

DEPARTMENT OF RESIDENCE LIFE: COMMUNITY COLLEGE AT AIC HOUSING AGREEMENT

Welcome to the American International College – Community College Student Housing Agreement. Here, you will be able to find our terms, policies and procedures involved with living on campus. A student agrees to these terms, policies and procedures when the student submits their application to live on campus. The AIC-CC Student Housing Agreement can be found on our website (www.aic.edu/myhousing) and a PDF version of the agreement is emailed to each student after they complete and submit their application for on-campus living; the AIC-CC Student Housing Agreement is sent to the student’s AIC email address.

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SECTION 12 of the STUDENT HANDBOOK

1. GENERAL RESIDENCE POLICY

- a) Room and roommate assignments are made without regard to race, creed, religion, national origin, political beliefs, sexual orientation, disability, veteran status, age, or any other categories protected by the Commonwealth of Massachusetts and by federal law.

- b) The resident will abide by the regulations of the College set forth in the current edition of the Student Handbook, the regulations set forth in this Student Housing Agreement, and by the regulations established by the Residence Life staff of the building in which the resident resides. This includes provisions discussed during student floor and building meetings.

- c) It is expressly understood that violation of policies in the Student Handbook or the Student Housing Agreement by the resident may result in penalties ranging from a verbal warning to permanent dismissal from the College. (See student handbook section 3)

- d) The College is under no obligation to house a resident who has been previously removed from housing due to a failure to abide by the conditions of this agreement. Where appropriate for the personal safety of the resident(s), and by adherence to college policy, the College reserves the right to remove a student from their residence hall. In addition, the College may exclude a student from the residences to protect the public health or the safety of the individual student or the entire student body.

2. ELIGIBILITY

- a) Holyoke Community College students: HCC students over the age of 18 years old enrolled full-time or part-time at HCC and in good academic, conduct, and other standings with AIC and HCC will be eligible for placement in housing.

- b) Springfield Technical Community College students: STCC students over the age of 18 years old enrolled full-time at STCC and in good academic, conduct, and other standings with AIC and STCC will be eligible for placement in housing.

3. DISCLOSURE OF INFORMATION AGREEMENT

- a) American International College protects the privacy of students by limiting personal information that it will disclose.

- b) By signing the AIC-CC Housing Agreement, I authorize American International College to disclose student conduct, housing, billing, and other relevant information to the community college in which I am enrolled.

4. FINANCIAL AID POLICY

- a) Apply for financial aid through your community college and your Financial Aid Office. Students will be billed through AIC and should provide their community college with the cost of living on campus for the community college to adjust their financial aid package and needs.

5. ASSIGNMENT OF HOUSING/APPLICATION PROCESS

- a) Applications must be made directly to the Department of Residence Life by submitting a student housing application and accepting the terms of the Student Housing Agreement through the MyHousing web portal (www.aic.edu/myhousing). If the student has not applied in this manner, the student will not be considered for housing. No other department or person on campus can assign housing other than designees of the Department of Residence Life. All students must apply online in this manner.

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- b) The College reserves the right to change room assignments and to reassign students to different rooms at any time as deemed necessary.
- c) Room assignments for new students to AIC will typically be posted to the MyHousing portal in July for the fall semester and in early January for new spring semester residents.
- d) The College places community college students new to AIC housing into housing, after the selection process for returning AIC students.
- e) Returning community college students are able to participate in the returning student housing selection process in April.
- f) No family housing is available at this time.

6. HOUSING RATES

- a) The resident agrees to pay the College in advance, on a semester basis, the rent established for the room that is assigned.
- b) The semester rates per resident are (subject to Board of Trustees approval):

RESIDENCE HALL	SINGLE BY DESIGN	SINGLE BUYOUT	TRADITIONAL DOUBLE	TRIPLE BY DESIGN	SINGLE DUE TO VACANCY UPCHARGE**
Acorn Undergraduate Apartments	N/A	\$4,269***	\$3,162	N/A	\$474
Broadhurst Hall	\$3,207	\$3,609***	\$2,673	N/A	\$402
Edgewood Hall	\$3,351	\$3,755***	\$2,793	\$2,451	\$420
Hines Hall*	\$2,940	\$3,309	\$2,451	N/A	\$369
Magna Hall*	N/A	\$3,309	\$2,451	\$2,451	\$369
Pouch Hall*	\$2,940	\$3,309	\$2,451	N/A	\$369
Street Hall*	\$2,940	\$3,309	\$2,451	N/A	\$369

*These buildings are all traditional buildings.

**See section on Single due to Vacancy

***Only available on a limited basis- availability determined by the Department of Residence Life

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7. BREAK HOUSING

a) Residents are required, unless qualifying conditions are met, to pay additional fees for housing during Thanksgiving, Winter, Spring, and Summer breaks. See exceptions below:

Type of Break	Cost	Cost Waivers Offered To:
Thanksgiving Break	\$45 Per Night	<ul style="list-style-type: none"> • In-Season Athletes participating in conditioning/practice/competition. • Campus employees actively working during the break. • Students with a permanent address that is 350+ miles away from AIC. • Students taking a required course or internship that meets during the break • Residence Life Staff
Winter Break	\$45 Per Night	<ul style="list-style-type: none"> • In-Season Athletes participating in conditioning/practice/competition. • Campus employees actively working during the break. • Students taking a required course or internship that meets during the break • Residence Life Staff
Spring Break	\$45 per night	<ul style="list-style-type: none"> • In-Season Athletes participating in conditioning/practice/competition. • Campus employees actively working during the break. • Students with a permanent address that is 350+ miles away from AIC. • Students taking a required course or internship that meets during the break • Residence Life Staff
Summer Break	\$45 per Night -OR- \$125 per week for a double room -OR- \$175 per week for a single room	<ul style="list-style-type: none"> • Student employees working in a position on campus that comes with an approved summer housing waiver (must be requested by the employer, and be approved by the Saremi Career Development Center). • Students taking a required class/internship (waiver only applies while classes are in session).

b) If the level of occupancy of a room changes, or the resident changes to another room and the rate for the new room is different, then a refund or additional payment may be required. (Also see Section 7: Vacancies)

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8. AGREEMENT PERIOD

a) The term of this agreement is for both the fall and spring semesters until one of the following conditions are applicable:

Student's Voluntary Withdrawal from The College	Once the Department of Residence Life is notified of a student's withdrawal from the College, the student must completely vacate their housing and return their key(s) within 48 hours.
Student's Involuntary Withdrawal from The College	Once the Department of Residence Life is notified of a student's withdrawal from the College, the student must completely vacate their housing and return their key(s) within 24 hours.
Student Has Completed Their Last Final Exam for The Term	The student must completely vacate their housing and return their key(s) within 24 hours, OR at 10:00am on the day after the last scheduled day of final exams (whichever occurs first) for non-graduating students and graduating students not participating in Commencement.
Student Has Participated in Commencement.	The student must completely vacate their housing assignment and return their key(s) by 4:00pm on the day of Commencement in the month of May.
Student Has Not Registered for Classes	The student must be registered by July 1 st to keep their housing assignment. Students not registered by July 1 st will lose their housing assignment and be placed on the waiting list. Students will be held to the three-year housing requirement.

b) The policies in this agreement extend into summer months and break periods for those who apply for summer or break residency.

c) The Housing Agreement covers an entire academic year (fall and spring semesters) and cannot be broken mid-year. A student will only be released from the agreement with permission from the Waiver Approval Committee or the Dean of Students.

d) Refund/Forfeiture Policies: If the student withdraws from the College during the course of the semester, refunds of the room rent, and dining charges will be determined by Residence Life by using the appropriate community college academic calendar.

WEEKS/DAYS	PERCENTAGE OF REFUND FOR HOUSING AND MEAL PLAN COSTS
Prior to the first day of classes	100%
During the Open Add/Drop Period	100%
After the Open Add/Drop Period ends to the 15 th day of the semester	80%
Week 3 (Days 15-21)	60%
Week 4 (Days 22-28)	40%
Week 5 (Days 29-35)	20%
Week 6 and after	No Refund

No rent or dining refunds will be given to persons required to withdraw by the College because of a failure to meet obligations under the housing agreement, or who are removed permanently or temporarily from residence for conduct reasons.

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e) Cancellation Policy: Students removed from housing due to conduct sanctions will forfeit any refund and will be responsible for paying any applicable fees. Students seeking to cancel their housing agreement must notify the Department of Residence Life in writing and the following fees will be assessed:

**STUDENTS THAT APPLY FOR AND/OR LIVE ON CAMPUS
STARTING IN THE FALL SEMESTER**

DATE STUDENT MAKES THEIR REQUEST TO CANCEL HOUSING:	HOUSING CANCELLATION OUTCOME:
Before the first day of fall term class registration -TO- The Last Day of the Fall Term Add/Drop Period	<ul style="list-style-type: none"> • Housing and Dining can be canceled. • If student has moved in, they will need to vacate their housing assignment and return their key(s) within 48 hours. • If student has been charged for housing and dining, a refund will be issued. • If cancellation is approved after move-in day, a pro-rated charge for housing and dining will remain on the student’s account. • The student will be charged a \$100 Cancellation Fee
The day after the Fall Term Add/Drop Period Ends -TO- The Midpoint of the Fall Term	<ul style="list-style-type: none"> • Housing and Dining can be canceled. • If student has moved in, they will need to vacate their housing assignment and return their key(s) within 48 hours. • If student has been charged for housing and dining, a refund will be issued. • If cancellation is approved after move-in day, a pro-rated charge for housing and dining will remain on the student’s account. • The student will be charged a \$500 Cancellation Fee
After the Midpoint of the Fall Term	<ul style="list-style-type: none"> • Housing and Dining can be canceled with NO refund of the fall or spring housing and dining charges, no additional cancellation fee will be assessed. Housing Cancellation Application must be completed on the MyHousing Portal. • To request a refund of Housing and/or Dining Charges due to extenuating circumstances a Housing & Dining Cancellation Waiver Form must be submitted by the student, and then reviewed by the AIC Waivers and Accommodations Committee for approval or denial, otherwise fall and spring charges will remain as outlined. • If student has moved in, they will need to vacate their housing assignment and return their key(s) within 48 hours of their approved cancellation.

For specific dates, please review the AIC Academic Calendar or contact the Department of Residence Life: residence.life@aic.edu

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**STUDENTS THAT APPLY FOR AND/OR LIVE ON CAMPUS
STARTING IN THE SPRING SEMESTER (DID NOT LIVE ON CAMPUS IN THE FALL TERM)**

DATE STUDENT MAKES THEIR REQUEST TO CANCEL HOUSING:	HOUSING CANCELLATION OUTCOME:
Before the first day of spring term class registration -TO- The Last Day of the Spring Term Add/Drop Period	<ul style="list-style-type: none"> • Housing and Dining can be canceled. • If student has moved in, they will need to vacate their housing assignment and return their key(s) within 48 hours. • If student has been charged for housing and dining, a refund will be issued. • If cancellation is approved after the formalized move-in period, a pro-rated charge for housing and dining will remain on the student's account. • The student will be charged a \$100 Cancellation Fee
The day after the Spring Term Add/Drop Period Ends -TO- The Midpoint of the Spring Term	<ul style="list-style-type: none"> • Housing and Dining can be canceled. • If student has moved in, they will need to vacate their housing assignment and return their key(s) within 48 hours. • If student has been charged for housing and dining, a refund will be issued. • If cancellation is approved after the formalized move-in period, a pro-rated charge for housing and dining will remain on the student's account. • The student will be charged a \$500 Cancellation Fee
After the Midpoint of the Spring Term	<ul style="list-style-type: none"> • Housing and Dining can be canceled with NO refund of the spring housing and dining charges, no additional cancellation fee will be assessed. Housing Cancellation Application must be completed on the MyHousing Portal. • To request a refund of Housing and/or Dining Charges due to extenuating circumstances a Housing & Dining Cancellation Waiver Form must be submitted by the student, and then reviewed by the AIC Waivers and Accommodations Committee for approval or denial, otherwise fall and spring charges will remain as outlined. • If student has moved in, they will need to vacate their housing assignment and return their key(s) within 48 hours of their approved cancellation.

For specific dates, please review the AIC Academic Calendar or contact the Department of Residence Life: residence.life@aic.edu.

NOTE: Our cancellation policy is not applicable to students seeking to withdraw from the institution. Please contact the Student Accounts Office for information about tuition and fee refund policy.

f) Students with a field placement, that is greater than 30 miles from AIC's campus, occurring in the spring semester, are eligible to cancel their spring housing at no charge, with supporting documentation from their academic program.

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9. VACANCIES

a) The Department of Residence Life reserves the right to fill all vacancies at any time.

b) If a space becomes available in a room because a roommate moves out or does not arrive, the Department of Residence Life reserves the right to fill the vacancy without notice if the resident is not paying the single room rate. If another student is assigned to be the resident’s new roommate, that assignment is final – the current resident does not have the ability to veto this decision. In most cases, the Department of Residence Life will attempt to give 24 hours notice prior to the roommate moving into the room. This period allows time for the current resident to prepare to receive the new roommate positively; it is not an opportunity to consider or reject the assignment.

i) If the room is not purchased as a single buyout, the room must remain in move-in ready condition for another student to move in. This means that beds must remain separated and other furniture must not be used by the current resident. A conduct fine will be assessed if this is not followed.

c) Students with vacancies at any time may request to purchase the room as a single buyout with the Department of Residence Life. The Department of Residence Life will consult with the Student Accounts Office and if approved, such space will be taken off the vacancy list and the student will be billed the appropriate cost for the single assignment. If the student does not pay for a single room, the student will be required to go through the room consolidation process as outlined below.

d) Room Consolidation Process:

The following options are available to students who have vacancies as of the first day of classes for the Fall Semester:

- i. Pull another student of their choice into their room that will result in a consolidation.
- ii. Move to another student’s room of their choice that will result in a consolidation.
- iii. Purchase the room as a “Single Buyout.” This option is based on overall room availability on campus for current and incoming students.
- iv. If the student does not fill their vacant space, move to another room, or purchase the room as a single buyout, the student will automatically be charged for the single buyout rate, and the other bed will be taken offline. The student may later reverse this decision for a prorated cost, depending on when the student makes the request.

The following options are available to students who have vacancies as of the first day of classes for the Spring Semester:

- i. Pull another student of their choice into their room that will result in a consolidation.
- ii. Move to another student’s room of their choice that will result in a consolidation.
- iii. Purchase the room as a “Single due to Vacancy” for an upcharge of 15% added to the semester room rate. This option is based on overall room availability on campus for current and incoming students. This option is only available for students that meet the criteria for a Single Due to Vacancy as defined below.

A Single Due to Vacancy is as follows:

- I. A student living in a double room, who had a roommate living with them for the majority of the Fall Semester and currently has a vacancy in their room.
- II. The “Single Due to Vacancy” reduction cannot be made retroactive at semester break for any student who purchased a full rate single buyout at the time of housing application/selection or during the Fall semester.
- III. If the student does not fill their vacant space, move to another room, or purchase the room as a single due to vacancy, the student will automatically be charged for the single buyout rate, and the other bed will be taken offline. The student may later reverse this decision for a prorated cost, depending on when the student makes the request.

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e) Residents who engage in conduct designed or intended to dissuade or intimidate other students from moving into a room, or who otherwise attempt to manipulate the housing assignment process, will be subject to conduct action and mandatory billing for a single. Residents not removing belongings from half of the room during the consolidation process or after receiving notification of a new roommate from the Department of Residence Life is considered an act of intimidation.

10. MEAL PLANS & RATES

a) All community college students must carry a meal plan.

b) Meal Plan Rates

Meal Plan	Rate Per Semester	Community College Students
7 Day, Unlimited +\$300 Dining Dollars	\$2,427	May purchase.
14 Meals Per Week +\$200 Dining Dollars	\$1,983	May purchase.
125 Meals Per Semester +\$200 Dining Dollars	\$1,251	Minimum requirement for community college students living anywhere other than Acorn apartments.
75 Meals per semester +\$100 Dining Dollars	\$750	Minimum requirement for community college students living in Acorn Apartments.

11. PERSONAL PROPERTY AND INSURANCE FOR FIRE/THEFT/DAMAGE

a) The College is not responsible or liable for any loss or damage to personal property resulting from fire, theft, or any cause. It is strongly recommended that each student obtain personal property insurance. Students may apply directly for insurance from www.nssi.com or another vendor of their choosing.

12. CHECKING INTO A ROOM:

a) Room Key: Each resident will receive a room key(s) and a front door access code. Residents will agree on their room condition report (RCR) indicating they have obtained their key(s). Residents may not change or add locks (including chain locks, deadbolts, etc.).

b) Room Condition Reports: When a student moves into a residence hall, he or she must verify the accuracy of the check-in portion of the room condition report and accept or contest the RCR within 72 hours. Any damages or missing items must be noted in the comment section and verified by a Residence Life staff member to prevent a charge at check-out. The resident will review the RCR and acknowledge that the RCR represents that the conditions recorded at check-in are accurate. Failure to complete the online RCR will result in the condition being accepted as stated on the RCR. The RCR can be found by going to www.aic.edu/myhousing.

c) Early Check-In: Residents must abide by the appointed schedule for arrival. Early arrivals will be limited to those student leaders designated essential to college activities in advance of the official opening, athletes

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participating in preseason training camps, and international students with prior permission from the international student advisor. No other residents are typically permitted to arrive before the official posted opening date. If an early arrival is deemed necessary and approved, the early arrival will be charged the daily housing rate (\$45 per day) in addition to semester room charges.

d) Late Check-In: Spaces will be held until 4:00 p.m. on the first day of classes of each semester, unless prior written notification of late arrival is received by the Department of Residence Life. Failure to arrive by this time will result in forfeiture of space.

e) Lockouts: Students locked out of their room should contact a hall staff member for admittance to the room. Students must provide proof of residency (student ID card). Residents will receive two (2) free lockouts per year and will be charged \$10 per lockout after the second. A lockout is defined as a resident missing their ID and/or key to enter the building/apartment and/or bedroom. Residents will only be admitted to their assigned room. If Campus Police is called for a lockout, there will be a \$30 emergency lockout charge assessed to the student's account.

f) Lost Keys: If a key is lost, a lock change will be initiated, and a \$75 charge will be assessed to the resident's account. Residents of Broadhurst, Edgewood and Acorn: If both keys are lost at the same time, both locks will be changed and a \$100 charge will be assessed.

g.) Housing Freeze: Starting 14 days (about 2 weeks) prior to move-in of the fall and spring semester, until the end of the open add/drop period, a housing freeze is in effect. During the housing freeze, room changes are not granted unless an emergency presents itself and the Department of Residence Life and/or AIC Campus Police is required to intervene. The Department of Residence Life will start receiving and reviewing requests to move starting the day the open add/drop period ends.

13. CHECKING OUT OF A ROOM:

a) This procedure applies to all residents checking out of any room, at any time, for any reason. Reasons can include but are not limited to: voluntary or involuntary withdrawal from the College, moving to a new room assignment on campus, or moving off campus.

b) Standard Check Out (Best Option)

Step 1. Schedule a time with the RA on the resident's assigned floor to perform a room check out based on when all personal belongings will be removed from room.

Step 2. Remove all personal belongings. All rooms must be swept and cleared of all debris, or a cleaning fee will be assessed to the student's account.

Step 3. Have RA conduct room check out.

3A. Sign the "check out" portion of the RCR. The Department of Residence Life assumes that the resident agrees to the room condition as stated in the RCR if the resident checks out improperly and the resident will also forfeit their right to appeal damage charges if they check out improperly.

3B. Return key to the Residence Life staff member. Failure to turn in the key during check-out will result in a fee (see section 10f. for specific fees).

c) Express Check Out*

*NOTE: Using this option forfeits the student's right to appeal any damage charges.

Step 1. Obtain express check out envelope from a Residence Life Staff member.

Step 2. Remove all personal belongings. All rooms must be swept and cleared of all debris, or a cleaning fee will be assessed to the student's account.

Step 3. Fill out express check out envelope, place key in envelope, and leave in designated location.

d) Improper check out: An improper check out occurs when a student does not complete either check out procedure (11b or 11c). When an improper check out occurs, the student will be assessed a

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\$50 Improper Check Out Fee and will not be able to appeal any damage charges.

e.) Abandoned Property: After a student is expected to vacate their housing assignment, be it at the end of the semester, academic year, or within 24-48 hours of a withdrawal or dismissal from the College, the student is to remove all personal property from the residence hall and dispose of all trash and recycling properly.

If it's found that the student does not remove their personal property within the time allotted, AIC Facilities Maintenance Staff will remove it for a non-refundable fee from \$25 to \$200, depending on the amount of property left in the residence hall. The property will then be securely stored for a non-refundable fee of \$25 per day for up to 14 calendar days. If the student does not make arrangements with the Department of Residence Life to pick up their property within the 14 days it is in storage, the property will be disposed of or donated to a non-profit organization in the Western Massachusetts area on the 15th day.

14. ROOM CHANGES

a) Residents may not move from one room to another without prior consent from the Department of Residence Life. Violation of the requirement will result in a \$50 charge (the resident will also be required to move back into the original assignment) and is a violation of this agreement. Requests for room changes will not be accepted after assignments have been posted until after the last day of add/drop at the beginning of each semester.

b) Room change options

i. Room Change Request: A room change request must be initiated by the resident looking to move out of their current assignment. If approved, the resident will be placed in a new assignment of the Department of Residence Life's choosing. To start the Room Change Request process, please come to the Department of Residence Life to pick up a Room Change Request Form.

ii. Vacancy Pull-In: initiated by a resident with a vacancy in their room or apartment. If approved, the requested resident will be pulled into the vacancy of the requester. Please email residence.life@aic.edu to request a vacancy pull-in.

c) The movement of first-year students assigned to a first-year area to an upperclassmen residence hall is not permitted except under extenuating circumstances. Permission must be granted by the Assistant Director for Residential and Commuter Student Living. The same policy applies to upperclassmen students requesting a move to a first-year student area.

15. ROOM INVENTORIES, DAMAGE/LOSS CHARGES

a) Furnishings/Fixtures: The following is provided to each student in residence: one bed, mattress, dresser, desk and desk chair. There is at least one closet or wardrobe per student assigned to a room. Edgewood suites are furnished with a coffee table, kitchen table with four chairs, and soft seating to accommodate the maximum occupancy of the suite., Broadhurst suites are furnished with soft seating to accommodate the maximum occupancy of the suite. Acorn Heights apartments are furnished with a coffee table, kitchen table with four chairs, and soft seating to accommodate the maximum occupancy of the suite. Acorn Heights also has a full kitchen with appliances.

*Any student wishing to bunk or loft their bed, must request this through the Department of Residence Life and Student Conduct using the work order system. No student should bunk/loft their bed, all requests will be completed by Maintenance Staff. Unauthorized bunking of beds will result in disciplinary sanctions.

*In every residence hall, furniture that is in the room when the student arrives must stay in that room. Furniture should not be swapped with other residents' furniture within or outside of their residence hall. No outside mattresses, couches, futons or lounge chairs are permitted within the residence halls.

b) Internet Access: Wireless Internet access is provided to all students living in on-campus residence halls and is the only way to access internet in the residence halls. Students may not bring in their own routers or contract with a company to provide outside internet.

c) Phone Service: The College does not provide in room telephone service.

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d) Cable: A limited number of high-definition channels are provided to students in their residence hallroom. Students will just need to hook up the coax cable to the wall and their TV, set their TV to antenna/satellite and scan to receive the channels. Extended and premium high-definition cable service is offered in the lounges of each residence hall with lounge facilities, in the Stinger, and in the Fitness Center.

e) Laundry Service: All on campus residence halls are equipped with washers and dryers for use free of charge. The College is not responsible for damage or theft of clothing and use of laundry equipment is at the resident's own risk.

f) Room Damage/Loss: The resident (and roommate where assigned) is/are responsible for damages to their room and damage and/or loss to the furnishings and fixtures the College has placed there. The resident agrees to pay for the restoration of the property to its condition at the time of occupancy, or for repairs or replacement (beyond normal wear and tear), unless the identity of others responsible for the damage or loss is established and proven by the resident(s). Resident(s) are responsible for any damage or loss to the premises caused by their guests. Charges for damages, cleaning, replacement of furniture, etc., shall be divided by the number of students assigned to the room. If one roommate assumes responsibility for damages, cleaning, replacement of furniture, etc., a written statement signed by both roommates must be submitted to the Department of Residence Life. Charges will not be assessed to one roommate based solely on one roommate claiming another responsible.

i. Room Damage Appeals: Any student who is billed for room damages/loss will receive an email from the Department of Residence Life outlining the damage charges. The student will have 14 days from the date of the email to submit a damage/loss appeal. Appeals are submitted online via the Housing Damage Charge Appeal form. Appeals are reviewed by the Assistant Director for Housing Operations and all appeal decisions are final.

g) Common Area Damage/Loss: Students, as part of a larger community, are collectively responsible for the care of common/public areas. Common areas include, but are not limited to, corridors, lounges, kitchens, laundry rooms, bathrooms, lobbies, elevators, stairwells and grounds surrounding the building. When damage occurs, all resident(s) will be billed for the repairs unless someone takes responsibility for the damage or other residents can prove who was responsible. Damages may also result in conduct action. Those students who are responsible for vandalism or theft may be removed from and/or denied future housing in college residence halls. Littering on college grounds and properties is also considered to be damage.

h) Removal of College Furniture: Under no circumstances should college furniture be removed from any room without permission from the Assistant Director for Residential and Commuter Living. Unauthorized removal of furniture will result in moving or replacement costs. Common area furniture placed in public areas such as lounges, lobbies, etc. must not be removed. Residents will be charged for any missing inventory. Students who move such property to individual rooms will be subject to conduct action.

16. MAINTENANCE, REPAIRS, EXTERMINATION, AND HOUSEKEEPING

a) While the College will be responsible for routine maintenance, the resident is responsible for reporting maintenance concerns. The College will provide electrical power, heat and water, and maintain these utilities under controlled conditions.

b) The College shall not be responsible or liable for any damage or loss to a resident's personal property while on the premises caused by the cessation or failure of such utilities, no matter the reason. It is strongly recommended that each student obtain personal property insurance. Students should apply directly for insurance from www.nssi.com or another vendor of their choosing.

c) The College will not be in breach of this agreement if such utility service is suspended for any reason. If the premises are rendered unsafe or unfit for occupancy, the College will offer alternate

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housing if it is available on campus or provide a prorated refund on the unused portion of the rent if residency must be vacated permanently.

- d) Request for repairs can be filed in 2 ways.
 - i) Residents can submit work orders for their room via the MyHousing portal. Instructions will be sent out at the start of the academic year.
 - ii) Residents can notify a Residence Life staff member who will submit a work order.

If the repair is not made within a reasonable amount of time, a second work request should be submitted directly to the Department of Residence Life by e-mailing residence.life@aic.edu.

e) Residents must take care in keeping their own rooms clean so as to prevent insect and pest infestation. The College will make arrangements with an exterminator to respond to specific insect and pest problems. This service must be requested through the Residence Life staff. Room conditions that are deemed to be unsanitary could result in the extermination fee being billed back to the residents of the room (if applicable).

f) Housekeepers are responsible for routine cleaning of public areas such as hallways, stairwells, public bathrooms, elevators and lounges. Students are expected to maintain their rooms in an orderly and sanitary condition. This includes removal of personal trash to the designated trash area on each floor. Fines or other conduct measures may be levied for excessive trash not placed in receptacles or surrounding the grounds. Residents must abide by the rubric provided by the Department of Residence Life.

17. ALCOHOL, DRUG, AND SMOKING POLICY

a) Alcohol is not permitted in or around residence halls regardless of whether the resident is of legal drinking age (see Acorn exception in the Student Handbook). Public consumption and presence of alcohol will not be tolerated. Residents will be instructed to dispose of, or surrender any alcohol present.

b) All residents agree to comply with federal, state, and municipal laws and ordinances with regard to alcohol and drugs, and with college policy regarding possession or use of alcoholic beverages and drugs and agree that your room shall not be used for any purpose contrary to law or college policy in this regard.

- i. Despite the legalization of marijuana in Massachusetts, possession and/or use of marijuana in any form is prohibited from the AIC campus. Any marijuana or paraphernalia will be confiscated and disposed of if found on Campus. More detailed information about the marijuana policy can be found in the Student Handbook.

c) All residence halls at American International College are smoke free. Smoking of any kind, including electronic smoking devices, is not permitted in student rooms or any other area of college residence halls. "Electronic Smoking Devices" means any product containing or delivering nicotine or any other substance intended for human consumption that can be used by a person to simulate smoking through inhalation of vapor or aerosol from the product. The term includes any such device, whether manufactured, distributed, marketed, or sold as an e-cigarette, e-cigar, e-pipe, e-hookah, or vape or vaporizer pen, or under any other product name or descriptor.

18. INSPECTIONS/ROOM ENTRY

a) The College reserves the right to enter rooms when there are issues concerning the health, safety and welfare of occupants/hall residents, violations of policies, or assessment of damage or repairs. Though presence of the resident is preferred, it is not required to carry out such actions. Routine safety inspections will be done each semester.

b) In order to secure the buildings, Residence Life staff members will enter and check all resident rooms during the fall, winter, and spring breaks for security and safety purposes. Visible violations of college policy will result in conduct action.

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c) If a roommate moves out of a room, a member of the Residence Life staff may enter the room following the completion of the move to inspect for damages and ensure space is available for a new roommate.

d) College policy prohibits staff members from unlocking room doors for anyone other than the occupants of the room, except for the provisions listed above.

19. PROHIBITED ITEMS IN THE RESIDENCE HALLS

a) Some examples of items not permitted in any residence hall are listed here. However, this list is not necessarily all-inclusive. Items deemed unsafe or inappropriate for the residence halls by the Department of Residence Life will need to be removed from the hall immediately.

ITEM	PROHIBITED FROM ACORN HEIGHTS and EDGEWOOD HALL	PROHIBITED FROM BROADHURST, MAGNA, HINES, POUCH, and STREET HALLS
ALCOHOL**	X	X
ANIMALS***	X	X
ANTENNAS/SATELLITES	X	X
BREAD MACHINES	PERMITTED	X
CANDLES and INCENSE	X	X
CEILING FANS	X	X
CROCKPOTS	PERMITTED	X
CHAIN LOCKS	X	X
DEADBOLT LOCKS	X	X
DRUGS****	X	X
DRUG PARAPHERNALIA*****	X	X
COUNTERTOP ELECTRIC GRILLS	PERMITTED	X
EXPLOSIVES and	X	X

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FIREWORKS OF ANY KIND		
FREEZERS: DEEP or STAND ALONE	X	X
GASOLINE and COMBUSTIBLE SUBSTANCES	X	X
HALOGEN LIGHT BULBS	X	X
OIL LAMPS	X	X
OPEN FLAMES	X	X
OUTSIDE FURNITURE***** INCLUDING MATTRESSES, COUCHES, FUTONS, LOUNGE CHAIRS, OR ANYTHINGMADE OF WICKER	X	X
POLE/OCTOPUS LAMPS	X	X
SPACE HEATERS	X	X
THERMOSTATICALLY CONTROLLED HOT POTS	PERMITTED	X
TOASTER OVENS	PERMITTED	X
WALLPAPER or PANELING	X	X
WEAPONS*****	X	X
WIRELESS ROUTERS AND WIRELESS PRINTERS*****	X	X
AIR FRYERS, COFFEE MAKERS, and KEURIG'S	PERMITTED	X

****ALCOHOL:**

Alcohol is strictly prohibited from all residence halls regardless if the person(s) in possession are over 21 years of age or not. Alcohol is permitted in Acorn Heights if all persons present are at least 21 years of age. At no time should alcohol be present in a room/suite/apartment in Acorn Heights if a person either residing or visiting the room is under 21 years of age.

*****ANIMALS:**

Only fish in a tank no larger than 10 gallons is permitted. Service and support animals must be approved through the Center for Accessibility Services and Academic Accommodations.

******DRUGS:**

Over the counter and prescribed drugs are permitted in all halls; prescribed drugs are only to be in the possession of the person they are prescribed to. All non-over the counter and non-prescribed drugs are strictly prohibited from all residence halls, and from AIC's campus. This includes recreational cannabis and medically prescribed cannabis, despite its legal status in the Commonwealth of Massachusetts.

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*******DRUG PARAPHERNALIA:**

Any item(s) purchased with the intention of being used to consume illicit drugs or any item(s) that is manipulated or manufactured to do so is strictly prohibited.

*******OUTSIDE FURNITURE:**

American International College is required to comply with furniture fire code standards of both local city government and the Massachusetts Comprehensive Fire Safety Code (527 CMR 1). All upholstered furniture that is constructed of on-half inch or more thickness padding are subject to these requirements, including mattresses. The minimum fire resistance rating, which can be found on the original manufacturer’s tag, for all upholstered furniture located within all student housing owned and/or operated by American International College is required to be labeled with certification of compliance with California Technical Bulletin 129 (CAL129) or Title 16 of the Code of Federal Regulations part 1633 (16 CFR 1633).

Should a student require a mattress to accommodate a medical need, that accommodation must be approved through the Center for Accessibility Services and Academic Accommodations. This will require medical documentation indicating that mattress pads/toppers are not able to meet the needs of the student, and that a mattress is required. The student is required to submit proof of purchase of the mattress and a photo of the original, sewn-in California Technical Bulletin 129 (CAL129) or Title 16 of the Code of Federal Regulations part 1633 (16 CFR 1633) label no less than 5 business days prior to the mattress’s arrival; if this documentation is submitted late, the approval process for the mattress will be delayed. The mattress cannot exceed a standard twin size (38”x75”). The student is responsible for the removal of the mattress upon vacating their housing assignment otherwise they will be assessed a removal and disposal fee. The college will not store personal mattresses between semesters. Should it be found that a student’s personal mattress be the source/cause of any pest infestations, the student will be assessed extermination and damage fees. If approved, only the mattress is permitted in the residence halls; personal bedframes and box springs are prohibited. The Department of Residence Life, Facilities Management and Housekeeping, Dexter Health Services, and the Center for Accessibility Services and Academic Accommodations may have the mattress removed and disposed of at anytime the mattress is found to be a risk to other student(s) health, safety, or wellbeing.

*******WEAPONS:**

Includes but is not limited to knives, firearms, bb or pellet guns, paintball guns, and “toy” guns.

*******WIRELESS ROUTERS and WIRELESS PRINTERS:**

Wireless routers are strictly prohibited from all residence halls as they prevent other students being able to connect to the wireless network. Wireless printers are permitted, however their ability to send a wireless signal must be turned off.

LIMITED ITEMS:

AIR CONDITIONERS	Air conditioners (portable and window units) are prohibited unless a student has an accommodation approved through the Center for Accessibility Services and Academic Accommodations.
MATTRESSES	American International College is required to comply with furniture fire code standards of both local city government and the Massachusetts Comprehensive Fire Safety Code (527 CMR 1). All upholstered furniture that is constructed of

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	<p>on-half inch or more thickness padding are subject to these requirements, including mattresses. The minimum fire resistance rating, which can be found on the original manufacturer’s tag, for all upholstered furniture located within all student housing owned and/or operated by American International College is required to be labeled with certification of compliance with California Technical Bulletin 129 (CAL129) or Title 16 of the Code of Federal Regulations part 1633 (16 CFR 1633).</p> <p>Should a student require a mattress to accommodate a medical need, that accommodation must be approved through the Center for Accessibility Services and Academic Accommodations. This will require medical documentation indicating that mattress pads/toppers are not able to meet the needs of the student, and that a mattress is required. The student is required to submit proof of purchase of the mattress and a photo of the original, sewn-in California Technical Bulletin 129 (CAL129) or Title 16 of the Code of Federal Regulations part 1633 (16 CFR 1633) label no less than 5 business days prior to the mattress’s arrival; if this documentation is submitted late, the approval process for the mattress will be delayed. The mattress cannot exceed a standard twin size (38”x75”). The student is responsible for the removal of the mattress upon vacating their housing assignment otherwise they will be assessed a removal and disposal fee. The college will not store personal mattresses between semesters. Should it be found that a student’s personal mattress be the source/cause of any pest infestations, the student will be assessed extermination and damage fees. If approved, only the mattress is permitted in the residence halls; personal bedframes and box springs are prohibited. The Department of Residence Life, Facilities Management and Housekeeping, Dexter Health Services, and the Center for Accessibility Services and Academic Accommodations may have the mattress removed and disposed of at anytime the mattress is found to be a risk to other student(s) health, safety, or wellbeing.</p>
<p>MICROWAVES</p>	<p>No more than 1000 watts per microwave, and only one microwave is permitted per unit.</p>
<p>REFRIGERATORS</p>	<p>No larger than four cubic feet and only one refrigerator (regardless of size) per resident.</p>
<p>TAPESTRIES</p>	<p>Cannot exceed 3 feet x 5 feet. No more than 25% of a wall can be covered. Nothing can be hung from the ceiling, lights, or fire safety equipment. Nothing can be hung to obstruct the view from the suite into the main hallway.</p>
<p>WIRELESS PRINTERS</p>	<p>Wireless printers are permitted, however their ability to send a wireless signal must be turned off. Having this feature turned on will interfere with others’ connection to the wireless network.</p>

b) To preserve the health and safety of the residents, only fish in bowls or aquariums (not larger than 10 gallons) are allowed in residence halls. Students needing any type of service or emotional support animal must get an accommodation from the Accessibility Services Coordinator. Any student with an accommodation for an animal other than a fish must follow the AIC Service Animal Policy.

c) Some college residence halls were designed during a time when there was less reliance and need for electrical appliances. The College therefore reserves the right to impose reasonable requirements with respect to the type and use of appliances, equipment, and other items students bring into the residence halls.

- Refrigerators – Refrigerators no larger than four cubic feet are permitted in residence hall rooms. No more than one refrigerator per resident.
- Microwave Ovens – Microwave ovens less than 1000 watts are permitted in residence hall rooms.

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No more than one microwave per unit (standard double room, suite or apartment).

- Air conditioning units are not permitted without an approved accommodation (see Section 22).
- Stand-alone freezers are not permitted in the residence halls.

20. SEARCHES

a) It is understood and agreed that a resident's room or possessions on campus will not be searched by college authorities for violation of college policies or applicable law unless there is reasonable administrative cause to believe that a resident is using their room for purposes in violation of college policies, or in violation of this agreement.

b) All searches initiated through administrative cause must be approved through consultation with the Student Affairs Administrator on Call. The above does not apply to searches conducted by local, state, or federal police bureaus; such searches are governed by the Commonwealth of Massachusetts, or the federal government.

c) The above also does not apply to unauthorized or illegal objects seen in plain view by college staff through an open door, routine safety inspections, emergency evacuations, or when otherwise invited into a room.

21. PERSONAL SAFETY AND SECURITY

a) Although the College utilizes several security mechanisms and precautions including but not limited to 24-hour Campus Police, Residence Life staff, security cameras, secured doors, and individual room locks, the college cannot guarantee the safety and security of the premises. Residents are responsible for their personal security and should make sure their rooms are secure and that secured exterior and common area doors are not propped or breached. Residents are also responsible for their personal property. The College is not responsible or liable for any loss or damage to personal property resulting from fire, theft or any cause. It is strongly recommended that each student obtain personal property insurance. Students should apply directly for insurance from www.nssi.com or another vendor of their choosing.

b) Access ID cards, door codes and locks are provided in the residence halls for the protection of the residents. Exterior doors to the residence halls remain locked with direct access given only to residents and appropriate college staff. Students who breach security by lending or giving out access ID cards or codes, or duplication of keys may be removed from college housing.

c) Residents may not engage in any activity which creates a safety risk or which jeopardizes the security of the premises, including, but not limited to the propping/taping of exterior and other restricted doors.

d) For safety reasons, the roofs, window ledges and mechanical equipment rooms of all college buildings are restricted areas and may not be entered.

e) Individuals observed in the hall who are not residents or approved guests should be reported immediately to a Residence Life staff member or Campus Police.

22. FIRE SAFETY

a) Every campus residence hall is equipped with fire prevention and alert systems that include smoke detectors, audible sirens, and fire extinguishers. Acorn Heights, Edgewood, Broadhurst, and Hines Halls are equipped with sprinkler systems. These systems are tested periodically throughout the year. The College continues to update systems for the improvement of campus safety.

b) Electrical circuits, cable, or data wires cannot be altered by occupants, or anyone not authorized by the College.

c) Appliances, lamps, and other electrical equipment with damaged, worn, cracked or frayed cords and plugs must be replaced.

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- d) All lighting fixtures must use only light bulbs of type and wattage as recommended by the manufacturer.
- e) Electrical cords or other communication cables may not be installed under carpets, hung over nails, or run through doorways and windows.
- f) Tampering in any way with firefighting equipment or alarm systems is prohibited and may result in immediate dismissal from housing.
- g) The integrity of all ceilings, floors, walls, fire alarm units, and sprinkler systems must remain intact and not be disturbed.
- h) Additional wall/ceiling coverings (e.g., wallpaper, paneling, tapestries, etc.) cannot be installed/hung by occupants. No more than 25% of an individual wall may be covered. No single item bigger than 3ft by 5ft can be hung on a wall. Nothing may be hung from the ceiling or obstruct the view into the room from the hallway.
- i) See Section 17 of this Housing Agreement for prohibited fire safety items. Note: any confiscated candles, incense or other open flame devices will be disposed of immediately and cannot be retrieved by the residents.
- j) False alarms caused by residents may result in a fine from the College and could result in a fine of up to \$2500 from the City of Springfield. False alarms include but are not limited to alarms triggered by smoking, cooking, hair styling, going through a fire door when not warranted, or any fire safety activity that is a violation of the Student Housing Agreement. Repeat offenses, regardless of the cause, will result in significant increases in fines and conduct action.

23. GUESTS/VISITATION/QUIET HOURS

- a) Guests in the Hall: Guests are required to abide by all policies of the College. The resident is responsible for the behavior of their guests, including restitution for damage to college facilities. Guests must provide proper identification (government issued or college issued photo ID) upon arrival. It is the host's responsibility to have all guests signed into the building. If a guest arrives before 6:00 PM, the host must bring the guest to the front desk of their residence hall at 6:00 PM to sign them in.
 - i. Underage guest policy: Any resident that wishes to have a guest in the residence halls that is under the age of 18 and does not attend college/university must contact their Residence Director at least 2 business days in advance and have the Residence Director fill out the Underage Guest Policy Form. Failure to do so will result in the guest being unable to visit the residence halls.
- b) Guests in the Room: In order to have a guest(s), residents must have the consent of their roommate on each occasion. Extended visits (beyond two consecutive days) are not permitted, nor is cohabitation (residency with someone other than the resident's officially assigned roommate). Two guests may be signed in per resident of a room at one time. If there is an issue with the guest policy, each resident is responsible for notifying a Residence Life Staff member.
- c) Quiet Hours: Quiet hours are established to ensure that students may freely rest or study without interruption. During quiet hours, students should keep their volume down so that it cannot be heard from outside their room/suite/apartment. Quiet hours are 10:00pm to 8:00am Sundays-Thursdays, and 12:00am to 8:00am Fridays-Saturdays. Staff may enforce 24-hour quiet hours anytime deemed necessary.

Courtesy Hours: Courtesy hours are established to ensure that while students may freely rest or student without interruption, that it's acknowledged that some noise cannot be unavoidable when it's appropriate. This allows students to have "bursts" of noise that is not otherwise sustained (example, it's understandable that students may cheer for a game with a louder exclamation, but sustained loud music is not acceptable). Courtesy hours are enforced anytime quiet hours are not in effect.

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24. AIR CONDITIONERS

- a) Due to increased power drains in the residence halls, room air conditioners are not permitted unless a medical condition exists that meets Americans with Disabilities Act (ADA) standards, backed up with full diagnostic results from a qualified physician. The College's Accessibility Services Coordinator will review documentation and approve or deny this request. The Department of Residence Life can assist with this application process.
- b) Students must provide their own air conditioning units if they receive approval from the Accessibility Services Coordinator.
- c) Room units must be wired for 110-120 volts and should not exceed 6,000 BTUs.
- d) Failure to remove unapproved units will result in conduct action.
- e) Window unit air conditioners are not permitted in rooms with ground level security screens. If an accommodation is approved for a student living in one of these rooms, the student has the option to relocate based on availability or will be required to use a portable air conditioner that sits on the floor and vents to the window.
- f) Approved air conditioners may only be used from May 1- September 30 unless an additional accommodation is obtained.
- g) The Department of Residence Life will provide a colored tag to be placed on the outside of the air conditioner.
- h) All approved air conditioners must be installed by Facilities.

25. STORAGE

- a) The College cannot store student belongings of any type in college residence halls. Arrangements for summer or break storage must be made with an outside provider regardless of the student's home distance from campus.

26. SUBLETTING

- a) Students may not transfer this agreement or sublet the assigned room to another party.

27. SOLICITATION

- a) Sales, solicitation, or advertising, unless authorized by a Residence Life Central Office staff member is prohibited.

28. SIGNAGE AND SYMBOLISM

- a) Students are prohibited from using the windows of residence halls to display signage of any type.
- b) AIC values the right of free speech and expression for all students. The students living in the residence halls are expected to always express themselves civilly. As such, the College reserves the right to require that any sign, symbol or item demeaned to disrupt the residence hall community be removed.

29. EMERGENCY CONTACT POLICY

- a) Emergency contact information must be provided upon completing a housing application for residence or commuter status. Students may not utilize another AIC student as an emergency contact.