Your Home Away From Home
Office of Residence Life

RESIDENCE HALL APPLICATION (Please print neatly)
You will need to pay your $350 nonrefundable residence hall deposit online via your NYITConnect account. You may access NYITConnect in the my.NYIT Portal (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.

STUDENT INFORMATION (Check all that apply)

<table>
<thead>
<tr>
<th>Campus</th>
<th>Long Island</th>
<th>New York City</th>
<th>Transferring between campuses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Status</td>
<td>Undergraduate</td>
<td>Freshman</td>
<td>New student to residence hall</td>
</tr>
<tr>
<td></td>
<td>Graduate</td>
<td>Transfer</td>
<td>Returning student to residence hall</td>
</tr>
<tr>
<td>NYIT Student Athlete</td>
<td>Yes</td>
<td>No</td>
<td>NYIT Team Coach</td>
</tr>
<tr>
<td>NYIT Student ID Number</td>
<td>If you are an international student, provide your student visa number</td>
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</tr>
<tr>
<td>Last name</td>
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<td></td>
<td>Preferred name</td>
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<tr>
<td>First name</td>
<td></td>
<td></td>
<td>Gender</td>
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<tr>
<td>Date of birth</td>
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<td></td>
<td>Permanent address</td>
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<tr>
<td>City</td>
<td></td>
<td></td>
<td>State</td>
</tr>
<tr>
<td>Zip code</td>
<td></td>
<td></td>
<td>Preferred mobile phone</td>
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<td>Permanent phone</td>
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<td></td>
<td>Email</td>
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<tr>
<td>City</td>
<td></td>
<td></td>
<td>Local address (if different from above)</td>
</tr>
<tr>
<td>State</td>
<td></td>
<td></td>
<td>Local phone</td>
</tr>
<tr>
<td>Zip code</td>
<td></td>
<td></td>
<td>Starting semester</td>
</tr>
<tr>
<td>Academic program</td>
<td></td>
<td></td>
<td>Expected year of NYIT graduation</td>
</tr>
</tbody>
</table>

Medical/health concerns
Do you smoke? Yes No
Would you accept a roommate who smokes outside of the building? Yes No
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
- online
- credit card
- money order
- check #
nyit.edu
RESIDENCE HALL APPLICATION

ROOM REQUEST AND MEAL PLAN SELECTION—LONG ISLAND CAMPUS
NYIT’s Long Island campus offers single and double accommodations with transportation between the residence halls and the Long Island academic campus located on a parcel of 235 acres. All residence halls are closed by 6 p.m. the Friday of the end of their last examination or by 6 p.m. the Friday of the first day of classes. Discontinued enrollment, for any reason, will not terminate the contract except as specified in the section entitled “Cancellation Policies.”

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 Dollars to use on NYIT’s campus. Students will also be provided $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
- $16 meals, $380 Declining dollars

ROOM REQUEST—NEW YORK CITY CAMPUS
NYIT’s New York City 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-requested, first-accepted 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 rollover 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 at the Riverside Residence. Students may choose to pay for the meal plan at each semester.

1. Eligibility: Residential privileges are offered only to full-time, matriculated, registered NYIT students. This application is not a guarantee of a room or a roommate. NYIT reserves the right to assign a space to all applicants. Students who are assigned a space must be registered full time (12 credits for undergraduates, 9 credits for graduate students). This contract is deemed accepted upon receipt of the student’s bill and has been paid in full. Failure to provide a proof of MRRI 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.”

3. Period of Occupancy: A student’s right to occupancy shall begin no earlier than the first day of 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, this contract remains in effect until one week after the student’s 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. All students participating in commencement must check out by the time noted by the Office of Residence Life. 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 intercession or any summer sessions; a separate charge will be assessed for each of those periods.

4. Prepayment Applied to Housing Fees: For students who reside in housing, a nonrefundable deposit is required. The housing deposit must be paid with payment. Payments can be made online in the MyNYITConnect account by check or money order payable to New York Institute of Technology. This deposit reserves a space and will be deducted from 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 among students with the room). NYIT reserves the right to enter student rooms for the purpose of performing regular maintenance or to enter on other occasions with 24 hours posted or written notice. Please refer to the Office of Residence Life webpage (visit nyit.edu/housing) for these publications.

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 due date for the 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, residence hall and assignment 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 a double room. In the event that one of the occupants moves out of the residence hall, the remaining resident may be assigned a room only if the Office of Residence Life reserves the right to assign a new roommate to or reassign this remaining student to another room in order to consolidate spaces. 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. It is up to the student to find an appropriately qualified roommate for a space that is designated for additional occupancy. The student may be offered a reduced rate.

8. College Liability Insurance: Students living at the Long Island campus 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, each academic year the student will be charged a 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 among students with the room) and damage to personal property that occurs while a student resides in the room. NYIT reserves the right to enter student rooms for the purpose of performing regular maintenance or to enter on other occasions with 24 hours posted or written notice.

10. Room Check Out: Any student departing at the end of the contract period 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.

11. Room Change and Contract Termination: Room assignments may be changed, canceled, or terminated by NYIT in the interest of safety, health, or maximum use of facilities after due notice to the student. This contract may be terminated by NYIT for any reasons, including, but not limited to, a resident’s student’s willful disregard of responsibilities and duties under this contract or for the rights of others, the creation of circumstances that could jeopardize the health or safety of students, or the academic and residential community. 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 vacates student’s residence. NYIT reserves the right in the event of a health or safety emergency to vacate the residences in the presence of 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.

TERMS AND CONDITIONS

Roommate Information

- Please refer to the Office of Residence Life webpage (visit nyit.edu/housing) for these publications.

- 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. Please put a check in the box 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 freshman feel connected to NYIT. Students participate in programs promoting leadership, service, personal development, community service, and social programming.

- Leadership 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 from their cultures.

- Global Communities—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 from their cultures.

- 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.

ROOMMATE INFORMATION

- Please refer to the Office of Residence Life webpage (visit nyit.edu/housing) for these publications.

- 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

- Please do not distribute my information

- 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.

- Date of signature

- Please pay your $350 nonrefundable housing deposit online in your NYITConnect account. You can access it in the myNYIT Portal at my.nyit.edu. You are also able to pay by check or money order made payable to New York Institute of Technology.

- Please refer to the Office of Residence Life webpage (visit nyit.edu/housing) for these publications.
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; and 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.

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### 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 $375 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 $375 contract liquidation fee. Note that students who commenced occupancy and are denied contract termination and who vacate a residence hall will be charged a $375 contract liquidation fee, in addition to applicable charges for room (and board, if in Long Island). Students must notify the Office of Residence Life and submit a contract termination form.

#### Procedure for Cancellation After Occupancy Commences:

1. 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.

2. 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 $375 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 submit a contract termination form.

<table>
<thead>
<tr>
<th>First week of classes</th>
<th>75% refund</th>
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</thead>
<tbody>
<tr>
<td>Second week of classes</td>
<td>50% refund</td>
</tr>
<tr>
<td>Third week of classes</td>
<td>25% refund</td>
</tr>
<tr>
<td>Fourth week of classes and later</td>
<td>No refund</td>
</tr>
</tbody>
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3. 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 a Residence Hall Contract Termination Form by December 1 to avoid the $375 contract liquidation fee.

4. 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 a Residence Hall Contract Termination Form by December 1 to avoid the $375 contract liquidation fee. Official documentation to support the student's withdrawal from housing must also be provided prior to December 1.

5. 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.**

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All forms and documents may be obtained in the Office of Residence Life or online at nyit.edu/housing.

I have read, understand, and agree to the terms and conditions of the Residence Hall Application and Residential Contract.

<table>
<thead>
<tr>
<th>Signature</th>
<th>Date MM/DD/YYYY</th>
</tr>
</thead>
<tbody>
<tr>
<td>NYIT ID</td>
<td></td>
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</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Parent/Guardian Signature</th>
<th>Date MM/DD/YYYY</th>
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</thead>
</table>

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### OFFICE OF RESIDENCE LIFE

Complete this form, and email or mail to:

**New York City Campus**

1855 Broadway  
New York, NY 10023-7692  
Phone: 212.261.1737  
Fax: 212.261.1778  
Email: housingma@nyit.edu

**Long Island Campus**

Northern Boulevard  
P.O. Box 8000  
Old Westbury, NY 11568-8000  
Phone: 516.686.1402  
Fax: 516.686.1405  
Email: housingow@nyit.edu

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"NYIT ID"