

This license is issued by **STATE UNIVERSITY COLLEGE OF NEW YORK AT POTSDAM**, hereinafter referred to as the "College" and party of the second part, hereinafter referred to as the "Student".

(Student's Name - Please Print) / (Potsdam Student "P" Number)
residing at _____ / _____ / _____
(Home Address/Street Number) (City) (State & Zip Code)

For the purpose of stating the understanding between the parties with respect to the charges and responsibilities for room and board at the College operated housing facilities for the **ACADEMIC YEAR 2023-2024** for occupancy by the Student.

ROOM CHARGES/ACCOMMODATIONS	RATE/YEAR*	SUPER SINGLE RATE/YEAR*
Standard Double, Triple, and Medial Single	\$4,400/\$8,800	\$5,750/\$11,500
Suite w/o Bath	\$4,400/\$8,800	\$5,750/\$11,500
Suite with Bath	\$4,600/\$9,200	\$5,950/\$11,900
Apartment (2 Person)	\$6,000/\$12,000	N/A
Townhouse (4 or 5 Person)	\$6,000/\$12,000	N/A

***All rates are subject to change by action of the State University of New York & SUNY Potsdam; Rates are before any discounts that may be available to students.**

REFUND OF DEPOSIT EITHER SEMESTER: Only on written request before **July 1, 2023** or within 30 days of acceptance, whichever is later.

BOARD PLAN: This license is for both room and board. The board plan will be chosen from the programs offered by the College's Dining Service (PACES) during the period of residency. Students living in the Residence Halls are required to have a meal plan. The only students exempt from this requirement are those who live in either the Townhouses or Lehman North Apartments AND have fulfilled the residency requirement.

SCHEDULE OF PAYMENTS: All room charges must be paid in advance of the semester starting and done in two equal installments: the first due at the time of registration for the fall semester, less deposit; and the second at January registration. Students may receive additional charges or refunds if the status of the room changes (e.g. from a double to a single occupancy) or damages are incurred.

REFUNDS: Students who leave College Housing for any reason are liable for payment of room in accordance with the following semester schedule based on the official check out date when the room is completely vacated AND key(s) are returned:

Official Withdrawal During	Student Room Liability
1 st Week	0%
2 nd Week	30%
3 rd Week	50%
4 th Week	70%
5 th Week	100%

IT IS UNDERSTOOD AND AGREED that the College will provide room and board to the Student for the **FULL ACADEMIC YEAR 2023-2024**. All students in the Residence Halls operated by the College are subject to the rules and regulations of the College. For a complete listing of College polices, rules and regulations, please refer to the College Catalog, the Student Handbook, and the College's web site. These rules and regulations include, but are not limited to the following:

Charges: You will be responsible for the full cost of your room whether or not it was your first choice.

Occupancy: The residence halls will be available for occupancy 24 hours prior to the Student's first academic commitments. Prior to vacations the halls will be closed no earlier than 10:00 A.M. the day after classes are dismissed. All students, with the exception of those graduating, must vacate their rooms within 24 hours after their last examination. Students graduating will vacate their rooms immediately after graduation exercises. Students withdrawing from school during the year must vacate their rooms within 24 hours of the date of withdrawal. Special requests will be considered by the Director of Residence Life. The Office of Residence Life reserves the right to assign or reassign students for administrative purposes, to include consolidation of accidental singles.

Residency Requirement: The College requires all new first year students to live on campus for 2 years (4 semesters).

Student Status: Students must be registered for classes at SUNY Potsdam to live in College housing. Students who live in College housing are expected to be in good financial standing and be actively engaged in activities that will result in satisfactory academic progress in order to remain in the residence halls.

Term: All students living on campus must sign a full academic year license for room and board. Graduating seniors, students who transfer or withdraw at mid-year, students who student teach or do a semester abroad are exempt from this requirement. Students who agree to this license and then are released from this license are subject to a \$250 housing termination fee. **Students who agree to live in a Townhouse or Lehman Apartment cannot be released from on campus housing during the term of this license.**

University Policies: **Published University Policies supersede all terms of this license.** IT IS UNDERSTOOD AND AGREED that the Student agrees to and does hereby assume the financial responsibility for the payments as required by this license and does agree that such payment shall be made as stated by this license.

By _____
SUNY Potsdam, Director of Residence Life or Designee

(Student Signature) (Date)

(Parent's/Guardian's Signature if Student is under 18 years of age) (Date)