

Residence Agreement 2015-16

Welcome to R&DE Student Housing! This Residence Agreement includes the legal agreement and policies you agree to each time you file a housing application. These terms of agreement are put in place to ensure that you and others in your community have a successful year in housing. Please feel free to ask any questions you may have by submitting a Help SU ticket to the attention of Housing Assignments. We look forward to meeting you when you move into your housing assignment.

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General Provisions

This Residence Agreement is a legal and binding contract, and you agree to the terms of this agreement when you submit your housing application. This agreement becomes valid once you have been assigned a space provided by R&DE Student Housing, and continues for the entire length of the agreement period during the 2015-16 University calendar year. As long as you remain eligible for student housing (see eligibility below), you are bound to the terms of this Residence Agreement. If you move out of housing and you are not eligible to cancel your contract according to the terms of this agreement, you will be billed at a contract breaker rate for the remainder of the academic year. If, before you receive the keys to your assigned residence, you choose to cancel your assignment, you must formally cancel this agreement and pay any applicable fee. You must file a Termination of Occupancy form if you have already received the keys to your assigned residence, but plan to move out before the end of your contract period.

By agreeing to the terms of this Residence Agreement, you agree to pay the required room and board rates, communications fees, house dues, administrative fees, and any other miscellaneous fees established by Stanford University for the student residence(s) to which you are assigned for your contract period. You also agree to familiarize yourself and comply with all University policies governing occupancy, including those set forth on R&DE Student Housing's website (<http://studenthousing.stanford.edu>) and any supplemental house agreements; to be considerate of other residents and all staff assigned to the residences; and to respect the rights of others at all times. All of the provisions of this agreement remain in effect for students living in R&DE Student Housing (with University permission), whether within or outside of normal contract periods. Students who are authorized to move in early or stay late are responsible for any applicable housing charges as established by the University for early arrival or late departure.

This agreement is not a lease, and is not subject to California landlord-tenant laws. It is a license to occupy institutional housing as part of the academic community that the University has created as an integral aspect of the academic experience. A license is a revocable contract, and as such, the University retains the right to revoke the right to occupy University residences. This agreement does not grant possession of a particular room or residence or type of housing (further references in this agreement to "room" shall mean a room, apartment, and/or suite). Individual students have no entitlement to live in a specific residence. You may be temporarily or permanently relocated to other housing or denied the privilege to live in any University housing at any time in accordance with University policies. If you are living in a gender-neutral housing assignment and one of your roommates leaves in the middle of the year, you may be required to move in order to return the space to single-gender. The provisions of this agreement shall be in addition to the other provisions of University policy.

Breach of University residence policies; conduct in violation of the rights of others; discrimination on the basis of sex and gender (title IX violations), misrepresentation of facts during the assignment process or on your housing application; or violation of the terms of this agreement or any supplemental house agreement is grounds for the immediate termination of your occupancy and/or the withdrawal of future University housing privileges, and may result in University disciplinary action under Stanford's Fundamental Standard of student conduct. Students deemed ineligible for University housing and denied housing privileges for violation(s) of this agreement remain financially liable for the entire term of the quarter in which they are removed. The determination of violations of this agreement and all decisions regarding petitions for exceptions to any policies in this agreement are made by the Director of R&DE Student Housing Assignments, the Executive Director of R&DE Student Housing, or by other designee of the Senior Associate Vice Provost for Residential & Dining Enterprises.

The University reserves the right to make changes to this agreement and supporting policies from time to time without prior notice. The Residence Agreement in the form as it exists online is the governing document, and contains the then-currently applicable policies and information.

Eligibility for University Housing

Academic Year Eligibility

To be eligible to move into or live in University housing during the academic year (Autumn, Winter and Spring Quarters), you must be an enrolled student as determined by the Registrar's office during each quarter of occupancy, be in good academic and financial standing, without enrollment holds. International students with enrollment holds that cannot be cleared until your arrival do not prevent you from moving into housing.

If you choose not to enroll at the University, terminate your enrollment, are suspended from the University, or have a housing hold placed on your account, you must file the applicable Cancellation or Termination of Occupancy Form via Axxess and vacate your residence. Students auditing classes or enrolled in the Master of Liberal Arts part-time graduate program are not eligible for housing.

Other eligibility criteria apply to individual groups of students as shown below:

Graduate Students

- Must be enrolled in a minimum of eight units or as a Terminal Graduate Registrant (TGR).
- Graduate students who are approved to take a Registrar's graduation quarter are eligible to continue their housing agreement but also can file a termination of occupancy.
- Graduate students can stay in housing without being enrolled by having an approved petition as follows:

Petitions Available for Graduate Students to Stay in Housing While Not Enrolled

Post Graduation Quarter Petition

Upon filing a petition in Axxess, graduate students may be permitted to stay in housing without being enrolled for the quarter immediately after degree conferral if their terminal degree is conferred at the end of Autumn or Winter Quarter. Petitions are reviewed and approved according to the following criteria:

- Petitions are approved on the condition that all enrolled students can be accommodated. This may be based on projected demand. It is very unlikely that post-graduation petitions will be approved for Winter Quarter, due to the demand from enrolled students
- Priority will be based on the date the petition was filed in Axxess and the reason for staying (in the event that not all petitions are approved).
- Students may not audit classes or work on an honor's thesis, an honor's project, a dissertation, or any outstanding incompletes during this post-graduation quarter.
- Petitions must be filed for Winter Quarter via Axxess by October 23, 2015 or for Spring Quarter by February 5, 2016

Students who graduate at the end of Spring Quarter and are in a full-year contract are automatically permitted to stay in housing for Summer Quarter until the end of the eight-week contract period and do not need to petition.

Vacation Quarter Petition

Upon filing a petition in Axxess, graduate students may be permitted to live in housing as non-enrolled students for either Autumn, Winter, or Spring Quarter if the following criteria is met:

- An official one-term leave from the University has been filed and approved by the Registrar's Office
- Student has been enrolled during the previous three consecutive quarters (including summer);
- Student plans to enroll the quarter following their leave
- Student has been living in housing during the previous term and will remain in continuous occupancy in their same room or apartment.

Childbirth Accommodation, Pregnancy and Non-birth Parent Leaves

- Students need to file a petition in Axxess to request to remain in housing during childbirth accommodation, pregnancy and non-parent leaves.
- All female graduate students anticipating or experiencing a birth, adoption, or surrogacy who are enrolled, matriculated students are eligible to retain access to Stanford housing for up to two consecutive academic quarters while on child-birth accommodation and/or pregnancy leave around the time of the birth.

- Non-birth parent leave can be approved for up to one quarter and must be the quarter in which the child is born or adopted.

Undergraduate Students

- Undergraduate students must be enrolled full time or have a reduced course load as approved by the Registrar's Office. If not enrolled full time, undergraduate students must have an approved 13th Quarter petition or a Permit to Attend for Services Only.
- Undergraduate students graduating at the end of Winter Quarter can petition Housing Assignments for a post-graduation quarter for Spring Quarter.
- Undergraduate students on a Registrar's Office graduation quarter are not eligible to live in R&DE Student Housing.

Non-Matriculated Students

- Non-matriculated students are eligible to live in University housing only if all matriculated students can be accommodated.
- If all matriculated students cannot be accommodated, non-matriculated students may be required to move out of University housing before the end of their contract period.
- If your student status changes from matriculated to non-matriculated during the year, you must immediately inform R&DE Student Housing Assignments as you may not be eligible to continue in your housing.

Staff and Faculty Members

May be eligible and/or required to live in R&DE Student Housing, and are bound to the terms of this agreement.

Eligibility for Summer Quarter

The students listed below are eligible to apply for Summer Quarter housing.

Matriculated Students Living in a Full-year Graduate Residence

Full-year contracts include the Summer Quarter unless you have filed a Termination of Occupancy form in Axess before the start of the summer contract period. Students who have renewed their contract for 2015-16 are **not** eligible to terminate their contract for the summer of 2015.

Matriculated Students without Full-year Contracts (contracts ending in June)

Stanford students without a full-year contract can apply for summer housing if they are in good academic and financial standing and are at least one of the following:

- Enrolled for Summer Quarter
- Undergraduate students enrolled Spring Quarter, planning to enroll the following Autumn Quarter, and considered eligible for Autumn Quarter by the Office of the University Registrar
- Graduating at the end of Spring Quarter 2016
- Graduate students who are considered eligible to enroll by the Office of the University Registrar for Autumn 2016 are eligible to apply for Summer Quarter, 2016

Students Enrolled in the Summer Visitor Program

Visiting graduate and undergraduate students must be enrolled for at least three units; International students obtaining an I-20 (Certificate of Eligibility for the F-1 Student Visa) from Stanford University are required to maintain a minimum of eight units.

Eligibility and Occupancy Requirements for Specific Categories of Housing

Students are eligible for specific housing types and unit sizes based on demographic information and adherence to occupancy levels as detailed below.

Single Student Housing

This housing is available to single students and students who are attending Stanford without their spouse, domestic partner, and/or children. If you live in Single Student Housing, occupancy of your room shall be limited to you and your assigned roommate(s), if any. When approved by the Office of Accessible Education, a documented live-in personal attendant may live with a student.

Couple without Children Housing

This housing is available to students without children who are living with their spouse or same- or opposite-sex domestic partner. For the purposes of this agreement, a domestic partnership is defined as an established, long-term partnership with an exclusive mutual commitment in which the partners share the necessities of life and ongoing responsibility for their common welfare.

Couple without Children Housing occupancy is limited to you and the spouse/partner listed on your housing application, with the exception of a documented live-in personal attendant. You and your spouse or domestic partner must occupy your assigned space for at least 50 percent of any given week.

Couples made up of two Stanford students living in Couple without Children Housing must both apply for Single Student Housing if their relationship dissolves. Student spouses who are not Stanford students are not eligible to stay in an apartment or apply for Single Student Housing if the student moves away, the relationship dissolves, or the student is living away from the University while enrolled or TGR status.

Student with Children Housing

This housing is available to students who have legally dependent children living with them. If you live in Student with Children housing, occupancy shall be limited to you, your spouse/domestic partner (if applicable) and dependent children who are listed on your housing application, with the exception of a documented live-in personal attendant. Housing is not provided for extended family members, including parents and siblings of students or live-in day care staff. You and your dependent children must occupy your assigned space at least 50 percent during any given week.

Change in Marital or Family Status

If a change in your marital or family status necessitates assignment to a different type of housing, you must immediately file a new application for the category of housing that now applies to you by completing the appropriate application in Axess. If the University is able to reassign you within a reasonable period of time, you must accept your new assignment. Your housing rate will change on the day you move into your new assignment. If the University is not able to reassign you in the type of housing appropriate to your new status within a reasonable period of time, you may petition to be considered for release from your housing contract at the end of the current academic term. Students cannot renew their current housing assignment if they plan to change status by the beginning of the next academic year, but instead must apply for the new category of housing.

Contract Start and End Dates

Standard start and end dates for each academic term are listed below. The actual dates of your contract are shown in your Axess account after you have been assigned housing. Contracts cannot begin later than the start dates shown below for the term in which your contract begins unless the room is not available or you are not assigned by the start of the term. You are required to pay at least until the last day of your contract regardless of the actual date that you move out of housing. If you are approved to move into your housing before your contract begins or stay after your contract ends, you will pay for these additional days in housing at the per diem rate.

Your dates may be different if:

- The University calendar changes after this agreement is published
- You are assigned to begin on a different start date based on when your room is available.
- You arrange for an earlier start or later end date. All early arrivals or late stays must be approved through the R&DE Student Housing Assignments office or your Housing Front Desk. Students will be charged graduate housing or undergraduate housing per diem rates for early arrival or late stay housing.

- You are in a professional school that begins Autumn Quarter classes before the normal Registrar's Schedule first day of class (i.e. Law School and Medical School).

When a student is scheduled to move out of housing, their room is not considered completely vacated until all belongings are removed and the key is returned to the appropriate Housing Front Desk. If a key has been lost, the student must check out with the Housing Front Desk or send notification in writing the day of departure. Students will be charged for their room, including unauthorized occupancy charges if applicable, until the Housing Front Desk has confirmed that the room has been vacated. If a student refuses to vacate a room or residence when no longer authorized to remain in University housing, the student will be liable for any costs incurred by Stanford in removing such student, including attorneys' fees, court costs, or storage fees. Students may not remain as a guest in someone else's room after checking out. Occupying a room or residence without authorization may result in withdrawal of current and/or future housing privileges.

Graduate Housing Contract Dates

Graduate Housing refers to all categories of graduate housing - single graduate student housing, couple without children housing, and student with children housing (see occupancy requirements under "Eligibility and Occupancy Requirements" above)). Length of your contract is based on your academic program, category of housing, location of your housing assignment, and when you are assigned. Your specific contract length can be found in your Axxess account after you are assigned.

Single Students and Couples without Children Living in Full-year Buildings

Full-year contracts are available in Lyman, Munger Graduate Residence 1, 2, and 3; Rains (except buildings 201 and 202), Escondido Village (including Kennedy Residences), Escondido South, except for standard studio building 2, and most of Off-Campus Subsidized Housing.

Date	Autumn Quarter	Winter Quarter	Spring Quarter	Summer Quarter
Standard Move-In Dates	9/11/2015 ^{1,2}	12/31/2015	3/26/2016	6/18/2016
Standard Move-Out Dates	12/14/2015	3/20/2016	6/13/2016 ³	8/14/2016 ⁴

Notes:

- If you are not living on campus in summer 2015 and wish to move in early, you may choose to start your contract on August 28, 2015 or September 4, 2015. Your housing charges start the date you select regardless of whether or not you move in later.
- The following academic programs begin early, so students may select the following dates as applicable:
 - Pre-Clinical Medical School Students -August 20, 2015
 - First Year Law School Students -August 24, 2015
 - Second and Third year Law Students -August 21, 2015
- If you have a full-year contract, you may terminate the summer portion of your contract by filing a Termination of Occupancy form in Axxess before the start of the Summer Quarter. (See "Terminating an Agreement") However, you must keep your summer contract to renew your contract for the following year.
- If you have a contract for summer 2016 and are assigned for Autumn 2016-17, your summer end date will be extended to September 1, 2016 and your new contract will begin on the same day so that you can remain in continuous occupancy.

Single Students and Couples without Children Living in Academic-Year Buildings

Academic-year contracts are available in Escondido Village standard studio building 2, Munger Graduate Residence Building 4 and Jacobson-Sorensen Hall, Rains Buildings 201 & 202 and Off-Campus Subsidized Housing.

Date	Autumn Quarter	Winter Quarter	Spring Quarter
Standard Move-In Date	9/11/2015 ^{1,2}	12/31/2015	3/26/2016
Standard Move-Out Date	12/14/2015	3/20/2016	6/13/2016 ³

Notes:

- If you are not living on campus in summer 2015 and wish to move in early, you may choose to start your contract on August 28, 2015 or September 4, 2015. Your housing charges start on the date you select regardless of whether or not you move in later.
- The following academic programs begin early, so students may select additional early arrival dates:
 - Pre-Clinical Medical School Students -August 20, 2015
 - First-Year Law School Students -August 24, 2015
 - Second- and Third-Year Law Students -August 21, 2015
- Students living in academic-year buildings on-campus must apply for housing for summer 2016 if they wish to have housing for the summer, but they will most likely have to move to another location.

4. You may not renew your housing assignment for 2016-17, but can apply for housing through the spring lottery process.

Single Students Living in Schwab Residential Center

Date	Autumn Quarter	Winter Quarter	Spring Quarter
Standard Move-In Dates	9/9/2015	12/31/2015	3/26/2016
Standard Move-Out Dates	12/14/2015	3/20/2016	6/10/2016

Note:

- (1) Students in Schwab may arrange to stay for graduation weekend by emailing the Schwab front desk staff at src@gsb.stanford.edu.
- (2) If you wish to have housing in summer 2016, you must apply for the Summer Lottery.
- (3) You may not renew your housing assignment for 2016-17, but can apply for housing through the Spring Lottery process.

Students With Children

Date	Autumn Quarter	Winter Quarter	Spring Quarter	Summer Quarter
Standard Move-In dates	9/11/2015	12/31/2015	3/26/2016	6/18/2016
Standard Move-Out Dates	12/14/2015	3/20/2016	6/13/2016	8/1/2016

1. Students with school aged children are able to move into housing on 8/14/2015 due to the school start date in the Palo Alto School District.
2. If you are not living on campus in summer 2015 and wish to move in early, you may choose to start your contract on August 28, 2015 or September 4, 2015. Your housing charges start on the date you select regardless of whether or not you move in later.
3. The following academic programs begin early, so students may select additional early arrival dates:
 - a. Pre-Clinical Medical School Students –August 20, 2015
 - b. First-Year Law School Students –August 24, 2015
 - c. Second- and Third-Year Law Students –August 21, 2015
4. You can terminate the summer portion of the contract by filing a Termination of Occupancy form in Axxess before the start of the Summer Quarter. (See “Terminating an Agreement”) However, you must keep your summer contract to renew your contract for the following year.
5. If you have a summer contract for 2015-16 and are assigned for 2016-17, your summer end date for 2015-16 will be extended to September 1, 2016 and your new contract through the graduate lottery or the renewal process will begin on the same day so that you can remain in continuous occupancy.

Undergraduate Housing Contract Dates

Undergraduate Housing refers to all undergraduate residence halls, suites, apartments, small-group houses, Greek housing, co-ops, and some off-campus housing.

Freshmen/New Transfer Students

Date	Autumn Quarter	Winter Quarter	Spring Quarter
Standard Move-In Dates	9/15/2015 ³	1/2/2016	3/26/2016
Standard Move-Out Dates	12/12/2015 ⁴	3/19/2016	6/10/2016 ^{5,6}

Notes:

1. New freshmen and transfer students are not allowed to arrive early unless they are participating in an NCAA athletic team that stays on campus for pre-season activities or are an international student and are approved for early arrival through the Bechtel International Center.
2. Freshmen and transfer students who are 25 or over should apply for graduate housing. Freshmen and transfer students may apply for couple without children or student with children housing if eligible.
3. All enrolled freshmen and transfer students are required to live in a University residence designated by R&DE Student Housing Assignments. During the first year, losing eligibility for University housing will also likely lead to a loss of student status, unless an extraordinary exemption is granted from the Office of the Vice Provost for Undergraduate Education.
4. All undergraduate residences close during the Winter Break between Autumn and Winter Quarters. Students must move out of housing by 12:00 p.m. on Saturday, December 12, 2015, and may not return to housing until 8:00 a.m. on Saturday, January 2, 2016. Residences remain open during the Thanksgiving break period and the spring break period.
5. Students who apply for and are assigned 2016 Summer Quarter housing will have continuous housing between Spring and Summer Quarters, but will need to move into their summer assignment on the date specified on the spring/summer move chart. Students are charged regular housing rates for this period.
6. Students in Undergraduate Housing working at Commencement with approval may be allowed to extend their stay in undergraduate housing until 8:00 a.m. on June 13, 2016. These students will be billed at the late departure per diem rate per day.

Upperclass Undergraduate Students

Date	Autumn Quarter	Winter Quarter	Spring Quarter
Standard Move-In Dates	9/17/2015 ¹	1/2/2016	3/26/2016
Standard Move-Out dates	12/12/2015 ²	3/19/2016	6/10/2016 ^{3,4,5}

Notes:

1. Upperclass students who request and are granted early-arrival housing in autumn or request and are approved for late-stay housing in June are charged a premium per diem rate for each day before or after their contract dates.
2. All undergraduate residences close during the Winter Break between Autumn and Winter Quarters. Students must move out of housing by 12:00 p.m. on Saturday, December 12, 2015, and may not return to housing until 8:00 a.m. on Saturday, January 2, 2016. Residences remain open during the Thanksgiving break period and the spring break period.
3. Students in Undergraduate Housing who are participating in Commencement in June are allowed to stay in housing without additional charge through 2 p.m. on June 13, 2016, if requested.
4. Students in Undergraduate Housing working at Commencement with approval may be allowed to extend their stay in undergraduate housing until 8:00 a.m. on June 13, 2016. These students will be billed at the late departure per diem rate per day.
5. Students who apply for and are assigned 2016 Summer Quarter housing will have continuous housing between Spring and Summer Quarters. The specific move date will be specified on the spring/summer move chart available in April, 2016. Students are charged regular housing rates for this period.

Hopkins Marine Station

This Residence Agreement applies to students who are assigned to and living in Hopkins Marine Station housing, although the dates of the actual contract may be different depending upon your academic program. You must be an enrolled Stanford student during each quarter of occupancy. If the Marine Station is your only housing assignment for the year, a guaranteed year of housing is removed if you are an undergraduate student staying there in Autumn, Winter, or Spring Quarters; and priority year is used if you are a graduate student staying there during Autumn or Winter Quarter.

Summer Housing Contract Dates

Students who wish to live on campus for summer and do not have a full-year contract in graduate housing can apply through the Summer Lottery process. The normal length of agreement for summer is June 18, 2016 until August 14, 2016, but if you have a Spring Quarter contract you will have continuous housing between the two quarters (see below).

Matriculated Stanford Students in Graduate Summer Student Housing

Students living in Graduate Housing Spring Quarter who have full-year contracts do not need to apply for summer housing because it is included in their contract length. Students living in academic-year residences Spring Quarter who want summer housing or choose to move to campus before their Autumn contract begins should apply for summer housing.

Stanford Students in Graduate Academic Year Residences Spring Quarter

Dates	8-Week Contract	10-Week Contract ¹
Start Date	June 13, 2016	June 13, 2016
End Date	August 14, 2016	August 30, 2016 ^{1,2}

Notes:

1. Only students who have a housing assignment for Autumn Quarter or are enrolled as TGR are eligible for the ten-week contract.
2. Students who have an autumn contract will have their dates extended to the start of their autumn contract so they have continuous housing. If they need to move to a new location for Autumn, the actual date of the move may be adjusted by the Housing Front Desk when the new housing location is ready for occupancy.

Matriculated Stanford Students in Undergraduate Summer Housing

- Summer housing for undergraduates is offered in a limited number of Residences. Students enrolled Spring Quarter and Autumn Quarter can apply for an eight-week contract, ten-week contract, or ten-week plus interim contract.
- Contract dates for summer housing will be available in Spring 2016, and vary by residence location.
- Matriculated Stanford undergraduate students who have an Autumn, 2016 housing assignment and are on a ten-week summer contract can request interim housing to extend occupancy until the start of their autumn contracts. A per diem housing charge, which varies by residence type, is charged to students assigned to housing during the summer-autumn interim period.
- Other contract lengths are available for students in specific summer programs. See Summer Session Special Programs

Matriculated Stanford Students in Undergraduate Housing Spring Quarter

Dates	8-Week Contract	10-Week Contract	Interim Housing ²
Start Date	June 10, 2016 ^{1,2}	June 10, 2016	August 30, 2016 ³
End Date	August 14, 2016	August 30, 2016	September 22, 2016

Notes:

1. Students who have a Spring Quarter contract and are staying for Summer Quarter have continuous housing, so will be charged summer rates beginning when their academic-year contract ends. They will move directly from their spring residence to their summer residence when the summer residence becomes available.
2. The actual move date may be later or earlier depending upon construction projects or other operational needs, but will be announced in Spring Quarter, 2016.
3. Students assigned to 576 Alvarado with a ten-week contract **cannot** shorten their contract to eight weeks.

Matriculated Stanford Students moving to Campus for Summer

Dates	8-Week Contract	10-Week Contract	Interim Housing
Start Date	June 18, 2016	June 18, 2016	August 30, 2016*
End Date	August 14, 2016	August 30, 2016 ¹	September 22, 2016*

1. Students assigned to 576 Alvarado with a ten-week contract **cannot** shorten their contract to eight weeks.

Enrolled Summer Student Visitors (Non-matriculated Stanford students)

Graduate and undergraduate visiting students who are enrolled for the summer can apply for housing for the eight-week summer term during the Summer Lottery. Visiting students are not eligible for the ten-week contract length or interim housing.

Other contract lengths are available for students in specific summer programs. See Summer Session Special Programs

Dates	8-Week Contract
Start Date	June 18, 2016
End Date	August 14, 2016

Unauthorized Occupancy

If any student or their guest/sublicensee occupies a room or residence without authorization, the student will be charged an administrative fee of \$175 for unauthorized occupancy for each day or portion thereof until the space is completely vacated. This includes unauthorized occupancy any time before or after contract dates, termination of occupancy dates, after eligibility for housing has ceased, or during the Undergraduate housing closure period for Autumn Quarter-Winter Quarter academic recess. This also applies if guests are allowed to stay longer than permitted at any time or if a student sublicenses his/her room without approval from R&DE Student Housing Assignments.

Cancelling or Terminating your Residence Agreement

You can cancel your assignment up until the time you accept your keys and/or move into housing with the payment of an Administrative fee (shown below). After you have picked up your key or moved into housing, you will need to file a termination of occupancy form if moving out before the end of your contract. There may be administrative fees and/or housing charges required for moving out early (see termination of occupancy below)

Pre-occupancy Cancellation

You may cancel your assignment by filling out the Cancel Future Assignment online form in Axxess and paying an Administrative Fee (as shown below) up until the time you accept your keys and/or move into housing. The Administrative Fees are determined by the date that you cancel your assignment or fail to move into housing as indicated below. Cancelling may impact your priority and guaranteed years of housing (see notes below).

Pre-occupancy Cancellation Dates and Administrative Fees

Academic Term	Cancellation Date	Fee Charged
Autumn Quarter	May 13 to July 2, 2015	\$100
	July 3 to August 7, 2015	\$250
	August 8 to August 21, 2015	\$350
	August 22 to August 31, 2015	\$400
	September 1, 2015 and after	\$450
Winter Quarter	October 27 to November 27, 2015	\$100
	November 28 to December 4, 2015	\$250
	December 5 to December 27, 2015	\$350
	December 28, 2015 to January 3, 2016	\$400
	January 4, 2016 and after	\$450

Spring Quarter	February 9 to March 4, 2016	\$100
	March 5 to March 18, 2016	\$250
	March 19 to March 27, 2016	\$350
	March 28, 2016 and after	\$450
Summer Quarter	May 11 to May 30, 2016	\$100
	May 31 to June 10, 2016	\$250
	June 11 to June 19, 2016	\$400
	June 20 and after	\$450

Notes:

New graduate students who refuse an assignment forfeit their guaranteed year of University housing, but still maintain a high priority for the remainder of their first enrolled year as a graduate student.

Guaranteed undergraduates who refuse an assignment forfeit a guaranteed year and the tier level they used to apply for housing unless they are taking a leave of absence for the term to which they applied. If you cancel a housing assignment, you may reapply for housing for that specific term, but will receive a new application number and priority based on the date you reapply.

Graduate School of Business Students Assigned to Schwab Residential Center

R&DE Student Housing Administrative Fees for cancellation do not apply to students assigned to Schwab by the Graduate School of Business (GSB). Refer to application and deposit information provided by the GSB if cancelling.

Terminating your Agreement After Moving Into Housing

File a Termination of Occupancy form in Axxess if you plan to move out of housing before the end of your contract period for any reason. All terminations are reviewed by R&DE Student Housing Assignments and if you are not eligible to cancel according to the terms of this agreement you will be billed for the remainder of the academic year at the “contract breaker” rate described below, which is payable in addition to the Administrative Fees shown below.

Permitted Reasons to be Released from Your Residence Agreement

You will be released from contract without charge if at least one of the following reasons applies and a Termination of Occupancy is filed in Axxess by the end of the fifth week of the quarter prior to the quarter in which you are leaving (see chart below):

1. Eligibility has ended: You are or will no longer be eligible for housing (e.g. no longer enrolled, receiving terminal degree, taking leave of absence, etc.)
2. Studying away from the Bay Area: You will be an enrolled student, but will be studying or doing research outside of the Bay Area (Bing Overseas Studies Programs, Stanford in Washington, Stanford in New York, Hopkins Marine Station, etc.)
3. Students with Children: You live in Student with Children Housing and have filed a Termination of Occupancy form by the deadline to move out at the end of an academic term (noted below).

University Initiated Termination of Agreement

The University may terminate your agreement under at least one of the following circumstances. Termination by the University pursuant to 2a or 2b below does not terminate your obligation to pay housing charges and you must still pay contract breaker charges (see below) for the remainder of the academic quarter in which you leave housing.

1. You are no longer eligible for housing and did not file a Termination of Occupancy form: If you lose eligibility for housing you must move out of housing immediately. (See “Eligibility for Housing” on page 5) Students who refuse to move out after being notified that they are no longer eligible for housing will be charged unauthorized occupancy administrative fees until they move out of housing (\$175 per day and contract release fee of \$450 if applicable).
2. You breached the terms of the Residence Agreement: The University may terminate this agreement and a student’s occupancy rights at any time after giving notice for any of the following reasons.

- (a) You have failed to pay any amount due to Stanford under this agreement.
 - (b) You have breached this agreement or any supplemental house agreement (including, but not limited to, a breach of University residence policies, conduct in violation of the rights of others, alcohol or drug violations, misrepresentation of facts during application or assignment process).
3. **Emergency Situation:** The University may terminate your contract and your occupancy rights at any time after giving you notice for any of the following reasons.
- (a) The University reserves the right to terminate the occupancy of undergraduate students assigned to housing during an unguaranteed year in order to meet its housing obligations to guaranteed undergraduate students.
 - (b) If Stanford is closed or experiencing an emergency, the University immediately and without notice may terminate this Residence Agreement and close residences and/or terminate subsidized housing agreements.
 - (c) If a residence on or off-campus is totally or partially destroyed by any cause, the University or apartment owner is not obligated to rebuild or replace it, and may terminate occupancy and all residence contracts upon notice to residents.

Other Reasons for Termination of Agreement

Students may file a petition in Axxess to be released from contract for reasons other than those listed above. If the petition is approved, they will need to pay housing charges until either the effective date that is approved by R&DE Student Housing Assignments, or the date they move out of housing, whichever is later, and also pay an Administrative Fee of \$450 for release from the contract. Normally these exceptions are approved only for the end of a term.

Fees for Terminating an Agreement

Contract Breaker Fees

Contract Breaker Rate: Students who move out of housing and are not eligible to break their contract or who are removed from housing because they did not comply with the terms of this agreement are required to pay housing charges at a “contract breaker” rate for the remainder of the academic year as long as there are vacancies in their category of housing (e.g. single male graduate, single female undergraduate). The “contract breaker” rate is the lowest rate for the category of housing to which you are assigned, exclusive of house dues and communications fees. For undergraduate students this is the standard residence room rate. The co-op rate does not apply because students are required to work ten hours per week in the co-op to get that rate, which you are unable to do if you are not living in the co-op. If no vacancies remain in the departing student’s category of housing (i.e. single undergraduate housing, single graduate housing, etc.) by the end of the assignment period for that quarter (the fifth Friday of the quarter), the student will be released from contract (and hence the rental obligation) upon payment of an Administrative Fee of \$450 for such release.

Contract Release Fee: Students who are released from their housing contract through petition to R&DE Student Housing Assignments or released from the “contract breaker” housing charges will be charged an Administrative Fee of \$450 for such release.

Termination of Occupancy Fee

Students who are eligible to terminate their Residence Agreement (see above) at the end of a term will be subject to the following Administrative Fees if they file after the end of the fifth week of the quarter prior to their planned departure and depending on the date that they file their Termination of Occupancy form. They may also be charged contract breaker fees if applicable (see above). Schwab residents assigned by the Graduate School of Business should contact the Schwab Residential Center regarding fees for termination.

Residence Agreement Termination Dates and Fees

If your occupancy ceases at the end of:	And you file a Termination of Occupancy form in Axxess by:	You are charged an Administrative Fee of:
Autumn Quarter	October 23, 2015 or before	No fee
	October 24 to November 27, 2015	\$100
	November 28 to December 4, 2015	\$250

	December 5 to December 27, 2015	\$350
	December 28, 2015 or after	\$450
Winter Quarter	February 5, 2016 or before	No fee
	February 6 to March 4, 2016	\$100
	March 5 to March 18, 2016	\$250
	March 19, 2016 or after	\$450
Spring Quarter ^{1,2}	April 29, 2016 or before	No fee
	April 30 to May 27, 2016	\$100
	May 28 to June 10, 2016	\$250
	June 11, 2016 or after ^{1,2}	\$450

Notes:

1. These dates apply only to students who have signed full-year contracts. Students who have signed academic-year contracts do not need to complete a Termination of Occupancy form for the end of Spring Quarter because their Residence Agreements expire at the end of Spring Quarter.
2. Graduate Students in full-year contracts after June 13, 2016 who have not received prior approval from R&DE Student Housing Assignments will not be permitted to terminate their contracts before the end of Summer Quarter.

Meal Plans

Graduate Residences

Any graduate student living on or off campus can enjoy all-you-care-to-eat meals at any of our eight dining halls. Graduate students may purchase a Graduate Meal Plan by signing up at <http://dining.stanford.edu/grad> or diningplans@stanford.edu (include your name, SUID number, and the meal plan and amount of meals you would like to purchase).

Undergraduate Residences

Students living in undergraduate residences, except for apartments, are required to take and pay for one of the standard meal plans offered by the residence to which they are assigned. If a student receives a meal plan exemption due to medical or religious reasons and lives in a residence that requires a meal plan, the student is still responsible for the general administrative (fixed-cost) overhead dining fee that is assessed each quarter the meal plan exemption is in effect. In undergraduate residences that require a meal plan, an additional meal plan must be purchased for a live-in attendant. Optional meal plans are available for students assigned to apartments, where meal plans are not required.

Stanford Dining Meal Plans

Meal Plan Week

At the end of the day every Saturday, the next week's meal allotment (19, 14, or 10 meals) is added to student cards. Any unused meals expire at the end of the week (Saturday after dinner).

Transfer

Plan card and privileges are nontransferable and cannot be used to obtain food or drink for others, except when using the plan's guest meal privileges for guests.

Schedule

R&DE Stanford Dining reserves the right to modify dining hall service days and/or hours of operation as needed and without prior notification. The academic year meal plan calendar can be found at dining.stanford.edu/calendar. Meals are not served outside of the contract periods or during academic recesses (e.g., spring break).

Changes, Cancellations and Refunds

You may change your meal plan online up until the last two weeks of the quarter. You can make changes to your meal plan online at dining.stanford.edu or in person at the R&DE Stanford Dining Meal Plan Office on the first floor of Arrillaga Family Dining Commons, 489 Arguello Way, Monday-Friday between 8:30 a.m. and 4:30 p.m. (you will need your Stanford ID card). Meal plan changes are prorated on a daily basis. For plans with meal plan dollars, the used amount of your old plan will be charged, and you'll be charged the minimum required amount for participating in your new plan.

Students who live in Yost, Murray or EAST houses are required to maintain the meal plan designated specifically for those houses.

Billing

You are required to pay for the meal plan you choose within the specified time, even if you later change your meal plan. Separate charges or credits resulting from such changes will appear on your statement after each change.

Lost Cards

If you lose your Stanford ID card, you must report the loss immediately to the Stanford ID Card Office.

Conditions of Meal Servings Policy

The meal plan program features unlimited servings of all meals eaten in the residential meal plan dining rooms. It is your responsibility to take only what you can reasonably eat at each meal (All-You-Care-to-Eat policy). R&DE Stanford Dining reserves the right to limit the number of servings at special event meals. All food is intended for consumption in the dining hall premises. The food you select is to be consumed on the premises and not removed from the dining hall. Plates, trays, glassware and dishware are not to be removed from any of the dining room areas. R&DE Stanford Dining reserves the right to inspect any packages, coats, bags, purses, etc., brought into the dining areas. Meal plan students apprehended for theft of food or property, allowing another person to use their meal card, or any other attempt to defraud may be subject to Stanford University's judicial system.

Meal Plans

Please go to dining.stanford.edu for a complete description of all R&DE Stanford Dining meal plans.

Guest Meals

Each quarter, meal plan members can use their (5) guest meal passes to purchase meals for guests accompanying the member. Guest meals cannot be used for your own meals.

Sick Trays

Sick trays are available if you are ill and unable to come to a dining unit for a scheduled meal. Sick trays can be picked up in any residential meal plan dining room at breakfast, lunch, or dinner. Another student who is eligible for that meal can present your meal plan card (and his or her card) to the dining hall to pick up a sick tray meal for you. One meal will then be deducted from your plan's weekly meal balance.

Late Plates/Sack Lunch

If you are not able to eat a particular meal in a dining hall, you can order and pick up a late plate or sack lunch at a residential meal plan dining room. To order a late plate or sack lunch complete the order form at dining.stanford.edu/ontherun. One meal will then be deducted from your plan's weekly meal balance.

Other options for meals outside of regular meal hours: Arrillaga Family Dining Commons offers continuous service on weekdays, which means there is food served between breakfast and lunch and lunch and dinner. In addition, R&DE Stanford Dining and R&DE Stanford Hospitality & Auxiliaries have a number of late-night eateries that offer after-hours dining for students.

Student-Managed Dining Plan

Room and board charges in private-title residences are required and are billed by and paid directly to the financial manager of the respective house. Room and board charges for all other student-managed residences are billed through Student Financial Services. These bills are based on your pro-rata share of all financial obligations of your house or dining society. A mandatory

board plan is required in all on-campus undergraduate residences except apartments. Students in Row houses should contact their financial manager with any questions concerning their board bill.

Meal Plan Dates by Academic Term

Academic Term	Meal Plan Dates for R&DE Stanford Dining
Autumn Quarter	Friday, September 18, 2015 (breakfast) – Friday, December 11, 2015 (dinner)
Winter Quarter	Saturday, January 2, 2016 (dinner) – Friday, March 18, 2016 (dinner)
Spring Quarter	Saturday, March 26, 2016 (dinner) – Wednesday, June 8, 2016 (dinner)
Summer Quarter	Saturday, June 18, 2016 (dinner) – Sunday, August 14, 2016 (brunch) – 8 week session Saturday, June 18, 2016 (dinner) – Tuesday, August 30, 2016 (lunch) – 10 week session

R&DE Stanford Dining and student-managed residences reserve the right to modify dining hall service days and/or hours of operation as needed and without prior notification. Please check dining.stanford.edu/calendar or with your house staff in students managed residences for the most current information.

Rate, Billing, and Payment Information

Rate Information

Room/Board Fees

Housing and board charges are based on residence, student category, and type of housing. Rates are listed on the R&DE Student Housing website (<http://studenthousing.stanford.edu>). Charges are based on the annual room and meal plan rates that are approved for the 2015-16 University calendar year. If your contract begins before September 1, 2015, you will pay for any additional days at the 2015-16 rates. If you change residences during the term of this contract, your housing charges may also change. These charges include early arrival and extended stay if applicable.

House Dues

House dues are charged on the University bill. Residents agree to pay the dues even if the dues change during the year. House dues are set by the Office of Residential Education (for undergraduate residences) or the Graduate Life Office (for graduate residences). House dues may vary by residence and by term. If you have questions about house dues, contact the Office of Residential Education (in undergraduate residences) or your Community Associate (in graduate residences) directly. House dues are not the same as Greek chapter dues, which may vary by organization, are not on the University bill, and are paid directly to the organization.

Communications Fee

All residents are required to pay a quarterly Communications fee, which is assessed for all University residences and off-campus subsidized apartments (for more information see <http://acomp.stanford.edu/students/residential/commfee>). Stanford operates its own wireless and wired network and telephone system, which are supported by the Communications fee. A shared, pre-installed phone with local calling, call waiting, and long distance calling (except in off-campus housing) is standard in all residences and is included in the Communications Fee. Optional features are available for an additional charge from Information Technology Services.

Administrative Fees

The University has established certain administrative fees (the “Administrative Fees”) to compensate the University for the cost of administering requests for particular exceptions to the terms of this agreement, and in some instances to reflect the damages the University is likely to suffer as a result of non-compliance with this agreement by students. By signing this agreement, you agree that the Administrative Fees are a reasonable estimate of the additional administrative costs and

detriment that will be incurred by the University in these circumstances, and the Administrative Fees are presumed to be the amount of damage or expense the University will sustain, since it would be impracticable or extremely difficult to fix the actual cost or expense.

Miscellaneous Fees

Miscellaneous fees are for actual cost or expense incurred by the University for which you or your guests are responsible (example: charges for damages to University property).

Billing Information

Charges for room, board, communications fees, house dues, early arrival and late stay housing fees, administrative fees, and any other miscellaneous fees are charged by academic term or when the fee is assessed. If you change residences during the year, your rates may also change and may appear as multiple line items on your bill. You agree to pay the rates for the new assignment starting on your move date as determined by R&DE Student Housing Assignments. All billing disputes must be raised with the department that placed the charge on your bill (e.g., R&DE Student Housing Assignments, R&DE Stanford Dining, Residential Education) within 12 months of their first appearance on an account or statement.

All charges appear by term on your University bill. All term charges are due the 15th of the month prior to the start of the quarter. Monthly bills are generated on the 20th (or the nearest business day thereafter) of each month and due on the 15th of the following month. If you are assigned housing after the beginning of the quarter, you will be billed on the next billing cycle after the charges are incurred.

Billing Cycles for Students Living in Undergraduate Housing

Academic Year: Students will be billed for housing charges by term reflected in their contracts as shown in Axess for the type of housing in which they are living. Undergraduate students are charged the same amount for housing for each term during the academic year (Autumn, Winter and Spring) while dining charges reflect the actual number of meals offered during these periods.

Undergraduate housing periods for each term are:

Academic Term	Dates of Occupancy
Autumn Quarter	September 17, 2015 to 8:00 a.m., December 12, 2015
Winter Quarter	January 2, 2016 to 8:00 a.m., March 19, 2016
Spring Quarter	March 26, 2016 to 8:00 a.m., June 10, 2016

Early Arrival and Late Stay: Students who arrive before the first day of the term dates shown above or stay after the term dates shown above will pay additional rent or unauthorized occupancy charges (if not approved).

Break Periods: Students are not charged for Winter Break because undergraduate residences close during this period. Students who remain in continuous housing from Winter Quarter to Spring Quarter are not charged for the spring break period. Students arriving early for Spring Quarter or staying late if their contract ends at the end of Winter Quarter will incur charges for these days.

Summer Quarter: Students have choices regarding the length of their contract during the summer period and pay for each day of the contract period chosen (see summer length of agreement above). All students who sign a summer contract and are in Spring Quarter Housing are charged continuously from the end of their Spring Quarter contract when their summer contract begins.

Term Dates for Summer Quarter include:

Academic Term	Dates of Occupancy
Summer Quarter 8-Week	June 10, 2016 (if living on campus Spring Quarter, June 18, 2016 if not) to 8:00 a.m., August 14, 2016
Summer Quarter	June 10, 2016 (if living on campus Spring Quarter, June

10-Week	18, 2016 if not) to 8:00 a.m., August 30, 2016
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Note: Students who have a 10-week contract and wish to stay in housing until their Autumn Quarter contract begins may, for a per diem fee, stay in interim housing if approved by Housing Assignments.

Billing Cycles for Students Living in Graduate Housing and Summer Housing

Students living in Graduate Housing and Summer Quarter visitors are billed by term according to their contract dates as shown in Axess. (See Length of Contract) Term dates for billing are shown below. Students who begin their 2015-16 contract before September. 1, 2015 will be billed these days with their Autumn Quarter term charges. Contract dates that do not reflect the dates below will be pro-rated on the basis of a 30 day month regardless of the actual days in the month. If additional days in occupancy are not approved, unauthorized occupancy charges may be incurred.

Term Dates for Billing for Graduate Housing:

Academic Term	Months Charged	Dates Included
Autumn Quarter	3.4 months	September 1, 2015 to December 14, 2015
Winter Quarter	3.2 months	December 14, 2015 to March 20, 2016
Spring Quarter	2.8 months	March 20, 2016 to June 13, 2016
Summer Quarter	2.6 months	June 13, 2016 to September 1, 2016 (if living on campus Autumn Quarter, or August 30, 2016 if not)

Payment Information

Bill notifications are delivered electronically on a monthly basis through Stanford ePay. Bill notification is sent to the student’s primary e-mail address (SUNetID@stanford.edu) and to any authorized payers the student has set up in Stanford ePay. Complete payment information can be found on the University Bill Payment Methods page of the Student Financial Services website.

Outstanding balances not paid by the due date may result in late fees and holds on your account that block enrollment, transcripts, and degree conferral. Acceptance of payment of delinquent housing charges does not waive Stanford’s right to terminate your occupancy for any other breach of this agreement. Acceptance of partial payment of delinquent housing charges does not waive Stanford’s right to terminate your occupancy for failure to pay other outstanding housing charges. Residents who are not matriculated or not enrolled students (including summer visitors) must pay all room and meal plan charges in full before assuming occupancy of a room.

Assignment Policies and Procedures

Room Assignments

The Residence Agreement goes into effect when you are assigned a space in University housing and is not for a particular room or residence or type of housing. Assignment to a University residence or reassignment to a different residence (including but not limited to a different house within the same residence complex) or reassignment to a different room type within a residence is made only by R&DE Student Housing Assignments.

In Single Student Housing, most rooms require shared occupancy, and by accepting an assignment, you are agreeing to communicate and live cooperatively with your roommate(s), to be respectful of their differences, and to agree on living habits. Students are not released from contract because of roommate conflicts. Students with roommate conflicts are expected to

work with their roommates and their Residence Deans in Undergraduate Housing or Graduate Life Office Deans in Graduate Housing to resolve differences.

Undergraduate Residences

After the first round of the Draw, room assignments are normally made through an in-house procedure that is approved through Residential Education and R&DE Student Housing Assignments and led by Residential Education student staff and professional staff.

Assignments after the first round are made by Residential Education staff and R&DE Student Housing staff based on vacancies.

Gender-neutral room assignments are allowed in BOB, Branner, Terra, Enchanted Broccoli Forest, Narnia, Castaño, Mirrielees, Yost, and four-person suites in the Suites. Room assignments will take place during the in-house draw process. Students must select their own roommates from students assigned to the house and file a gender-neutral housing petition in Axess in order to participate in the program. For specific information, see the R&DE Student Housing website.

Students who have signed up for theme, focus, or co-op houses must meet the eligibility requirements for the house and must participate in activities required by the house program. If they do not meet the eligibility or program requirements, they will be reassigned out of the house.

Graduate Residences

In graduate residences, specific room assignments are made by the Housing Front Desk Supervisors.

Any change in room assignments must be authorized by your Front Desk Supervisor.

Gender-neutral room assignments are allowed in all graduate residences on a space-available basis and are requested by filing a gender-neutral housing petition in Axess. Students must select their own roommates from students assigned to the same residence in order to participate in the program.

Reassignments

Students can request reassignment to another building and/or room within the same residence as indicated below.

For emergency preparedness, R&DE Student Housing needs to know the room assignment of each student living in Student Housing. Students may not change rooms without the approval of R&DE Housing Assignments or their Housing Front Desk.

Requests for Reassignment

Students can request reassignment to another residence or type of room by filing a reassignment request in Axess. Reassignments are made during the continuous assignment period after demand from students without housing has been met and are made in the order in which the requests are received. Undergraduate students must have their Residence Dean sign their reassignment request. There is an Administrative Fee of \$200 for reassignments in Undergraduate Housing and a \$300 Administrative Fee in Graduate Housing.

Reassignments during the July Waiting List

Students assigned in the first round of assignments may request reassignment in the Autumn Waiting List round by applying in Axess for the Waiting List assignments round, which is held in July. After July, students may request reassignment to another residence by filing a request for reassignment in Axess. Students in undergraduate housing must also have a Residence Dean sign their request for reassignment. Reassignments for students in graduate housing do not require a Dean's approval and, if reasonable, are made as space becomes available.

Request to Change Rooms within the Same Residence

Requests to change rooms within an assigned residence are approved by the local Housing Front Desk as long as the change is within the same room/apartment type. Students who wish to change buildings or room/apartment types within the same building must file for reassignment in Axess.

Special Reassignments

Reassignments made for special circumstances, such as a Residence Dean's request, a request from the Office of Accessible Education, a move due to an upcoming construction project, or serious facility-related problems that cannot be rectified quickly, are given highest priority.

Mandatory Reassignment

The University reserves the right to reassign you to another room or residence at any time during the term of this agreement for any reason. In particular, you may be required to move:

- (1) If the space to which you have been assigned is required for a student with a disability
- (2) To consolidate spaces which will allow the gender conversion of a room as required to meet the undergraduate or graduate housing guarantee
- (3) If you are in a gender-neutral room and one of your roommates leaves, resulting in two or more individuals of opposite gender remaining in the room. (Random students can only be assigned to single-gender rooms or apartments);
- (4) To make your room available for renovation, for conversion to a different residence type or category, or for conference use; or
- (5) To consolidate graduate or undergraduate students into fewer rooms. Graduate and undergraduate students may be assigned together.

Student Staff Reassignments

- (1) If student staff members choose to resign from their positions before Autumn Quarter begins, they will be considered for housing in the next assignment round with a tier three number.
- (2) If student staff are removed from or resign their position after they have moved into housing, they will be required to move out of their current assignment and will be reassigned into an available space within their category of housing (e.g., female undergraduate, male graduate). They are not guaranteed a type of housing that is similar to their assignment as a staff member (e.g., a single room on the Row).

Fraternity and Sorority Assignments

All fraternity and sorority obligations described herein pertain to the fraternity and sorority group as a whole and, by extension, to each individual who elects to live in that fraternity or sorority, including boarders. Fraternity and sorority members recognize and agree that the organization has no entitlement to continued use of the residence assigned to the organization or to an alternative residence or other space. The agreement to assign a fraternity or sorority to a residence may be terminated at any time at the University's discretion upon written notice to the chapter president

Guaranteed Housing

In order to meet the University's housing guarantee commitment, the University requires and depends on housed fraternities and sororities to fill their rated housing spaces with enrolled undergraduate Stanford students who have guaranteed housing status. As long as space is available, members of housed Greek organizations who are eligible for student housing and have guaranteed housing status are expected to live in the house designated for their chapter unless they have not, under the terms of the chapter Housing Preference Policy (HPP), been offered a space in the house. Fraternity and sorority members use a guaranteed year for each year they live on campus - whether in a fraternity house, sorority house, or a Draw-filled residence. If a fraternity or sorority member elects to live in a fraternity or sorority house for only a portion of a year, the entire year's guarantee is relinquished, and tier usage is recorded accordingly.

When members join and choose to live in a housed fraternity or sorority, R&DE Housing Assignments updates their housing records so that only tier three may be selected on future housing applications. If, due to lack of space in the house, they apply to live in Draw-filled housing after living in a housed fraternity or sorority for one year, they will use tier three. If they are required to apply for Draw-filled housing for a second year, they can petition to have tier one returned.

The first complete or partial year spent in a Greek house will use a student's tier two. The second complete or partial year in a Greek house will use a student's tier one.

Occupancy

For Autumn, Winter, and Spring Quarter, each housed fraternity and sorority must fill 100 percent of its approved and rated housing spaces as determined by the Housing Equity Committee with members who are eligible for University housing and who have guaranteed housing status. A housed fraternity or sorority cannot increase or decrease occupancy of the house without prior written consent of the R&DE Student Housing Equity Committee. Requests to change the occupancy of a house will only be considered for the following year when requests are made in writing prior to the start of the annual housing Draw in April. Any house that fails to fill at least 75 percent of its rated housing spaces in any quarter is subject to immediate placement in the Draw.

Boarders are approved on an occasional basis to meet the occupancy requirements. If a student lives in a fraternity or sorority house as a boarder, the assignment may be allowed on a quarterly basis. If reassignment is required during the academic year, the student's guarantee status remains in effect for the remainder of that academic year.

Collective Financial Responsibility

Members of the Fraternity or Sorority have collective financial responsibility for certain charges as indicated below:

For Autumn, Winter, and Spring Quarters, R&DE Student Housing will charge the fraternity or sorority rent for any spaces that go unfilled by the organization.

Residents of the Greek house are financially obligated for lost or destroyed property and damages resulting from negligence or misconduct of any member, guest, or employee of the house. All house debt must be paid in full by the end of each academic quarter. In the event that the collective financial obligation of the fraternity or sorority is not met, the University reserves the right to bill residents of the fraternity or sorority individually for their pro rata share of the outstanding debt.

A housed fraternity or sorority that fails to meet any of the preceding commitments is subject to discontinuation, with the residence going into the Draw. The University reserves the right to remove any fraternity or sorority from housing for failure to comply with University policy.

Disability/Medical Accommodation

Policies Regarding Accommodation

Requests for special housing accommodations due to a disability or documented medical condition (or that of your spouse, partner, or child) are reviewed for approval by the Office of Accessible Education (OAE). If you are approved for such an accommodation, the following policies apply:

- All terms and conditions of this Residence Agreement (including financial obligations) apply unless specifically stated to the contrary in your accommodation plan from the OAE.
- If you are approved to have a golf cart, you must abide by all related University rules, including charging the cart at an authorized charging station.
- If you have a disability or documented medical condition that is approved by the OAE and requires you to have a documented personal attendant or attendants, each attendant's name and student status (if applicable) must be filed with R&DE Student Housing Assignments before a key and/or access card is issued for the attendant. R&DE Student Housing Assignments must be notified in writing if you are no longer in need of an attendant or if the name of your attendant changes. In undergraduate residences that require a meal plan, an additional meal plan must be purchased for a live-in attendant. Family members are not eligible to serve as personal attendants in Undergraduate Housing; students who will be living with family members as attendants therefore live in Graduate (Family) Housing, and are affiliated with an undergraduate residence assigned by Residential Education.
- See information above under Meal Plans regarding dietary accommodations for a disability or medical condition, as approved by the OAE.
- Stanford has a no pets policy in its residences. An exception to this policy arises in the disability context for service animals. Service animals are animals (generally dogs) that are trained to assist people with disabilities in specific tasks (e.g., guide dogs). Service animals are allowed in Undergraduate and Graduate Housing and elsewhere on campus.
- Another disability-based exception (to the no pets policy) that may arise on occasion is for an approved emotional support, companion or therapy animal (hereafter called an "assistance animal"). If authorized by OAE (based on appropriate medical documentation), these animals are allowed in single occupancy apartments, couples without children apartments, or students with children apartments. This means that students will be assigned to such housing if approved to have an assistance animal. Such animals are to be leashed at all times or kept in your assigned space and are not allowed in family courtyards. By applying for an accommodation to have an approved assistance animal, you acknowledge receipt of the Supplemental Residence Notice found at the bottom of this page:
<http://studenthousing.stanford.edu/apply/students-disabilities> regarding your responsibilities toward your animal and its interaction with the surrounding community. Consistent with Stanford's general cleaning requirements, for certain types of animals there will be a cleaning fee charged if there is extra cleaning needed to bring the assigned space back to a standard for a student who may have an allergy (review the Living in Housing section of <http://studenthousing.stanford.edu> for more details about this charge). For further information in general, contact the OAE.
- For other housing-related accommodations not addressed above, please notify the OAE in advance (and as early as possible) of your request, and the OAE will then consider that requested accommodation in an interactive communication process with you.

Requesting Disability/Medical Accommodation While Living in Housing

If you live on campus and have a newly-diagnosed condition or a change to a previously-documented condition, you may request reassignment to another type of room or residence. Reassignments are made on a space-available basis and only for the student whose disability needs change – not for a group. Contact the OAE to make a reassignment request.

By filing a request for reassignment, you are indicating that:

1. It is medically necessary for you to be reassigned; and
2. You are willing to live in any residence that is determined to meet the disability/medical need.

If your request for reassignment is approved, you will be reassigned when a space meeting your accommodation needs becomes available. When you are reassigned, you may not refuse the reassignment and remain in your previous residence.

Sublicensing

Sublicensing of graduate apartments may be approved for one quarter per academic year (but not for two consecutive quarters) through R&DE Student Housing Assignments. Apply online at <http://sublicense.stanford.edu>. You can only sublicense if you meet all eligibility requirements as outlined on the sublicensing web page, have lived in your apartment for at least one quarter, and will be returning to live in the apartment at the end of the sublicense period. As a contract holder in Graduate housing, you may be eligible to sublicense for one quarter per academic year while away during the summer, while on an approved vacation quarter during the academic year, or when enrolled while living a minimum of 50 miles from campus (documentation required). Sublicensing is not allowed in Off-campus Subsidized Housing or in Undergraduate Housing. During Autumn Quarter and Winter Quarter you can only sublicense to enrolled, matriculated graduate students unless demand has been met and/or the fifth week of the quarter has passed. During the Spring Quarter and Summer Quarter, you may sublicense to persons formally affiliated with Stanford University who can provide proof of the affiliation. You are not allowed to sublicense to undergraduate students or minors at any time.

You can only sublicense to those who are the same gender as your roommate(s) in shared apartments. The only exception to this is if you are living in a gender-neutral apartment with at least one student of the opposite gender and other criteria have been met, as explained on the website. You can only sublicense to the same number or fewer persons than are in your contract (single students can only sublicense to single students, couples can only sublicense to a couple or single student, etc.) You are not permitted to charge more for your residence than the rental rate you pay. You must make sure that your sublicensee understands and agrees to the terms of living in housing per the Residence Agreement and has signed the sublicense agreement. You also are responsible for any fees that the sublicensee may incur such as lock-out fees, damage fees, etc. When advertising a sublicense opportunity, you should post through the Student Housing Sublicense Database. If advertising by other means in addition to Stanford's database, you must include the following verbiage in each posting: "Only incoming or current Stanford affiliates who can show proof of Stanford affiliation are eligible to apply. Minors, undergraduates, and those not in good standing with the University are not eligible to sublicense".

If you engage in an unauthorized sublicense agreement (as a contract holder or as an unauthorized student sublicensee) you will be charged an unauthorized sublicense fee of \$450, will need to move out of housing immediately, and will permanently lose your housing privileges. You may also be charged unauthorized occupancy fees of \$175 per day. If applicable, your case will be turned over to the Office of Community Standards. In some cases, you may be required to pay back any financial gain that you have received by sublicensing your apartment.

Force Majeure

The University assumes no responsibility for failure to perform any terms or conditions of this Residence Agreement due to any force majeure. For purposes of this Residence Agreement, the term "force majeure" shall mean fire, earthquake, flood, act of God, strikes, work stoppages or other labor disturbances, riots or civil commotions, litigation, war or other act of any foreign nation, plague, epidemic, pandemic, power of government or governmental agency or authority, or any other cause like or unlike any cause mentioned above, which is beyond the control or authority of Stanford.

Supplemental House Agreements

Some residences require residents to sign a supplemental house agreement because of special conditions that apply to those residences. If you do not fulfill the requirements of the supplemental agreement, the University will reassign you to another residence for the remainder of the term of this agreement, or may terminate your occupancy as provided above.

Supplemental house agreements may in no way cancel or supersede this agreement. In the event of conflict, the order of precedence regarding the student's obligations and rights shall be University policy, then this agreement, then any supplemental house agreements. If you do not sign your supplemental house agreement, a hold may be placed against your future housing.

Living in Housing

Introduction

By taking occupancy in a residence, you become a member of that residence community. You agree to accept the responsibilities and obligations associated therewith. You agree to be considerate of other residents and staff and to respect the rights of others at all times. Conduct in violation of the rights of others is grounds for immediate termination of your occupancy in University housing and/or the withdrawal of future University housing privileges. If there is a reported violation of the Residence Agreement through misconduct or disrespectful behavior that affects the community, Residential Education and/or the Graduate Life Office will respond through the Residence Deans or the Graduate Life Office Deans. The protocol for this response is described on the Residential Education website.

Fundamental Standard

All students are expected to abide by the Fundamental Standard, which states: "Students are expected to show both within and without the University such respect for order, morality, personal honor, and the rights of others as is demanded of good citizens. Failure to observe this will be sufficient cause for removal from the University." By taking occupancy in a residence, you become a member of that residence community and agree to accept the responsibilities and obligations associated with being a good neighbor and citizen.

General Policies

Balconies, Decks, Patios, Stairwells, and Common Areas

All balconies and patios must be kept clean, neat and aesthetically pleasing at all times, and may not be used for storage or drying of items such as towels, clothing, personal waste, etc. University furniture provided for indoor use is not permitted to be used outdoors. In graduate housing, approved canopies, awnings, and umbrellas may be installed on first-floor patios of some low-rise apartment buildings, with the written approval of the Housing Building Manager. Canopies, awnings, umbrellas, curtains or screens of any kind are not permitted on balconies in Graduate Housing. Canopies, awnings and umbrellas are not permitted on balconies, decks, or patios in undergraduate housing.

Barbeque Grills

Barbecue grills of any kind, propane cylinders, charcoal, and charcoal or starter fluids are not allowed inside residences, on balconies or decks or in stairwells of residences. California Fire Code prohibits storage of flammable or combustible materials under interior and exterior exit stairways. Under no circumstances are barbecue units, propane cylinders, charcoal, or starter fluids to be stored under or adjacent to stairways, or used on balconies, decks, or stairwells.

Portable Outdoor Heaters

Use of portable LPG outdoor heaters is prohibited on balconies and roof decks. Use is permitted on exterior ground level decks and patios. LPG heaters in use shall not be located less than 3 feet from building openings. LPG heaters shall have a horizontal and vertical clearance of at least 5 feet from combustible items. No smoking is permitted within 5 feet of any LPG heater. LPG heaters shall not be located within 5 feet of exits.

Events on Balconies or Decks

Due to safety and liability issues, student events are not permitted on balconies and/or decks above occupied areas without written approval of the Housing Building Manager. This is not meant to preclude residents from enjoying the outdoor spaces attached to their rooms, apartments or houses, but to ensure the safety of those individuals as well as anyone below. Please exercise caution with regards to allowing the appropriate number of people in/on such a space, and with alcohol use.

Banners, Flier and Posters

Advertising and campaign materials (i.e. flyers, posters, or banners) must not block windows, doorways or walkways. Banner policies in individual residences vary depending on the house flier policy, posting location, and building finishes. Contact the Housing Building Manager prior to hanging any materials, including banners, posters and fliers, for approval.

Bicycles, Vehicles & Golf Carts

Bicycles

To comply with safety codes and as a courtesy to other residents and community members, bikes must not be left in any interior common areas such as hallways and entryways or in exterior breezeways and walkways. Bikes should be locked only to bike racks. If bikes are locked to any object other than a bike rack, or if they are blocking wheelchair access, the locks are subject to being cut and the bikes impounded by the Department of Public Safety. Bicycles left over the summer must be stored properly or they will be impounded. See <http://transportation.stanford.edu> for complete information on bicycle use at Stanford.

Vehicle Operation and Parking

Motor vehicles may be kept, operated, and parked on the Stanford campus in accordance with the rules and regulations established by Stanford University and the California Vehicle Code. You must purchase a parking permit from Parking and Transportation Services to park your car, motorcycle, or scooter. See <http://transportation.stanford.edu> for specific information. No mechanical or other maintenance work is allowed on boats, cars, motorcycles or other vehicles in residence living areas, in designated parking areas, or in adjacent street areas. Motorcycles and scooters may be driven only where automobiles are driven and parked only in automobile or motorcycle parking areas. They are not to be parked in or near bike racks. They are also prohibited in or within 100 feet of any University residence. Any vehicles found inside a building will be impounded and all costs billed to the owner.

Golf Carts

Other than for disability-related needs, student use of golf cart-type vehicles for personal transportation is prohibited on campus.

Car Washing

Equipment and vehicle washing is not permitted on campus.

Storage of Gasoline or Other Fuel

Storage of gasoline or other fuel within 100 feet of University residences is prohibited.

Chalking

Blackboard chalking on the ground by Stanford community members is permitted around residences with the permission of the Housing Building Manager and Residential Education. Blackboard chalking is not permitted on interior or exterior walls of residences or fixtures. Spray chalking is strictly prohibited and will incur a cleaning fee. For information regarding campus restrictions on blackboard chalking and spray chalking in academic areas and White Plaza contact the Student Activities and Leadership Office

Child-Care Policy

Residents of Escondido Village who care for more than one family's children besides their own are required by the State of California to become licensed child-care providers. The Stanford WorkLife Office provides assistance in the licensing process and also assists parents in finding child care for their children. Nannies, au pairs, and relatives not part of the nuclear family are not considered part of the family contract. As such, if nannies, au pairs, or family members are found living in R&DE Student Housing there will be an Administrative Fee for unauthorized occupancy at a rate of \$175 per day levied against the resident holding the housing contract.

Cleaning and Moving Out

Cleaning

You are responsible for cleaning your room, which includes separating your personal trash from recyclable materials and depositing in the appropriate landfill and recycling bins provided for you in waste corrals outside your residence. It is recommended that students with personal kitchens also separately collect compostable materials.

Additionally, you are responsible for keeping your room in good order and condition throughout your residency in order to comply with health and safety codes and to minimize deterioration of the facility. If you live in an apartment or suite, you are jointly responsible with your roommate(s), spouse, and/or family for cleaning common areas of your apartment or suite as well as your bedroom(s). Cleaning guidelines are available on the R&DE Student Housing website at <http://studenthousing.stanford.edu/cleaning>.

Moving Out

When you move out, your room must be neat and clean, and all trash and recycling removed to the exterior dumpster and recycling area. All appliances and furniture must be in place and properly assembled, doors and windows must be locked. You will be billed for any needed cleaning, for movement and reassembly of furniture, and for the removal and disposal of any personal items you abandon. All occupants are jointly responsible for cleaning the common areas of your room/apartment (even if you remain in occupancy after a roommate moves out) and will share the cost of any cleaning needed in common areas. You need to turn in your keys to your Housing Front Desk when you move out. If you move-out before the end of your contract period, you must also file a termination of occupancy form in Axess, which does not necessarily relieve you from your financial obligations (see termination of occupancy above).

Vacant bedrooms are reserved for new incoming residents with a housing contract. Occupying or storing items in the vacant bedroom(s)/bed-space will make you liable for an Administrative Fee for unauthorized occupancy of \$175 per day.

Construction and Renovation

Construction, renovation, and repair projects will necessarily cause increased noise around directly involved and nearby residences, as well as throughout other housing areas. While all possible measures are taken to minimize the impact of these projects, any student moving into or living in affected areas should be prepared to accept the unavoidable aspects of life in a neighborhood under construction. Continual inspections and work may occur in and around your residence prior to and up to a year after a major construction or renovation project. Some students may be required to move to different rooms or temporarily vacate their current rooms while work is underway. Students who need to move because their room is scheduled to be renovated or demolished will remain under contract and will not be released from contract unless they are otherwise eligible for release. Information on major R&DE Student Housing renovation projects is located at <http://studenthousing.stanford.edu/construction>. Information on major University projects under design and construction is located on the Capital Planning and Management website at <http://lbre.stanford.edu/projects>. These web pages are updated periodically. Other projects not listed on these web pages may also be undertaken. By signing this agreement, you acknowledge that you have been advised of scheduled projects and that you understand that other projects may arise, and you accept your housing assignment accordingly.

Damage, Loss, and Renter's Insurance

Room Condition Form

Each resident is responsible for completing a room condition form and submitting it either online, where possible, or to the Housing Front Desk within five days of checking in to any new residence. This form gives you the opportunity to declare the condition of your room and contents upon moving in and reduces the possibility of you being charged for a pre-existing condition. If you fail to complete and submit this form, your room will be assumed to be without missing items or damage. Contact your local Housing Front Desk for the room condition form for your residence, or visit the R&DE Student Housing website. (<http://roomforms.stanford.edu>).

Renter's Insurance

The University does not carry insurance covering personal property and is not liable for and does not assume any responsibility for theft, destruction, malfunction, failure, or loss of money, valuables or other personal property belonging to, or in the custody of, the resident from any cause whatsoever, whether such loss occurs in the resident's room/apartment, storage area or public areas. Therefore, it is advisable that you obtain your own renter's insurance to cover your personal property in the event of damage or loss.

Your Responsibilities for Damage, Loss, and Found Property

You are responsible for (1) any damage to or loss of University property in your room/apartment; (2) your own, your family members', and your guests' negligence or misconduct that results in bodily injury or damage to or loss of property owned by

yourself, Stanford University, or others anywhere within or around your residence building; and (3) found University property that has been removed from its designated location. Responsibility includes any applicable Administrative Fees, any replacement or repair costs, and any other associated costs.

When damage, loss, or found property is within a room and responsibility cannot be attributed to a specific person, all residents of the room are held responsible for their pro rata share. When damage, loss, or found property is within an indoor or outdoor common area of a residence and responsibility cannot be attributed to a specific person, the residence is billed and all residents are held responsible for their pro rata share. Removal of University property is reported to the police. Violations of this policy may also result in loss of University housing privileges and may result in University disciplinary action under the Fundamental Standard.

Damage Bill

You have 120 days after receipt of an intent to bill communication in which to request arbitration. After 120 days, bills will no longer be considered for arbitration. Your Stanford email account will be used to communicate with you about these charges, and all charges will appear on your Axess account.

Entrepreneurial Enterprises

Student residences and common spaces are not intended to serve as centers for private enterprise or personal profit in any form. No business may operate out of or use as its base of support any room or residence. In specified undergraduate residences, students may be allowed to manage their own kitchens for the residents of that house or for Stanford student eating associates. In addition, official Stanford theme houses, with the prior approval of the Office of Residential Education, may operate theme-related food services to which Stanford community members may be invited.

Furniture

University-provided interior furniture (e.g., common area and student room) may not be moved outside, including to patios or balconies, for any reason.

Common Room

Common room furniture is to remain in the common spaces and may not be removed for any reason. Violations of this policy will result in charges for any damages to the furniture and/or building, including replacement costs. Common spaces in residences and/or apartments are not intended to be used as storage or holding spaces for items or belongings.

Furniture that has been rearranged for an event must be returned to its original location immediately after the event. In addition, student room furniture that has been re-arranged must be returned to its original location prior to move-out. Because of fire and life safety codes, personal belongings, student room furniture, common room furniture may not be relocated to hallways, stairwells, or restrict exit pathways.

Beds

Extra beds are not provided for children under two years of age. You must provide a crib for children under two. Only University-supplied lofts are permitted. Lofting or bunking beds is only permitted in designated undergraduate buildings in R&DE Student Housing (for more information, contact your Housing Building Manager or Housing Front Desk). Lofting or bunking beds is not permitted in graduate housing residences. If you bunk or loft your bed (in buildings that currently provide for this bed configuration), two guardrails are required on upper bunks and lofted beds even if you do not plan to sleep on the loft. Tool-free beds require one support rail and two guardrails when lofted; all others require two support rails and two guardrails when lofted. If you have your bed raised above a 36" height (bunked/lofted), you are responsible for following all guidelines and policies associated with this type of bed configuration. These requirements may not be waived or altered by house staff, including RA's. No authority to make changes or alter policies regarding lofting set forth in this Residence Agreement has been granted to house staff and/or RA's. Additional information is available on the R&DE Student Housing website. Some rooms have forced bunked or lofted bed configurations due to the layout of the room.

Guest Policy

You may have visitors, including overnight guests, in your room as long as the guest occupies only your room for the duration of the visit and you have the agreement of your roommate(s) (if any). Guests must be accompanied in the residence and may not be provided with a key or access card. The Front Desk will not issue lockout keys and will not grant access to your apartment to guests that are not accompanied by resident/contract holder. Visitors/guests must comply with all University policies and all terms and conditions of this agreement, including respect for the rights of others at all times. All guests who stay for three or more consecutive days or five days total per quarter must register with the Housing Front Desk. Unless approved, any guest who stays longer than these periods is deemed an unauthorized occupant, and you will be subject to unauthorized occupancy charges. (See "Terms of Agreement" on page 4). You are responsible for your guests and for their compliance with this guest

policy. In the event this policy is abused, the University reserves the right to deny guest privileges to you or all students in your residence or to terminate your contract at its discretion.

House Storage Space

House storage spaces are limited and not available in all residences. House storage is not intended to be used as a storage space for University furniture. House storage spaces are intended for current residents only and all resident-stored items must be removed upon move out. Items left in storage spaces after move out will be considered abandoned and may be removed pursuant to applicable law. Storage of flammable liquids and solids is not permitted. Storage should not be considered secure, as all residents have access. Stanford cannot be held responsible for damage or theft of items placed in storage.

Storage (Graduate Housing Only)

No storage is permitted on balconies or breezeways. Small storage containers on first floor patios attached to EV lowrise buildings may be permitted with prior written approval by the Housing Building Manager. If approved, storage container dimensions cannot extend above/beyond the patio fence and cannot block egress from any apartment window.

Inspections and University Access to Residences

The University reserves the right to enter your room or apartment at any reasonable time for the purpose of inspecting the room or apartment, ascertaining whether the requirements of the Residence Agreement are being complied with, maintenance, making repairs, in the event of an emergency, or for any other reasonable purpose. Inspections and repairs may be conducted while residents are absent.

Prior to and after the move-out of residents (including you, your roommate(s), and/or previous occupants of the room), the University will conduct inspection, cleaning, and repair work in the room (including common areas in apartments and suites). You may request a pre-inspection of your room prior to move-out so you have the opportunity to address any concerns. However, because of the volume of student move-outs, it is impractical to schedule individual appointments for all students, and inspections and work may be carried out over several weeks or even months. If you are absent from your room when inspection or work takes place, the University will leave notification of entry.

Installing Personal Appliances

Air conditioners are permitted in rooms only if approved by the Office of Accessible Education, and will be removed (at a cost to the resident for labor and materials) if installed without authorization. Portable dishwashers may be used in apartment kitchens in Graduate Housing as long as they are Energy Star rated. Students in Escondido Village with washer/dryer hook-ups in their apartments may install Energy Star rated appliances after obtaining permission from their Housing Building Manager.

Noise Policy

Noise in or around a residence that infringes on the rights of other residents or members of the University community is a violation of this agreement. In addition, students are reminded to curtail noisy activity by 11:00 p.m. on weeknights (Sunday through Thursday) and by 1:00 a.m. on weekends (Friday and Saturday).

Pets

Pets of any kind, including aquatic, are prohibited in all University residences. If you are found to have such an animal, you will be charged an Administrative Fee of \$100 per day from the date of discovery until it is permanently removed from campus. You will also be charged a mandatory cleaning fee due to the extra cleaning needed to bring the room or apartment back to a standard for a student who may have a pet allergy. Any damages created by the pet will be charged for according to our damage policy. Persistent or recurrent violation of this policy will cause you to lose your housing privileges. Any pets in R&DE Student Housing areas are to be leashed at all time and are never allowed in family courtyards.

Policy on Controlled Substances and Alcohol

It is the policy of Stanford University to maintain a drug-free campus. The unlawful manufacture, distribution, dispensation, possession, and/or use of controlled substances or the unlawful possession, use, or distribution of alcohol is prohibited on the Stanford campus, or as part of any of the University's activities. The campus is presumed to include all Stanford premises where activities of the University are conducted. Violation of this policy may result in disciplinary sanctions up to and including expulsion. Violations may also be referred to the appropriate authorities for prosecution.

Recreational Equipment

The use of any recreational equipment is prohibited within or around the residences. Inline skates and roller skates must be removed prior to entering any residence and may not be used on any surface not designed for pedestrian, bike or auto traffic.

Skateboards are banned by ordinance from all regions of R&DE Student Housing except for paved exterior pathways within Escondido Village.

Repairs or Modifications to the Interior and Exterior of Buildings

You are responsible for reporting promptly any needed repairs within your room by filing a "Fix-it" form online (<http://fixit.stanford.edu>), calling the after-hours maintenance hotline (650-725-1602) or during the work day contacting your Housing Front Desk. In University-owned houses, all repairs are performed by Stanford University employees or contractors hired by Stanford.

Please be advised that by submitting a "Fix-it" request, you are giving R&DE Student Housing staff and their contractors permission to enter your room to perform the requested repair work.

You may not repair, replace, remove, or in any way modify any University-owned property or cause or permit any repairs to be performed by others. This includes altering or adding any item (e.g., temporary walls, lofts, awnings, structures) on the interior or exterior of the room that would impact the standards set for the aesthetics, safety, or security of residents or the building. . You may not change any lock or place any additional locks on any door of your room or any other doors within your residence.

In addition, you may not paint interior or exterior areas, including adding a new mural or alternating an existing house mural. For information on canvas for house murals or repairs to existing house murals, contact the Housing Building Manager.

If it is found that you have made an unauthorized alteration to your residence, R&DE Student Housing reserves the right to immediately restore the area to its original condition.

Restricted Areas

Access to non-residential spaces (e.g., attics, mechanical rooms, equipment rooms, roofs) is restricted to authorized University personnel.

Smoke-Free Environment

Stanford University is a non-smoking campus. It is the policy of Stanford University that smoking (including vapor cigarettes) is prohibited in all enclosed buildings and Facilities, within 30 feet of all buildings, in covered walkways, during indoor or outdoor athletic events, at or within 30 feet of bus stops and other services lines, and in outdoor areas designated as "smoking prohibited" areas, and during indoor and outdoor events on the campus is prohibited.

In University residences, this includes all interior common areas, individual rooms and apartments, covered walkways, stairwells, balconies, outdoor areas where smoke may drift into buildings, and during organized indoor and outdoor events. Violations of this policy will be forwarded to the Residence Dean and may result in loss of University housing privileges. Smoking is permitted in outdoor areas except during organized events. Outdoor smoking areas must be at least 30 feet away from doorways, open windows, covered walkways and ventilation systems to prevent smoke from entering enclosed buildings and facilities. Dispose of used smoking products in designated locations, such as urns, not on hardscape or in landscaping.

Solicitation

Door-to-door solicitation in residences is not permitted. Students wishing to display merchandise or to conduct informational meetings in residences must have the prior approval of the residence office, Housing Front Desk, or senior residence staff member. If you are bothered by an unauthorized solicitor, please notify the University Department of Public Safety.

Title IX Policy & Procedures

Title IX is a federal law that prohibits discrimination on the basis of sex and gender in education programs and activities, which includes university housing. Stanford is committed to providing a campus environment that is free of sex and gender discrimination. Stanford's Title IX Policy & Procedures, available at titleix.stanford.edu, cover the following Prohibited Sexual Conduct: sexual harassment, sexual misconduct, sexual assault, relationship (dating or domestic) violence and stalking. Violations of the University's Title IX Policy can result in a range of administrative and/or disciplinary actions, including loss of housing privileges.

Utilities and Communications

Utilities

Housing charges include normal water, sewer, electricity, heat, and trash disposal services. You are responsible for paying for all other services or utilities. The University shall not be liable for failure to supply utilities or for an interruption in service.

You must comply with University conservation measures and at all times exercise reasonable efforts to conserve resources. During the warmer months of the year (April through November), Stanford, at its discretion, may discontinue heat supply for the purpose of conserving energy.

Communications Fee

A communications fee from Information Technology Services, separate from housing charges, will be billed to your account quarterly (See "Communications Fee" on page 27).

Cable & Television Reception

Student residences are wired for cable service, with courtesy service and paid subscription levels available from Information Technology Services. It is a federal offense to receive a cable television signal without proper authorization from the cable television service provider. It is also illegal to allow another party to gain access to the cable television signal from your service. You may also not affix any antenna or satellite dish to the exterior of your building or to any fence or railing.

Vending Machines

Stanford Hospitality & Auxiliaries contracts with vending machine firms to furnish exclusive service to the entire campus. For this reason, no student groups are permitted to install vending machines of any type. The University is not responsible for money lost in vending machines.

Health, Safety & Security

Emergency Policies

Emergency Instructions

You are responsible for familiarizing yourself with the location of alarms, exits, fire alarm pull stations, fire extinguishers, emergency assembly point(s) for your building, and all emergency procedures for your residence. Fire and earthquake safety information is posted in all residences, and earthquake emergency procedures are detailed on the R&DE Student Housing website

(<http://studenthousing.stanford.edu/healthandsafety>) and the Stanford University Department of Environmental Health & Safety site (<http://www.stanford.edu/dept/EHS/prod/general/erprep/brochures/index.html>).

Fire Equipment and Alarms

It is against the law and University policy to set off a false fire alarm or tamper with any fire equipment such as fire extinguishers, smoke detectors, door closers, evacuation maps, fire sprinklers, or fire sprinkler cages. Tampering includes, but is not limited to the following actions: obstructing equipment in any way, covering or hanging objects from the equipment (e.g., fire sprinkler cages, fire sprinkler heads). Evacuation maps must remain unobstructed and visible at all times. Violators will be subject to an Administrative Fee of \$500, University disciplinary action, and criminal penalties.

Fire Exit Rooms

If you have been assigned to a fire exit room, it means that either a door or a window in your room has been designated as a secondary exit for residents on your floor in case of fire. Your room may have a two-tone carpet signifying the pathway to the designated exit. As with hallways, the designated pathway and window or fire exit door must be kept clear at all times. Rooms with designated fire exits and/or fire safety equipment are subject to unannounced inspections by the University and the County Fire Marshal. Failure to keep the exit pathway clear will result in an Administrative Fee of \$500, and is grounds for termination of your occupancy.

Hall, Stairs & Entrance Access

Common areas and hallways are to remain clear of personal belongings at all times. Items left in a hallway or common area will be removed immediately by University staff and residents will be charged an Administrative Fee of \$25 per item. Repeated violations will incur escalating charges.

Removal of Student Property

In the event of an emergency or other exigent circumstance, the University may remove students' belongings from their rooms or other areas for cleaning, repair, storage, and/or protection.

Reporting of Accidents and Other Incidents

According to University policy, students are required to file an SU17b form (or SU17 if a University employee) with Environmental Health & Safety (EH&S) in the case of an accident or incident on Stanford premises. Information on both of these forms and when to use which form is available on the EH&S website at <http://www.stanford.edu/dept/EHS/prod/general/su17.html>.

In case of accident or incident that takes place within an R&DE Student Housing building, dining hall, or immediate surrounding area, please also notify your Housing Front Desk as soon as possible and they will assist you in filling out the form. If the incident occurs within a Stanford Dining Hall during business hours, please also notify your dining manager.

Residence Interior Floor Plans/Maps

Residence floor plans should never be distributed digitally and are under all University restrictions for confidential information. Providing interior student residence wayfinding content for Google Maps or other digital maps is prohibited due to safety considerations. Please check with University Communications if you have questions regarding what information can be distributed.

Prohibited Items

Appliances and Cooking

Appliances with open heating elements, such as hot plates, toasters, and electric heaters, are prohibited (An exception is made for electric heaters provided by Student Housing). Cooking is only permitted in designated kitchens and kitchenettes. Large appliances (e.g., full-sized refrigerators) and cooking equipment, except microwaves, are not allowed in student rooms.

Attractive Nuisances

Items which pose an attractive nuisance, such as trampolines; hot tubs, saunas or pools of any size; inflatables (i.e. bounce/jump houses or slides); and similar objects, are not allowed within or outside the residences.

Barbecue Grills

Barbecue grills of any kind, propane cylinders, charcoal, or starter fluids are not allowed inside residences, on balconies or decks, or in stairwells.

Candles and Torches

Candles, torches, hookahs, incense including unburnt, decorative or religious candles and any other open flame device are strictly prohibited in and around the residences. Violation(s) will result in an Administrative Fee of \$100 upon discovery and \$100 per day until they are permanently removed.

Halogen Lights

Halogen lamps are prohibited in University housing. Violation(s) will result in a charge of \$100 upon discovery and \$100 per day until they are permanently removed.

Hazardous Materials

Hazardous materials must not be used or stored in or around residences. If a material is deemed hazardous, it will be removed immediately by the appropriate staff. It is illegal to dispose of hazardous materials and "universal wastes" such as batteries, fluorescent light bulbs, and electronic devices in the trash. Contact the Department of Environmental Health and Safety for disposal of hazardous chemical waste, and Peninsula Sanitary Services for home electronics.

Propane Cylinders

Propane cylinders are not allowed inside the residences or in outside areas.

Weapons

Dangerous weapons (including but not limited to firearms and non-culinary knives) and ammunition are prohibited in the residences.

Disclosures, Notices & Warnings

Lead Advisory

Federal and California law requires that notice be provided to persons who are exposed to even extremely small quantities of lead. Housing built before 1978 may contain lead-based paint. Lead from paint chips and dust can pose health hazards if not managed properly. Lead exposure is especially harmful to young children and pregnant women. Before allowing third parties to occupy pre-1978 housing, owners must disclose the presence of lead-based paint and/or lead-based paint hazards in the dwelling. Occupants must also receive a federally approved online pamphlet on lead poisoning prevention.

Stanford University has an ongoing testing program for lead in Escondido Village and provides information online to Escondido Village families and Resident Fellows with children. Testing has indicated low levels of lead in dust, soil and sand samples. Previous testing of painted surfaces in Escondido Village revealed varying levels of lead in the paint in the apartment units tested. More complete information about testing results and a federally approved pamphlet about ways to minimize risk are posted on the R&DE Student Housing website at <http://studenthousing.stanford.edu/disclosures>.

Lead and Asbestos Management

The University has an ongoing asbestos and lead paint management program and reserves the right to conduct periodic inspections and monitoring and to perform necessary repairs to conform to health and safety standards. You may be temporarily or permanently relocated to another room if abatement or removal of asbestos or lead is required. You may not penetrate floor tile or sprayed-on acoustical ceiling materials with hooks, nails or other materials, nor scrape or sand any painted surfaces in your living space. Pipe or boiler insulation may never be moved or disturbed.

Megan's Law

California state law requires that all residential occupancy agreements contain the following notice regarding registered sex offenders.

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. 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.

Pest Control Notice

California state law requires that occupants be given a copy of the notice provided by a registered pest control company that is used for periodic pest control service. This notice is posted on the R&DE Student Housing website at <http://studenthousing.stanford.edu/disclosures>. In addition, whenever residents request that pest control action be taken inside their rooms, separate and specific notices will be given to or left for affected residents by the pest control company. This notice contains information on what agent was used and any pertinent instructions the company recommends be followed.

Building Security

Stanford has a policy of having residences secured 24 hours per day, seven days per week. Students are expected to ensure that doors latch behind them when they enter or leave a building and to not prop doors open. All security failures must be reported as soon as they are found to the Housing Front Desk, Housing Building Manager, or the After Hours Housing Maintenance hotline at (650) 725-1602. This applies to buildings with electronic card access doors as well as mechanically keyed doors.

Building Access

It is against University policy to tamper with any building access equipment, such as crash bars, door/window locks or latches, card readers, audible alarms, door sensors, display panels, or motion sensors. Violators will be subject to an Administrative Fee of \$500 and University disciplinary action.

Keys

Undergraduate students are issued one key to their room and common areas of their residence or they access their building through card access. Graduate students in singles housing receive one key to their apartment. In Couples without Children Housing and Student with Children Housing, students receive one key at check-in. Spouses and significant others must also check-in at their residence office and sign out their own key. Children over the age of 10 may also be issued a key on request. With the approval of the Office of Accessible Education, students may also receive an additional key for a personal attendant (See "Personal Attendants" on page 8 under "Eligibility for Specific Categories of Housing,"). Keys may not be duplicated, and a non-University locksmith may not alter or repair a lock. Students found violating this policy will be charged an Administrative Fee for the re-keying and have the incident referred to the Residence Dean or Graduate Life Office Dean.

You are responsible for the keys issued to you. If your key is damaged, inform your Housing Front Desk and we can issue a replacement key with no fee. Lost keys must be reported immediately. If a door must be re-keyed because of a lost key, the student(s) responsible for losing the key is charged an Administrative Fee for the re-keying. Students who fail to return key(s)

issued to them to their local Housing Front Desk on the day and time of their expected move-out, are charged an Administrative Fee to re-key their room. Keys and access cards issued to students may not be given to guests.

Room changes: Keys must be turned in to the local Housing Front Desk and re-issued for all room changes. Keys may not be handed off by a vacating or transferring resident to the new occupant of the room.

Lock-Outs

If you are locked out, you may obtain a temporary key from the Housing Front Desk staff for your building during normal business hours. After hours in undergraduate residences, you are encouraged to contact your RA for room entry. Residents of both undergraduate and graduate housing may also call (650) 725-1602 for after-hours lockout assistance. A member of the Housing Access Response Team (HART) will respond and assist you after you present a Stanford ID or government-issued ID to confirm residency. There is an Administrative Fee of \$45 for lockout assistance provided via the HART team. Lock out assistance for graduate students after hours is free the first service provided.

Privacy of Housing Information

All residence assignments and room numbers are considered University-level directory information, available to any person upon specific request. Directory information is included in the printed and on-line Student Directory and in printed University public rosters. You may designate which information should be kept private or public through Axxess at any time. Once you request privacy, the information will be held private until you change or revoke your privacy request.

All residences with interior hallways have public access phones at entrances for guests to call in to the student's room or apartment to gain entry. If your housing information is declared private, your name will not appear in your building's access system. If you want your housing information to be kept private but still have your name appear in your building's access system, send an e-mail to doorkingadmin@lists.stanford.edu.

Unless you opt out, R&DE Student Housing provides a roster with resident name, email address, and post office box number to mail/package vendors utilizing the Student Housing Undergraduate Package Center who have signed a confidentiality agreement with the University agreeing to use the roster for mail/package notification purposes only. Information for the roster is consolidated from information included on the Stanford Public Directory.

From time to time the United States Census Office will request that students complete a government census form. If your name and/or building is randomly selected you will be contacted by the Housing Front Desk to participate in the survey. How this information is used is available through the United States Census Office and on the individual forms they provide.