



SAN JOSÉ STATE  
UNIVERSITY

# 2013-2014 Student Housing License Agreement

San José State University  
**University Housing Services**  
Division of Student Affairs

04-07-14

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## Important Dates

March , 2013	Returning Resident signups for upcoming academic year, License Materials and \$600 due upon sign up.
<b>April 02, 2013</b>	<b>Assignment priority due date. License materials and \$600 submitted for new fall 2013 applicants by this date will be processed for roommate matching and the ability to establish Installment Payment Plan with 4 installments (number of available installments decreases after this date).</b>
May 01, 2013	Summer 2013 addenda due
<b>May 01, 2013</b>	<b>License materials and \$600 due for new SJSU fall 2013 applicants. UHS will continue to accept license materials and payments throughout the year until all spaces are filled.</b>
July 15, 2013	Fall semester payment or installment payment due (installments available by selecting the Installment Payment Plan online at MySJSU each semester.)
July 17, 2013	Last day to cancel CVA Apartments, CVB Apartments, Suites and Classics with \$100 cancellation fee. (Application fee is non refundable along with any previous late fees).
August 07, 2013	Last day to change meal plans until official meal plan change week in fall.
August 07, 2013	Last day to purchase apartment optional Community meal plans through UHS.
August 16, 2013	CVA Apartments, CVB Apartments, Suites and Classics open at 10:00 a.m. Check in 10:00 a.m. to 5:00 p.m. Meals begin with Dinner (All meal plans.)
August 17, 2013	Check in continues 10:00 a.m. to 5:00 p.m. Meal Service (Breakfast, Lunch and Dinner for 7 day and community plans)
August 18, 2013	Check in continues 7:00 p.m. to 10:00 p.m.
August 19-20, 2013	Check in continues 7:00 p.m. to 10:00 p.m. All residents must be checked-in by 10:00 p.m. on Tuesday August 20.
August 21, 2013	First day of instruction. Classes begin.
September 09 -13, 2013	Meal Plan change week (effective October 1, 2013)
October 07-11, 2013	Meal Plan change week, between semesters (effective January 19, 2014)

October 15, 2013	Petition to cancel for spring semester due. (Approval Required)
October 15, 2013	Spring assignment priority due date. License materials and \$600 due for new spring 2014 applicants.
November 27 – Dec 02, 2013	No meal service after 5:00 p.m. on Wednesday through 6:30 a.m. on Monday for Thanksgiving break.
December 01, 2013	Winter Break addenda and payment due in UHS main office.
December 02, 2013	Last day to cancel CVA Apartments new spring only license with \$100 license processing fee. (Application fee is non refundable along with any previous late fees).
December 02, 2013	Last day to cancel CVB Apartments new spring only license with \$100 license processing fee. (Application fee is non refundable along with any previous late fees).
December 10, 2013	Study/Conference Day – No classes
December 11 – 17, 2013	Final Exams
December 16, 2013	Spring semester payment or installment payment due (installments available by selecting the Installment Payment Plan online at MySJSU each semester.)
December 18, 2013	Suites and Classics close at 2:00 p.m. for winter break. Last meal is Lunch.
December 18, 2013	CVA and CVB residents approved to cancel for spring semester must check out by 2:00 p.m.
December 20, 2013	Last day to cancel Suites and Classics for new spring only license with \$100 license processing fee. (Application fee is non refundable).
January 01, 2014	CVA and CVB Apartments open for spring at 7:00 p.m. New Spring residents may check in, refer to website for check in times.
January 10, 2014	Last day for NEW Spring 2014 residents to change meal plans.
January 19, 2014	Suites and Classics open for spring at 12:00 p.m. noon. Check in 12:00 p.m. (noon) to 6:00 p.m. Meals begin with Dinner @ 5:00 p.m. (Platinum and Community meal plans.)
January 20-21, 2014	Check in continues 7:00 p.m. to 10:00 p.m. All new residents must be checked-in by 10:00 p.m. on Tuesday, January 21.

January 23, 2014	First day of instruction. Classes begin
February 03-07, 2014	Meal Plan change week (effective March 1, 2014)
March, 2014	Returning Resident process begins (approximate dates.)
March 21 – March 31, 2014	No meal service after 5:00 p.m. on Friday through 5:00 p.m. on Monday for spring break
<b>April 01, 2014</b>	<b>Assignment priority due date for Fall 2014. License materials and \$600 submitted for new fall 2014 applicants by this date will be processed for roommate matching and the ability to establish Installment Payment Plan with 4 installments (number of available installments decreases after this date).</b>
April 21, 2014	Summer 2014 addenda due
<b>May 01, 2014</b>	<b>License materials and \$600 due for new SJSU fall 2014 applicants. UHS will continue to accept license materials and payments throughout the year until all spaces are filled.</b>
May 12, 2014	Remainder of Summer 2014 housing payment due.
May 14, 2014	Study/Conference Day – No classes
May 15 – 21, 2014	Final Exams
May 22, 2014	Suites and Classics close at 2:00 p.m. Last meal is Lunch. Summer housing options available.
May 31, 2014	CVA Apartments close at 12:00 p.m. (noon). Summer housing options available.
May 31, 2014	CVB Apartments close at 12:00 p.m. (noon). Summer housing options available.
August 09, 2014	CVA and CVB summer residents not returning for Fall 2014 check out by 10:00 p.m.
August 09, 2014	CVA and CVB, summer residents attending summer classes but not returning for Fall 2014 check out by 10:00 p.m.

# Terms and Conditions

## 1. Application Fee

A non-refundable application fee of \$50.00 is required when submitting an application for housing. This fee is charged to cover the administrative cost of processing an application for a campus housing facility. No applications will be processed without payment of this fee when submitting the online application.

## 2. On Campus Housing Requirement

All admitted first-time freshmen who graduated from a high school outside a 30 mile radius of SJSU will be required to live on campus for their first year. All Students (outside and inside the 30 mile high school graduating radius) who wish to live on campus must submit a completed online Housing application, \$50 non-refundable application fee, license materials and \$600 initial payment by May 1, 2013. Those students who are not required to live on campus will be given housing assignments based on availability and completed application date.

## 3. Eligibility

In order to qualify for a space in the CVB apartments, Suites or Classics, a student must be enrolled in an approved academic program at San José State University; unless exception is petitioned and approved by the Director or his/her designee. In addition, priority will be given to those students who are actively enrolled in 12 undergraduate or 9 graduate units.

In order to qualify for a space in the CVA apartments, a Junior, Senior or Graduate student must be enrolled in an approved academic program at San José State University; unless exception is petitioned and approved by the Director or his/her designee. In addition, priority will be given to those students who are actively enrolled in 12 undergraduate or 9 graduate units.

The License Agreement may be revoked by the University if the resident fails to meet the above minimum requirements.

All assignments to a housing space are contingent upon acceptance at San José State University. If the resident is not admitted or is disqualified between semesters, it is the resident's responsibility to notify UHS immediately in writing. The resident will be charged for room (and board, parking and telephone if applicable) until written notification is received by UHS.

## 4. Term – CVA Apartments (Graduates , Seniors and Juniors only)

CVA is an on-campus housing facility for SJSU Faculty, Staff, Graduate, Senior and Junior students. It is located in the heart of Campus Village, a vibrant, student centered community in an urban setting. Campus Village is host to a myriad of programs and activities for the residents. Occasionally, outdoor activities in the Campus Village Plaza attended by large groups of residents, guests and community members result in higher levels of noise during certain times of the year.

**ACADEMIC YEAR.** A licensee may reserve a bedspace or unit (seniors and juniors may only rent by bedspace) either for the entire academic year or for the spring semester only. A license for the academic year begins at 10:00 a.m. on Friday, August 16, 2013, and ends 24 hours after the Licensee's last final examination; and in no case later than 12:00 p.m. (noon) on Saturday, May 31, 2014. Residents of the CVA Apartments who plan to attend Summer session or reside on-campus during the Summer will need to complete a Summer Addendum at the UHS office by April 21, 2014.

Residents of the CVA Apartments retain access to their assigned space throughout the year including all holidays as well as the Winter and Spring Breaks.

Failure of academic year Licensee to move in before 10:00 p.m. Tuesday, August 20, 2013 may constitute cancellation of the License Agreement with charges, and conditions of Section 14 of the License Agreement will apply.

**SPRING SEMESTER.** A license for the spring semester only begins after 7:00 p.m. on Wednesday, January 1, 2014, and ends 24 hours after the Licensee's last final examination; and in no case later than 12:00 p.m. (noon) on Saturday, May 31, 2014. Residents of the CVA Apartments who plan to attend Summer session or reside on-campus during the Summer will need to complete a Summer Addendum at the UHS office by April 21, 2014.

Failure of spring semester Licensee to move in before 10:00 p.m. Tuesday, January 21, 2014 may constitute cancellation of the License Agreement with charges, and conditions of Section 14 of the License Agreement will apply.

Residents of the CVA Apartments retain access to their assigned space throughout the year including all holidays as well as the Winter and Spring Breaks.

Residents of the CVA Apartments who plan to attend Summer session or reside on-campus during the Summer will need to complete a Summer Addendum at the UHS office by April 21, 2014.

## **5. Term – CVB Apartments (Non First-Time-Frosh, Sophomore, Upper Division)**

**ACADEMIC YEAR.** A licensee may reserve a bedspace either for the entire academic year or for the spring semester only. A license for the academic year begins at 10:00 a.m. on Friday, August 16, 2013, and ends 24 hours after the Licensee's last final examination; and in no case later than 12:00 p.m. (noon) on Saturday, May 31, 2014.

Residents of the CVB Apartments retain access to their assigned space throughout the year including all holidays as well as the Winter and Spring Breaks.

Failure of academic year Licensee to move in before 10:00 p.m. Tuesday, August 20, 2013 may constitute cancellation of the License Agreement with charges, and conditions of Section 14 of the License Agreement will apply.

Residents of the CVB Apartments who plan to attend Summer session or reside on-campus during the Summer will need to complete a Summer Addendum at the UHS office by April 21, 2014.

**SPRING SEMESTER.** A license for the spring semester only begins after 7:00 p.m. on Wednesday, January 1, 2014, and ends 24 hours after the Licensee's last final examination; and in no case later than 12:00 p.m. (noon) on Saturday, May 31, 2014.

Failure of spring semester Licensee to move in before 10:00 p.m. Tuesday, January 21, 2014 may constitute cancellation of the License Agreement with charges, and conditions of Section 14 of the License Agreement will apply.

Residents of the CVB Apartments retain access to their assigned space throughout the year including all holidays as well as the Winter and Spring Breaks.

Residents of the CVB Apartments who plan to attend Summer session or reside on-campus during the Summer will need to complete a Summer Addendum at the UHS office by April 21, 2014.

## **6. Term - Suites or Classic Residence Halls (First-Time-Frosh and Limited Non-Frosh Spaces)**

**ACADEMIC YEAR.** A licensee may reserve a bedspace either for the entire academic year or for the spring semester only. During periods of high occupancy, residents may be assigned to units in CVA, CVB or a local Hotel. A license for the academic year begins at 10:00 a.m. on Friday, August 16, 2013, and ends 24 hours after the Licensee's last final examination; and in no case later than 2:00 p.m. on Thursday, May 22, 2014. During this term, Licensee must vacate his/her room during the periods described in section 8 hereinafter.

There is an additional fee for housing in the Classics or Suites (CVA, CVB, or a local Hotel) during Winter Break. (See the [Payment section](#)). Additional information regarding Winter Break housing will be available in November.

Failure of academic year Licensee to move in before 10:00 p.m. Tuesday, August 20, 2013 may constitute cancellation of the License Agreement with charges, and conditions of Section 14 of the License Agreement will apply.

Residents of the Suites or Classics (CVA, CVB or a local Hotel) who plan to attend Summer session or reside on-campus during the Summer will need to complete a Summer Addendum at the UHS office by April 21, 2014.

**SPRING SEMESTER.** A license for the spring semester only begins after 12:00 p.m. (noon) on Sunday, January 19, 2014, and ends 24 hours after the Licensee's last final examination; and in no case later than 2:00 p.m. on Thursday, May 22, 2014. During this term, Licensee must vacate his/her room during the periods described in section 8 hereinafter.

Failure of spring semester Licensee to move in before 10:00 p.m. Tuesday, January 21, 2014 may constitute cancellation of the License Agreement with charges, and conditions of Section 14 of the License Agreement will apply.

Residents of the Suites or Classics (CVA, CVB, or a local Hotel) who plan to attend Summer session or reside on-campus during the Summer will need to complete a Summer Addendum at the UHS office by April 21, 2014.

For Summer session only housing please refer to the Summer Housing section of this document. There is an additional fee for housing during Summer session.

## **7. Apartment/Room Assignments and Changes**

Residents will be assigned to their preferred apartment/building or room and occupancy type whenever possible based on the date their Annual Housing License Agreement and payments are received. Priority will be given to first-time-freshmen who graduate from a high school outside a 30 mile radius of SJSU, who are required to live on campus for their first year. If all License materials and payment are received by April 2, 2013, the resident's assignment request is processed during the first computer assignment run. UHS will make every effort to assign residents to the requested area or community and occupancy type based on preference and qualifications required to meet established criteria of any community, yet reserves the right to assign any resident to any space based on administrative need, regardless of resident qualifications.

License materials and payments received after the April 2, 2013 due date will still be processed; however, roommate matching cannot be guaranteed. In addition, applicants submitting materials after this date may not receive room assignment by the deadline to establish an Installment Payment Plan allowing 4 installments. While the Installment Payment Plan may still be selected, the number of installments will be reduced according to the date materials are received.

**Assignment priority due date is April 2, 2013. License materials and initial payment of \$600.00 submitted for new fall applicants by this date will be processed for roommate matching and ability to establish the Installment Payment Plan with 4 installments.**

**License materials and initial payment of \$600 are due no later than May 1, 2013 for new SJSU fall 2013 applicants.**

Licensees whose applications are completed (application fee & initial payment along with license materials submitted by May 1, 2013) who request a space in the Suites and are assigned to a Classic residence hall will be automatically placed on a Suites waiting list for the fall semester. Prior to assignment letter notification, as spaces open in the Suites, individuals on the waiting list will be re-assigned to the Suites. After assignment letters have been sent, residents on the Suites waiting list will be contacted via email prior to being re-assigned.

In November, notification will be sent to all residents who are remaining on the Suites waiting list for confirmation that they wish to remain on the list for the spring semester. Failure to respond to the notification will result in the resident being removed from the waiting list.

Licensees who request a CVA Bedspace may be assigned to a CVB apartment due to space limitations.

**Inability by UHS to honor assignment preferences will not void this License Agreement.**

Roommate assignments in the Suites and Classics are made for same gender only. Roommate assignments in the Apartments are also same gender, unless co-ed housing is specifically requested on the Housing Application. (While co-ed housing is co-ed by apartment, the bedrooms remain single gender. Transgender students may contact the Associate Director of Residential Life to discuss assignment options.) To preference a specific roommate, both Licensees must submit their License Materials within one week of each other and by April 2, 2013 for Fall semester and by October 15, 2013 for Spring semester. All roommates must request the same living options and preferences on the online application, i.e. 3 bedroom double, 4 bedroom suite, etc. Roommate requests submitted after these dates are not guaranteed.

Every resident is assigned to a specific room and bed space, and must occupy only the assigned room and bed space. New residents may be assigned at various times during the year; therefore, vacant bedrooms/bed spaces may become occupied without prior notice. Residents who occupy or utilize a space not officially assigned to them will be charged a \$100.00 fee per day liquidated damages.

University Housing Services understands that roommate conflicts may develop or residents may wish to move to a different apartment or room. In order to establish who has checked in, cancelled, or delayed their check-in date and to ensure all residents have moved into their proper spaces, no apartment/room changes will occur during the first two weeks of the semester. Failure to go through the correct Apartment/Room Change or Swap process will result in each



resident who has changed apartments or rooms moving back to their original apartment or room and a fine of \$100 for moving without approval and residents will be subject to disciplinary action. Refer to Room and Roommate Changes in the Policies and Regulations section for additional information and fees.

Approved room changes that occur outside of the formal process will be subject to a \$50.00 room change fee per resident.

## 8. Occupancy Period

**CVA Apartments:** For the academic year and spring semester, the License Agreement grants Licensee permission to occupy space during the break periods noted in section 4.

Specific assignment of a space in an apartment shall be made by the University at the time of occupancy, and may be changed from time to time in the interest of health, discipline, vacations, recesses, management, administrative need, and/or general welfare of the Licensee(s).

**CVB Apartments:** For the academic year and spring semester, the License Agreement grants Licensee permission to occupy space during the break periods noted in section 5.

Specific assignment of a space in an apartment shall be made by the University at the time of occupancy, and may be changed from time to time in the interest of health, discipline, vacations, recesses, management, administrative need, and/or general welfare of the Licensee(s).

**Suites and Classic Residence Halls (and Hotel):** For academic year and spring semester, the License Agreement does not grant Licensee permission to occupy assigned space during the periods listed below:

**Winter Break:** Wednesday, December 18, 2013 after 2:00 p.m. through Sunday, January 19, 2014 at 12:00 p.m. (noon).

Residents who require housing during Winter Break should complete a winter break addendum and submit it to the UHS Cashier by December 1, 2013. Residents may be accommodated during Winter Break based on space availability.

Specific assignment of a space in a suite or residence hall shall be made by the University at the time of occupancy, and may be changed from time to time in the interest of health, discipline, vacations, recesses, management, administrative need, and/or general welfare of the Licensee(s).

## 9. Summer Housing

University Housing Services offers housing to students who may be at SJSU to attend Summer classes only, or current Spring residents who wish to remain on campus during the Summer.

Summer residents may be required to relocate to another apartment or room during their summer stay to allow staff to complete work to ensure premises are prepared and ready for the upcoming fall semester opening. Transition dates will be communicated to residents by summer housing staff.

Residents who have completed a 2014/2015 license and made the necessary payments and have completed and paid for the Summer Addendum may remain until the next academic year contract begins.

CVA, CVB, Suites or Classics Residents who are not licensed, returning residents for the 2014/2015 academic year yet have completed and paid for the Summer Addendum must check out no later than 10:00 p.m. on August 09, 2014.

CVA, CVB, Suites or Classics Residents who are not licensed, returning residents for the 2014/2015 academic year yet have completed and paid for the Summer Addendum and are attending the last summer session of classes, must check out no later than 10:00 p.m. on August 09, 2014.

Dates of Summer only housing are not available until Spring time, therefore actual rates; check in and out dates may be updated in the license materials at a later date. Please refer to the Summer Housing section located at the end of the Payment Section for additional information.

## 10. Enhancement of Educational Experience

University shall maintain a competent staff to work with residents to develop a community within the housing facility to enhance students' educational experience at the University. University shall provide opportunity for input by Licensee into the development of the community. The facility shall be operated to enhance the social, educational, and recreational opportunities available to Licensee.

Licensee agrees to recognize the importance of maintaining the housing facility as an environment which is conducive for fellow residents to study, live and sleep in the housing facility. While in the housing facility, Licensee agrees not to disturb this environment.

## 11. Additional Conditions

- a) This License Agreement is subject to the regulations contained in Title V of the California Administrative Code, Sections 42000-42103. A copy of those regulations is available through University Housing Services during normal business hours, at local libraries or on the Internet.
- b) Licensee agrees to comply with the Student Code of Conduct, the Housing Policies and Regulations within this License, and the Community Living Handbook and any subsequent amendments.
- c) This License shall not be assigned or sublet.
- d) This License Agreement shall not be transferred except as permitted in Section 15.
- e) It is understood and agreed by Licensee and University that no lease or any other interest in real property is created by this Agreement.
- f) University assumes no responsibility for property of Licensee which is stolen, damaged, or destroyed, including periods when the Licensee is not in occupancy, or after the term of occupancy has expired.
- g) Repair and/or construction projects may be necessary. Scheduled projects requiring entry into Licensee's room will result in University notifying Licensee. Emergency repair will not require notification. Licensee will be responsible for safeguarding his/her belongings.
- h) First-year freshmen will be provided information about meningococcal disease and the availability of a vaccine. They will be required to sign a form indicating their receipt of this information and indicating whether or not they have received, or intend to receive, a vaccination.
- i) Licensee stipulates that she/he does not have a health condition that might be affected by group living. Residence halls are multiple occupancy facilities with shared spaces. Persons with pre-existing conditions such as, but not limited to, environmental allergies or asthma may find such conditions exacerbated. Applicants should consult with their physician before signing the License Agreement to determine if group living is an appropriate environment for them.
- j) Any resident suspected of having a communicable disease could be isolated in his/her room or another assigned room while waiting for a diagnosis. Any resident exposed to a communicable disease should make an appointment with a physician at Student Health Services, to discuss the possible exposure, symptoms and treatment (if any treatment is available). Examples of communicable and infectious diseases may include: chicken pox, hepatitis, measles and tuberculosis, in the instance of an outbreak, University Housing Services will follow University and local emergency protocols.
- k) Licensee must be a matriculated student who remains regularly enrolled throughout the license period. If the Licensee's provisional admission is rescinded, or Licensee is academically disqualified between semesters, the Licensee may not occupy a bedspace within the apartments or residence halls and must cancel the housing contract in writing. (See section 3.)
- l) University Housing Services values the academic success of all students. If the academic progress of a student is deemed to be in jeopardy, information related to student academic performance (including grades) might be released to appropriate paraprofessional and professional staff.

## 12. Dining Services

### Mandatory Dining Plans

Dining plans are mandatory for all First Time Frosh (whether assigned to the Apartments, Suites or Classics), and all residents living in the Suites (CVC) or Classics (Joe West, Hoover, Washburn, and Royce Halls). If a proper meal plan is not selected during the application process, the mandatory 5 day meal plan will be assigned. It is not mandatory for Non-Frosh CVB Apartment residents to select a meal plan, but they have the option of choosing from one of the meal plans below. Housing rates will vary depending on the meal plan chosen. ([Dining plan rate information](#)).

The Dining Commons (Club DC) is an "All-You-Care-To-Eat" program. Please eat all you take. No food is allowed out of the DC, unless designated as "To Go" items. In addition, Dining membership plans also include Dining Dollars which can be used at any of the campus retail dining facilities according to the rules of the chosen plan. A wide variety of nationally, regionally and ethnically branded concepts are available for you to enjoy.

## Membership Options

Dining membership plans allow plan holders unlimited entry to the residential Dining Commons during DC operating hours. Residents can use their plan Dining Dollars in any quantity in any Retail Dining Facility during business hours. Unused Dining Dollars expire at the end of each semester.

Residents may select one of the following:

**GOLD Membership** is \$2100.00/semester and allows plan holders unlimited entry to the Dining Commons **five** days per week, Monday – Friday, plus 5 Guest Meal entries and \$200.00 Dining Dollars per semester. Guest Meals can be used any time, including weekends, either by the plan holder or for a guest accompanying the plan holder. Dining Dollars may be used as desired at any open retail dining facility. Hotel residents may purchase this plan at a 20% discount of \$1,520.00 per semester.

**PLATINUM Membership** is \$2425.00/semester and allows plan holders unlimited entry to the Dining Commons **seven** days per week, plus 5 Guest Meal entries and \$300.00 Dining Dollars per semester. Guest Meals can be used any time, including weekends, either by the plan holder or for a guest accompanying the plan holder. Dining Dollars may be used as desired at any open retail dining facility. Hotel residents may purchase this plan at a 20% discount of \$1,760.00 per semester.

## Optional “Community” Meal Plans

Apartment residents may choose from one of the meal plans described above, or they may choose from one of the optional [“Community” Plans](#) below. Applicants who choose a community plan when applying for the academic year will have a community plan assigned for fall and another for spring (one each semester) and will be billed for each plan when rent and other housing charges are billed (typically prior to the start of the semester). These plans may be purchased through the Housing Office until August 07, 2013, and at the Dining Commons or Spartan Shops Dining Main office anytime after that date. These optional plans are available to any Non-Frosh resident living in the CVB Apartments as well as residents of the CVA Apartments. These plans are not available to the First Time Frosh living in CVB Apartments or any residents of the Suites or the Classics (Joe West, Royce, Hoover or Washburn Halls). Additional Community Meal Plans may be purchased at anytime during the semester at the Spartan Shops Dining Main office. Note that unused Community Plan meals or Dining Dollars are forfeited at the end of the academic year.

## Community Plans

The **Community 25 Plan** is \$270.00 and provides 25 single entries (approximately 1.5 visits per week in a semester) to the Dining Commons for the plan holder for any day during the academic year. The plan holder may use these entries for themselves and for any number of accompanying guests.

The **Community 50 Plan** is \$500.00 and provides 50 single entries (approximately 3 visits per week in a semester) to the Dining Commons for the plan holder for any day during the academic year. The plan holder may use these entries for themselves and for any number of accompanying guests.

The **Centennial Plan** is \$1000.00 and provides 100 single entries (approximately 6 visits per week in a semester) to the Dining Commons for the plan holder for any day during the academic year. The plan holder may use these entries for themselves and for any number of accompanying guests. The Centennial Plan also includes \$100.00 Dining Dollars which may be used as desired at any open retail dining facility.

## Spartan Gold Points

Spartan Gold Points can be purchased anytime to augment a meal plan independently of the Housing contract. Hotel residents may purchase gold points at a 20% discount. Please stop by the Spartan Gold Points office or visit Spartan Shops online at <http://www.spartanshops.com>.

## Meal Plan Changes

**Meal plan changes may be requested in writing prior to the start of the fall semester. Requests must be received by the UHS office by August 7, 2013.**

Residents of the Suites and Classics may request to change their meal plans only once during the semester by completing a Meal Plan Change Request Form available at the UHS Office. The Meal Plan Change Request Form must be completed in person at the UHS office during the following periods only:

**Fall Semester:** September 09-13, 2013 (effective October 1, 2013)

**Between Semesters:** October 07-11, 2013 (effective January 19, 2014)

**Spring Semester:** February 03-07, 2014 (effective March 1, 2014)

To initiate a change request, resident should visit the UHS main housing office during the scheduled meal plan change week and complete a meal plan change form.

### **Special Dietary Needs**

The license to occupy a residence for all First Time Frosh (whether assigned to the Apartments, Suites or Classics), and all residents in the Suites or Classics includes mandatory food service. The Dining Commons cannot accommodate special diets. Please note that no reduction of food service fees will be permitted for dietary or other related problems. Please contact the Spartan Shops Dining Commons at (408) 924-1740 if you have dietary concerns.

### **Dining Commons Meal Services**

Dining plan memberships are designed to provide the maximum value to residents, but like a gym membership, the cost is the same regardless of how frequently you visit. A percentage of absenteeism is used in projecting the meal costs.

### **Dates of Service**

(Dates and Times Subject to Change)

#### **Fall Semester**

Begins Dinner, Friday, August 16, 2013 (All meal plans)

August 17, 2013 (Platinum and Community meal plans only) Breakfast, Lunch and Dinner

August 19, 2013 Weekend schedule - (All meal plans)

No service, after 5:00 pm on Wednesday, November 27, 2013 through 6:30 am on Monday, December 02, 2013 (Thanksgiving Break)

Ends lunch, Wednesday, December 18, 2013

#### **Spring Semester**

Begins Dinner, Sunday, January 19, 2014 (Platinum and Community meal plans only)

(Jan. 20, Weekend schedule - (All meal plans)

No service, after 5:00 pm on Friday March 21, 2014 through 5:00 pm on Monday, March 31, 2014 (Spring Break)

Ends lunch, Thursday, May 22, 2014

### **Meal Service Hours**

#### **Weekdays**

The Dining Commons is open continuously from 6:30 a.m. – 1:00 a.m. Monday – Thursday, and from 6:30 a.m. – 10:00 p.m. on Friday

#### **Weekends**

Weekend hours are 9:00 a.m. – 9:00 p.m.

### **Sick Pass Meals**

A **sick pass** is afforded to residents who have communicated their illness/request to an RA/ARLC/RLC for approval. With the approval, they can send a friend or roommate with their meal card for a take out meal. This meal consists of: any of the available hot entree options being offered at the serving lines; any salad variation from a self-serve salad bar; any of the dessert options served at that meal; a take-out cup of soup (or cups of soups if that is the only meal they consume); and a take-out cup of any beverage option offered.

### **DC To Go**

Please visit the DC Office for information about the "DC To Go" program.

## Cancellation Policies

Resident requests for cancellation of a **Mandatory** meal plan must be submitted in writing to University Housing Services. Permission to cancel a meal plan must be obtained from the Assistant Director, Residential Dining. Cancellation is restricted to only the most adverse circumstances (such as a medical condition) that render it unreasonable for Spartan Shops, Inc. to expect the Licensee to continue the contract.

A release due to medical reasons must include the appropriate medical documentation including a letter from a licensed physician or therapist. The letter must be on the physician's letterhead stationery and must include a statement of how specific food options available at the Dining Commons interfere with treatment and/or recovery from a diagnosed medical condition.

Should a resident choose to cancel their **Optional** meal plan at some point during the semester, they must initiate the process by requesting the cancellation at the University Housing Office front desk. Any remaining Dining Dollars at the time of cancellation are forfeited.

Residents should be aware that Membership plans are charged based on a fixed daily rate, so a set amount will be charged per day, regardless of the number of visits the resident has made to the DC during the semester. Billing is calculated based on the effective date of cancellation as noted on the Cancellation Form or on the last date of usage, whichever is later. Community Plans, however, are billed based strictly upon usage.

There are absolutely no cancellations allowed within the last two weeks of either semester.

## Policies and Regulations

The University Housing Service judicial system collaborates with the University Student Conduct process. The purpose of the Student Conduct process is to administer the Student Conduct Code in a manner that is consistent with the University's core values of fairness, honesty, and integrity.

If you allegedly violate a policy stated in this license agreement that is also a violation of the Student Conduct Code, your case will be adjudicated by the Office of Student Conduct and Ethical Development. You may view the Student Conduct Code and Student Conduct process at:

<http://www.sjsu.edu/studentconduct/docs/Student%20Conduct%20Code%202013.pdf>

<http://www.calstate.edu/eo/EO-1043.html>

In accordance with the SJSU Student code of conduct and policies set forth by Spartan Shops, Inc., unacceptable behavior or failure to adhere to policies may result in permanent removal of a resident from the DC. In addition to all policies of the Conduct Code, additional policies in effect at the DC include but are not limited to the following:

Licensee's SJSU ID Card must be presented to the DC checker or retail cashier for each meal and on demand if requested by a member of the UHS or DC staff. Residents and guests must carry identification at all times while in the residence halls, apartments, dining commons or any UHS property. Residents are required to carry and provide appropriate SJSU photo identification upon request by a University staff member performing his/her duty. Failure to present ID; presenting fabricated, falsified, or misrepresentative ID; permitting others to use IDs for the purpose of improperly gaining access to residence halls, rooms, apartments, dining commons, use of equipment, or any other service or facility is prohibited.

Licensee's meal plan is not transferable. Assisting unauthorized persons to enter the DC or to use your SJSU ID card is in violation of the terms and conditions of the License Agreement. SJSU ID cards found to be in the possession of an unauthorized user will be confiscated and may result in additional charges and/or penalties.

All food must be eaten in the DC. Second helpings are permitted. No food, dishes, or utensils may be taken from or brought into the building without permission of a DC staff member.

"If Licensee's SJSU ID Card is lost, a meal voucher (valid only at the DC) will be issued to a resident on a membership plan (Gold or Platinum) valid for three days usage at no charge, at the DC Office. A voucher must be accompanied by a valid form of personal identification. However, if Licensee's SJSU ID Card is not found within three days, Licensee must obtain a new SJSU ID Card at the Tower Card window located in the Student Service Center. The University will assess a \$5.00 replacement fee. Community Plan holders are not eligible for a voucher and must replace their card before accessing the DC for a meal. "

Residents and guests are required to bus their dishes and accompanying trash.

"Food fights," "trashing" tables, etc. are not permitted.

Residents must comply with reasonable requests of DC and UHS staff while in the DC.

Wheelchair Accessibility. The DC has motorized access doors at each entry into the building and a motorized wheelchair lift. It also has motorized push paddle doors to ease exiting the building. Guest restrooms are also accessible.

### **Meal Plans Offered Through Spartan Dining**

To access the 2013-2014 Meal Plan information, please click [here](#)

## **13. Maintenance of Premises**

University shall provide Licensee with the furnishings in the condition noted on the Room/Apartment Inventory Form. Licensee agrees to give reasonable care to their living environment and its furnishings and to make payment for any damage or loss promptly upon demand by UHS. Licensee shall vacate the living unit in good order and repair, or Licensee shall pay University the reasonable costs incurred in returning the living unit to a condition of good order and repair.

Licensee shall make no alteration to the housing facility without the permission of the University. Any structural addition or alteration is prohibited without written permission of the University and subject to damage charges.

Licensee shall not possess any highly flammable material, firearms, ammunition, fireworks, knives, explosives, dangerous weapons or any other material or instrument which, in the opinion of University authorities, poses an unreasonable risk of damage or injury. Residents in possession of these items are subject to immediate eviction. UPD may also confiscate or hold for safe keeping items that are in violation of UHS policy.

Directives of the State of California concerning energy conservation will be enforced. Utilities (electricity, gas, air conditioning and water) may be limited upon state directives.

## **14. Cancellation of License**

### **a. Cancellation by Licensee Before Occupancy Period**

**CVA Apartments:** The occupancy period for the apartments begins Friday, August 16, 2013 for the academic year and Wednesday, January 1, 2014 for new residents entering for the spring semester. Licensee may cancel a reservation for a space in the facility by giving written notice to University Housing Services at least thirty (30) days before the beginning of the occupancy period (on or before Wednesday, July 17, 2013, for the academic year and on or before Monday, December 2, 2013 for new residents entering for the spring semester). A \$100.00 license processing fee will be charged.

**CVB Apartments:** The occupancy period for the apartments begins Friday, August 16, 2013 for the academic year and Wednesday, January 1, 2014 for new residents entering for the spring semester. Licensee may cancel a reservation for a space in the facility by giving written notice to University Housing Services at least thirty (30) days before the beginning of the occupancy period (on or before Wednesday, July 17, 2013, for the academic year and on or before Monday, December 2, 2013 for new residents entering for the spring semester). A \$100.00 license processing fee will be charged.

**Suites or Classics:** The occupancy period for the suites or classics and Hotel begins Friday, August 16, 2013 for the academic year and Sunday, January 19, 2014 for new residents entering for the spring semester. Licensee may cancel a reservation for a space in the facility by giving written notice to University Housing Services at least thirty (30) days before the beginning of the occupancy period (on or before Wednesday, July 17, 2013, for the academic year and on or before Friday, December 20, 2013 for new residents entering for the spring semester). A \$100.00 license processing fee will be charged.

A written request to cancel a reservation less than thirty (30) days before the beginning of the occupancy period shall include Licensee's statement of reasons. The University may exercise its discretion to grant or deny the request. UHS may deny the request for cancellation, wherein the Licensee shall owe the full fee period of the license (academic year), plus any charges for damages and cleaning, all nonrefundable fees as described in the Payment Information, and the \$100.00 license processing fee. In any case, the charges will be prorated if a replacement acceptable to the University is found. All empty spaces within all facilities will be filled before any resident's license can be replaced.

For Licensee who requests cancellation and who does not enroll at SJSU, cancellation will be granted and charges will be the nonrefundable fees as described in the Payment Information, plus a \$100.00 license processing fee.

For Licensee who enrolls at SJSU, whose cancellation is granted, charges will be 30 days of rent (and parking if applicable) from the beginning of the occupancy period, plus the nonrefundable fees as described in the Payment Information, plus a \$100.00 license processing fee.

Failure to receive an assignment electronically or by mail is not cause to cancel the License Agreement.

A release due to financial hardship, illness or personal hardship should include the following.

**Financial Hardship.** It must include verification appropriate to the circumstance and must be a loss of income that has occurred since the cancellation deadline on or after Thursday July 18, 2013 for CVA apartment residents, on or after Thursday, July 18, 2013 for the CVB apartment residents and on or after Thursday, July 18, 2013 for the Suites or Classics (residents for the academic year) and on or after Tuesday, December 03, 2013 for CVA apartments, on or after Tuesday, December 03, 2013 for the CVB apartments and on or after Saturday, December 21, 2013 for the Suites and Classics (new residents entering for the spring semester.)

**Illness.** A release due to illness must include the appropriate medical documentation including a description of diagnosis provided by a licensed physician. The letter must be on the physician's letterhead stationery and must include a statement of how living in the apartments or residence halls is related to the illness and the Licensee's treatment that has occurred since the cancellation deadline on or after Thursday July 18, 2013 for CVA apartment residents, on or after Thursday July 18, 2013 for the CVB apartment residents and on or after Thursday July 18, 2013 for the Suites or Classics (residents for the academic year) and on or after Tuesday, December 03, 2013 for CVA apartments, on or after Tuesday, December 03, 2013 for the CVB apartments and on or after Saturday, December 21, 2013 for the Suites and Classics (new residents entering for the spring semester.) Request for release due to pre-existing environmental allergies, asthma, ADD, ADHD, social phobia, eating disorders or other health conditions that might be affected by group living will not be considered (refer to Terms and Conditions, Section 11.i)

**Personal Hardship.** It must include verification appropriate to the circumstance, such as supporting documentation from a counselor, medical doctor, ect., that has occurred since the cancellation deadline on or after Thursday July 18, 2013 for CVA apartment residents, on or after Thursday, July 18, 2013 for the CVB apartment residents and on or after Thursday, July 18, 2013 for the Suites or Classics (residents for the academic year) and on or after Tuesday, December 03, 2013 for CVA apartments, on or after Tuesday, December 03, 2013 for the CVB apartments and on or after Saturday, December 21, 2013 for the Suites and Classics (new residents entering for the spring semester.)

Failure to receive an assignment electronically or by mail is not cause to cancel the License Agreement.

**Returning Residents.** Failure to make the first payment installment of \$600 by 12:00 p.m. (noon) on the scheduled date (during the Returning Resident sign up process) constitutes notice that the Returning Resident Reservation is canceled. No written notice is required in this instance; license will be cancelled and charged the \$100.00 license processing fee.

#### **b. Cancellation After Occupancy Period**

Each Licensee's agreement is for a full academic year (or full spring semester for new residents entering spring). Any Licensee who requests to vacate the housing facility must give notice, in writing, of intention to vacate and the reason theretofore. UHS may exercise its discretion to grant or deny a request to vacate. UHS may approve the request to vacate, wherein the Licensee shall owe an amount equal to a prorated charge for each day from the beginning of the fee period (as defined in sections 4, 5 and 6), through the end of the occupancy period, plus any charges for damages and cleaning, all nonrefundable fees as described in the Payment Information, and the \$100.00 license processing fee. The University may deny the request to vacate, wherein the Licensee shall owe the amount due under the full fee period of the license (academic year), plus any charges for damages and cleaning, all nonrefundable fees as described in the Payment Information, and the \$100.00 license processing fee. In any case, the charges will be prorated if a replacement acceptable to the University is found. All empty spaces within all facilities will be filled before any resident's license can be replaced.

A written request to cancel a reservation less than thirty (30) days before the beginning of the occupancy period shall include Licensee's statement of reasons. The University may exercise its discretion to grant or deny the request. The University may deny the request for cancellation, wherein the Licensee shall owe the full fee period of the license (academic year), plus any charges for damages and cleaning, all nonrefundable fees as described in the Payment Information, and the \$100.00 license processing fee. In any case, the charges will be prorated if a replacement

acceptable to the University is found. All empty spaces within all facilities will be filled before any resident's license can be replaced.

For Licensee who requests cancellation and who will not be attending SJSU, cancellation will be granted and charges will be the nonrefundable fees as described in the Payment Information, plus a \$100.00 license processing fee in addition to pro-rated rent (and parking if applicable) through the date of Licensee vacating the facility.

For Licensee who remains enrolled at SJSU, whose cancellation is granted, charges will be pro-rated rent (and parking if applicable) through the date of Licensee vacating the facility and 30 days of rent (and parking if applicable) from the date of Licensee's vacating the facility, in addition to the nonrefundable fees as described in the Payment Information, plus a \$100.00 license processing fee.

A release due to financial hardship, illness or personal hardship should include the following.

**Financial Hardship.** It must include verification appropriate to the circumstance and must be a loss of income that has occurred since the cancellation deadline on or after Thursday July 18, 2013 for CVA residents, on or after Thursday, July 18, 2013 for the CVB apartments and on or after Thursday, July 18, 2013 for the Suites or Classics (residents for the academic year) and on or after Tuesday, December 03, 2013 for CVA apartments, on or after Tuesday, December 03, 2013 for the CVB apartments and on or after Saturday, December 21, 2013 for the Suites and Classics (new residents entering for the spring semester.)

**Illness.** A release due to illness must include the appropriate medical documentation including a description of diagnosis provided by a licensed physician. The letter must be on a physician's letterhead stationery and must include a statement of how living in the residence halls is related to the illness and the Licensee's treatment that has occurred since the cancellation deadline on or after Thursday July 18, 2013 for CVA apartment residents, on or after Thursday July 18, 2013 for the CVB apartment residents and on or after Thursday July 18, 2013 for the Suites or Classics (residents for the academic year) and on or after Tuesday, December 03, 2013 for CVA apartments, on or after Tuesday, December 03, 2013 for the CVB apartments and on or after Saturday, December 21, 2013 for the Suites and Classics (new residents entering for the spring semester.) Request for release due to pre-existing environmental allergies, asthma, ADD, ADHD, social phobia, eating disorders or other health condition that might be affected by group living will not be considered (refer to Terms and Conditions, Section 11.i).

**Personal Hardship.** It must include verification appropriate to the circumstance, such as supporting documentation from a counselor, medical doctor, ect., that has occurred since the cancellation deadline (on or after Thursday July 18, 2013 for CVA residents, on or after Thursday, July 18, 2013 for the CVB apartments and on or after Thursday, July 18, 2013 for the Suites or Classics residents for the academic year; and on or after Tuesday, December 03, 2013 for CVA apartments, on or after Tuesday, December 03, 2013 for the CVB apartments and on or after Saturday, December 21, 2013 for the Suites and Classics for new residents entering for the spring semester.)

The University may exercise its discretion to grant or deny a request to vacate. The University may approve the request to vacate, wherein the Licensee shall owe an amount equal to a prorated charge for each day from the beginning of the fee period (as defined in sections 4, 5 and 6), through the end of the occupancy period, plus any charges for damages and cleaning, all nonrefundable fees as described in the Payment Information, and the \$100.00 license processing fee. The University may deny the request to vacate, wherein the Licensee shall owe the amount due under the full fee period of the license (academic year), plus any charges for damages and cleaning, all nonrefundable fees as described in the Payment Information, and the \$100.00 license processing fee. In any case, the charges will be prorated if a replacement acceptable to the University is found. All empty spaces within all facilities will be filled before any resident's license can be replaced.

Residents who have petitioned to cancel and have forged or knowingly provided false information/documentation to UHS will be referred to the Office of the Vice-President of Student Affairs for disciplinary action per section 41301, Title V, and California Administrative Code. Following all of the appropriate cancellation procedures is the responsibility of the Licensee. "Petition to Cancel" forms and guidelines are available in the UHS Office and online at [www.housing.sjsu.edu](http://www.housing.sjsu.edu). **Unless cancellation is officially approved and appropriate check-out procedures followed, the Licensee is required to pay for the entire license period.** Refunds take at least 4-6 weeks from official date of move-out.

Failure to receive an assignment electronically or by mail is not cause to cancel the License Agreement.

Roommate/community related issues are not considered grounds for cancellation and will be referred to Residential Life staff.



Current residents who will not be attending SJSU in the spring semester and wish to cancel their housing should submit a "Petition to Cancel" by October 15, 2013 to avoid having spring charges assessed to their account. Cancellations submitted after this deadline, and subsequently approved will not have any late fees reversed that may have been assessed due to late or non-payment.

## **15. Revocation of License Agreement**

University may revoke this License Agreement for any of the following reasons:

- a) Conduct by the Licensee, which, in the determination by the Associate Director of Residential Life or designee, constitutes or would constitute misconduct within the meaning of section 41301 of Title 5, California Code of Regulations. No disciplinary proceedings need be commenced against the Licensee by the University under section 41301 for purposes of revocation of the License Agreement under this section; furthermore, the License Agreement may be revoked under this section regardless of whether disciplinary proceedings are commenced against the Licensee by the University under section 41301, and regardless of the outcome of those disciplinary proceedings.
- b) If the Licensee is convicted of any misdemeanor or felony committed on University property, or involving any member of the University community (e.g. students, staff, or faculty) whether on or off University property or that is otherwise University related.
- c) Breach of any term of this License Agreement, specifically including, but not limited to, breach of any of the Policies and Regulations contained in this License Agreement.
- d) Nonpayment of License Fees.
- e) Breach of any of the provisions of Sections 42000, et seq. of Title 5, California Code of Regulations.
- f) Failure of Licensee to maintain status as a student at the University through academic dismissal or all other withdrawals. Students must be matriculated and/or enrolled in the regular academic program at San Jose State University.
- g) Administrative necessity of the University. Administrative necessity exists when any condition not reasonably foreseen at the time of confirming a reservation, issuing a license, or renewing a license occurs and prevents the campus from making or continuing to make a housing facility available to the licensee. Such conditions shall include, but are not limited to, damage caused by floods, slides, fire, earthquake, other natural disasters and vandalism; civil disorder; compliance with state or federal law; or interruption of basic services because of labor strife. Such conditions shall also include a drop in the rate of cancellation not reasonably foreseen by the campus, if such drop results in an overbooking of available housing facilities.
- h) If the continued presence of the Licensee poses a danger to themselves or other residents, staff, faculty, or other members of the University community.

University shall provide Licensee not less than three (3) days notice in the event of an occurrence described in subsection (1), except in cases of emergency.

Licensee will be assessed charges according to Terms and Conditions, item 14.

## **16. Abandonment or Termination by Licensee**

Except as permitted in section 14 a and b, termination of this License Agreement or abandonment of the premises by Licensee shall not release Licensee from paying any obligation due the University for so long as the University does not terminate Licensee's right to possession.

## **17. Disposition of Property**

Any property of Licensee remaining on the premises after abandonment, termination, eviction or revocation of this license may be removed and placed in storage. A fee will be charged for such storage. Property may be claimed by Licensee or authorized agent upon payment of storage charge in full. Any property of the Licensee remaining in the housing facility may be removed and stored by the University at the expense and risk of the Licensee and will be disposed of pursuant to the laws of the State of California as outlined in Title 5, Section 42375, entitled Care, Restitution, Sale or Destruction of Lost Property, and Section 42376, entitled Proceeds of Sale. Licensee releases the University from any liability for any damages or loss to property disposed of in the manner described above.

## **18. Destruction or Unavailability**

In the event that bedspace is destroyed or becomes unavailable as the result of conditions not reasonably foreseen at the time this License Agreement is made, Licensee shall be entitled to a pro rata refund of any fees applicable to periods after Licensee was required to vacate. Such conditions include, but are not limited to damage caused by floods, slides, fire, earthquake, other natural disasters and vandalism; civil disorder, compliance with state or federal

law; interruption of basic services because of labor strife; a drop in the rate of cancellations not reasonably foreseen by the University, if such a drop results in an overbooking of available housing facilities.

## **19. Notice of Vacating**

Any Licensee who requests to vacate a housing facility shall give at least thirty (30) days written notice of intention to vacate and the reasons therefore. The University, using the standards established pursuant to Section 42017, may grant or deny the request to vacate.

## **20. Vacating the Housing Facility**

Licensee shall vacate the UHS housing facility to which the Licensee is assigned on the expiration of the license period, or upon termination of his or her license to use the facilities, or revocation of this License Agreement, whichever occurs first. (See "Check in/ Check out," under Policies and Regulations). Any Licensee who does not vacate the housing facility as required by this section shall be evicted in the manner provided by the laws of the State of California and charged a daily rate through the length of stay. The University may charge any other applicable fees or charges. The matter shall be referred to the CSU Office of General Counsel for appropriate legal action. Any property of the Licensee remaining in the housing facility may be removed and stored by the University at the expense and risk of the Licensee and will be disposed of pursuant to the laws of the State of California as outlined in Title 5, Section 42375, entitled Care, Restitution, Sale or Destruction of Lost Property, and Section 42376, entitled Proceeds of Sale.

## **21. Nonpayment of License Fees**

Nonpayment of License Fees may, at the discretion of the University, result in:

- a) Assessment of late fees as stated in the fee schedule. In addition to the late fee, failure to pay, as agreed, may result in interest at 10% per annum on any delinquent amounts during the period of the delinquency.
- b) Suspension of parking, telephone, cable and internet services without compensation for missed services.
- c) Revocation of the License Agreement with financial penalties, as noted in Section 14.
- d) Withholding of University services pursuant to Section 42380, ET. Seq., Title 5, California Code of Regulations. This includes: withholding official transcripts and denial of registration.
- e) Offset of loans, grants or scholarships payable through the University, or tax refunds through the Franchise Tax Board. All reasonable collection costs and charges accrued by SJSU during the collection of said amounts are the responsibility of the Licensee.
- f) Notification of default to credit bureau organizations.
- g) Employment of a collection agency to collect all delinquent amounts. Any attorney fees and other reasonable collection costs and charges accrued during the collection of said amounts are the responsibility of the Licensee.
- h) Legal action to collect unpaid obligations.
- i) By signing the License Agreement, Licensee consents to the release of information from student records to non-University third parties such as credit bureaus, credit gathering organizations, skip tracers, billing agencies, collection agencies, legal counsel, parents, guardians, and employees which may, in the judgment of University, be necessary or helpful in the collection of delinquent obligation arising out of the Agreement.
- j) By signing the License Agreement, Licensee agrees that housing fees are an extension of credit for living expenses and are considered an educational debt.
- k) Licensee waives the benefit of any limitations affecting liability or the enforcement thereof to the extent permitted by law. (California Code of Civil Procedures 360.5)

## **22. Refunds**

The University shall authorize refunds only as provided herein or in Title 5 of the California Code of Regulations or other applicable law. UHS encourages all residents to register for e-refunds (direct deposit) to ensure refunds are received as quickly as possible. Visit the Bursar's website to register.

## **23. Right of Entry**

The University shall have the right to enter the premises occupied by Licensee for the purposes of emergency, health, safety, maintenance, management of applicable rules and regulations, or for any other lawful purpose. University shall exercise these rights reasonably and with respect for Licensee's right to be free from unreasonable searches and intrusions into study or privacy.

## **24. Visitors and Guests**

Licensee shall permit no visitors or guests to enter University housing facilities except as permitted in Policies and Regulations of this License Agreement.

## **25. Non Waiver**

The waiver of any breach of a term or condition of this License Agreement shall not constitute a waiver of any subsequent breach.

## **26. Waiver**

The waiver by University of any breach of any term, covenant, or condition contained herein shall not be deemed to be a waiver of such term, covenant, or condition or any subsequent breach of the same or any other term, covenant, or condition contained herein. The subsequent acceptance of rent hereunder by University shall not be deemed to be a waiver of any preceding breach by Licensee of any term, covenant, or condition of this License Agreement, other than the failure of Licensee to pay the particular rental so accepted, regardless of University's knowledge of such preceding breach at the time of acceptance of such rent.

## **27. Hold Harmless**

Licensee agrees to indemnify and hold the University harmless from any and all claims arising from Licensee's use or occupancy that is improper, illegal or a violation of the License Agreement.

## **28. Taxable Possessory Interest**

It is the position of the University that this License Agreement does not create a taxable possessory interest in real property. However, pursuant to Revenue and Taxation Code Section 107.6, Licensee is hereby notified that a taxing authority may take a contrary view and may assess License Agreement.

## **29. Megan's Law**

Notice: Pursuant to Section 290.46 of the Penal Code, information about specified registered sex offenders is made available to the public via an internet web site maintained by the Department of Justice at [www.meganslaw.ca.gov](http://www.meganslaw.ca.gov). Depending on an offender's criminal history, this information will include either the address at which the offender resides or the community of residence and zip code in which he or she resides.

## **30. Insurance**

The University has no insurance to cover the personal or property damage of Licensee, so during the period covered by this License Agreement; University highly recommends that Licensee, at their expense, obtain insurance such as a renter's policy.

## **31. Insurance, Automobile**

Licensee agrees to accept financial responsibility for any loss or damage to personal property or personal vehicle belonging to Licensee and their guests and invitees that may be parked in the Campus Village parking garage, caused by theft, fire, vandalism or any other cause. University Housing Services assumes no liability for any such loss. It is suggested that Licensee obtain and maintain throughout the term of the license a policy of automobile insurance from a recognized insurance firm, covering Licensee's liability and personal property damage (if Licensee utilizes the Campus Village parking garage). University Housing Services assumes no responsibility for damages to vehicles caused by leaks from pipes or from liquids seeping through floors or walls.

## **32. Campus Safety Act**

The SJSU Police Department works hard to ensure that everyone in the SJSU community is aware of safety issues that may affect them. The Campus Safety Act, also known as the Jeanne Clery Act, requires universities to report annual crime statistics, provide timely warnings of serious crimes when there may be a threat to others, and to keep a public log of campus incidents. SJSU is in full compliance with this federal mandate, and our Safety and Security Reports are available to the entire campus community. For more on the Campus Safety Act, see the SJSU Police Department's website at [http://www.sjsu.edu/police/policies\\_forms/clery\\_act/index.htm](http://www.sjsu.edu/police/policies_forms/clery_act/index.htm).

## **33. Emergency Contact Information**

Licensee agrees to log into the UHS Housing database and provide requested emergency contact information prior to move in date. Licensee's who fail to provide complete and accurate emergency contact information by specified date will have a judicial hold placed on student records preventing Licensee from accessing campus services such as registration and transcripts.

### **34. Missing Persons**

University Police will be notified in the event a student is missing, if the student is under 18 a parent or guardian must be notified. Official missing person reports are required to be referred immediately to University Police.

Each student living in University Housing Services is asked to identify an emergency contact person to be contacted in the case of an emergency or when a student is determined to be missing and that only authorized campus officials and law enforcement officers will have access to this information.

### **35. Alert-SJSU**

Licensee agrees to sign up for Alert-SJSU, an alert and warning communication system designed for warning students, staff and faculty in the event of a natural disaster or other emergency on-campus.

Community members can add cell phones with text messaging, cell phones, email accounts, land lines, and TTY/TDD devices on which to be alerted about emergencies.

## Policies and Regulations

Described below are the Policies and Regulations, which govern all University Housing Services occupants. By completing and signing the Housing License Agreement, residents agree to all of these provisions. Applicants should read these provisions carefully before submitting a completed License Agreement.

Inappropriate conduct by students is subject to discipline on the San Jose State University campus. The Office of Student Conduct and Ethical Development coordinates the discipline process and establishes standards and procedures in accordance with regulations contained in Sections 41301 through 41304 of Title 5, California Code of Regulations. A copy of these regulations can be found in the current edition of the San Jose State University General Catalog. All violations of the Terms and Conditions or Policies and Regulations below are subject to review by the Office of Student Conduct and Ethical Development for violation of 41301 through 41304, as well as grounds for eviction from University Housing Services Facilities. Conduct that is in violation of the law will be referred to University Police for investigation, if warranted.

## Access to University Housing Facilities & Keys

- a) Residents are responsible for all keys and access cards/fobs issued to them and must carry their keys and access cards/fobs at all times.
- b) Residents must report lost or stolen keys or cards immediately to the Residential Life Coordinator or UHS Office. New keys/access cards/fobs will be issued (\$25.00 fee for card, \$50.00 for fobs and \$75.00 fee for hard key) and the lost card/fob will be deactivated. Lost keys can usually be replaced within two working days. Lost cards/fobs will be replaced within 1-2 hours of notification, during business hours. Cards/fobs reported lost after business hours will be replaced the following business day. Residents who have lost their access card/fob or key and require housing staff to give them immediate access to their room or apartment will also be subject to a lock out fee according to the lock out fee policy.
- c) Residents are responsible for any damage to their key and/or card/fob if it stops working.
- d) Resident's access card or fob and key are for their use only. Under no circumstances are access cards, fobs, or keys permitted to be duplicated or loaned to other individuals.
- e) Residents may not add/or change any locks to their apartment, suite or bedroom.
- f) Residents may not hold gates or doors open for unknown people. All residents have a key and an access card or fob.
- g) Residents may not prop open any door or gate. Anyone caught doing so may have their License revoked, and will receive no refund of fees.
- h) Residents must keep the apartment, suite, and bedroom doors locked at all times.
- i) Residents should report all suspicious persons or activities to the University Police Department immediately at (408) 924-2222.
- j) Residents should use the door viewer to see who is there before opening the door.
- k) Residents may not enter their assigned room prior to being issued a key, access card or fob. Upon check-out, all appropriate keys and access cards/fobs must be returned to University Housing Services.
- l) Residents may only use the UHS space assigned to them. UHS reserves the right to assign vacant space as needed.

## Accommodations

University Housing Services is committed to meeting the needs of residents with special needs to the best of its ability. Some housing facilities are accessible to residents in wheelchairs (including bathrooms), and specially-adapted rooms are available for residents who are hearing and/or visually impaired.

Accommodations include:

1. Disabilities such as mobility impairment, vision or hearing impairments (where physical accommodation or building adaptation may be required) or mental health concerns.
2. Religious reasons that require special facilities (such as dietary or special room arrangements).
3. Lesbian, gay, bisexual or transgender issues that require special accommodation.
4. Medical concerns (including allergies).
5. Disabilities that may require a live-in attendant.

Accommodations should be noted in the Accommodations box of the online application. Medications, allergies and other needs may be noted in the box following Accommodations. Some Accommodation requests may require additional documentation.

Note: If you identify yourself as someone who requires assistance for safe exiting from a residence during an emergency, Residential Life Staff will meet with residents on an individual basis. For more information, please contact the UHS Office at (408) 795-5600.

## Accountability

Each resident is viewed as a responsible person who will be held accountable for his/her actions, and the actions of his/her guests. Residents will be held accountable for their behavior and that of their guests when in violation of the policies and regulations governing University Housing Services facilities. When misconduct is reported, every incident will receive due process in accordance with campus policy as well as federal, state, and local law, following the appropriate course of action as determined by University Police and Campus Administration. Be advised, incident investigation requires adequate time for completion before any action can be taken.

## Air Conditioning

Air conditioning is not guaranteed. When the air conditioning is operating in a building, all windows must be closed. (See Energy Conservation)

## Alcohol

California state law prohibits alcoholic beverages from being sold, furnished or given to any person under the age of 21.

- a) A resident who is at least 21 years of age and elects to consume alcohol in University Housing may do so only if all those present in the room are over 21 years of age, including all roommates. CVA Residents – this excludes minors who are resident's dependents.
- b) If at least one resident of a suite, room, or apartment is under 21 years of age, no alcohol is permitted in the common areas of that apartment, suite, or room. Alcohol may only be consumed or stored in the bedroom if all residents in that room are 21 years of age or older.
- c) Residents who are 21 years of age or older, may not provide alcohol to persons under 21 years of age at any time.
- d) If all residents occupying a room, apartment, or suite are over 21 years of age, alcohol is permitted in the living space.
- e) No possession, transportation (in plain view) or consumption of open containers of alcoholic beverages is permitted in building common or public areas by any person, regardless of age.
- f) Residents of University Housing may transport unopened alcoholic beverage containers to their apartment or bedroom in a concealed bag.
- g) Kegs or other "common source" containers such as party balls or beverage coolers used as mixing units are not permitted in the residence halls.
- h) Empty alcohol beverage containers must be disposed of and may not be kept in the room, even as decorations regardless of the age of the residents occupying the unit.

Any alcohol found that violates the SJSU alcohol policy, regardless of the age of the owner, must be disposed of under the supervision of a University Housing staff member.

Please note that residents found in violation of alcohol policies are subject to criminal prosecution as well as University disciplinary proceedings through the Office of Student Conduct & Ethical Development. These policies exclude minors who are dependants of licensed residents of CVA and are authorized as "additional residents" by University Housing Services.

## Appliances

UHS facilities have limits on their electrical systems. Overloading the circuits can result in tripped circuit breakers and present a fire hazard. The following guidelines apply to the use of electrical apparatus:

- a) Items with exposed heating elements are prohibited. This includes, but is not limited to, space heaters, sun lamps, immersion heaters, and hot plates. Microwaves are allowed, but the wattage must not exceed 900 watts.
- b) Refrigerators for private bedrooms are permitted, provided they do not exceed 4.4 total cubic feet.
- c) Appliances such as stereos, radios, desk lamps, computers, TV's, VCR's, DVD players, sealed-component coffee makers, hair dryers, other electrical hair implements, answering machines, and electric blankets are permitted. In the CVA and CVB Apartments, cooking appliances such as crock pots, toasters, toaster ovens, rice steamers, electric grills, and electric frying pans are permitted. These appliances must not overload the system. These appliances must be directly attached to grounded outlets.
- d) In the classics and CVC Suites, cooking is limited to the general kitchen or kitchenette area and is not permitted in the bedroom. Cooking appliances such as crock pots, toasters and rice steamers are permitted. These appliances must not overload the system. These appliances must be directly attached to grounded outlets.
- e) Privately owned air conditioners are not permitted.
- f) Fans are not allowed in windows and should never be used unless a resident is present.
- g) International appliances should use electrical converters.
- h) Irons must be used with ironing boards only and should never be left unattended.

- i) Stereo equipment and speakers are expected to be of a size and power that are appropriate for high-density community living.

Any damage caused by personal appliances or misuse is the financial responsibility of the resident, including damage of any kind (fire, water, etc.) to the facility and/or other residents' personal belongings. Violations of these guidelines may result in immediate license revocation. It is suggested that Licensee obtain and maintain throughout the term of the license a policy of insurance from a recognized insurance firm, covering Licensee's liability and personal property damage.

## Assignment and Subletting

Resident shall not assign this License or any interest herein or sublet, license, grant any concession or otherwise give permission to anyone to use or occupy all or any part of the Premises. Any attempted assignment, subletting, license or concession agreement without UHS written consent shall be void and confer no rights upon any third party.

Graduate students who have licensed to occupy an entire apartment may be authorized to allow other occupants to reside in their apartment by completing and submitting an "Additional Occupant Addendum". All occupants aged 18 and older will also be required to sign the License Agreement.

## Bathroom

Restrooms in common areas that are designated either male or female may only be used by that gender, recognizing that transgender residents will use the bathroom that aligns closest with their gender identity. Some restrooms are designated as gender neutral bathrooms which any resident or guest may use. It is an expectation that each resident assist in maintaining sanitary bathroom conditions. Residents may not enter bathrooms when they are closed for cleaning and/or repairs.

## Bedbugs

UHS has no knowledge of any bedbugs in the rooms or apartments. Accordingly, if a room or apartment or any portion therein is infested with bedbugs during the term of this license and any extension thereof, where by written agreement or operation of law, said bedbug infestation will be presumed to be the fault of the resident or the guests of the resident. UHS will undertake eradication to the room or apartment, including the appliances and fixtures, at the resident's sole cost and expense. In the event of any bedbug infestation, the resident shall be responsible for all bedbug eradication with respect to this/her personal property in the apartments, suite or room. Finally, the resident shall also be responsible for the full cost of any bedbug eradication to related infested common areas or related infestations of other apartments, suites or rooms.

## Bicycles, Skateboards, Scooters and Rollerblades

Bike racks are provided on the outside patio for Hoover, Royce, Washburn, and Joe West Halls. Campus Village outside bike racks are located outside of CVB on the north and south courtyard areas. Bike cages for Campus Village residents are located in the parking level 1 and 2.

Bikes may not be parked on the sidewalks, at the entrance to any buildings, nor should they be locked to stairwells, trees, handrails.

Bikes should not be placed in bathrooms, study rooms or other public areas.

Bikes parked illegally may be impounded by the University Police Department.

Bikes, skateboards, scooters or rollerblades may not be ridden in the buildings.

UHS discourages residents from bringing or keeping bikes in rooms/suites and encourages residents to lock their bikes at designated locations. If residents do bring these items into the building, they will be held responsible for any damages and charged appropriately. Roommate's permission must be obtained in order to store bicycle in apartment common areas.

Residents may not put hooks on their ceiling or walls to hang their bicycle.

Bikes will be tagged for impounding 18 days after the designated check out date. If bikes are not claimed by then, or arrangements made with UHS to claim at a later date, they will be removed and impounded by the University Police Department.

Electric and Gas powered vehicles are not permitted to be stored in resident's rooms. Students with disabilities who require scooters must submit a written authorization from the Disability Resource Center.

## Break Closures

During winter break, residents must unplug all electrical items. This includes, but is not limited to, alarms, clocks, hair care appliances and refrigerators. Specific Break Closure information will be communicated to residents close to the time of closure and residents are responsible for following all policies and procedures noted in the Break Closure information provided.

## Candles

No open flames are permitted in the residence halls or within housing property outside of designated areas without official UHS approval. This includes, but is not limited to candles, incense, smoking, and the burning of any materials or other flame-emitted articles. Prior written approval must be obtained from the Residential Life Coordinator if this policy is incongruent with religious, cultural, or spiritual beliefs.

## Change of Address/Email

It is the resident's responsibility to notify UHS and SJSU Office of the Registrar (through my.sjsu.edu) in the event of a change in billing, mailing or email address. Failure to do so may result in late fees and/or delayed mail delivery. UHS will periodically update their records with the student email address from the campus records. All communications will be sent to the student email address and/or MySJSU.

During the course of the year, some residents may change their "mailing" or "home" address in MYSJSU (main campus database) to their current on-campus housing address. Residents should not do this, residents should leave their "home" or "mailing" address as the permanent off campus address; University Housing Services uploads the on-campus address once a resident contracts housing and all mailings from campus are sent there instead of to the "home" or "mailing" address.

By following the directions above, residents will not miss important mail once they move off campus. All on campus addresses are deleted from the MYSJSU account after the contract ends. Please note that UHS will forward mail for only 3 months after a resident has moved out, if mail-forwarding information has been completed on-line at [www.housing.sjsu.edu](http://www.housing.sjsu.edu). The mail forwarding system can take up to two weeks to take effect.

## Check-in/Check-out

All CVA and CVB Apartment residents are required to check into their assigned apartment no later than 10:00 p.m. on Tuesday, August 20, 2013 for Fall semester and no later than 10:00 p.m. on Tuesday, January 21, 2014 for Spring semester. Residents must notify University Housing Services if they wish to check in after the deadline stated above. Call the UHS Office at (408) 795-5600 for further information.

All Suites, Classics, and Hotel residents are required to check into their assigned residence halls no later than 10:00 p.m. on Tuesday, August 20, 2013 for Fall semester and no later than 10:00 p.m. on Tuesday, January 21, 2014 for Spring semester. Residents must notify University Housing Services if they wish to check in after the deadline stated above. Call the UHS Office at (408) 795-5600 for further information.

**Licensees who fail to check in by times and dates stated above will be declared "no-shows," forfeit their requested spaces, and are liable for a \$100 License Processing Fee plus pro-rated room, parking and board fees. If there is no waiting list and the cancelled Licensee is still attending SJSU, Licensee will be charged for the entire license period.**

The CVA Apartment residents are required to vacate their apartments by 12:00 p.m. (noon), **Saturday May 31, 2014**. Fall graduates must check out by 2:00 p.m., Wednesday December 18, 2013. Residents who are approved to cancel their Spring contract during the Fall semester must check out by 2:00 p.m. on Wednesday, December 18, 2013. Failure to move and/or improper check-out fee of \$50.00 in addition to \$100.00 per day liquidated damage charges may also be assessed for failure to vacate by the stated deadline.

The CVB Apartment residents are required to vacate their apartments by 12:00 p.m. (noon) **Saturday May 31, 2014**. Fall graduates must check out by 2:00 p.m., Wednesday December 18, 2013. Residents who are approved to cancel their Spring contract during the Fall semester must check out by 2:00 p.m. on Wednesday, December 18, 2013. Failure to move and/or improper check-out fee of \$50.00 in addition to \$100.00 per day liquidated damage charges may also be assessed for failure to vacate by the stated deadline.



For the Fall semester, residents of the Suites, Classics, and Hotel are required to leave their halls within 24 hours after their last final exam or by 2:00 p.m., **Wednesday December 18, 2013**, whichever is sooner. For the Spring semester, the Suites, Classics, and Hotel residents are required to check out within 24 hours after their last final exam or by 2:00 p.m., **Thursday May 22, 2014**, whichever is sooner. Failure to move and/or improper check-out fee of \$50.00 in addition to \$100.00 per day liquidated damage charges may also be assessed for failure to vacate by the stated deadline.

For housing cancellations during the academic year, checkout must occur within 24 hours of a cancellation approval. Residents will be charged for rent (and board and parking if applicable) through the day of official check-out as indicated on the Room/Apartment Inventory Form or the License Cancellation form, whichever is later.

Resident must return keys/access cards/fobs and sign the Room/Suite/Apartment Inventory Form with an approved Residential Life staff member to properly check out. Failure to properly check out will result in a \$50.00 improper check-out charge, removal of all personal property and possible storage charges and/ or may incur \$100.00 per day liquidated damage charges.

Residents transferring to a different room/hall/apartment must follow the proper check-out procedures and obtain UHS approval.

CVA, CVB, Suites or Classics residents who are not remaining on campus for the 2014/2015 academic year, yet have completed and paid for the Summer Addendum must check out no later than 10:00 p.m. on Wednesday, August 06, 2014.

CVA, CVB, Suites and Classics residents who are not remaining on campus for the 2014/2015 academic year, yet have completed and paid for the Summer Addendum and are attending the last summer session of classes, must check out no later than 10:00 p.m. on Saturday, August 09, 2014.

Improper check-out charges may also be assessed for failure to vacate by the stated deadline.

## Civil/Criminal Law

Residents are required to abide by all Federal, State, County, and local laws and ordinances. Violation of criminal or civil law in or outside of UHS facilities is basis for revocation of the housing License Agreement.

## Cleaning of Rooms/Suites/Apartments

Residents are responsible for regularly cleaning their rooms/suites/apartments. Under no circumstances are trash cans or trash to be left in the hallways/corridors outside resident rooms/suites/apartments. Failure to maintain living quarters to the expected minimum standard of cleanliness is a cause for revocation of the University Housing license. University Housing Services will clean units during the summer. Requests for cleaning of units will be accommodated, time permitting, for an additional fee.

## Combustible Material Storage

The storage of combustible materials (gasoline, paint thinner, propane, fireworks, wax, etc.) within the residential facility, including resident rooms/suites/apartments, is not permitted.

## Common/Public Areas

Common areas are defined as all facility areas that are not a part of the private confines of a resident's room/suite/apartment. Outside patios, hallways, stairwells, recreation rooms, study lounges, laundry rooms, room/suite/apartment doors, balconies, community room, and bedroom/suite/apartment windows facing out are considered to be common areas. While UHS custodial services are provided to maintain common areas, it is an expectation that each resident will make reasonable efforts to keep common areas clean for everyone. Furnishings in building common areas are for use by all members of the community. Residents may not remove furniture from building common areas. Removal of any building common area furniture and/or furnishing may result in a \$100.00 fee and judicial actions will be taken.

## Communicable Diseases

Violations of following protocol may result in eviction from UHS property on the first offense.

Any resident diagnosed with a communicable disease by Student Health Center or by his/her health care provider will be sent home during the infectious period, or isolated in an assigned room as directed by University Housing Services in consultation with Student Health Center, County Health, and/or the resident's health care provider (as permitted by the

resident). Non-campus housing and travel arrangements are made at the student's expense. Student Health Center and/or the resident's health care provider will clear the resident to return the UHS facility, dining services and classes (in consultation with the resident's health care provider, as appropriate).

Any resident suspected of having a communicable disease could be isolated in his/her room or another assigned room while waiting for a diagnosis. Any resident exposed to a communicable disease should make an appointment with a physician at Student Health Center, to discuss the possible exposure, symptoms and treatment (if any treatment is available). Examples of communicable and infectious diseases may include: chicken pox, hepatitis, measles and tuberculosis, H1N1, etc.

In the instance of an outbreak, University Housing Services will follow university and local emergency protocols.

## Community Living

Each resident agrees to conduct him or herself in a manner that is conducive for fellow residents to study, live and sleep. Each resident agrees to not disturb this environment, and also agrees to demonstrate reasonable efforts to resolve roommate and/or residence hall problems. Residents are expected to report uncivil treatment of others, vandalism, and other violations of the license agreement.

## Community Meetings

Community meetings are held regularly to dispense information and answer questions for residents. Residents are responsible for all information that was provided at the meeting, whether the resident attended the meeting or not.

## Computer Use

Users of the Residential Network (ResNet) must abide by all computer policies for Housing, San José State University, Cenic, and all applicable state and federal laws.

WiFi is available throughout all resident halls; therefore no resident may utilize their own Wireless Access Point (router) since it would create interference for SJSU\_Premier and impact the performance of the WiFi. Residents who do not comply will risk having their internet port deactivated.

## Concealment of Violations

Residents have a responsibility to take appropriate action, which includes, but is not limited to, informing a UHS Residential Life staff member if they become aware of any policy violations. Failure to notify UHS staff of violations will result in judicial action.

## Consolidation

Residents shall consolidate when administratively directed because half a room is vacated, or may be required to pay for a super single room. Residents are expected to provide a welcoming environment to new roommates. Consolidation dates will vary, but will occur near census for the fall semester (September 18, 2013) and again on or near December 1, 2013 in preparation of the spring semester. In addition, UHS reserves the right to change the resident's assignment within the housing facilities with a 24-hour notice for reasons of health, resident welfare, administrative necessity, as a result of administrative action.

## Cooking

In the classics and CVC Suites, cooking is limited to the building common kitchen or kitchenette (in CVC suite) area and is not permitted in the bedroom. Cooking appliances such as crock pots, toasters, rice steamers, are permitted in these areas. These appliances must not overload the system. These appliances must be directly attached to grounded outlets. There are no cooking facilities in the hotel and cooking is not allowed. Hot plates, electric frying pans, electric grills, portable stoves, toaster ovens, or other similar appliances are not allowed in the residence halls, studios, Efficiencies or Hotel. If there is a question regarding acceptability of an appliance, please see the Appliances section in these policies or the Residential Life Coordinator for approved appliances. Kitchens in the CVA and CVB Apartments offer residents flexibility for meal preparation. Cooking appliances such as crock pots, toasters, toaster ovens, rice steamers, electric grills, and electric frying pans are permitted. These appliances must not overload the system. These appliances must be directly attached to grounded outlets. For the safety of all in the community, residents must pay attention and use caution when cooking. Residents MUST keep kitchens clean for sanitation purposes (to avoid odors, ants, roaches, rodents, mold, etc.). Residents MUST appropriately ventilate the apartment while cooking to reduce the likelihood of smoke or odors entering the hallway as smoke entering hallways will activate fire alarms and residents may be held judicially accountable. Under no circumstances are microwaves, stoves, and other similar appliances to be left unattended. Any

damage done or inconvenience caused to the community (smoke alarms, fires, etc.) is the financial and judicial responsibility of the resident.

Kitchen equipment (i.e. knives) used for any other purpose than for cooking will be considered an abuse of the weapons policy and is subject to disciplinary action.

## Cooperation with Staff Requests

Residents and their guests are expected to comply with any reasonable request of a University staff member or authorized official. Such requests may include, but are not limited to, producing identification, key, access card or fob; reducing noise levels; disposing of alcoholic beverages; or leaving a location.

In addition, residents are expected to comply with any reasonable requests made by a roommate or UHS community member. As a member of a community, the rights and compelling interests of the community outweigh those of the individuals.

## Damages

Each resident must give reasonable care to the room/suite/apartment, its furnishings, and common areas. Residents are expected to maintain sanitary and safe conditions acceptable to the university. Residents will pay for any damages to University Housing facilities (including damaged or missing furniture and appliances) willfully or negligently caused by themselves or their guest(s). If damage in common areas (hallways, elevators, etc.) cannot be traced to a specific individual or group, but was in substantial part caused by individuals, groups, or invited guests acting from within the residence community, the Licensees of the hall or complex will be charged collectively. Residents may also be referred to the UHS judicial system.

When residents occupy the same room/suite/apartment and responsibility for damages or loss in the room cannot be determined by UHS, the cost of damages or loss will be divided and assessed equally amongst the residents. Any malicious damage to the buildings, grounds, or other facilities is prohibited.

To avoid unnecessary or inaccurate damage charges, residents should thoroughly review the Room/Suite/Apartment Inventory Form upon check-in. If there is disagreement with the initial assessment of the room's condition, residents must note as such on the Room/Suite/Apartment Inventory Form and meet with the Residential Life staff within five working days of check-in to have all copies of the Room/Apartment Inventory Form amended. As stated on the Express Check-In Form, if the inventory sheet is not returned within 72 hours, Licensee understands that the room will be considered in perfect condition and will be charged for any and all damages found in the room at check-out. (Refer to Check-in/Check-out section page 24)

When moving out of their room, residents must properly checkout by completing a checkout inventory sheet with a UHS staff member. The condition of the room at checkout will be compared to the condition at check-in. Charges are assessed from this comparison and from any cleaning beyond normal use; however, UHS reserves the right to perform a final inspection and additional charges may be added. Residents who fail to checkout with a staff member, or fail to checkout properly may be charged an improper checkout fee of \$50.00. Residents should read the back of the inventory check-in sheet provided at check-in for more information.

Residents are not allowed to dispose of large items, furniture, boxes, mattresses, electronic devices etc. in the trash rooms. Residents are responsible for disposing of these items on their own.

Damages to common areas (hallways, lounges, bathrooms, etc.) will be charged to all residents of a particular wing, floor, or living area unless it can be determined specifically who is responsible.

## Decorating and Renovating Room Structure, Furnishings, or Grounds

- a) Any personal items or furniture brought into the room/suite/apartment must be removed upon checkout. All decorations must be compliant with fire safety regulations.
- b) University furniture is to remain in the room/suite/apartment at all times. University Housing Services cannot store University furniture to make room for personal items or furniture.
- c) Do not make holes in walls. To hang something on a painted surface, use a product that is approved to prevent damage. (Contact University Housing Services for product recommendations). Nails, tacks, non-approved adhesives, tape, and stickers are not to be affixed to University property. Painting and spray painting is not permitted in the Housing facilities or on Housing grounds except by authorized personnel.

- d) Altered beds must be returned to their original position prior to check-out. If maintenance assistance is needed to alter their bed, a TMA request should be submitted. Please note that all changes will be made the two weeks following the room change process each semester. For assistance to change the bed height (not bunking or lofting) there is a \$40 charge for labor (unless it is required for medical reasons).
- e) It is prohibited to place any furniture including beds in front of windows or exit doors. Blocking window or door egress is a violation of University Housing Policy
- f) Any form of bed/furniture elevation that involves non-University Housing furniture, or attachments to University Housing furniture is considered a loft and not permitted.
- g) Tapestries, flags, and burlap burn rapidly. If hung from a wall or ceiling, they can feed a fire. It is prohibited to hang such materials from the ceiling. These decorations may be affixed to the wall if they have been treated with a fire retardant and are so labeled.
- h) Due to state fire codes, all decorations must be confined to the interior of the unit door. At no time can anything be in the corridors. Nothing is permitted on the exterior/hallway door of the apartment/suite or room.
- i) Holiday decorations such as artificial trees are permitted in the CVA and CVB Apartments, but not bedrooms. Lights should be used only when a resident is in the apartment. All lights/cords must be in good condition and be UL certified. Doors and windows may be decorated within the unit as long as the decorations do not cause damage or a safety hazard. All decorations visible to the public must comply with University policies.
- j) No candles or open flames may be used. For holiday observation exceptions consult your Residential Life Coordinator.
- k) Grounds: The community grounds are maintained by the University. Residents shall not erect fences, cultivate plants, or make other changes to the grounds.
- l) Antenna and Related Equipment: Residents shall not erect any exterior antennas or other equipment for television or radio reception without obtaining UHS prior written approval.
- m) Balconies and Exterior Entrances: All outside balconies and terraces must be kept clear of all items. A balcony or terrace may not be used for drying laundry, beating rugs, shaking dust mops, or hanging any article. No items, including cigarettes, trash, and other material may be thrown from any balcony or terrace. No barbecues are permitted.
- n) Plumbing Fixtures and Other Water Apparatus: The bathtubs, basins, sinks, garbage disposals, and other plumbing fixtures and water apparatus shall not be used for any purpose other than that for which they were constructed. Among other things, these fixtures and apparatus may not be used for the disposal of rubbish, rags, sweepings, matches, and similar improper articles. Any damage or expense resulting from the misuse of the foregoing fixtures and apparatus must be borne by the resident causing the damage or on whose premises the damage was caused.

## Dishonored Checks

Fees will be assessed for any dishonored checks, and residents are liable for balance due plus fees under Civil Code, Section 1719 for triple the amount of the check (a minimum of \$100.00 and a maximum of \$500.00) if funds necessary to cover the check are not received within 10 days following a written notice. Residents may also have their housing License revoked for non-payment of a dishonored check debt.

## Disruptive Behavior/Disorderly Conduct

Any conduct that disrupts the normal order of the community is considered disorderly and is prohibited. Residents are responsible for their actions as well as the actions of their guests while in any UHS facility or on UHS grounds.

## Doors/Door Locks

Tampering with, disabling or modifying the operation of apartment, suite and room doors or door locks is prohibited. Any resident and/or guest of a resident responsible for such violation will be subject to judicial action and any charge for costs attributed to repairs of doors or door locks will be the responsibility of the resident.

## Drugs

The possession, use, distribution, sale, or manufacture of marijuana/illegal drugs/narcotics is prohibited by State law and University policy. Such drug activities are not permitted and will not be tolerated in UHS facilities. For University Housing judicial purposes, the smell of marijuana in addition to the presence of other evidence that supports the use of marijuana may be sufficient enough to revoke a resident's License Agreement. Revocation of the License Agreement may also result if the sale or inappropriate usage of prescription drugs is found. Residents whose licenses are revoked must move out of their assigned space within 72 hours of receipt of sanction. In these instances, all housing fees are NON-REFUNDABLE.

Please note that residents are subject to criminal prosecution as well as University disciplinary proceedings through the Office of Student Conduct & Ethical Development.

## Electrical Safety

Extension cords are not permitted. UL Approved, grounded power strips with circuit breakers should be used for all electrical equipment including computer and computer related hardware. A maximum of two power strips may be used per room. No modifications to, or changes in, electrical wiring are permitted. No "splices," "octopuses" or modification devices of any kind may be used to add plugs in a room, suite or apartment.

Surge suppressor-equipped, UL approved power cords are highly recommended for computer systems and other valuable electrical equipment. Such cords have their own circuit breaker. Do not rely on the integrity of the electrical system of the building to protect your computer equipment.

Surge protectors also allow more flexibility for extensions. Extension cords or stringing surge protectors together in a series are prohibited.

Multiple outlet plugs that insert into an outlet are not permitted.

The placement of any material in or around the provided lighting is prohibited. The removal of lights, alteration of the fixtures and the replacement of institutional light bulbs with colored light bulbs are also against UHS policy.

Any damage caused by personal appliances or misuse of the electrical system is the financial responsibility of the resident, including damage of any kind (fire, water, etc.) to the facility and/or other residents' personal belongings. Violations of these guidelines may result in immediate license revocation.

## Elevators

If an elevator malfunctions press the alarm and stay inside until help arrives. Do not attempt to pry open or hit doors and climb out. Ring emergency bell or contact UPD if trapped. Residents will be charged the cost to retrieve items dropped down shafts, or repairs due to resident negligence. Tampering with, misusing, or vandalizing elevators is prohibited. This includes, but is not limited to, forcing doors open, unnecessary use of alarms/emergency phones, accessing elevator controls or control room, and entering the elevator shaft or exterior of an elevator.

## Emergency Preparedness

All residents are advised to have a family emergency plan. Each resident should maintain an emergency supply kit in his/her room consisting of a first aid kit, three-day supply of water, non-perishable food, battery operated radio and flashlight, extra batteries, gloves, and medications. Residents are responsible for familiarizing themselves with the evacuation instructions located on the inside of their room/suite/apartment door, as well as the location of the evacutrac chairs located in Campus Village and West halls.

In the event of emergency residents must comply with UHS Staff and/or university personnel.

## Energy Conservation

UHS strongly encourages each resident to avoid any practice that may harm or hinder the State of California's efforts to conserve energy. Each resident is asked to do his/her part in conserving energy within his or her living space (including turning room lights and appliances off when not in use and/or use of Energy Star appliances).

Excessive utility charges will be equally assessed among all occupants of the unit. Utility bills will be assessed approximately one month after the actual usage.

Directives of the State of California concerning energy conservation will be enforced. Utilities such as electricity, gas, water, and air conditioning may be limited upon state directives.

## Eviction and/or Suspension

As per the Terms and Conditions, Section 14, if a resident is either evicted or suspended, the Licensee shall owe the full fee period of the license (academic year), plus any charges for damages and cleaning, all nonrefundable fees as described in the Payment Information.

## False Information

Intentionally giving false information to any designated University official or to the University is prohibited. Such behavior will be referred to the UHS judicial system and/or the Office of Student Conduct and Ethical Development.

## Financial Extensions

University Housing Services communicates with Financial Aid to determine if a student may have sufficient grants, scholarships and loans to allow them to defer a portion of their housing charges. Work Study cannot be considered for "Housing Extensions." Student loans may only be considered if UHS can verify that they have been "accepted" by the student. Once UHS has determined that a student has sufficient aid to defer their housing charges, a "Housing Extension" is placed on the student account. This extension can be viewed by navigating to the "Other Indicators" section on the student's MySJSU account.

If a "Housing Extension" service indicator is placed on the resident account it will defer housing charges to prevent housing late fees until financial aid disburses to the student account. Residents receiving a Housing Extension will be charged an installment fee of \$33.00 each semester if they have not already signed up for the campus Installment Payment Plan via MySJSU. The "Housing Extension" service indicator will be removed on August 29, 2013 for Fall extensions and January 29, 2014 for Spring extensions. After this date, all remaining fees must be paid by set deadlines.

We highly encourage all residents with a "Housing Extension" to contact their Resident Accounts Coordinator to review the resident account before the "Housing Extension" is removed from the account. The Resident Accounts Coordinator will discuss the student's individual financial aid award and any steps that may be outstanding to ensure a timely disbursement. .

## Fire Safety

- a) Combustible Material Storage: The storage of combustible materials (gasoline, paint thinner, wax etc.) within the residential facility, including resident rooms/suites/apartments, is not permitted.
- b) Fire Alarm/Drill: All residents and guests must evacuate a residential facility immediately when the fire alarm sounds. Those who do not evacuate are in violation of University policy and State fire code and may result in a ticket from UPD or the San Jose Fire Department and/or being referred to the UHS judicial system.
- c) Fire Safety Equipment: Residents are responsible for familiarizing themselves with the evacuation instructions located on the inside of their room/suite/apartment door. If the instructions are missing or illegible, the Residential Life Coordinator should be contacted immediately to have a new one installed. Residents are required to initial that they have been shown the evacuation instructions on the Room/Apartment Inventory Form at check-in. The following misuses of fire safety equipment are considered violations of policy and will result in judicial and/or legal action (\$1,000.00 fine and up to 6 months in prison), maintenance charges, and/or remuneration: pulling fire alarms or fire alarm covers when no fire exists, blocking or propping fire doors, blocking fire stairs, tampering with smoke detectors, misuse or tampering with the Evacutrac Chair, tampering with alarm horns, strobes, enunciator or bells, misuse or tampering with sprinkler system heads (including, but not limited to, hanging items from sprinkler heads), tampering with fire exit signs, and tampering or improper use of fire extinguishers or fire hoses. Note that each residence hall room contains a smoke detector and each apartment/suite contains a smoke detector and fire extinguisher for residents' safety. Contact the Residential Life Coordinator for additional information about fire safety or if any of your unit's fire safety equipment appears to be malfunctioning.
- d) Open Flame: No open flames are permitted in the residence halls or within housing property outside of designated areas without official UHS approval. This includes, but is not limited to candles, incense, smoking, and the burning of any materials or other flame-emitted articles. Prior written approval must be obtained from the Residential Life Coordinator if this policy is incongruent with religious, cultural, or spiritual beliefs.
- e) Portable Heaters: The utilization of portable heaters in the residence halls is not permitted, with the exception of areas that do not have permanent heating units.
- f) Halogen Lamps: Halogen lamps/lighting, are not permitted.
- g) Doors: All unit doors are to be kept closed at all times due to the integrity of the rated corridors. At no time are the doors to be propped open or left ajar.

## Furnishings

Waterbeds of any type are not allowed. Beds in all units other than CVA rented by the unit may be lofted or bunked using the appropriate hardware available at the hall's front desk or by submitting a TMA request. Room furniture cannot be stored to accommodate Licensee bringing in his/her own furniture (except CVA, refer below). Licensee will return all room furniture to the original positions before moving out. Failure of Licensee to return furniture to the original positions in the room or movement of common area furniture by Licensee will result in charge. Removal of furniture from public areas is considered theft.

**CVA:** Apartments licensed by the bedspace are furnished and include a extra long twin bed, dresser, desk, desk chair, mobile file, hutch, living room couch, lounge chair, lamp, coffee table, end table, 2 barstools, and a shower curtain in bathroom.

**CVA:** Lock –Out Apartments licensed by the Double bedspace are furnished and include (in the 1 bedroom unit) 2 extra long twin beds, 1 safely rail, 2 dressers, 2 desks, 2 desk chairs, 2 hutches; (in the Efficiency unit) 2 extra long twin beds, 1 safely rail, 2 dressers, 2 desks, 2 desk chairs, 2 hutches, in the shared areas: 1 living room couch, 1 lamp, 1 coffee table, 1 end table, 2 barstools, and 1 arm chair. The kitchen will include 1 trash can and 1 recycle bin.

**CVA:** Efficiency Apartments licensed by the Double bedspace are furnished and include 2 extra long twin beds, 1 safely rail, 2 dressers, 2 desks, 2 desk chairs, 2 hutches, 1 microwave, 1 mini-refrigerator, 1 trash can, 1 recycle bin.

Apartments rented by unit may be rented furnished or unfurnished. Furnished one and two bedroom apartments include queen size beds (one per bedroom), 1 night stand, dresser, desk, desk chair, mobile file, living room couch, 1 lounge chair, lamp, coffee table, end table and 2 bar stools, a shower curtain in each bathroom. Furnished one bedroom Efficiencies have a queen size bed, 1 nights stand, dresser, desk, desk chair, and mobile file, lounge chair, and shower curtain in bathroom. If UHS furniture is present in room, resident must pay the furnished rental rate for the unit. Residents may request to have furniture removed, or added to a CVA apartment; a minimum of \$100 per unit, per item of furniture move will be charged. (This applies to furniture moved in and/or out of the apartment.)

Accessible apartments rented as units: One bedroom accessible units have a full size bed, 1 night stand, dresser, desk, desk chair, mobile file, only one lounge chair, a dining table with 2 chairs, and a shower curtain in bathroom. The dining table and chairs may be removed upon request. Accessible Efficiency's have a full size bed, 1 night stand, dresser, desk, desk chair, mobile file, and a shower curtain in bathroom.

**CVB:** Single, Double and Jr. Double occupancy units are furnished and include couch, arm chairs (1 or 2 depending on unit location), coffee table, end table, dining table, 4 dining chairs, lamp, trash can, recycle bin, shower curtain. Single bedrooms are furnished with an extra long twin bed, 2 dressers, desk, hutch, mobile file, desk chair. Double and Junior Double bedrooms are furnished with 2 extra long twin beds, 4 dressers, 2 desks, 2 mobile files, 2 desk chairs. Studio occupancy units are furnished and include an extra long twin bed, 2 dressers (only 1 in the accessible unit), desk, 2 hutches, mobile file, desk chair, and shower curtain in bathroom. Triple bedrooms are furnished with 3 extra long twin beds, 6 dressers, 3 desks, 3 hutches, 3 mobile files, 3 desk chairs.

**Suites:** Single and Double occupancy units are furnished and include a couch, 2 arm chairs , coffee table, end table, dining table, 4 dining chairs, lamp, trash can, recycle bin, shower curtain in bathroom. Bedrooms are furnished with 2 extra long twin beds, 4 dressers, 2 desks, 2 hutches, 2 mobile files, 2 desk chairs, 2 wardrobes and 2 closets outside the room. Triple occupancy bedrooms are furnished with 3 extra long twin beds, 6 dressers, 3 desks, 3 hutches, 3 mobile files, 3 desk chairs 2 wardrobes and 3 closets outside the room.

**Classics Bricks:** Double occupancy units are furnished and include 2 extra long twin beds, 2 desks, 2 desk chairs, 2 dressers, 2 built in bookshelves, trash can, recycle bin. Triple occupancy units are furnished and include 3 extra long twin beds, 3 desks, 3 desk chairs, 3 dressers, 2 built in bookshelves, hutch, trash can and recycle bin.

**Classics Joe West:** Double occupancy units are furnished and include 2 extra long twin beds, 2 desks, 2 desk hutches, 2 desk chairs, 2 dressers, 1 built in dresser, 2 lofting posts, trash can, recycle bin. Single occupancy units are furnished and include 1 extra long twin bed, desk, desk hutch, desk chair, dresser, lofting post, trash can, recycle bin. Triple occupancy units are furnished and include 3 extra long twin beds, 3 desks, 3 desk chairs, 3 dressers, 1 built in dresser, hutch, trash can and recycle bin.

## Guests/Visitation

Individuals are considered a non-resident of any building that they are not officially assigned to live in. Non-residents are not permitted to access any housing facility unless a resident escorts them. Residents are considered the hosts of their guests and, as such, must accompany their guests at all times while in UHS facilities. The exterior doors of all the residential halls are locked 24 hours a day. Visitors may contact a residence hall or apartment resident by calling from courtesy phones that are located near the front entrances of every hall or apartment building. Visitors are only permitted to enter a building with the escort of the host. Entrance by any other means is not permitted. Uninvited guests are not welcome in the residence halls. Permitting uninvited guests into these areas is in violation of UHS security policies.

Any problems created by a guest are the responsibility of the sponsoring resident. Residents are expected to inform their guests of all University Housing and San José State University policies, and will be held judicially and financially accountable for their guests' actions.

Guests are expected to use the courtesy phones located at each building's front entrance to call their host resident to gain entry into the facilities. In the Suites and Classics, all guests and residents must present acceptable photo identification and sign-in at the front desk during designated hours. All guests, regardless of their relationship to the resident (parents, siblings, etc.), must comply with this policy. Unescorted individuals found in UHS facilities will be escorted off UHS property and/or be cited by University Police for criminal trespass.

University Housing Services allows 24-hour visitation for guests, but does not permit cohabitation. Residents may have overnight guests stay in their room for up to three nights within a seven-night period and for up to 15 nights total per semester. Residents in violation of this policy may be subject to cost recovery and other fines in addition to disciplinary action. All roommates must be consulted and agree to guest visitation. Although any guest can be denied permission to stay by a roommate, roommates should consider allowing reasonable accommodation to guests in promotion of a harmonious living environment.

Residents who deny their roommates permission to have a guest should have specific reasons why the guest has been denied permission to visit. Guests may not sleep in building lounges or public areas.

Residents shall not sublet their apartment/residence hall space or assign any of their rights pursuant to the License Agreement.

UHS student facilities (excluding Faculty, Staff and Grad and Senior units of Campus Village A) are single-person housing units and do not provide family living or accommodations for children, partners or spouses. For the comfort of roommates, younger children should not stay overnight in UHS facilities. All specific guest regulations are to be determined and mutually agreed upon by the roommates within each room/suite/ apartment. If consensus cannot be met independently, the Resident Advisor may create a written agreement with the roommates, which is binding and judicially enforceable.

Additional restrictions may apply during certain times of the year when heightened security is necessary to protect the UHS facilities and its residents which can include citywide events or campus events that greatly affect the UHS facilities and surrounding area and events which create crowd control concerns. All residents are expected to comply with temporary policy additions during these times. Roommate/guests concerns should be taken to your Residential Life Staff member as they can assist with many conflicts.

## Harassment and/or Assault

UHS is a diverse community comprised of a myriad of cultures, lifestyles, thoughts, and perspectives. In order to maintain a comfortable environment that both respects and celebrates this diversity, harassment of any kind will not be tolerated. Any form of activity, whether covert or overt, that creates a threatening or harassing environment for any UHS resident, guest, or staff member will be handled judicially and may be grounds for immediate disciplinary action, revocation of the Housing License Agreement, and criminal prosecution.

- a) Physical Harassment/Assault – According to the University Police Department's Safety 101 Handbook, physical harassment/assault is "any act of physical intimidation or physical harassment, physical force or physical violence, or the threat of physical force or physical violence, that is directed against any person or group of persons." This may include, but is not limited to: unnecessary and/or inappropriate touching, pinching, using suggestive gestures or body language, or blocking someone's path.
- b) Sexual Harassment/Assault – CSU policy, which also applies to visitors and guests, defines sexual harassment to include "such behavior as sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature directed towards an employee, student, or applicant when one or more of the following circumstances are present:
  1. The conduct has the purpose or effect of interfering with a student's academic performance, creating an intimidating, hostile, offensive or otherwise adverse learning environment.
  2. The conduct has the purpose or effect of interfering with an employee's work performance or creating an intimidating, hostile, offensive, or otherwise adverse working environment.
- c) Verbal Harassment/Assault – Verbal harassment is verbal behavior, either in words or gestures, which dominates, controls, or does another person harm. Verbal harassment occurs when unwelcome speech or conduct is so severe, persistent, or pervasive that it interferes with an employee's work performance or a resident's ability to participate in or benefit from an educational activity or program, or creates an intimidating, hostile or offensive working, living, or educational environment.



## Health and Safety Inspections

An inspection of each living environment will regularly occur to assume positive health and safety conditions. Residents are expected to give reasonable care to their rooms and furnishings, maintaining sanitary conditions acceptable to the University.

Corrections of health and safety violations requested by UHS staff must be completed within 48 hours of the inspection and notification. Failure to comply will result in judicial action and or charges to correct the violation.

Vacuums are available from each building Front Desk.

## Identification

Residents and guests must carry identification at all times while in the residence halls, suites, apartments, dining commons or any UHS property. Residents are required to carry and provide appropriate SJSU photo identification upon request by a University staff member performing his/her duty. Failure to present ID; presenting fabricated, falsified, or misrepresentative ID; permitting others to use IDs for the purpose of improperly gaining access to residence halls, rooms, suites, apartments, dining commons, use of equipment, or any other service or facility is prohibited.

## Incense

The use of incense or other strong odor-producing products is prohibited. The choice of scented air fresheners or cleaning products should be discussed among roommates to ensure no one is allergic or offended by the scent.

## License Violations

Residents who are believed to be in violation of one or more policies may be referred by Residential Life staff to the UHS Student Judicial Process, Office of Student Conduct & Ethical Development, University Police Department, or any combination of the three for appropriate action. The referral process for such action is outlined in the Community Living Handbook, which is available online at the Housing website. The judicial system ensures a resident's right to due process throughout the proceedings. Questions about judicial referrals should be directed to UHS staff.

## Lockouts

If a resident (CVA residents includes other authorized residents such as a roommate, child, spouse or partner) is locked out of his/her room, the resident will be assisted within a time frame that is reasonably possible, but must be prepared to wait for available staff. The Office Assistants and Facilities staff does not have access to individual room/suite/apartment keys.

If the lockout occurs between 8:00 a.m. and 5:00 p.m. the resident may request help at the UHS Front desk located on the 2<sup>nd</sup> floor of CVB. From 5 p.m. to 7:00 p.m. residents should request help at the West Desk located on the 2<sup>nd</sup> floor of Joe West Hall. Between the hours of 7:00 p.m. and 8:00 a.m., the resident may contact the Resident Advisor who is on call in the building in which they live or as otherwise instructed. CVA residents may go to the CVA Desk from 5:00pm – 3:00am. After 3am, the CVB RA on call should be contacted. The first lock-out is complimentary; for the subsequent lock-outs, the second will cost \$15.00, the third will cost \$30.00, and the fourth and subsequent lockouts within the academic year will cost \$60.00. Additionally, on the fourth lock-out the incident will be documented and the resident will be referred to the Residential Life Coordinator for judicial action.

## Mail Services

Resident mail is delivered to the Joe West Mailroom. All University communications will be sent to residents on campus mailbox while living in University Housing. However, mail will NOT be delivered between December 21, 2013 and January 2, 2014 due to winter break and residence hall closures during this time period. Mail and packages received will be held at the Joe West mailroom during this time. Please make other personal arrangements with the US Post Office and/or delivery services if you need to receive packages during this time period. Mailbox combinations are provided to residents via their University Housing Services account. Residents should ensure that their mailbox door is secure upon closing by spinning the dial. During the course of the year, some residents may change their "mailing" or "home" address in [my.sjsu.edu](http://my.sjsu.edu) (main campus database) to their current on-campus housing address. Please do not do this, **residents should leave their "home" or "mailing" address as the permanent off campus address.** University Housing Services uploads the on campus address once a resident contracts for housing. After this occurs, all mailings from campus are sent there, instead of to the "home" or "mailing" address.

By ensuring that the above instructions are followed, residents will not miss important mail once they move off campus. All on campus addresses are deleted from the [my.sjsu.edu](http://my.sjsu.edu) account after the contract ends.

Residents agree to hold harmless University Housing Services and its agents and give permission to University Housing Services and its agents to sign and accept packages/parcels from U.S. Mail, U.P.S., Federal Express and any other delivery agents attempting to deliver in their name.

In addition, residents relieve University Housing Services and its agents from all responsibility in accepting any delivery in the event of loss/damage or theft.

Packages that are sent through the U.S. Mail that need to be signed for cannot be accepted at the Joe West mailroom due to US postal regulations. Residents will need to go to the St. James post office in person to sign for and pick up any packages sent signed for by U.S. Mail.

It is further agreed that if said deliveries are not claimed within a seventy-two (72) hour period by resident, that management reserves the right to return said deliveries without notice. All deliveries will be held at the Joe West Mailroom, in Joe West Residence Hall on the 2<sup>nd</sup> floor.

Due to US postal regulations, no outgoing mail may be sent from any building including the Joe West Mailroom and/or CVA. Residents can go to the Spartan Bookstore Postal Annex to mail items.

## **Mold**

Recently, there has been considerable publicity regarding the presence of mold in residences. Molds are microscopic organisms that are present both indoors and outdoors, and may have adverse effects on the health of occupants or structural components of the Premises. It is currently believed that some types of mold are toxic to human health. Because it may be impractical or impossible to eliminate all indoor mold, indoor mold is an important topic about which residents should become informed.

UHS has no expertise in identifying or remediating mold or any other biological pollutant, nor has UHS any expertise in the possible effects on health or property of such pollutants. For information, residents should contact the United States Environmental Protection Agency ("EPA"), the California Department of Health Services ("DHS"), or other governmental authorities. The EPA and DHS Web sites contain information and publications regarding mold and other biological pollutants that may be of interest to residents. For example, see "Biological Pollutants in Your Home" and "Mold Resources" on the EPA Web site (<http://www.epa.gov>); and "Indoor Air Quality Info Sheet: Mold in My Home: What Do I Do" on the DHS Web site (<http://www.dhs.ca.gov>).

Because such substances are pervasive, the Premises are not warranted to be free of mold or other naturally occurring biological pollutants. Mold and other biological pollutants may be present in the Premises at the Commencement Date or may later develop within the premises. Proper maintenance and repair may reduce the presence of mold and other biological pollutants in the premises.

Resident agrees to take all reasonable and appropriate steps to prevent conditions that may cause mold or mildew to develop in the Premises, including following the recommendations contained in the publications referred to above. The resident also agrees promptly to report to UHS any evidence of moisture accumulation or mold in any portion of the Premises.

Resident certifies that resident has read and fully understands the information and disclosures contained in this License. Resident acknowledges that the facts disclosed in this License are important but do not constitute a complete list of all facts which should be considered by resident.

## **Motor Vehicles**

Motorcycles, mopeds, or other gasoline-powered vehicles are not to be stored in or around the residence halls/apartments, building entrances, patios, or courtyards. All such vehicles must be parked in designated areas and have an appropriate permit from the SJSU Parking Office or the University Housing Services parking garage.

At no time is there to be storage of any inoperable vehicle in the Campus Village parking garage. All vehicles parked in the garage must also be free of all types of fluid leaks. If the vehicle leaks, the owner will be held liable for any cleanup of the garage floor and or damages that it may cause to the garage or other vehicle.

Licensee agrees to accept financial responsibility for any loss or damage to personal property or personal vehicle belonging to Licensee and their guests and invitees that may be parked in the Campus Village parking garage, caused by theft, fire, vandalism or any other cause. University Housing Services assumes no liability for any such loss. It is

suggested that Licensee obtain and maintain throughout the term of the license a policy of automobile insurance from a recognized insurance firm, covering Licensee's liability and personal property damage (if Licensee utilizes the Campus Village parking garage).

## Occupancy/Authorized Capacity (CVA)

The authorized capacity is based on unit type for units rented as one unit, not bedspace: Efficiency two (2) residents; one bedroom two (2) residents; two bedroom or lockout four (4) residents. Double bedspace : two (2) residents per bedroom. If the licensee has licensed a bedspace only, authorized occupancy is one (1) only.

## Occupancy/Authorized Capacity (CVB, Suites and Classics)

The authorized capacity is based on bedspace, the licensee has licensed a bedspace only, and authorized occupancy is one (1) only.

## Occupancy Types

### CVA Apartments

CVA apartment occupancies are one bedroom/one bath, two bedroom/two bath units or Efficiency's (single resident occupancy units, similar to hotel rooms that feature a living area, bathroom, and microwave/mini-fridge station) Units are available furnished or unfurnished if licensed by the whole unit. If licensed by the bedspace, only furnished units are available.

### CVB Apartments

The double occupancy 3 bedroom apartments have 3 bedrooms designed for 2 people each and offer 2 bathrooms, a living/dining area, and a kitchen. The four or five bedroom apartments are single occupancy per room and also offer 1 bathroom, a living/dining area, and kitchen. The Junior Double bedroom apartments are a four single occupancy apartment where one bedroom has been furnished to accommodate two residents. The two occupant bedroom will share the one closet located in the bedroom with the other occupant. Three bedroom single apartments have 3 bedrooms, 1 bathroom, a living/dining area, and kitchen. These apartments are limited. Applicants who would like to request one of these spaces should submit the appropriate waiting list addendum found on the UHS website, along with the license materials. Applicants who do not receive the request based on availability will be placed in another type of apartment or room. In addition, the resident account will be charged for the occupancy type assigned.

Studios are single occupancy and offer a common living area (no separate bedroom and living room), a bathroom and a small kitchen. The kitchen comes with a two-burner stove, microwave oven, and mini-fridge. These apartments are limited. Applicants who would like to request one of these spaces should submit the appropriate waiting list addendum found on the UHS website, along with the license materials. Applicants who do not receive the request based on availability will be placed in another type of apartment or room. In addition, the resident account will be charged for the occupancy type assigned.

A triple room is a double room configured for two residents that has lofted beds and a change in floor plan to accommodate three residents who will share the two closets in the room. As "double" spaces become available, we will move residents to these accommodations on a first paid basis. Applicants who wish to request a triple may do so when completing their online application or can request one during the year at room change period. Triples are offered when occupancy demands are high.

### Suites

Each suite consists of four bedrooms, two bathrooms, a common living area, and a kitchenette. All bedrooms are double occupancy rooms, which are designed and furnished for 2 students. Therefore 8 students total will be sharing the suite.

A triple room is a double room configured for two residents that has lofted beds and a change in floor plan to accommodate three residents who will share the two closets in the room, and the three closets in the hallway. As "double" spaces become available, we will move residents to these accommodations on a first paid basis. Applicants who wish to request a triple may do so when completing their online application or can request one during the year at room change period. Triples are offered when occupancy demands are high.

### Classics

Each room in the bricks is double occupancy (two students per room). Joe West offers double occupancy and a limited number of single occupancy rooms.

A super single is a double occupancy room located in CVC, Joe West Hall, or the bricks which has only one occupant assigned to it. The room will have all of the standard double occupancy furniture, none will be removed. Applicants who would like to request one of these spaces should submit the appropriate waiting list addendum found on the UHS website, along with the license materials. Applicants who do not receive the request based on availability will be placed in another type of apartment or room. In addition, the resident account will be charged for the occupancy type assigned.

A triple room is a room configured for two residents that has lofted beds and a change in floor plan to accommodate three residents who will share the two closets in the room. As "double" spaces become available, we will move residents to these accommodations on a first paid basis. Applicants who wish to request a triple may do so when completing their online application or can request one during the year at room change period. Triples are offered when occupancy demands are high.

## Odors

The effects of smoke, fumes, and odors must be confined to individual rooms, suites, or apartments. Residents must appropriately ventilate the apartment while cooking by opening windows and using appropriate ventilation equipment. Residents are not to prop their apartment/room doors to air out their rooms, especially when cooking as smoke may activate the fire alarm in the corridor.

The use of incense, candles, or other strong odor-producing products is prohibited. The choice of scented air fresheners or cleaning products should be discussed among roommates to ensure no one is allergic or offended by the scent.

Reasonable personal hygiene is expected of all UHS residents.

## Oral Representation Policy

To avoid any misunderstanding concerning the License Agreement, we advise residents that UHS does not enter into any oral agreements or make or rely on any oral representation concerning License Agreements. The entire License Agreement is expressed in writing. The License Agreement supersedes any understanding that may have been understood verbally, and neither the Licensee nor UHS are relying on any oral agreement or representation or any understanding of fact or law that is not expressed in writing.

## Paid Waiting List

In the event UHS reaches full occupancy, a limited number of payments will be receipted as a "paid waiting list". If UHS is unable to accommodate Licensees on the paid waiting list, a full refund will be generated and returned to the Licensee's permanent address (application fees are non-refundable). Licensee may contact UHS at anytime to be removed from the paid waiting list and receive a full refund. Licensees assigned to a temporary housing space will receive a pro-rated refund if a permanent assignment cannot be arranged. Licensees who do not want to be on the paid waiting list should indicate so on their online application.

## Parking at Campus Village

A limited number of permit-required parking spaces are available at the Campus Village Parking Garage. Campus Village permits are valid in the CV parking structure only, and are not valid in any other SJSU lot, structure or street. Campus Village parking permits are available to residents of UHS only. Permits are issued on a first applied, first assigned basis. To apply for a Campus Village parking permit, applicants must complete and submit an original Parking Permit Request form. All requests received after Campus Village spaces have been filled will be placed on a waiting list. Notification of status (approved or wait list placement) will be sent via the MySJSU messaging system or email.

Any vehicle parked in the Garage without a valid permit will be subject to citation by UPD and may be towed at owner's expense. Parking permits are not transferable. Residents' access card or fob will allow access into the assigned residential building and the UHS parking garage.

Vehicles must be parked inside the white lines of the designated stall. Park only in designated locations as allowed by the parking space, parking in red zones is not permitted. Vehicles parked in disabled spaces without a valid disabled permit may be towed and stored at owner's expense. Vehicle ID (plate number, make, model, color) will be provided to University Police Department, should any information change, changes must be submitted to the UHS office promptly to avoid a citation.

Parking permits should be affixed to the lower left-hand corner of the rear windshield. If rear glass is tinted dark, the sticker may be placed in the front driver's side windshield. This permit is a "static" sticker and can easily be removed.

Guard your permit against theft as there is a \$25.00 replacement fee for lost or stolen permits. Parking permits are non transferable and may not be used by anyone other than the authorized resident.

The parking gates are equipped with an "Anti-Pass Back" feature, which enables a car to enter and exit in sequence only. If a resident comes in, they must exit. The access cards/fobs are not to be used for pedestrian or bicycle access through the parking garage gates. The entrance and exit gates will not function without an automobile on the sensors. This function is to prevent unauthorized automobiles in the parking garage. Residents who allow others access into and out of the Campus Village parking garage with their access card or fob, or who use their access card or fob without their automobile are in violation of the Anti-Pass Back policy and will be subject to fees and judicial action.

The first violation of the Anti-Pass Back policy will result in a \$50.00 fee. The second violation will result in a \$100.00 fee and documentation resulting in judicial action. Residents who violate the Anti-Pass Back policy a third time will be fined \$150.00 and will have parking privileges revoked for the remainder of the academic year.

If a resident has requested and been assigned a permit and no longer requires a space in the Campus Village parking garage, the UHS office must be notified via a written cancellation request. Residents who request to cancel parking will be charged a 30 day pro-rated parking amount. Residents who are assigned a Campus Village permit however fail to pick up their permit within 30 days of being issued, will have their parking permit automatically cancelled and no refunds will be issued.

Residents who become delinquent will have parking access privileges revoked. No refunds will be issued for denial of access.

Residents of the Suites and Classics (Joe West, Washburn, Royce and Hoover Halls) are granted access to the Campus Village parking garage for the terms of their license, No access is permitted during the Winter Break and vehicles must be removed or Licensee will be charged for the break period.

At no time is there to be storage of any inoperable vehicle in the Campus Village parking garage. All vehicles parked in the garage must also be free of all types of fluid leaks. If the vehicle leaks, the owner will be held liable for any cleanup of the garage floor and or damages that it may cause to the garage or other vehicle.

Violation of these policies will result in judicial action and may lead to the revocation of parking privileges. Refer to the Community Living Handbook for further information regarding UHS rules and regulations and the judicial process.

Licensee agrees to accept financial responsibility for any loss or damage to personal property or personal vehicle belonging to Licensee and their guests and invitees that may be parked in the Campus Village parking garage, caused by theft, fire, vandalism or any other cause. University Housing Services assumes no liability for any such loss. It is suggested that Licensee obtain and maintain throughout the term of the license a policy of automobile insurance from a recognized insurance firm, covering Licensee's liability and personal property damage (if Licensee utilizes the Campus Village parking garage).

## **Passive Involvement**

Residents are responsible for choices they make. In the presence of a policy violation, residents may attempt to stop the violation, contact residential staff and/or immediately remove themselves from the situation and the vicinity of the violation. If a resident chooses to remain at the scene of a policy violation, he/she will be included on the Incident Report and may also be held accountable for a policy violation.

## **Payment of Fees**

The Licensee is responsible for payment of fees for the period of August 16, 2013 through and including May 31, 2014 for the CVA apartments; August 16, 2013 through and including May 31, 2014 for the CVB Apartments; and August 16, 2013 through and including May 22, 2014 for the Suites and Classics.

Residents who have completed and paid for a Summer Addendum will be responsible for fees from June 1, 2014 (or from May 23 if transitioning from the Suites or Classics), through the date of check out, ; August 09, 2014 (not licensed, returning residents of CVA for the 2014/2015 academic year); August 20, 2014 (licensed returning residents of CVA for the 2014/2015 academic year); August 09, 2014 (not licensed, returning residents of CVB for the 2014/2015 academic year); August 20, 2014 (licensed returning residents to CVB, Suites or Classics for the 2014/2015 academic year).

Licensee should carefully read the Payment Information section of this License Booklet and submit required payment (OR make initial payment on-line) along with his/her required License materials. If the Licensee is assigned to a housing space

after the academic year begins, the Licensee shall be charged a pro-rated fee for the balance of the academic year. If Licensee's account becomes delinquent, Licensee will be charged a \$75.00 late fee for every month the account is delinquent and action will be taken to block registration and withhold records. See additional information Payment section at end of License.

## Personal Property

The University is not liable, directly or indirectly, for the personal property of residents and guests due to loss by theft, damage by fire, damage by water, or any other cause.

Residents are encouraged to purchase personal insurance, such as a renter's policy, to cover such incidents. To secure personal property, residents are urged to keep bedroom, suite, and apartment doors locked at all times.

## Pets

The health and safety of residents is important to the community. Due to concerns for health, safety, sanitation, noise, and humane treatment the only pets permitted in Residential Life facilities include fish and aquatic turtles. Pets must be retained in fresh water aquariums that may not exceed 10 gallons in size. Pets and their environment must be properly cared for and maintained. Failure to follow the pet policy may result in your pet privileges being revoked and/or judicial action being taken.

Animals are not permitted to visit or live in the residence halls, with the exception of registered service animals. Residents must provide UHS with documentation from a doctor as to the resident's need for a service animal.

## Photography

Persons in bedrooms, bathrooms, and dressing areas are off limits to filming, recording, and photography without specific resident consent.

## Posting Policy

According to S12-6, Policy Recommendation, Advertising Campus Events: Flyers, Banners, Chalking, etc. members of the SJSU community (faculty, staff, and recognized student organizations) can advertise campus and broader community events and activities in University controlled spaces. This policy applies to postings in University controlled spaces, not individual, department, or College controlled spaces...Posting in residential halls and residential dining halls is not governed by this policy. Posting in these locations is regulated by University Housing. The complete Advertising Campus Events: Flyers, Banners, Chalking, etc. document may be found at <http://www.sjsu.edu/getinvolved/docs/advertising.pdf>

The Director of University Housing Services or his/her designee(s) must approve any postings found within University Housing facilities. Postings must adhere to the UHS Posting and Distribution Policy. Postings should respect the mission and values of the university residence halls, which include providing all residents with a comfortable living environment and sense of community. Posters should not engage in gratuitously offensive expression that might be destructive of the desired community. Only University Housing staff, hall government, or the RHA may post on the floors of UHS facilities. Any posting violations will be removed, and people found posting illegally may be sanctioned.

UHS Posting Procedures:

1. Only SJSU Departments and Registered Student Organizations may request to post items in the Resident Halls.
2. All event advertising must include an accessibility statement with contract information.
3. To request items to be posted, flyers/posters must be brought to the UHS Office located in the Campus Village Building B 2<sup>nd</sup> Floor **at least 2 weeks prior to the event date** and receive approval by Residential Life. SJSU departments and Registered Student Organizations whose flyers and posters are approved will be posted. Those who are not approved will be contacted and the items returned if desired.
4. Due to limited posting space, as determined by the State Fire Marshall, we can only post a maximum of 80 fliers and/or 7 posters in resident halls and 2 flyers/posters in the Dining Commons.
5. We give priority to University Housing Services as well as campus wide initiatives and events.
6. For questions, please contact University Housing Services at 408-795-5600.

## Public Health and Safety

The University reserves the right to close the residence halls if the State of California or the Chancellor of the California State University system determines that such a closure is required to protect the public health and/or safety of residents.

## Quiet and Courtesy Hours

As a part of San José State University, UHS is an extension of the academic environment that exists on campus. To support this living and learning environment, the following quiet hours are enforced:

Sunday-Thursday 10:00 p.m. - 8:00 a.m.

Friday and Saturday 12:00 a.m. - 10:00 a.m.

Quiet hours are extended to 24 hours during final exams. During quiet hours, noise should not be heard between the CVA and CVB Apartments, between bedrooms, or between the common areas and the bedrooms - to the extent that is humanly possible, given the community design of the facilities. Quiet hours apply to the entire complex, including the Campus Village Courtyard and grounds.

During quiet hours, noise, conversations, or music from the grounds should not be heard by residents or disturb residents in their bedrooms or apartment.

Courtesy Hours are in effect 24 hours a day, seven days a week. During these times, residents may play their music and talk in the hallways. However, any resident may request that another resident or group of residents cease any activity, which is interfering with their ability to study, rest, or enjoy the community. At these times, academic and health considerations are the priority.

Audible amplification (electrical or otherwise) of any musical instrument is not permitted within the residence halls or the CVA or CVB Apartments. Headphones are recommended when using equipment that may be disruptive to others. With the exception of UHS-sponsored or approved events, noise, or music, activities on UHS grounds should not be so loud as to disrupt other residents. Music should not be played at a level where it disturbs other residents. Stereo equipment and speakers are expected to be of a size and power that are appropriate for high-density community living. University Housing staff may request that stereos or other devices that pose a repeated disruption be removed from UHS facilities.

Within an apartment, or on a floor, residents may agree to extend quiet hours. Floors that choose to designate extended quiet hours must post these hours clearly in the lobby of that floor.

CVA is an Intensive Academic community. Residents who do not adhere to this policy may be relocated to another building or removed from housing.

Residents are expected to communicate with their neighbors and confront unacceptable noise behavior prior to contacting a Residential Life staff member to address the violation. When a reasonable request is made in one of these situations, a resident must comply or face possible judicial action. If personal attempts do not resolve a noise issue, please consult with a Resident Advisor.

## Recreational Equipment/Sports

Riding a bicycle, scooter, skateboarding, rollerblading, playing ball or Frisbee, or playing any other sports is prohibited inside University Housing facilities.

Recreation/sports equipment may be carried through a residence building to a bedroom/suite/apartment.

No person shall operate a scooter, skateboard, bicycle, roller skates, or roller blades in University Housing parking lots, parking structures, on the plaza, or on other property of the complex. See Presidential Directive 90-01 for further explanation (<http://www.sjsu.edu/president/directives/>).

Frisbee, catch, and other such low-impact/low-risk games are permitted in outside area as designated by University Housing Services staff.

## Recycling

Recycling is encouraged if it is part of a UHS-organized and approved program.

The placement of any approved recycling materials (paper, bottles, cans, etc.) outside of UHS designated areas is not permitted. Only materials designated for recycling may be left in these areas. Do not place trash in recycling containers.

No person, other than authorized University employees or contractors shall remove recyclable materials which have been placed in designated recycling collection locations. Any removal of recyclable materials from designated recycling collection locations is prohibited. Violation of this prohibition is a misdemeanor pursuant to Education Code Section 89031 and may result in civil fines pursuant to Public Resources Code Sections 41950 & 41951.

Please see a Residential Life staff member for further clarification or to find out how to get involved with the recycling programs.

## Refunds

UHS encourages all residents to register for e-refunds (direct deposit) to ensure refunds are received as quickly as possible. Visit the Bursar's website to register.

UHS will generate a refund in the case of a credit balance, under the following conditions:

1. All future housing charges for the current fee period are paid in full;
2. There are no outstanding housing debts for prior year License;
3. There are no outstanding SJSU debts;
4. Payment was not made with a personal check within the last 21 calendar days;

Note: Refund is made in the name of the Licensee; Refund is generated in four to six weeks.

Installment fees assessed for Installment Payment Plan or Housing Extensions are not subject to refund after the installment fee has been posted to the resident account. Resident Activity Fees are not subject to refund after the start of the contract period.

In the rare case a refund is issued in error, Licensee is required to repay the refund amount.

## Relations

Any resident who demonstrates an inability to live in a group setting will be asked to leave the apartments or residence halls, denied access to the apartments or residence halls until Counseling Services has assessed their ability to live in the apartments or residence halls, and/or required to commit to a behavior contract as prescribed by a UHS staff member. UHS reserves the right to remove any individual exhibiting behavior deemed by the UHS staff as a threat to themselves or to the community.

## Right of Entry

University Housing staff shall reserve the right to enter the premises occupied by residents for the purposes of emergency, health, safety, maintenance, management of applicable rules and regulations, or for any other lawful purpose. UHS shall exercise these rights reasonably and with respect for each resident's right to be free from unreasonable searches and intrusion into study or privacy.

## Roofs

Residents are not permitted on the roofs of any residential facility. Retrieval of articles from any roof must be done by authorized UHS staff.

## Room/CVB and CVA Bedspace (not unit) Apartment Assignments

Residents will be assigned to their preferred hall/apartment or room and occupancy type whenever possible based on the date their Annual Housing License Agreement and payments are received. If all License materials and payment are received by April 2, 2013, the resident's assignment request is processed during the first computer assignment run. UHS will make every effort to assign residents to the requested area or community and occupancy type based on preference and qualifications required to meet established criteria of any community, yet reserves the right to assign any resident to any space based on administrative need, regardless of resident qualifications.

### **Inability by UHS to honor assignment preferences will not void this License Agreement.**

Roommate assignments in CVA, the Suites and Classics are made for same gender only (CVA residents may request an exception to this policy at the UHS Housing Desk). Roommate assignments in the CVB Apartments are also same gender, unless co-ed housing is specifically requested on the Housing Application. (While co-ed housing is co-ed by apartment, the bedrooms remain single gender. Transgender students may contact the Associate Director of Residential Life to discuss assignment options.) To preference a specific roommate, both Licensees must submit their License Materials within one week of each other and by April 2, 2013 for Fall semester and by October 15, 2013 for Spring semester. All roommates must request the same living options and preferences on the online application, i.e. 3 bedroom double, 4 bedroom suite, etc. Roommate requests submitted after these dates are not guaranteed.

Every resident is assigned to a specific room and bed space, and must occupy only the assigned room and bed space. Failure to do so will result in charges of \$100.00 in liquidated damages per day. New residents may be assigned at various times during the year; therefore, vacant bedrooms/bed spaces may become occupied without prior notice.



Consolidation may have to occur as a result of spaces not being occupied. Should this occur residents may be given an option of converting their room into a super single or choosing their own space before one is assigned. UHS reserves the right to change the resident's assignment within the housing facilities with a 24-hour notice for reasons of health, student welfare, administrative necessity, as a result of administrative action, or in accordance with the Room Consolidation policy. Residents may be responsible for any additional charges resulting from re-assignment such as cable, phone, etc. Room changes are not permitted without approval of the Residential Life Coordinator or the Assignments Coordinator.

Any resident who is assigned a move-out date due to room/apartment change, cancellation or administrative necessity must move by the date and time specified by the Director, Residential Life Coordinator or designee. Residents who fail to move out by the date and time specified, or who change rooms without prior written approval from UHS staff, will be charged \$100.00 per day liquidated damages in addition to regular room and board fees (and parking if applicable), an improper check out fee and will be subject to disciplinary action.

## **Room/Apartment Preparedness**

Every resident is assigned a specific room and bed space and must occupy only that assigned room and bed space. Residents may not occupy other bedrooms for guests or storage. All unassigned room and bed spaces must be prepared and ready for a new resident/roommate at all times or current resident will be charged \$100.00 per day liquidated damage charges.

## **Room and Roommate Changes**

UHS assigns rooms and roommates. Unfortunately, it is not always possible to give everyone his or her first choice. The UHS staff reserves the right to make assignments and changes as necessary. University Housing Services understands that roommate conflicts may develop or residents may wish to move to a different apartment or room. In order to establish who has checked in, cancelled, or delayed their check-in date and to ensure all residents have moved into their proper spaces, no apartment/room changes will occur during the first two weeks of the semester. Failure to go through the correct Apartment/Room Change or Swap process will result in each resident who has changed apartments or rooms moving back to their original apartment or room and a fine of \$100.00 per day for moving without approval and disciplinary action.

There is a Room Change/Swap process that occurs beginning the second week of the semester. Residents going through this process successfully will not be charged a fee. Keep in mind that going through this process does not guarantee approval, and only residents who are approved may move. Details on this process will be posted at the beginning of the semester. Residents should not move apartments/rooms unless they are notified that their request was approved and will need to move on assigned dates.

After this two week period, UHS will consider apartment/room changes on a case by case basis. Residents may not switch rooms without approval from their Residential Life Coordinator. UHS strongly encourages residents to first try and resolve the conflict with their roommate, and ask for help if necessary. Resident Advisors, Assistant Residential Life Coordinators, and Residential Life Coordinators are all resources for residents to try and work through their problems before switching apartments/rooms. Failure to utilize these resources before requesting a room change will result in a delay in the process.

UHS staff is available to assist residents with roommate issues that may arise, but are not intended to solve the problems for residents. Residents are expected to communicate openly and honestly with one another and make a genuine effort to resolve their own issues before going to the RA. If the residents and RA cannot resolve the situation, the residents will be referred to the Assistant Residential Life Coordinator or Residential Life Coordinator.

To assist in the communication process, the creation of a roommate agreement for each apartment/suite/room is required. The RA will bring a form to the resident during the first week of class or whenever they request. Agreements must be completed by September 30. If residents move at any other time, agreements will be expected within one week of the change. The agreements will be kept on file with the Residential Life Coordinators.

Once residents have explored all of the options in resolving the conflicts they may discuss a room change with their Residential Life Coordinator. If allowed to switch rooms, a \$50.00 processing fee per resident moving will be charged (if change occurs outside of the designated Room Change/Swap Process.)

The \$50.00 fee will be assessed for any room change outside of the designated Room Change process, whether the move is requested by the resident or administratively necessary due to conflicts, judicial issues or administrative need.

Any room changes needed due to extenuating circumstances outside of the designated Room Change Process time will be determined by a University Housing Official/Residential Life Coordinator. The residents involved will then need to

complete additional paperwork and will be issued access to their new assignment. The access to the previous apartment/suite/room will end within 48 hours. Residents will need to check out between 7:00 p.m. and 10:00 p.m. at the courtesy desk located in their building or hall to complete their inventory sheet and the checkout process. The resident is responsible for any charges that may be assessed for the new occupancy type. If the resident has an upgraded IT amenities package, these services will be discontinued in the current room on the effective date of the room change and it may take up to 48 business hours for the upgraded services to be connected in the new room.

## Security/Door Propping

Residents receive keys and an access card or fob that opens their bedroom doors and the entrance doors. Residents are encouraged to lock their bedroom/unit doors at all times and to not hold the entrance/exit gates open for unknown persons. If a resident lives in a UHS facility, they have an access card or fob for entrance into the building.

A resident MUST NOT prop any door at anytime due to fire, theft, and other safety concerns. Propped doors allow uninvited people to enter UHS facilities and breach the safety of each resident's person and property. Doors are also fire rated for 1 hour and keeping them closed is essential in preventing the spread of fires. For some of the entrance doors, an alarm will sound if the door is held open for more than 30 seconds and others are emergency exits only with alarms that sound immediately. Please be aware of this and keep doors closed so as to not disturb other residents in the community. Doors found propped should be un-propped and reported to the RA on duty or the Courtesy Desk immediately.

## Smoking

In accordance with Executive Order W-42-93 issued by the Governor of California in February 1993 and S03-6 signed by the University President on May 15, 2003, all smoking in state-owned buildings and leased space, including all residence facilities, resident apartments, resident rooms, patios, and stairwells is prohibited. Residents who do smoke must do so outside of the housing facilities - at least 25 feet away from doorways, stairs, windows and ground level air intake structures. Smoking is not permitted on balconies, including the walkway between Joe West and the Dining Commons.

Dismantling smoke detectors will result in judicial action, UPD citation, and/or restitution for all repairs.

Residents who do smoke within UHS housing facilities are in violation of the License Agreement and are subject to judicial action and/or revocation of their license.

## Solicitation/Sales/Advertising/Deliveries

As part of the greater San José State University campus community, UHS encourages individuals or organizations wishing to sell, solicit, or advertise products or services to do so through the avenues provided by Student Union, Inc., stipulated in Presidential Directive 01-01 *Time, Place, and Manner*. As SJSU students, all UHS residents may take advantage of marketing opportunities while on campus. However, solicitation, sales, and advertising either verbal or printed are not permitted in UHS facilities, except by authorized vendors and University Housing staff, and as permitted by the UHS posting policy. This includes, but is not limited to, the residential areas, the courtyard plaza, and University Housing grounds. Authorized vendors must have written permission in hand from the Director of University Housing or designee. No door-to-door solicitation is permitted, although UHS programs sponsored by University Housing staff, RHA or hall governments or approved residential organizations may be promoted door-to-door.

Residents are not permitted to operate a private business on any area of University Housing property or use the campus mailing address, Ethernet connection, or telephone for that purpose.

All advertising must comply with the UHS posting policy, which you may find at the main housing office. Any requests for exceptions must be submitted in writing to the University Housing Office. All vendors, product, and service deliveries (FedEx, etc.) requested by residents must be made in compliance with UHS security, and through the Mail Room or Courtesy Desk. Packages received by the Courtesy Desk or Mail Room will be available for pick-up during designated operating hours. Packages not claimed within seven days of initial notification will be returned to sender.

## Storage

Storage is limited to the closets located in resident rooms. The storage of any materials (boxes, furniture, etc.) in common areas of the residential facilities is not permitted. UHS does not provide storage facilities for campus residents. Residents may not store items in rooms that are not assigned to them.

## Student Privacy (FERPA)

The Family Educational Rights and Privacy Act (FERPA) of 1974 helps protect the privacy of student records. The Act provides for the right to inspect and review educational records, to seek to amend those records, and to limit disclosure of

information from the records. The Act applies to all institutions that are the recipients of federal funding. Students who are currently enrolled or formerly enrolled, regardless of their age or parental dependency status, are protected. FERPA does not apply to deceased students or persons who have applied, but have not attended the university.

Students can go on-line and create an authorized user to view and pay fees. Log on to [my.sjsu.edu](http://my.sjsu.edu) and from the Student Center under Finances click **Payment Plans & Account Services > Student Account Options > Parent User**. Information will be restricted to financial matters only. No grades, class schedules or academic holds will be indicated.

Please refer to the campus main website for complete information.

## Surveillance Cameras

Unmonitored surveillance cameras may be located in the stairwells and other common areas (e.g., lobby, lounge, laundry room, hallways, dining facilities, etc.) for the protection of residents. Exterior cameras may monitor outside areas near the residence halls.

## Theft

Theft of, or non-accidental damage to campus property, or property in the possession of, or owned by, a member of the campus community, is prohibited. This includes borrowing without specific prior approval and includes the relocation of lounge or common area furniture.

## Throwing Objects

Balls, sports equipment and any other item may not be used inside the residence halls. No object may be thrown or dropped from a window or opening. Window screens must be left intact. (Refer to Windows, Balconies, Screens and Patios.)

## Trash Removal

Residents are responsible for disposing of their individual room/suite/apartment trash to the UHS-designated areas and may not let trash pile up in their room/suite/apartment. Residents may not place individual room trash in restrooms or common area trash cans. Residents are not allowed to dispose of large items, furniture, boxes, mattresses, electronic devices etc. in the trash rooms. Residents are responsible for disposing of these items on their own. Additionally, residents may not remove common area/trash room trash cans from their original locations. Removal of common area trash cans may result in a replacement fee.

## Treatment of Indebtedness

Failure to pay housing fees or payment with a dishonored check that has not been redeemed by the university will result in action described in Section 14 of the terms and Conditions of the Annual Housing License Agreement. It will also result in the University pursuing the debt via its in-house collection office, assignment of the debt to a private collection agency, suit filed in small claims court, disclosure of the debts, and/or judgment to a credit bureau organization, and/or submission of the name to the California State Franchise Tax Board for offsetting of state income tax refunds.

Submission of the debt to a collection agency will result in negative credit information reported to credit bureaus.

If any of these collection steps are necessary, the debtor will be held liable for any reasonable costs incurred by UHS and SJSU to collect the debt.

## Unauthorized Entry

Residents are not allowed in any other bedroom, suite, or apartment unless invited by the official occupant of that specific bedroom, suite, or apartment. Residents are not permitted in attics or mechanical rooms, on the roofs, or ledges of any property of University Housing Services.

## University Policies (Student Conduct Code)

Residents are required to abide by all university policies as outlined in the SJSU Catalogue (available at the Spartan Bookstore or on the SJSU website). Refer to the catalogue for specific policy numbers.

## Vandalism

Destruction or damage of property of the residence halls or apartments by a resident or guest is a violation of policy and will result in judicial action and prosecution.

## Weapons/Dangerous Items

Possession of weapons and explosives, including, but not limited to fireworks, firearms, live ammunition, BB guns, paintball guns, air pellet guns, toxic substances, highly flammable substances, and any knife having a blade longer than five inches is prohibited from use or storage in the residence halls. Possession of these items may result in revocation of the License Agreement.

## Weights/Exercise Equipment

Weight lifting equipment is permitted in the apartments, suites, or rooms only if the total weight of any freestanding item does not exceed 25 lbs. Weight or exercise equipment may not be attached to the ceilings, doors, walls, and/or any structure within UHS facilities.

## Windows/Balconies/Screens/Patios

Residents are not allowed to sit on the window ledge or balcony ledge of any residence facility window. Storage of any materials on window ledges/balconies is not permitted.

Residents shall not alter the structure of these areas.

Objects thrown from windows of buildings can cause severe damage; therefore, **nothing** may ever be thrown or hung/suspended from a window or set on a window ledge.

Residents who permit any item (liquid or solid) to fall, drop, or be thrown from any residence facility window will be in violation of UHS policy.

Laser lights and pointers may not be pointed out windows.

Screens are not to be opened or removed. Residents will be charged if screens are removed or missing. Window screens and limiters are not to be removed or tampered with. Residents will be charged if limiters are removed or missing. Residents are prohibited from climbing in or out of a window except in case of fire.

It is prohibited to place furniture, including beds, in front of windows or doors. Blocking window or door egress is a violation of University Housing Policy

Even in high-rise buildings, people on the ground can see into windows, and residents within the UHS community can easily view activities occurring in other rooms within UHS facilities. Be mindful to keep window coverings closed when you desire privacy.

Residents may display signs and posters in their residence hall room windows as long as the signs and posters comply with University policy. Postings must also comply with health, fire, and life safety codes.

## Judicial Process

The purpose of the University Housing Services judicial system is to maintain University Housing Services standards by helping residents to understand their responsibility for maintaining their residential community. The University Housing Service judicial system collaborates with the University Student Conduct process. The purpose of the Student Conduct process is to administer the Student Conduct Code in a manner that is consistent with the University's core values of fairness, honesty, and integrity.

**If you have allegedly violated a policy stated in this license agreement that is also a violation of the student conduct code, your case will be adjudicated by the Office of Student Conduct and Ethical Development. You may view the Student Conduct Code and Student Conduct process at:**

<http://www.sjsu.edu/studentconduct/docs/StudentConductCode-SCED.pdf>

<http://www.calstate.edu/eo/EO-1043.html>

**If you have allegedly violated a policy stated in this license agreement that is not a violation of the student conduct code, the following will occur:**

The Residential Life Staff will document the incident. Residents will then be required to meet with a UHS Staff Member or the Student Judicial Review Board. Communication for a hearing will occur through phone, email and/or campus mailbox. It is resident's responsibility to check their mail and respond to their hearing and all other judicial matters in a timely manner. Residents must be available when the hearing is called or the Hearing Officer(s) will only consider whatever written material has been provided. ***(If residents choose not to meet with the Hearing Officer(s) within the stated timeline, a decision may be made without their input. Furthermore, residents waive their right to appeal.)*** After an investigation, the Hearing Officer(s) will determine your responsibility for the violation(s) based on all available evidence. If found responsible in the University Housing Service judicial system, the Hearing Officer(s) may impose one or more of the sanctions listed below, as well as additional educational sanctions which may be appropriate. Within five working days of the time of the decision, you will be notified in writing regarding the outcome of your meeting.

**The University Housing Services sanctions may include one or more of the following outcomes:**

1. A written or verbal warning detailing the liability for continued or repeated violations.
2. Issuance of an educational sanction. If residents choose not to complete the sanction, further action will be taken, including additional sanctions and a hold placed on their student record.
3. A written letter of probation stating that any further violation may lead to dismissal from the housing community.
4. Administrative relocation within the housing community.
5. A written letter of revocation of the Housing License for violations enumerated in the letter. Revocation of the Housing License means that residents must move out of their campus residence on the date specified. Residents are not allowed to live in any University Housing facility within 72 hours or less, and are not allowed to return for a minimum of one year. Also, residents are not allowed to return as a guest in any of the facilities. **Residents will still be responsible for the full amount owed in your Housing License Agreement for the academic year.**

Failure to complete sanctions may result in further disciplinary actions including, but limited to university record holds, further sanctions, and suspension from housing.

## Appeal

If the accused student is not in agreement with the decision made by a University Housing Services Hearing Officer(s), the student may appeal the decision. A written letter of appeal must be submitted to the UHS Associate Director (or his/her designee) within three (3) days after the date of the original sanction letter. Students must write and submit the appeal on their own behalf. Appeals written and submitted by an attorney will not be accepted.

**The resident will be granted an appeal hearing based upon meeting the criteria of at least one of the following:**

1. New information.
2. Procedural rights violation.
3. Sanction dissimilar with similar cases.
4. Bias on the part of the decision maker(s).

**It is further recommended that the resident adhere to the following guidelines prior to appealing their case:**

1. A listing of the incident(s) in question.
2. The reason the resident is appealing (see above).
3. Explanations of the circumstances resident believes substantiate the reason for the appeal.
4. Information and people who could corroborate their reason for appeal. In addition, resident should attach any written documentation to this form that corroborates their reason for appeal and sign the acknowledgement. If resident has any questions about the appeal process, contact the UHS Assistant Director for Residential Life or their Residential Life Coordinator.

If an appeals hearing is granted, the resident will have an opportunity to state the reason for the appeal and provide detailed information that supports the appeal request. The resident may have one non-lawyer individual present at the hearing who acts as advisor. The student may consult with the advisor during the hearing; however, this individual may not speak for the student during the hearing.

## Payment Fee Period

### **The CVA Apartments**

The CVA Apartment resident is responsible for payment of fees for the period of August 16, 2013 through and including May 31, 2014. The Spring semester-only CVA apartment resident is responsible for payment of fees from the period of January 1, 2014 through and including May 31, 2014.

### **The CVB Apartments**

The CVB Apartment resident is responsible for payment of fees for the period of August 16, 2013 through and including May 31, 2014. The Spring semester only resident is responsible for payment of fees from the period of January 1, 2014 through and including May 31, 2014.

### **The Suites and Classics**

The Suites and Classics resident is responsible for payment of fees for the period of August 16, 2013 through and including May 22, 2014 (excluding the Winter Break period.) The Spring semester only resident is responsible for payment of fees from the period of January 19, 2014 through and including May 22, 2014.

### **Summer Fees**

Summer License Agreements for contracted 2014/2015 returning residents to CVA begin at 12:00 p.m. (noon) Saturday May 31, 2014 and end at 10 a.m. Wednesday August 20, 2014.

Summer License Agreements for contracted 2014/2015 returning residents to CVB begin at 12:00 p.m. (noon) Saturday May 31, 2014 and end at 10:00 a.m. Wednesday August 20, 2014.

Summer License Agreements for non-contracted 2014/2015 returning residents in CVA and CVB begin at 12:00 p.m. (noon) Saturday May 31, 2014 and end at 10:00 p.m. Saturday, August 09, 2014.

Summer License Agreements for non-contracted 2014/2015 returning residents, who are attending the last summer session of classes at SJSU, in CVA or CVB begin at 12:00 p.m. (noon) Saturday May 31, 2014 and end at 10:00 p.m. Saturday, August 09, 2014.

### **Intersession Fees (Winter Break)**

There is an additional fee for Winter Break housing in the Classics and Suites, December 18, 2013 through January 19, 2014. Residents wishing to reside in Intersession Housing during Winter Break must make arrangements through the UHS Office. The Licensee must submit a Break Period Addendum and payment by December 1, 2013. Residents may be accommodated based on space availability.

## Payment Amounts

### **Payment Schedules**

Residents will be billed semesterly. Fall semester payment due date corresponds with the first Fall Installment Payment Plan due date as set by SJSU Bursar's Office (July 15, 2013) and Spring semester payment due date corresponds with the first Spring Installment Payment Plan due date (December 16, 2013). All due dates are indicated on the payment schedules on the UHS website or the IPP schedule on the Bursar's website.

Residents may elect to select the Installment Payment Plan (IPP) to pay their fees in installments by logging into their MYSJSU account and following the provided instructions.

Residents who do not elect the Installment Payment Plan must make their semester payment in full by the first due date of each semester Installment Payment Plan. The semester payment schedule is listed in detail [online](#).

### **Application Fee**

A non-refundable application fee of \$50.00 is required when submitting an application for on-campus housing. This fee is charged to cover the administrative cost of processing an application for a campus housing facility. No applications will be processed without payment of this fee.

### **Installment Fee**

If a resident is granted housing extension that deviates from the campus Installment Payment Plan, or the regular established semester payments, a \$33.00 installment fee will be applied to the resident account. Installment fees are not refundable. This may be in addition to previous or future late fees.

### **Late Fees**

Payments must be received in the UHS office, or be posted online to the resident's SJSU account by the specified due date or a \$75.00 late fee will be assessed. Late fees will continue to be assessed for each month the account is delinquent.

### **Resident Activity Fee**

A \$40 Resident Activity fee (\$20.00 for Spring Semester only residents) is included with the housing fees. The Resident Activity Fee entitles residents access to recreation equipment, social events, and other benefits. The activity fee sponsors building activities, RHA activities and programs. Resident Activity Fees are not refundable after the beginning of the occupancy period. To opt out of this fee you must write a letter to the Assistant Director of Administrative and Financial Operations requesting so.

### **Pro-Rated Fees**

If Licensee contracts after the first day of the fee period, a pro-rated room and board rate (and parking if applicable) will be computed and charged, along with the \$40.00 Resident Activity Fee (\$20.00 for Spring semester only residents)

## **Payment/ License Due Dates**

### **CVA Apartments**

#### **Academic Year Housing**

Applicants are strongly encouraged to submit license materials and initial payment by April 2, 2013 to be included in the first assignment run. After April 2, UHS will continue to accept License materials until all spaces are filled.

Residents will be billed semesterly. Students may elect to pay via the Installment Payment Plan (IPP). The Payment schedules are listed in detail [online](#).

#### **Spring Semester-Only**

Applicants are strongly encouraged to submit license materials and initial payment by October 15, 2013 to be included in the first assignment run. After October 15, UHS will continue to accept License materials until all spaces are filled.

Residents will be billed semesterly. Students may elect to pay via the Installment Payment Plan (IPP). The Payment schedules are listed in detail [online](#).

### **CVB Apartments/ Suites/Classics**

#### **Academic Year Housing**

Applicants are strongly encouraged to submit license materials and initial payment by April 2, 2013 to be included in the first assignment run. After April 2, UHS will continue to accept License materials until all spaces are filled. Residents will be billed semesterly. Students may elect to pay via the Installment Payment Plan (IPP). The Payment schedules are listed in detail [online](#).

#### **Spring Semester-Only**

Applicants are strongly encouraged to submit license materials and initial payment by October 15, 2013 to be included in the first assignment run. After October 15, UHS will continue to accept License materials until all spaces are filled.

Residents will be billed semesterly. Students may elect to pay via the Installment Payment Plan (IPP). The payment schedules are listed in detail [online](#).

### **Winter Break/Intersession Housing**

This option is available only to residents not living in the CVA or CVB Apartments and may require a temporary move. Residents may be accommodated during Winter Break based on space availability and should contact the Housing Office for additional information.

Monthly rents for the CVB Apartments are determined by room occupancy (one or two people/room). For example, single occupancy rooms in 3, 4, and 5 bedroom apartments have the same rent.

The initial housing payment is required when License materials are submitted to UHS. Failure to remit this payment will result in a delay and your materials will not be processed.



UHS will accept initial payment and License materials until all available space is filled. If Licensee has been approved to be on the Paid Waiting List, payment and License materials will be accepted until the maximum number of names on waiting list has been reached.

Payments are due per the [payment schedules](#). Payments may be submitted to UHS as follows:

- Office hours, Monday – Friday, 8:00 a.m. - 5:00 p.m. Cashier window opens at 9:00 a.m. and closes at 4:30 p.m., however, a drop box is available during office hours.

- Mailed to: University Housing Services  
Attn: Cashier  
One Washington Square  
San José, CA 95192-0133

It is the responsibility of the resident to make payments by the scheduled due dates. Residents may not receive an advance reminder notice of payment due. Failure to make payment by the specified dates will result in a hold on all SJSU records and services. All payments must be received in the UHS office by the specified due date or a \$75 late fee will be assessed to the Licensee's account.

**Postmarks are not accepted.** UHS suggests payments be mailed two weeks prior to due date.

## Check/Cash Payments

**Do not mail cash.** Cash payments can be made in the UHS office during office hours. Make checks or money orders payable to SJSU Housing.

Print resident's name and SJSU Identification Number on the face of the check or money order. The cancelled check is the payment receipt, or the resident may also come to the UHS office to request a receipt. Due to excessive service charges, UHS cannot accept international drafts. Payments must be made by a payment instrument drawn on a U.S. bank.

## On-Line Payments

San Jose State has an online Cashiering system. If you require assistance utilizing the system, please call us. If you wish to make your initial payment on-line, please click [here](http://www.housing.sjsu.edu/documents/2012-2013/Instructions-initial%20payment_4_[1].pdf) ([http://www.housing.sjsu.edu/documents/2012-2013/Instructions-initial%20payment\\_4\\_\[1\].pdf](http://www.housing.sjsu.edu/documents/2012-2013/Instructions-initial%20payment_4_[1].pdf)) for instructions.

## Additional Information

- Notices and late notices cannot be sent off campus; they are sent to the resident's on campus mailbox, emailed or sent via MY.SJSU message.
- Parents, guardians or outside organizations which may be making payments for the Licensee must work through the Licensee if they have questions about payment, account balance, etc.
- If amendments are made to the initial License Agreement resulting in a change in fees, the resident will receive information regarding the effect of this change at the time the amendment is made.
- If the resident has received approval to change occupancy types, resident is expected to adhere to and remain current with one of the pre-established payment plan options in the Annual Housing License Agreement.
- If there is an increase in cost due to a meal plan change, resident is expected to adhere to and remain current with one of the pre-established payment plan options in the Annual Housing License Agreement.
- Residents are encouraged to submit License materials and payment by April 2 to be included in the first assignment run. After April 2, UHS continues to accept License materials until all spaces are filled. For new Spring semester residents, the suggested initial payment date is October 15.

## Summer Housing – CVA Apartments (Faculty/Staff/Grad/Seniors & Juniors)

New Summer residents are encouraged to submit materials by April 21, 2014 to assure space; however, materials will be accepted until spaces are full.

Current Spring residents are required to submit summer addenda by April 21, 2014.

<b>May 31, 2014*</b>	CVA license ends.
<b>May 31, 2014</b>	Summer housing opens.
<b>August 9, 2014</b>	End of CVA Summer housing, non-returning Fall 2014 residents must transition to conference housing or vacate.
<b>August 9, 2014</b>	End of CVA Summer housing, non-returning Fall 2014 residents attending last summer session classes must transition to conference housing or vacate.
<b>August 22, 2014</b>	End of CVA summer housing, new academic year contract begins.

\*Residents will be notified of date and time to move between academic year bed space/ apartments/ units and Summer bed space.

## Summer Housing – CVB Apartments, Suites, Classics

New Summer residents are encouraged to submit materials by April 21, 2014 to assure space; however, materials will be accepted until spaces are full.

Current Spring residents are required to submit summer addenda by April 21, 2014.

<b>May 22, 2014*</b>	End of Spring semester, Suites and Classics close. Transition housing available if Suite or Classic resident is licensed for Spring and Summer housing.
<b>May 31, 2014</b>	Summer housing opens.
<b>August 9, 2014</b>	End of CVB Summer housing, all non-returning Fall 2014 residents must transition to conference housing or vacate.
<b>August 9 2014</b>	End of CVB Summer housing, all non-returning Fall 2014 residents attending last summer session classes must transition to conference housing or vacate. Transition housing available if resident is licensed for Summer and Fall housing.
<b>August 22, 2014</b>	End of CVB summer housing, new academic year contract begins.

Dates are subject to change pending finalization of the SJSU Summer class schedule.

\*Residents will be notified of date and time to move between academic year bed space and Summer bed space.

### Living Arrangements

To make housing accommodations through this program, the resident must contract and pay for the entire Summer session. Exact dates of availability vary based on resident status in Spring and Fall.

Summer residents may be required to relocate to another apartment or room during their summer stay to allow staff to complete work to ensure premises are prepared and ready for the upcoming fall semester opening. Transition dates will be communicated to residents by summer housing staff.

### Residence Halls or CVB Apartments

- The Summer Housing Program provides Summer housing in one of four residence halls or CVB apartments. A limited Residence Life staff is available to assist you, but there are no educational development programs or leadership opportunities offered. The majority of available services are offered through Campus Village Courtesy Desk (Building B, first floor). Services there include recreation equipment check out, laundry card purchase, campus and community information, and refrigerator rentals.
- Most Residence Halls rooms available to residents are double occupancy rooms which are rooms designed and furnished for two residents, CVB apartments are available for double or single occupancy.
- Residents who are contracted for Spring or Fall housing are permitted to transition from one space to the other (called Spring/Fall Transition in the payment plan). Residents will receive more information after submitting the required Summer paperwork and payment. In some cases, residents may need to move to a temporary location until the summer/fall room assignment is ready. Details will be provided to residents prior to closing in May and/or July as applicable. Transition dates and times will also be published on the housing website.