



# Your Home Away From Home

Office of Residence Life and Off-Campus Housing

## RESIDENCE HALL APPLICATION

You will need to pay your \$345 nonrefundable residence hall deposit online via your NYITConnect account. You may access NYITConnect in the MyNYIT Portal ([my.nyit.edu](http://my.nyit.edu)) after you create a username and password. Please complete this form and then email or mail it to the Office of Residence Life and Off-Campus Housing.

### STUDENT INFORMATION (Check all that apply)

Campus	Old Westbury	Manhattan	Transferring between campuses	
Student Status	Undergraduate	Freshman	New student to residence hall	International student
	Graduate	Transfer	Returning student to residence hall	Domestic student
NYIT Student Athlete	Yes	No	NYIT Team	Coach
NYIT Student ID Number	If you are an international student, provide your student visa number			
Last name	First name		Middle name	
Preferred name	Date of birth		Gender	
Permanent address			Country	
City	State	Zip code		
Permanent phone	Mobile phone		Email	

Local address (if different from above)	City	State	Zip code
Local phone			

Starting semester	Academic program	Expected year of NYIT graduation
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Medical/health concerns

Do you smoke?	Yes	No
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Would you accept a roommate who smokes outside of the building?	Yes	No
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Note: All residence halls are non-smoking.

Other people consider you: (select only one)	Meticulously neat	Someone who likes to put things away	
	Comfortable with clutter	OK, you're messy	
How do you study? (check all that apply)	Early/mid-morning	Afternoon	Evening
	With music	Without music	Absolute quiet
What is your usual bedtime? (check all that apply)	Before 10 p.m.	10 p.m. to midnight	
	Midnight to 2 a.m.	After 2 a.m.	

What are your hobbies and interests?

Name of preferred roommate (if applicable)

Additional information

For office use only: Housing Deposit			
<input type="checkbox"/> online	<input type="checkbox"/> credit card	<input type="checkbox"/> money order	<input type="checkbox"/> check #

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## RESIDENCE HALL APPLICATION

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### ROOM REQUEST AND MEAL PLAN SELECTION—OLD WESTBURY CAMPUS

NYIT's Old Westbury campus offers single and double accommodations with transportation between the residence halls and the Old Westbury academic campus at regularly scheduled intervals at no additional cost. New student assignments are made on a first-received, first-assigned basis based on availability. Single room accommodations cost more than double rooms. Please indicate your housing preferences below from 1 to 3 (1 is most preferred, 3 is least preferred).

Single room (in a suite of six)	Double room (in a suite of eight)	Double room (in a suite of six)
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We do not provide 12-month housing at the Old Westbury campus. Students who need to stay during January intersession or summer sessions should request to live in Bolivar Hall. All residence halls are closed between the end of fall semester and the beginning of the January intersession. There is an additional cost for intersession housing.

The meal plan is a combination of an NYIT academic meal plan and a residence meal plan. Each student will receive a cash value of \$1,160 declining Dining Dollars to use on NYIT's campus. Students will also be provided with \$1,325 to be used at the SUNY-Old Westbury campus. This includes a set number of cafeteria meals per week of their choosing as well as declining dollars to use at dining facilities at SUNY-Old Westbury.

Please select the number of cafeteria meals in your plan here. You will be assigned the 14 meal plan if you do not select a plan.

10 meals, \$485 declining dollars	14 meals, \$435 declining dollars	19 meals, \$380 declining dollars
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### ROOM REQUEST—MANHATTAN CAMPUS

NYIT's Manhattan campus offers housing at the Riverside Residence Hall on the Upper West Side, and at Andersen Residence Hall located adjacent to the Manhattan School of Music in Morningside Heights. Single, double, and triple rooms are available for one, two, or three occupants respectively. A limited number of rooms are available. Assignments are made on a first-received, first-assigned basis; not all students will receive their first choice. There is a required meal plan for students at the Andersen Residence Hall at Manhattan School of Music (MSM). This meal plan is included in the price of the room. It will roll over from the fall to the spring semester and expire at the end of the academic year. MSM residents also receive \$100 in Dining Dollars on their NYIT ID cards to use on campus at the NYIT Metro Café. Riverside residents receive \$200 in Dining Dollars on their NYIT ID cards to use on campus at the NYIT Metro Café. There are kitchens on each floor at the Riverside. Please indicate your housing preferences below from 1 to 3 (1 is most preferred, 3 is least preferred).

Single	Double	Triple
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### NYIT SPECIAL INTEREST COMMUNITIES

Students interested in expanding their learning experience beyond the classroom are invited to participate in several special interest floors offered through the Office of Residence Life and Off-Campus Housing. Please put a check in the boxes below if you are interested in being assigned to an NYIT Special Interest Community.

**First-Year Experience Community**—Open to all NYIT freshmen, this community is designed to help freshmen feel connected to NYIT. Students participate in programs geared toward enhancing their learning through leadership activities, study skills, personal development, community service, and social programming.

**Global Experience Community**—Open to all NYIT students, this community is designed to give students a global experience through participation in a variety of campus, community, and global resources. Students participate in programs promoting intercultural awareness, music, art, theater, and language activities.

**Leadership Experience Community**—Open to all NYIT students, this community is for experienced and new leaders who want to learn and practice skills that will help them become more effective communicators. This community engages students in co-curricular experiences, such as opportunities to take part in NYIT's STEPS Program, Residence Hall Council, Student Government Association, and various other clubs and organizations on campus.

**Management Experience Community**—Open to all NYIT students, with a particular emphasis on students with majors in the School of Management, this community helps students develop skills in the areas of management, business administration, and entrepreneurship.

**Veterans Experience Community**—Open to all NYIT students who are military veterans, this community focuses on the unique needs of NYIT's veteran student population.

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### ROOMMATE INFORMATION

NYIT will provide your information to your roommate, including your telephone number and/or email address unless you prefer not to release this information. Please indicate your preference on the line below.

Please share my information	Do not distribute my information
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I have read and fully understand this application, including the Residence Hall Contract, which I have signed. I certify that I have provided accurate information.

Signature	Date	MM/DD/YYYY
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Please pay your \$345 nonrefundable housing deposit online in your NYITConnect account. You can access it in the MyNYIT Portal at [my.nyit.edu](http://my.nyit.edu). You can also pay by check or money order made payable to New York Institute of Technology.

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## RESIDENCE HALL CONTRACT

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New York Institute of Technology operates housing and dining services on a full academic year contract basis. Each student residing on campus must agree to the terms and conditions of this contract. A student's or prospective student's submission of the residence hall application is an acknowledgement and agreement to the terms and conditions of this contract, and it becomes a binding agreement or legal contract between the student and NYIT, and is considered an acceptance of an offer of housing. This contract is deemed accepted upon receipt of prepayment by NYIT.

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### TERMS AND CONDITIONS

- 1. Eligibility:** Residential privileges are offered only to full-time, matriculated, registered NYIT students. This application is not a guarantee that a room will be assigned, and NYIT does not guarantee a space to all applicants. Students who are assigned a space must be registered full time (12 credits for undergraduate, 9 credits for graduate), have clearance from the bursar, and have submitted proof of MMR immunization in order to be permitted entry into the residence halls.
- 2. Contract Period:** This contract shall be in force for one academic year consisting of both the fall and spring semesters. Contracts entered into during the contract period shall be in force through the end of the spring semester. Discontinued enrollment, for any reason, will not terminate the contract except as specified in the section entitled **"Cancellation Policies."** Students on the Old Westbury campus are required to purchase a meal plan for each semester.
- 3. Period of Occupancy:** A student's right to occupancy shall begin no earlier than the first day the halls are open for each semester, with such date and time to be announced prior to each semester. The deadline for check-in is 5 p.m. the day prior to the first day of classes. Failure to do so may result in the loss of assignment; however, the contract will remain in force. **Prior written notice is required to hold a reservation after the deadline.** Residence halls are closed at the end of each semester and during official vacations at a time and date specified by the Office of Residence Life and Off-Campus Housing. All students participating in commencement must check out by the time noted by the Office of Residence Life and Off-Campus Housing. All other residents are expected to vacate within 24 hours of the end of their last examination or by 6 p.m. the Friday of exam week, whichever comes first. **This contract does not cover January intersession or any summer sessions; a separate charge will be assessed for each of these periods.**
- 4. Prepayment Applied to Housing Fees:** For students who will reside in housing, a nonrefundable deposit is required. The housing deposit must be paid with application. Payments can be made online in the NYITConnect account or by check or money order made payable to New York Institute of Technology. This deposit reserves a space and will be deducted from the semester's charges. The deposit is **nonrefundable from the date of payment.**
- 5. Room and Board Payments:** Room and board charges must be paid in full or financial aid packages must reflect the full amount by the tuition due dates for each semester.
- 6. Room Assignments:** This contract is for a space in the residence halls, not a specific room. Although every effort is made to honor specific room, roommate, and residence hall assignments and requests, space limitations and high demand for specific halls and room types may prevent honoring all requests. All assignments are made without regard for race, color, creed, religion, age, national origin, military veteran status, political affiliation, or sexual orientation. NYIT shall comply with the Americans with Disabilities Act to accommodate students with qualified disabilities who may require housing in appropriately accessible residence halls.
- 7. Room Occupancy:** *In most instances, two persons will occupy double rooms.* In the event that one of the occupants moves out of the room, the Office of Residence Life and Off-Campus Housing reserves the right to assign a new roommate or to reassign the remaining student to another room in order to consolidate space. **During periods of high demand for on-campus housing, some two-person rooms, as well as some community rooms, may be designated for additional occupancy. If a room is designated for additional occupancy, the student may be offered a reduced rate.**
- 8. College Liability:** Although precautions are taken to maintain appropriate security, NYIT assumes no responsibility for injury to persons, or loss of or damage to items of personal property that occur in its buildings or on its grounds, prior to, during, or subsequent to the terms of this contract. **Students and their parents or guardians are strongly encouraged to purchase and maintain appropriate insurance to cover such losses.**
- 9. Student Liability:** The student is responsible for the condition of the assigned room and all furnishings, and shall reimburse NYIT for all damages to or loss of these furnishings beyond ordinary wear and tear. Rooms are furnished with a bed, mattress, desk, chair, dresser, and closet space for each resident. In addition to the nonrefundable deposit, a damage deposit is added each academic year to the student's bill and will be held for as long as the student occupies a space. This deposit is used to pay for common area damages (divided evenly among residents of that floor/suite) and room damages (divided among room residents) for which the person who caused the damage cannot be determined. Final inspections of rooms are conducted after all residences are closed. The remainder of the deposit will be refunded by the end of June.
- 10. Room Entry:** NYIT reserves the right to enter student rooms for the purposes of inspection, improvement, repair, and maintenance, or to control the rooms in the event of an epidemic or emergency, or for any other purpose in accordance with the Student Code of Conduct and Residential Community Living Standards. NYIT reserves the right to enter on other occasions with 24 hours posted or written notice. Please refer to the Office of Residence Life and Off-Campus Housing webpage (visit [nyit.edu/housing](http://nyit.edu/housing)) for these publications.
- 11. Room Check Out:** Any student departing at the end of the contract shall be expected to perform certain check out procedures. Failure to properly check out as prescribed may result in a penalty charge, plus appropriate charges for any keys not returned.
- 12. Room Change and Contract Termination:** Room assignments may be changed, canceled, or terminated by NYIT in the interest of safety, order, health, maximum use of facilities, or disaster after due notice to the student. This contract may be terminated by NYIT for many reasons, including, but not limited to, a resident student's willful disregard of responsibilities and duties under this contract or for the rights of others, the creation of circumstances that could jeopardize life, limb, or property, of him/herself or others, or judicial action by NYIT, the state, and/or federal courts. NYIT retains the right to impose an interim suspension pending judicial action in such instances. Rooms shall be vacated within 48 hours from the time of a student's official withdrawal or suspension from the residence halls, unless a health or safety emergency requires immediate vacation of the residence hall.
- 13. Rules and Regulations:** All students must abide by the procedures and expectations in the Student Code of Conduct and Residential Community Living Standards. Copies of these documents are available online (visit [nyit.edu/housing](http://nyit.edu/housing)). NYIT reserves the right to remove residents from housing for violating these policies and procedures. Such a removal will constitute a breach of contract by the resident and **no refund will be granted** for rent and/or meal plan. Any residents living at the Old Westbury campus who are found consuming alcohol in NYIT housing may be evicted immediately. In the event of a conflict between the rules and regulations as they appear in the above named publications and the terms of this contract, the provisions of this contract shall take precedence.

**14. Non-payment or Delinquent Accounts:** If your charges are not paid when due, you agree to pay NYIT all fees and costs associated with the collection of your delinquent account. In addition to payment of the principal amount due, the additional fees and costs may include collection agency fees constituting 33 to 50 percent of the principal amount due if NYIT engages a collection agency to collect payment; legal fees of 33.3 percent of the principal amount due if NYIT engages legal counsel to collect payment; any and all interest on the outstanding balance at the maximum legal rate allowed by law and; any and all other costs associated with collection of the amount due NYIT. You understand your obligation to pay these additional fees and costs associated with collection of your delinquent account.

**15. Terms and Conditions:** These terms and conditions shall be governed by New York law. Any dispute relating to or pertaining to these terms and conditions shall be brought in the courts of New York County or Nassau County, New York.

## CANCELLATION POLICIES

### Procedure for Cancellation Before Occupancy:

After July 1, current and prospective students who contract for housing for the full academic year period, who have not yet commenced occupancy, and who subsequently decide to withdraw will be charged a \$350 contract liquidation fee. After January 1, current and prospective students who contract for housing during this period, who have neither commenced occupancy in the fall semester nor been denied residence hall contract termination, and who subsequently decide to withdraw, will be charged a \$350 contract liquidation fee. Note that students who commenced occupancy and are denied contract termination and who vacate a residence hall will be charged a \$350 contract liquidation fee, in addition to applicable charges for room (and board, if in Old Westbury). Students must notify the Office of Residence Life and Off-Campus Housing and submit a contract termination form.

### Procedure for Cancellation After Occupancy Commences:

- Students who have submitted the Residence Hall Application and who have commenced occupancy in NYIT residence halls will be held responsible for fulfilling their obligation under the contract. Occupancy commences upon issuance of a room key to a student. A residence hall student who withdraws from NYIT housing while remaining a student will be obligated to pay in full for the contract period.
- Residence hall students who withdraw from NYIT will be charged on a percentage basis in accordance with the NYIT refund policy. Additionally, there will be a charge of \$350 as a contract liquidation fee. (Note: this refund policy only pertains to students who withdraw their NYIT student status.) Students must notify the Office of Residence Life and Off-Campus Housing and submit a contract termination form.

First week of classes	75% refund
Second week of classes	50% refund
Third week of classes	25% refund
Fourth week of classes and later	No refund

- If a residence hall student graduates during the contract period, the contract shall be terminated. Residence hall students graduating during the contract period must complete and submit to the Office of Residence Life and Off-Campus Housing a Residence Hall Contract Termination Form by December 1 to avoid the \$350 contract liquidation fee.
- If a residence hall student has a medical concern, chooses to study abroad, is withdrawn academically by NYIT, or is required to teach or co-op outside of a 50-mile radius of the residence halls during the contract period, their contract may be terminated by NYIT. Residence hall students who wish to withdraw from housing for these reasons must complete and submit to Office of Residence Life and Off-Campus Housing a Residence Hall Contract Termination Form by December 1 to avoid the \$350 contract liquidation fee. Official documentation to support the student's withdrawal from housing must also be provided prior to December 1. Residents who are removed from housing due to a judicial sanction will not receive a refund of their housing and/or meal plan charges (if an Old Westbury resident). Students whose petition for release from housing is denied are responsible for payment in full of housing and/or meal plan charges (if an Old Westbury resident), even if the room is vacated.
- If an extraordinary and unforeseen circumstance occurs and all avenues of resolution have been exhausted, a student may file a petition for release from the housing license. (Roommate conflicts, finding "preferable" housing, and/or not being assigned to your first choice accommodation are not valid reasons for release.) If the petition is approved, refunds will be pro-rated based on the number of weeks lived in housing up to the effective date of release (even if you did not check into or you vacate NYIT housing before the approved effective date).

TERMS AND CONDITIONS ARE SUBJECT TO CHANGE WITHOUT PRIOR NOTIFICATION.

**All forms and documents may be obtained in the Office of Residence Life and Off-Campus Housing or online at [nyit.edu/housing](http://nyit.edu/housing). I have read, understand, and agree to the terms and conditions of the Residence Hall Application and Residential Contract.**

Signature

Date

MM/DD/YYYY

NYIT ID

If you are under the age of 18 at the time of signing of your Residence Hall Contract, your parent/guardian MUST sign below authorizing their agreement to the Residence Hall Contract.

Parent/Guardian Signature

Date

MM/DD/YYYY

## OFFICE OF RESIDENCE LIFE AND OFF-CAMPUS HOUSING

Complete this form, and email or mail to:

### Manhattan Campus

1855 Broadway  
New York, NY 10023-7692

Phone: 212.261.1737  
Fax: 212.261.1778  
Email: [housingma@nyit.edu](mailto:housingma@nyit.edu)

### Old Westbury Campus

Northern Boulevard  
P.O. Box 8000  
Old Westbury, NY 11568-8000

Phone: 516.686.1402  
Fax: 516.686.1405  
Email: [housingow@nyit.edu](mailto:housingow@nyit.edu)