

University of Maine at Machias

Room and Board License

2020 – 2021

Eligibility: Students must be at least 17 years of age and enrolled for a minimum of nine Machias campus credit hours. *Students enrolled in fewer than nine credit hours may be eligible for an academic exception or disability accommodation, and must contact Student Life for further information.* Due to concerns with public safety, it is important that Student Life know if residents have been convicted of a crime. Willfully misrepresenting or omitting information or failure to answer this question truthfully will result in the immediate cancellation of the housing agreement and will be considered a violation of the Student Conduct Code. Permission to live in on-campus housing and the residence halls with a conviction will be determined on a case-by-case basis dependent on the circumstances of the conviction.

1. Have you ever been found responsible for a disciplinary violation at an educational institution you have attended from the 9th grade or the international equivalent forward, whether related to academic misconduct or behavioral misconduct that resulted in your suspension, removal, dismissal or expulsion from the institution?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please explain:	
2. Have you ever been convicted of a misdemeanor, felony or other crime, or adjudicated of committing a juvenile crime?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please explain:	

Printed Name

Student ID

Signature

Date

Meal Plan Selection

The University of Maine does not discriminate on the basis of race, color, religion, sex, sexual orientation including transgender status or gender expression, national origin or citizenship status, age, disability, or veteran status. The University will provide, upon request, reasonable accommodations to qualified individuals with disabilities.

2020 - 2021 Room and Board License Terms and Conditions
University of Maine at Machias

1. First-year Residence Requirement: The University of Maine at Machias believes that residence hall living is an educational opportunity that all new students should experience. Living on campus is **not** required for a new admitted first-year student under any of the following criteria: (1) aged 21 or older; (2) a veteran or transfer student; (3) living with a parent or legal guardian within easy commuting distance (35 miles); (4) exceptional circumstances that do not permit them to meet the requirement.

2. Academic Year Term: The Room and Board License is non-transferable and covers **the entire academic year** (late August to mid May dependent upon actual dates as posted) with two installment payments: one due in August and one due in January. The License is for the balance of the academic year if one enters after the start of the fall semester. All residents are required to have a meal plan (board) for the same period. For further information about the residence halls and dining operations please visit our websites at: <https://machias.edu/campus-life/living-on-campus/> and <https://machias.sodexomyway.com/>.

3. Occupying Rooms: First-year students may occupy their rooms at the start of fall orientation, **August 28, 2020**. Upperclass students may occupy their rooms **on the day prior to the start of classes**. Exact times and dates will be announced. For the spring semester the halls will open for new and returning students on **Sunday, January 17, 2021 beginning at 10:00 a.m.** Graduating seniors may remain in their rooms until 5:00 p.m. on the day of graduation. All other residents must check out of their rooms within twenty-four (24) hours of their last class or final examination and no later than 5:00 pm on the last day of final examinations.

4. Room assignments and consolidation: The University, in its sole discretion, reserves the right to make room assignments and reassignments as it deems necessary. Sometimes, through no fault of their own, students lose their roommate during the semester. Students in double rooms whose roommate leaves will have the option to buy out the space in their room for an additional fee. In some semesters, students in double rooms without a roommate will be asked to consolidate. In that case, consolidation for the fall semester will occur by October 1 and by February 15 for the spring semester. At times, it may be necessary to house students in emergency spaces. Students will be made aware, upon occupancy, that their assignment is temporary. There are no discounts or credits given for temporary assignments. Students will be given a minimum of forty-eight (48) hours to move when permanent assignments are made.

5. Room Changes: Room changes are not permitted in the **first and last** two weeks of the fall and spring semesters. **All** room changes must be authorized and approved by the Residence Life Coordinator or the Dean of Students & Admissions. Unauthorized room changes may result in a conduct hearing and a fine of \$100.00. A Room Freeze will be in effect during the first and last two weeks of each semester. No room changes are to occur during a Room Freeze. Residents are allowed **one** room change per academic year.

6. Check-out Procedures: All residents are expected to follow proper check-out procedures as outlined in *The Guide to Campus Living* at <https://machias.edu/campus-life/living-on-campus/gtcl/>. Failure to follow proper check-out procedures will result in an administrative fee of \$100.00.

7. Meal Plan Policy/Board Changes: Meal plans are non-transferrable; students may not use meal plans to purchase food or drink for others, except when using guest meals assigned to the meal plan. Students may change their dining options **only** once during the **first six weeks** of each semester. Limited dining services are available during break periods; students should plan accordingly and check www.umaine.edu/dining for operational hours during breaks.

8. Room Cancellation: Fall semester: Students with a room assignment who cancel the Room and Board License **by June 1, 2020** and remain enrolled students will be assessed a room cancellation fee of **\$250.00**. If a student cancels **after June 1, 2020** or if the student fails to move in when the residence halls open, a room cancellation fee of **\$375.00** will be charged. Students who cancel the Room and Board License and remain enrolled students **after the residence halls open August 28, 2020 will be charged for room and board at the per diem rate plus a \$500.00 room cancellation fee**. The remainder of the paid room fee will be credited to the student account. If a student **does not check in within the first 10 days of the semester**, the room is forfeited and the student assigned will be charged a **\$500.00 cancellation fee**. **Spring semester: If a student cancels the Room and Board License for the spring semester prior to the start of the spring semester, the \$500.00 room cancellation fee will apply.** The remainder of the paid room fee will be credited to the student account. After the start of the spring semester, the per diem room and board rate and the \$500.00 cancellation fee will apply. An email from the student to the Residence Life Coordinator or Dean of Students & Admissions is required to cancel the Room and Board License. There are no adjustments or refunds made during the last two weeks of the semester. **Please see Board Cancellation, section (9).**

9. Board Cancellation: Fall semester: Any student who remains enrolled and moves out of the residence hall **during the first four weeks of the fall semester** will be charged for the **value of the meal plan consumed or the per diem rate of the plan**, whichever is greater. **The remainder of the fall resident meal plan will be cancelled and refunded to the student account minus \$550 in dining funds for the student's use through the end of the academic year.** For students who move out of the residence hall **after the first four weeks of the fall semester**, any remaining meal plan balance will be converted to dining funds for the student's use through the end of the academic year. **Spring semester:** For students who cancel their room and board **prior to the start of the spring semester, the resident meal plan will be cancelled and refunded to the student account, minus \$350 in dining funds** for the student's use through the end of the academic year. Any student who remains enrolled and moves out of the residence hall **during the first four weeks of the spring semester** will be charged for **the value of the meal plan consumed or the per diem rate of the plan**, whichever is greater. **The remainder of the spring resident meal plan will be cancelled and refunded to the student account, minus \$350 in dining funds for the student's use through the end of the academic year.** For students who move out of the residence hall **after the first four weeks of the spring semester**, any remaining meal plan balance will be converted to dining funds for the student's use through the end of the academic year. No refunds will be issued after March 1, 2021. Any student who is suspended, stops attending classes (and remains enrolled), or is dismissed from the University will be charged the value of the meal plan consumed or the per diem rate of the plan, whichever is greater.

10. Withdrawal from the University: If a student completely withdraws from the University before the end of a semester, room and board refunds apply as follows: Room refunds prior to 1st day of class 100%; prior to the end of the 2nd week 100%, prior to the end of the 4th week 75%; prior to the end of the 6th week 50%; prior to the end of the 8th week 25%; and after the end of the 8th week 0%. No refunds on room rates can be made for short term absences from the residence halls. Board will be calculated at the per diem rate of the plan. Any remaining balance for the board plan will be refunded.

11. Termination of Room and Board License: This License will terminate for those students who are suspended, stop attending classes (and remain enrolled); or are dismissed from the University. The student will be liable for all applicable room and meal plan fees as **described in sections (8), (9), and (11)**. The student must vacate their room within 24 hours. Failure to vacate within that time and/or removing their belongings, will result in the student being held liable for all room and/ board (meal plan) charges accrued beyond the date of License termination to such date as all personal belongings and the individual have been removed. In these circumstances Federal Aid is not permitted to cover charges beyond the last day of class attendance.

12. Rates and Adjustments: The 2020-2021 Academic Year residence room and board rates will be available in the spring, after Board of Trustees approval as per this Room and Board License. Single rooms and double rooms occupied by one person, **when available**, are always billed at a higher rate. The financial requirements of the University, changing costs, state legislative action, and other factors may require an adjustment of the charges and expenses. The University reserves the right to make such adjustments to the estimated charges and expenses as may be necessary in the opinion of the Board of Trustees up to the date of final registration for a given academic term. The applicant acknowledges this reservation and agrees to the financial terms and conditions of the University by the submission of an application or by registration.

13. Break Housing: Residence halls will close at 10:00 a.m. Friday, December 18, 2020 and will reopen at 10:00 a.m. Sunday, January 17, 2021. Break housing is available for the lesser of a \$150 flat fee or \$10 per day. **No dining services will be available during break periods**; therefore, students should plan accordingly and check www.umaine.edu/dining for operational hours.

14. Use of Rooms: Residence rooms shall be used only as student-living rooms. No commercial operation of any kind is allowed in residence halls. All University owned furniture must remain in student rooms, and no personally built loft beds may be used in University owned residence halls. There is no storage space available on campus at any time, including during summer breaks. Students leaving campus for the summer must make arrangements to store their belongings off campus or take their belongings with them.

15. Guest Policy: The University permits visitation but not cohabitation. Guests are permitted to remain in a student room for no more than two (2) consecutive nights in a one week period and may only visit in a room with the consent of all roommates and suitemates. Residents are responsible for informing their guests about campus regulations and may be held accountable for the behavior of their guests. Guests should be escorted throughout the residence halls and not permitted to remain in a student room or shared space without the student host present. Guests suspected of violating residence hall or university policies may be asked to leave immediately.

16. Safety Inspections and Maintenance: The University reserves the right to inspect residence hall rooms and suites for health and safety reasons without notice. Facilities Management emergency repairs may be made during the normal working day without notice. Rooms are normally inspected three times per year. The University's approved Pest Control Service periodically performs inspection of residence hall rooms for insect control purposes. Residents must allow appropriate University and Pest Management personnel to enter rooms for pest control inspection unless a prior medical exception has been filed with Student Accessibility Services and Student Life. This may require inspection of personal items, bed, furniture, closet, desk and chair, bureau, floor and walls to complete the inspection. Information about pest control services is available by contacting Student Life. Only the University's approved Pest Control Service is permitted to perform pest inspection of residence hall rooms. Students may request a pest inspection of their residence hall room through Student Life.

17. Insurance: The University of Maine provides no insurance for personal possessions. Students are **solely** responsible for making their own arrangements to insure their personal property.

18. Financial Responsibility: Students assigned to given rooms(s) will be held financially responsible for damages beyond normal wear and tear to the room(s) and furnishings. Upon arrival in a new space, students should complete a Room Condition Form to note any pre-existing concerns found in their space. This form must be returned to a staff member within 24 hours of arrival to the new room. Room Condition Forms returned after 24 hours will not be accepted.

19. Damages to Community Areas: Students assigned to a given residence hall will be financially accountable for damages in common areas of the hall such as elevators corridors, lobbies, lounges, restrooms, stairwells and furnishings. Where excessive or frequent damage or the need for excessive cleaning occurs, Student Life reserves the right to hold the occupants of an entire living area, floor, or hall responsible for such damages.

20. Compliance: The student agrees to pay all fees specified, to comply with all rules and regulations of the University of Maine at Machias, the Terms and Conditions of this license, *the Guide to Campus Living* (<https://machias.edu/campus-life/living-on-campus/gtcl/>), *the Student Conduct Code*, and any addendum, as well as other University policies and procedures. Failure to fulfill any of the terms of the above may lead to termination of this agreement, removal from University-owned housing, and referral to the Office of Community Standards, Rights and Responsibilities. The University may immediately remove a student from the residence halls if the student presents a danger to safety or property. Students removed from University housing for disciplinary reasons will be subject to the standard room cancellation fees as those students who choose to cancel their Room and Board License agreement section (8).