

# Residence Reservation and Agreement White Plains Campus



Applicant Name \_\_\_\_\_ ID Number \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Program of Study \_\_\_\_\_ Degree \_\_\_\_\_

Telephone Number \_\_\_\_\_ Email Address \_\_\_\_\_ Gender \_\_\_\_\_

Roommate Preference (not guaranteed) \_\_\_\_\_

## EMERGENCY CONTACT INFORMATION

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Telephone Number \_\_\_\_\_ Email Address \_\_\_\_\_

REQUESTS ARE GENERALLY ACTED UPON ON A FIRST COME, FIRST SERVED BASIS AND MAY BE GRANTED OR DENIED ON A SEMESTER BASIS, DEPENDENT UPON AVAILABLE SPACE AND OTHER CONSIDERATIONS. ALL ROOM ASSIGNMENTS ARE MADE AT THE SOLE DISCRETION OF BERKELEY COLLEGE.

I agree to the foregoing terms and those on the back of this application, and will obey all rules and regulations as set forth in the **College Catalog, Student Handbook, Residence Life Handbook and otherwise issued by the Office of Residence Life.** I will also submit any required medical forms to the College, including, but not limited to, proof of meningitis immunization, prior to my entrance into the residence.

YOU HAVE THE RIGHT TO CANCEL this Reservation and Agreement and have your deposit refunded when written notice of your intent to cancel your housing reservation is received at least ten (10) business days prior to the anticipated move-in date. After that date, deposits are non-refundable. Please return this form, together with a check for the \$400 deposit, in the enclosed envelope. Please do not mail cash.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

If student is under age 18: I hereby acknowledge and agree that I am legally responsible for and guarantee the payment of all amounts due under this Reservation and Agreement.

Signature of Parent or Guardian \_\_\_\_\_ Date \_\_\_\_\_

ACCEPTED for Berkeley College (to be signed by an authorized official of the College)

By \_\_\_\_\_ Date \_\_\_\_\_

I hereby apply for admission to Berkeley College residence, White Plains campus, upon the terms and conditions of the Agreement set forth below. In consideration of my admission to the residence, I agree to follow all College policies and rules of the residence, which may change from time to time, as they are administered by the Office of Residence Life and the College.

1. A residence deposit of \$400 must accompany this application. The residence deposit will reserve a room for as long as you remain a resident at the White Plains campus and will be applied to any unpaid balance at the end of your final semester in the residence hall, including any damages or fees incurred. Any remaining funds will be returned to you after you have checked out of the residence hall in a satisfactory manner.
2. If the reservation is withdrawn, the entire advance deposit is refunded only if the College is notified in writing at least 10 days before the beginning of the semester to which it applies.
3. The College shall have the right to dismiss you from the residence for failure to comply with policies and rules of the College as administered by the Residence Life Staff. Assignment to a room in the residence hall does not create a tenancy or other property rights. Occupancy is in the sole discretion of Berkeley College and is subject to rules and restrictions set forth in the Residential Life Handbook and other College policies.
4. In the event you withdraw or are dismissed from the residence for any reason, no refund of the Residence Fee or Residence Deposit will be made for that semester.
5. There will be no reduction of room costs if you elect to live away from the residence at any time during the semester, regardless of circumstances.
6. If you are under age 18, this reservation must be signed by your parent or legal guardian, who thereby guarantees the payment of all amounts due.
7. In order to remain in the residence halls during break period, you must submit a break period housing application, pay the break period housing fee of \$250, and receive approval from the Office of Residence Life.
8. Smoking or use of tobacco products is not permitted anywhere at Berkeley College, including residence halls.
9. This Agreement can be modified only by a written instrument signed by you and an authorized representative of Berkeley College that evidences a clear intent to accomplish such modification. This Agreement may not be modified orally and supersedes all previous agreements, representations, and understandings concerning this subject matter. This Agreement is governed in all respects by the laws of the State of New York, without giving effect to its conflict of laws provisions. Any disputes in connection with this Agreement shall be resolved exclusively in a court of competent jurisdiction located in White Plains, New York.
10. Berkeley College is not responsible for loss of or damage to personal property under any circumstances. Occupants are advised to secure valuables and consider obtaining personal property insurance.

In accordance with federal law, Berkeley College does not discriminate on the basis of sex (including pregnancy) race, color, religion, national origin, age, genetic characteristics, or disability in its programs and activities.

Berkeley College's Residence Life dorms are equipped with ADA accessible rooms for students with documented disabilities. Requests for housing accommodations must be documented with medical and/or psychological information that fully details the diagnosed disability and the need for housing accommodations. If you have a documented disability, and require an ADA accessible room based on your disability, please indicate the type of room accommodation needed.

You must also register with the Office of Disability Services for all academic and housing accommodations. Please complete the application for disability support services and submit the supported documentation to justify your request to the Director of Disability Services.

In accordance with Title IX of the Education Amendments, Berkeley College prohibits discrimination, harassment, and assault based upon sex or gender in its programs and activities. Questions regarding Title IX may be referred to the College Title IX Coordinator: Dallas F. Reed, Ph.D., Vice President, Student Development and Campus Life, at 973-278-5400 ext. 4211 or 212-986-4343 ext. 4211, TitleIXCoordinator@BerkeleyCollege.edu; or the U.S. Department of Education, Office for Civil Rights, at 32 Old Slip, 26th Floor, New York, NY 10005-2500; Telephone: 646-428-3900; TDD: 800-877-8339; Email: OCR.NewYork@ed.gov. Berkeley College prohibits discrimination based upon disability in its programs and activities. Questions regarding disability discrimination and requests for accommodations may be referred to the College ADA/Section 504 Coordinators: [NY students] Diane Georges, LMHC, 212-986-4343 ext.4216 or Diane-Georges@BerkeleyCollege.edu; [NJ students] Sandra Coppola, Ph.D., 973-278-5400 ext. 1320 or SEC@BerkeleyCollege.edu; [Online students] Katherine Wu, Ed.M., LMHC, LPC, 973-405-2111 ext. 1394 or KNW@BerkeleyCollege.edu; [associates] Karen Carpentieri, Vice President, Human Resources, KJC@BerkeleyCollege.edu, 201-291-1111 ext. 5162.

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