

If you have decided you would like to live in The New York Conservatory for Dramatic Arts' residence hall, please take the time to review this agreement, choose your room preference, sign the agreement, and return to the Office of Student Services.

The New York Conservatory of Dramatic Arts' residence hall is located in the 81 East 3rd Street Residence, New York, NY. The student must be enrolled full-time in order to be eligible for housing. In order to secure a room, the student is responsible for the following deposits:

- \$750 non-refundable reservation deposit due with this signed agreement in order to hold the student's spot. Housing is first come, first served.
- \$500 refundable damage deposit due July 31st, 2015.

The student is liable for the total amount of the room charges and must reside in the residence hall for the entire academic year – August 31st, 2015 – April 28th, 2016. A student who wishes to move into other living arrangements is liable for the entire academic year's room charges.

The Conservatory reserves the right to reassign rooms at any time during the term of this agreement and to enter student rooms for the following reasons: (a) If the Conservatory or building management personnel believe entry is required for the safety and security of the student (b) to inspect the student's room to perform any alteration, repair or maintenance or (c) any other reason indicated in the Conservatory's Student Handbook and Housing Policy. All handbooks can be found on the Student Services section of the Conservatory's website.

If the student withdraws or is dismissed from the Conservatory prior to the end of a term, the refund of any portion of the amount due for the room will be made according to the following schedule:

Fall 2015 Start

Withdrawal/Dismissal prior to August 24th, 2015

Withdrawal/Dismissal after August 24th, 2015 but prior to or on August 31st, 2015

Withdrawal/Dismissal after August 31st, 2015

Withdrawal/Dismissal and vacate after January 4th, 2016

Full refund minus the \$750.00 reservation deposit

75% refund minus the \$750.00 reservation deposit

No refund of Fall term room charges

No refund of Spring term room charges

The student will vacate the assigned room within 48 hours of withdrawal, dismissal, graduation, or termination of this agreement or if the student otherwise stops attending the Conservatory. If the student fails to vacate the room or in any way continues to reside in or use the facilities of the 81 East 3rd Street Residence, the student will be liable for the payment of the room charges incurred. The student will vacate the assigned room in good condition adhering to established residence hall check-out procedures.

When taking occupancy of the room, the student will note any existing damage to the room or any of the furniture, furnishings, fixtures or equipment so as not to be liable for such damage. The student will also sign the room condition report upon vacating the room and after the Resident Advisor has completed the check-out inspection. If the student fails to sign the room condition report upon check-out, the student will be charged \$150.00 in addition to any unreturned items (e.g. keys, IDs). If the student vacates the room at any time other than the end of the student's academic year, the student must notify the residence hall staff prior to vacating the room and follow all the check-out procedures.

The student is liable for any loss or damage to the room or to the furniture, fixtures, or equipment, and for any loss or damage caused to any part of the residence hall. If it cannot be ascertained who is responsible for the loss or damage in common areas of the building, the Conservatory has the right to charge each occupant of the residence hall an equal amount of the costs of the repair and/or replacement of the loss or damage. Charges imposed are not final until reviewed by Student Services. Payment for damages is due within 7 days of billing.

NYCDA's 3rd Street Residence is a non-smoking facility. Smoking is not permitted in any part of the building including individual student rooms. Violating the smoking policy will result in a \$250 charge to the student's account for each violation.

The student must abide by the rules and regulations in the Student Handbook and Housing Policy and is responsible for keeping up to date with amendments to these documents. If the student violates residence hall rules and regulations, academic sanctions, up to and including dismissal from the Conservatory may result.

The Conservatory is not responsible for the loss of or damage to the personal property of the student.

The Conservatory reserves the right to terminate this Agreement prior to the end of the student's academic year for violation of Conservatory rules and regulations. In such a case, the Conservatory will give written notice to the student, and the student must vacate the room immediately after conclusion of the Conservatory's final decision. Housing may be denied based on past infractions of the Conservatory's Rules and Regulations. This Agreement is not a binding agreement until an authorized officer of the Conservatory has signed it. This Agreement must in all respects be governed and construed in accordance with the laws of the State of New York.

This agreement is consistent with the academic schedule for classes, holidays, study days, and examination days. The Conservatory reserves the right to deny the student housing based on space/staff concerns, or prior disciplinary record.

- Please check the box of your preferred room and fill out the entire form below.
- Your room is confirmed only after both housing agreement and housing deposit are received.

<input type="checkbox"/> Small Double (2 beds per bedroom) Due July 31st, 2015 *Fall Term Room..... \$6,105 Due December 4th, 2015 *Spring Term Room..... \$6,105 TOTAL 2 Semesters plus deposit..... \$12,960	<input type="checkbox"/> Large Double (2 beds per bedroom) Due July 31st, 2015 *Fall Term Room..... \$7,620 Due December 4th, 2015 *Spring Term Room..... \$7,620 TOTAL 2 Semesters plus deposit..... \$15,990	<input type="checkbox"/> Single (1 bed per bedroom) Due July 31st, 2015 *Fall Term Room \$9,570 Due December 4th, 2015 *Spring Term Room \$9,570 TOTAL 2 Semesters plus deposit..... \$19,890
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Prices above do NOT include the \$500 refundable damage deposit

- All rooms are suite-style with 2-3 bedrooms per suite. Bedrooms are double and single occupancy. Each suite has 4-6 occupants. Beds are standard twin size. Each suite has a full bathroom and full kitchen.
- A \$750 non-refundable reservation deposit and \$500 refundable damage deposit is due with this signed agreement in order to hold the student's spot.
- Academic terms for the Fall Start of the Professional Training Programs are Fall 2015 and Spring 2016.

I have read, understand and accept all of the terms and conditions as set forth in this agreement:

Student Name (Print): _____ Age: _____ Gender: _____

Student's Email: _____ Student's Cell Phone: _____

Student's Signature: _____ Date: _____

Please return this form to:

The Office of Student Services
The New York Conservatory for Dramatic Arts
39 West 19th Street, New York, NY 10011
studentservices@sft.edu - Fax: 212-633-1729

ROOMMATE ASSIGNMENTS

Matching roommates is a challenging task, and the Office of Student Services strives to find compatible roommates for all incoming students. For roommate matching to be successful, please provide honest answers in the questionnaire below.

To pair roommates, the Office of Student Services uses a combination of computer and manual matching methods, basing roommate pairs on indicated housing preferences and important qualities in the roommate relationship.

We welcome specific roommate requests and will do our best to honor them. For a specific roommate request to be fulfilled, both students must mutually request one another on the housing questionnaire below. **All information is held strictly confidential by NYCDA.**

A. Would you like NYCDA to pair you with a roommate?

☐ **YES** ☐ **NO** I already have a roommate selection in mind and his/her name is: _____

B. If you would like NYCDA to pair you with a roommate, please assist us by answering the question below honestly and thoroughly:

1. Do you smoke? ☐ **YES** ☐ **NO**
2. Do you have allergies/medical/dietary concerns? ☐ **YES** ☐ **NO** If yes, briefly describe:

3. Do you enjoy sports? ☐ **YES** ☐ **NO**
4. How would you describe yourself? (Check all that apply)
☐ **Tidy** ☐ **early riser** ☐ **Likes to stay up/out late** ☐ **likes it quiet** ☐ **Likes TV/Radio in the background**
5. What are your favorite activities? _____
6. How would you describe yourself socially? _____
7. What kind of music do you like? _____
8. What do you like to watch on TV and what are your favorite movies? _____
9. How would you describe yourself to your potential roommate? _____
10. Are there characteristics that would be difficult to tolerate in a roommate? _____
11. Additional comments/information _____

Name of Student (Print Clearly) _____

Age _____ Gender: _____

Please return this form to:

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