authorize anyone to do any of these things.
Furniture Removal
You are not permitted to move furniture from public areas into your living space, nor may you remove room furniture from your living space. Disciplinary charges and a service fee for return of furniture will be assessed.

Public Area Damages
Charges will be assessed for damages/vandalism to public areas within the Student Living Center. If those responsible cannot be identified, all students whom the Office for Residential Life determines had access to or used the affected public area (corridors, floor lounges, elevators, kitchens, etc.) will share the charges.

Keys
You are responsible for all assigned keys. If lost, there will be a charge to replace the key(s) and change the lock(s). You must surrender your keys to the Office for Residential Life when you vacate your living space; if you don’t, you will be charged for a lock change. Unauthorized possession, sharing of keys, duplication, or use of Student Living Center keys is subject to disciplinary action.

ID Card
You are responsible for your University ID Card. If lost, there will be a charge to replace the ID Card and update the account. You must surrender your ID Card to the Office for Residential Life when you take a leave of absence, withdraw from Eastman, or are separated from the Eastman School of Music for other reasons. Unauthorized possession, sharing of ID Cards, duplication, or use of the ID Card on the Eastman School of Music campus after separation is subject to disciplinary action.

BEHAVIORAL RULES AND STANDARDS OF STUDENT CONDUCT ACTIONS

Prohibited Possessions
The following are not permitted in any Eastman School of Music residential building: firearms, facsimiles of firearms (i.e., air guns, paint guns), knives and other weapons of any kind (including martial arts weapons); ammunition; explosives; fireworks; candles, incense, or open flames; gasoline or other flammable liquids; chemicals or hazardous materials; motorcycles or other fuel-powered vehicles; cooking equipment and appliances (except those specifically permitted under the fire safety policy); full-size refrigerators (acceptable size: maximum of 2.6 cubic feet or 900 watts); space heaters; upward-facing lamps of any type; nonswitched or lightweight extension cords; appliances that are not UL listed or have an open coil; window curtains and ceiling coverings; window or portable air conditioners; controlled substances and related drug paraphernalia; alcoholic beverages except in accordance with state, local, and University regulations; any other materials or items representing a danger to the campus community. Obtain information on approved items from the University Fire Marshal and the Office for Residential Life.

Pet Policy
The only pets allowed in housing are fish in a small aquarium (no larger than a five-gallon tank). You are responsible for providing appropriate cleanliness and care for the fish during academic as well as break periods.

Special Housing Needs
Students who may need housing accommodation due to a disability must submit a request for
accommodation with supporting documentation to Disability Services and Support no later than June 1. Our housing assignment process occurs in June, and we will need UHS's recommendation in order to consider and assign a student to a special accommodation. Further information and the request form are available at www.rochester.edu/disability/guidelines-for-accommodation-requests-housing-dining.html. Please indicate on your housing contract that you are seeking a special housing accommodation. As a sophomore and junior, you will be able to select a single room as part of the room selection process.

Prohibited Behavior
Any of the following constitute a violation of terms of this contract: vandalism; any form of threat to other persons or property; excessive noise or disruptive behavior; smoking (this includes but is not limited to the use of hookahs, vaping, and e-cigarettes); burning incense or other smoldering materials; misuse of the residential or academic ResNet; tampering with facilities or equipment; being on roofs and ledges; removal of window screens; throwing objects from buildings; leaving or storing bicycles or any other item in stairways, stairwells, hallways, entryways, or other public areas; interfering with the Department of Public Safety, other safety staff, or Residential Life staff performing their duties; and any other behavior that constitutes a perceived or actual danger or threat to property or persons. Additional rules and regulations are contained in the Standards of Student Conduct; in this contract; the Office for Residential Life website; UR Wireless Acceptable Use Policy (ResNet); Student Living Center Area Handbook; and other notices from the Office for Residential Life or University Fire Marshal's Office.

Fire Safety Regulations
Failure to comply with fire safety rules and regulations may result in disciplinary action such as, but not limited to, removal from Eastman School of Music housing (along with applicable criminal or civil charges), as may any of the following: setting a fire; damaging or disabling fire safety or fire alarm equipment, including discharging a fire extinguisher; intentionally activating a heat or smoke detector; triggering a false fire alarm; failure to evacuate or reentering buildings during a fire alarm or fire drill; interfering with safety officers performing their duties; failure to address repeat fire safety violations or other safety violations. Students may be assessed charges for repairs related to damages or fined for repeated fire safety violations.

Room Entry
It is the Eastman School of Music’s intention to assure all reasonable privacy in student rooms. When appropriate, reasonable advance notification will be provided before entering a student room. However, the Office for Residential Life reserves the right to enter your room without notice and/or without your consent for verification of occupancy and other Residential Life administrative functions; for performance of protective, housekeeping, or maintenance functions; for health and safety inspections; to protect life, limb, or property; and to assure compliance with these contract conditions as well as state and federal regulations.

INSURANCE
Health Coverage
All students are required to pay the mandatory University Health Fee for basic medical care through the University Health Service. Visit rochester.edu/uhs for more information.

Loss or Damage of Personal Property
Students’ personal property brought to the Eastman School of Music is not covered for damage or loss by the University’s insurance. We strongly suggest a review of your family’s homeowner’s insurance to determine what is covered by that policy or can be covered with a rider to that policy. Specifically review theft of your property because many policies may cover damage but not loss. The University has also identified additional sources that provide insurance coverage for residence hall students. While we cannot endorse companies, we do recommend that families review all options and obtain coverage in case your student’s property is damaged or lost.
EASTMAN DINING SERVICES

The University of Rochester offers a first-class dining program with locations varying in style, menu, atmosphere, and hours of operation to meet the needs of a diverse student and faculty population. We cater to a wide variety of dietary needs and choices, including gluten-free, vegan, and vegetarian meals. We rely heavily on student input and feedback to keep our menus current and our guests satisfied. Through high-quality food and customer service, we are proud to deliver a unique combination of diversity and value for your dining dollars.

The University offers a variety of meal plans and other electronic spending options. The details of the dining and electronic spending options, costs, requirements, and policies are described in the insert Dining Services 2019–20 Meal Plan Options and Pricing, which is an extension of this agreement, and at Dining Services’ website: dining.rochester.edu.

Dietary Needs and Food Allergies

Through a strong partnership between the Dining Services’ nutritionist and the University Health Service, we make every effort to accommodate the special dietary requirements of every student with a diverse selection of dining options, but we can’t do it alone. Students with special dietary needs or food allergies should contact the nutritionist, Christina Patterson, at patterson-christina@harvesttableculinary.com and schedule time to meet with her and members of our dining staff to help them navigate our locations and offerings.

Vegan and Vegetarian Meals

Voted one of the nation’s Top 10 Vegan Friendly Small American Colleges by PETA2, we are proud to say that we have a broad menu of vegan and vegetarian menu items.

Kosher Options

“Grab & Go” packaged salads and sandwiches that have been prepared at the Kosher Comfort station in Douglass Dining on the River Campus are available for purchase at the Eastman Dining Center every day. An on-campus mashgiach supervises the Kosher Comfort station, providing Orthodox oversight and assuring compliance with kashrut laws.

Value of Having a Meal Plan Membership

University of Rochester Dining Services

- currently purchases more than 60 percent of all items prepared and sold on campus from local sources within New York State
- purchases fair-trade coffee
- promotes the use of reusable mugs by offering a discount on coffee and tea refills
- buys in bulk to reduce waste in landfills

- offers a reusable clamshell program to reduce packaging waste
- supports sustainable food and agriculture
- recycles cardboard, cans, bottles, and paper
- supports and encourages earth-friendly procurement
- uses green cleaning products
- has web-based nutritional information and a nutritionist available by appointment
- includes 8 percent sales-tax savings on all declining balance purchases.

URos Account

URos is a flexible spending account available to all students. Students activate their account by indicating a per-semester deposit at the time they sign up for their dining plan or by making an initial deposit at the beginning of the academic year via cash, check, Visa, MasterCard, or Discover. They may also deposit online through Blackboard at learn.rochester.edu. The URos account is accepted at all campus dining locations but is intended for use at the Hillside Market, bookstores, the Common Market, Computer Sales and Services, and International Theatre Program box office as well as for vending, copy, printing services, the Campus Mail Center, and several off-campus venues, such as Ludwig’s Center Stage Café on Gibbs Street.
CONTRACT TERMS AND CONDITIONS

1. The period of the contract corresponds to the official opening and closing of the residence hall each semester. The participant will have access to his or her meal plan during that time. Declining balance accounts will remain active between the fall and spring semesters.

2. Fall semester contracts are automatically renewed for the spring semester unless changed during the Dining Plan Change Period.

3. A participant whose contract is valid for the fall and spring semesters will be billed through the University's Bursar's Office prior to the start of the second semester.

4. It is the responsibility of the participant to specify to the cashier, prior to each meal purchase, which account to access for the transaction. “Declining” means the cost of the meal would be deducted from your Declining Balance dollars. Stating “URos” indicates the meal would be deducted from your URos account.

5. The participant is the only person who has the authority to request or receive account audits or balance information. Purchases made with Declining Balance funds are not subject to New York State sales tax; therefore, transfers cannot be made between a Declining Balance account and a URos account.

6. To help participants monitor declining balance dollars, they will have the opportunity to check the status and balance of their plan throughout the semester. This will provide helpful hints on how to best utilize the remaining Declining Balance dollars.

7. Additional Declining and URos dollars can be added to an existing account at any time during the term of the contract via Blackboard at learn.rochester.edu or with cash, check, Visa, MasterCard, or Discover at the Customer Service Center in Susan B. Anthony Halls. Additional funds can be billed to the participant’s Bursar account for the fall and/or spring semester during the dining plan change periods.

8. Withdrawals/transfers are not permitted from either Declining Balance accounts or URos accounts.

9. Auxiliary Operations/Dining Services reserves the right to make necessary program or policy changes at any time.

REFUND POLICY

Declining Plans
Unused fall semester declining balance dollars carry forward to the spring semester. Remaining declining balance dollars at the close of the spring semester are nonrefundable. Refunds of unused declining balance will be issued for any participant who withdraws from the University or whose status changes to inactive during a semester, as certified by the appropriate office or dean. Refunds will be credited through the University’s Bursar statement.

URos Accounts
URos account balances will carry over from year to year, or until your permanent departure from the University of Rochester. Refunds for unused balances of $20 or more will be issued for any participant who withdraws from the University during the semester, as certified by the appropriate office or dean. Refunds will be credited through the University’s Bursar statement. Should you withdraw or resign from the University at the close of a semester or upon graduation, any unused balance of $20 or more will be refunded to you.

Dining Plan Changes and Cancellations
Dining plan changes and cancellations are permitted during the academic year only during designated change periods. The dates of these change periods may be found on the Univer-
A $25 fee is charged for any lateral meal plan change, decrease, or cancellation that is requested during any modification period except the open change periods. Parents or legal guardians cannot make dining plan changes or cancellations for the participant. Changes or cancellation must be submitted via the Dining Change Request form. Phone or oral requests are not accepted. Eastman School of Music students can ask a dining manager at the Eastman Dining Center to fax completed forms to the Dining Services Customer Service Center. Students can download and edit the online form, save the changes, and then save the file as pdf. Email the pdf file as an attachment to mealplans@services.rochester.edu.

**Dining Plan Exceptions**
Participants requesting an exception from dining plan requirements must request and submit a Dining Plan Appeal Form to the Customer Service/ID Office in Susan B. Anthony Halls on the River Campus. The request will then be forwarded to the University Dining Advisory Committee. Requests for exceptions will be reviewed with appropriate University authorities, who will make recommendations to the committee. Please pay particular attention to the Appeal Terms and Conditions to ensure you have gathered all pertinent documentation. Decisions of the University Dining Advisory Committee are final. One exemption per participant will be considered each year.

Additional dining resources for students of both campuses can be found on the University Dining Services website at rochester.campusdish.com and at the Customer Service Center in Susan B. Anthony Halls or by calling (585) 275-3975 or (800) 661-1118.

*All students are required to be on a dining plan.*
Please read these directions carefully in order to complete the housing selection process correctly. This will allow us to best serve you.

1. Read the “Residential Life and Dining Services Application-Contract” materials carefully. Your housing and dining agreement is a legally binding contract for both you and the Eastman School of Music; thus, you should understand it. It has been written with a minimum of “legalese” and printed in a readable size print. You should keep this publication because it is your official copy of the contract agreement.

2. Carefully complete the Residential Life and Dining Services Application-Contract. This is your official application for housing and dining. Take care to provide all the information requested accurately and completely to avoid delay or loss of your assignment.

3. Scan your completed form as a PDF and email it or send the hardcopy through postal mail. Please note that if you mail the form, it will require extra postage.

4. Application-contracts from first-year, upper-class, transfer, and graduate students postmarked by June 15, 2019, will be considered equally for all possible housing assignments. We may honor all applications after that date based on the date we receive your applications and depending on the availability of space. If you are concerned, please contact the Office for Residential Life.

Return your completed form to
Office for Residential Life
Student Living Center
100 Gibbs St.
Rochester, NY 14605
(585) 274-1106 (phone)
(585) 274-1175 (fax)
reslife@esm.rochester.edu
Do you smoke or use tobacco, e-cigs, or vaporizers?
☐ no  ☐ yes  ☐ I don’t mind living with a smoker.

The Student Living Center is predominately a coeducational residence hall with quiet hours weekdays from 11 p.m. to 8 a.m. and weekends from 1 a.m. to 9 a.m.

If you would prefer to live on an all-female floor(s) initial here _____

If you would prefer to live on a quiet-study floor(s) initial here _____

Please state your preferred study time: ☐ morning  ☐ evening  ☐ late night

Please state your preferred time to go to bed at night: ☐ before 11 p.m.  ☐ 11 p.m.–1 a.m.  ☐ after 1 a.m.

Are there any special considerations for housing placement?
______________________________________________________
______________________________________________________
______________________________________________________
______________________________________________________
______________________________________________________
______________________________________________________

The Office for Residential Life will attempt to accommodate your preferences, but preferences cannot be guaranteed.
This contract is binding for the entire 2019–2020 academic year

Students who do not register for a dining plan by June 15, 2019, will be enrolled in their minimum required plan and will be assessed a $50 late registration fee.

RESIDENT STUDENTS:
• First-year students may select from the Meliora Unlimited or Blue Unlimited Pass Plan or the Option A Declining Balance Plan.
• Sophomores and juniors may select Option A Declining Plan or Option B Declining Plan.
• Seniors and graduate students have a minimum requirement of the Option C Declining Plan but may select from all options.

OFF-CAMPUS REQUIREMENTS:
• All undergraduate students have a minimum requirement of the Commuter Declining Plan each semester but may select from all meal options.

<table>
<thead>
<tr>
<th>Class Year</th>
<th>Meliora Unlimited</th>
<th>Blue Unlimited</th>
<th>Option A Declining</th>
<th>Option B Declining</th>
<th>Option C Declining</th>
<th>Commuter Declining</th>
</tr>
</thead>
<tbody>
<tr>
<td>First-years</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sophomores</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Juniors</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Seniors and Graduate Students</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Off-Campus Undergraduates</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

UROS ACCOUNT DEPOSIT (optional; billed to your student account—$20 minimum, $1,000 maximum)
The URos deposit is a per-semester deposit and will automatically renew for the spring semester.
Check one: □ $50/sem. □ $100/sem. □ $250/sem. □ $500/sem. □ $1,000/sem. □ other $ __________

Student Signature                                                                                                                Date

Please read this document and the 2019–2020 Dining Plan Option contract insert before signing. This is a legal document. By signing, you agree that you have read the Dining Services Terms and Conditions and will abide by those conditions and other rules and regulations of the University of Rochester.

DINING SERVICES USE ONLY
□ ISIS ☐ BB ☐ Access ☐ Excel

University of Rochester, Auxiliary Operations and Campus Dining • Box 270319, Rochester, NY 14627-0319 • (585) 275–3975 Fax: (585) 276-0143