



## OFFICE OF STUDENT RIGHTS, RESPONSIBILITIES, AND RESIDENCE LIFE STUDENT HOUSING TERMS & CONDITIONS SUMMARY PAGE

The 2026-2027 Student Housing Terms & Conditions document attached to this summary is a binding contract between the individual student (“you” or “resident”), or their parent/guardian, if the student is a minor and, Onondaga Community College, (“the College”) and the OCC Housing Development Corporation (“OCCHDC”). This agreement governs your use of assigned college housing for the Fall and Spring semesters. Winter break, spring break, and summer sessions are not included. Supplemental agreements for housing during those periods will be made available. It establishes the rules for you to live on campus in one of the residence halls.<sup>1</sup>

It is important that you take the time to read the entire document and become familiar with your responsibilities and rules as outlined in the terms and conditions attached. This summary page serves only to highlight the major provisions and is not part of the agreement itself.

### Major Provisions of the Student Housing Terms & Conditions:

1. You must be a registered full-time student (minimum of 12 credit hours) at Onondaga Community College throughout the entire academic year. At least 9 credit hours must be taken physically on campus.
2. **The length of this agreement is for the full academic year.** You agree to live on campus for the entire fall and spring semester. You are agreeing to pay the full housing fee for fall and spring even if you move out early, drop below required credit hours, get removed for failing to abide by OCCs rules or policies, or choose not to live in the residence halls for the spring semester.
3. Spring Cancellation: The only exception to the above is for those students who meet all of the following; (1) who do not enroll in classes for the spring semester; (2) are fully moved out of their residence hall by the fall closing date; (3) notify Office of Student Rights, Responsibilities, and Residence Life (OSRRRL) they do not plan on returning by January 4<sup>th</sup>; **and** (4) have completed the Housing Cancellation Request via the Housing Portal. Those who leave, but later re-enroll for spring semester classes, will not be granted this exception and will be liable for billing.
4. If your payment for housing includes approved financial aid, any loss of financial aid, change in enrollment (being below full time or withdrawing from Onondaga Community College), unsatisfactory academic progress, failure to complete any required additional financial aid documentation or other issues will result in you being fully obligated to pay the balance of any outstanding housing fees from other resources.
5. Participation in OCC Residence Life's meal plan program is **mandatory**.
6. The following are important dates:
  - a. Halls Open for Fall Semester (New): Thursday, August 20, 2026, at 9:00 AM
  - b. Halls Open for Fall Semester (Returning): Saturday, August 22, 2026, at 10:00 AM

---

<sup>1</sup> If there is any conflict or inconsistency between this summary page and the Student Housing License Agreement that follows, the provisions of the Student Housing License Agreement will prevail.

- c. Halls Close for Thanksgiving Break: Tuesday, November 24, 2026, at 6:00 PM
  - d. Halls Open after Thanksgiving Break: Sunday, November 29, 2026, at 9:00 AM
  - e. Halls Close for Winter Break: Friday, December 11, 2026, at 6:00 PM
  - f. Halls Open for Spring Semester: Friday, January 22, 2027, at 10:00 AM
  - g. Halls Close for Spring Break: Friday, March 12, 2027, at 6:00 PM
  - h. Halls Open after Spring Break: Sunday, March 21, 2027, at 9:00 AM
  - i. Halls Close for Summer: Friday, May 14, 2027, at 6:00 PM
7. Onondaga Community College and the Housing Development Corporation are not liable for any personal injuries sustained by you or your guests, nor any loss of, damage to, or theft of personal belongings. Residents should carry their own insurance protection against loss or damage to their personal property.
8. You must comply with Onondaga Community College’s Code of Conduct, Residence Life Handbook, and any applicable federal, state or municipal laws, codes, rules or regulations.



**OFFICE OF STUDENT RIGHTS, RESPONSIBILITIES,  
AND RESIDENCE LIFE**  
**STUDENT HOUSING LICENSE AGREEMENT**  
**TERMS & CONDITIONS**  
**FALL 2026 – SPRING 2027**

This License Agreement states the terms and conditions upon which you as a student resident may occupy and live in the residence halls operated by Onondaga Community College and the OCC Housing Development Corporation (hereinafter referred to together as “Office of Students’ Rights, Responsibilities, and Residence Life” or “OSRRRL”). The Student Housing Terms and Conditions allows the student use of the residence hall accommodations only as outlined in College policies, Code of Conduct, and this document.

**By submitting your application for student housing, the student (and their parent/guardian, if applicable):**

- a. Accept all Terms and Conditions stated herein,**
- b. Commit to financial obligations for the duration of the academic year, and**
- c. Acknowledge that this Agreement does not constitute admission to or continuation at the College.**

Housing is limited, rooms are not guaranteed, and the OSRRRL reserves the right to make all room assignments and re-assignments of you and other occupants of the residence halls at its sole discretion.

The Student Housing Terms and Conditions do not create an interest or right in real property and may be terminated by the OSRRRL as described below. The OSRRRL reserves the right to reject applications or to terminate your room assignment at any time if it is determined, at its sole discretion, that such action is in the best interests of the OSRRRL, the orderly operation of the College, and/or any member of the College community. The OSRRRL also may reject an application or terminate your room assignment if you fail to meet the eligibility criteria or otherwise fail to comply with the Student Housing Terms and Conditions.

**The OSRRRL reserves the right to deny housing to anyone it determines to pose a risk of harm to any persons or property.**

**HOUSING ELIGIBILITY**

To be eligible to live in the residence halls you must meet the following eligibility requirements:

1. You must be enrolled in a degree program and be registered full-time (a minimum of 12 credit hours) throughout each semester; at least nine (9) credit hours must be taken physically in class, onsite at Onondaga Community College.
  - a. Students who do not meet the minimum credit hour requirement may request special permission to live on campus, and such permission may be granted at the sole discretion of the Director of Students’ Rights, Responsibilities, and Residence Life, or their designee.

AMENDED JUNE 16, 2026

[RESLIFE@SUNYOCC.EDU](mailto:RESLIFE@SUNYOCC.EDU) / 315-498-2351

2. You must be 18 years of age by December 31<sup>st</sup> of the academic year you are planning to live on campus. Students under the age of 18 as of their first night in residence **may** be placed to live in a suite where a resident assistant also resides.
  - a. Students who do not meet the minimum age requirement may request special permission to live on campus, and such permission may be granted at the sole discretion of the Director of Students' Rights, Responsibilities, and Residence Life or their designee. If permission is granted and you are under the age of 18 on December 31<sup>st</sup>, you must complete a "Parental Consent" form prior to assignment.
3. You must meet all payment deadlines as described in the section titled Fees.
4. You must have a completed FASFA (Free Application for Federal Student Aid) for the 2026-2027 Academic Year. If you are an international student who is electing to not submit a FASFA application, please email [reslife@sunyocc.edu](mailto:reslife@sunyocc.edu) to request a waiver for the housing requirements.
5. You must comply with Onondaga Community College's Code of Conduct, Residence Life Handbook, and any applicable federal, state or municipal laws, codes, rules or regulations. The OSRRRL may terminate your room assignment in accordance with the procedures set forth in the Code of Conduct, the Residence Life Handbook, or these terms and conditions, if you are determined to have violated any policies, rules, or laws.

#### APPLICATION

Prior to receiving a room assignment in the residence halls, you must:

1. Complete an online application at: [www.sunyocc.edu/apply-for-housing](http://www.sunyocc.edu/apply-for-housing)
2. Complete and Sign the Student Housing License Agreement Terms & Conditions.
3. Submit a non-refundable \$200 application fee.
  - a. The application fee is **not** a deposit towards your housing charges.
  - b. The application fee covers the fee for two consecutive academic years.
4. If a student is under the age of 18 at the time of application, the agreement must be co-signed by a parent or legal guardian.
5. Submit Proof of Health Insurance. You must provide a digital copy of your current health insurance card (including the name and policy number of the insurance carrier.) This may be uploaded directly into the application when filling it out or by contacting the OSRRRL.
6. Satisfy all applicable health requirements. New York State Public Health Law requires all college students to demonstrate proof of immunity against measles, mumps, rubella and meningitis (or to provide a signed meningitis waiver). Immunization for Hepatitis B is strongly recommended.
  - a. You can send them by fax to (315) 498-2851 or by emailing them to [immunizations@sunyocc.edu](mailto:immunizations@sunyocc.edu).
7. Enroll in a degree program and register for full-time status (minimum of 12 credit hours, with a minimum of 9 credit hours in-person on-campus at Onondaga Community College) Students who fall below the required credit hours may be asked to vacate the residence hall without

AMENDED JUNE 16, 2026

[RESLIFE@SUNYOCC.EDU](mailto:RESLIFE@SUNYOCC.EDU) / 315-498-2351

refund at the discretion of the Director of Student Rights & Responsibilities and Residence Life or their designee.

8. Have a completed FASFA (Free Application for Federal Student Aid) for the 2026-2027 Academic Year. If you are an international student who is electing to not submit a FASFA application, please email [reslife@sunyocc.edu](mailto:reslife@sunyocc.edu) to request a waiver for the housing requirements.

### **TERMS OF AGREEMENT**

The length (term) of occupancy under the Student Housing Terms & Conditions is for **both** fall and spring semesters of the applicable academic year, except in circumstances in which the OSRRRL permits a student to begin occupancy during an academic year already in progress. Spring Cancellations may be granted if you meet the exceptions noted under the Terminations/Refunds section of this License Agreement.

### **Occupancy Dates:**

Halls Open for Fall Semester (New Students):	Thursday, August 20, 2026, at 9:00 AM
Halls Open for Fall Semester (Returning Students):	Saturday, August 22, 2026, at 9:00 AM
Halls Close for Thanksgiving Break:	Tuesday, November 24, 2026, at 6:00 PM
Halls Open after Thanksgiving Break:	Sunday, November 29, 2026, at 9:00 AM
Halls Close for Winter Break:	Friday, December 11, 2026, at 6:00 PM
Halls Open for Spring Semester:	Friday, January 22, 2027, at 9:00 AM
Halls Close for Spring Break:	Friday, March 12, 2027, at 6:00 PM
Halls Open after Spring Break:	Sunday, March 21, 2027, at 9:00 AM
Halls Close for Summer:	Friday, May 14, 2027, at 6:00 PM

### **Early Arrivals**

Written requests to arrive before the occupancy dates will only be granted for athletics, orientation activities, academic classes or programs, **and** at the sole discretion of the Director of Students' Rights, Responsibilities and Residence Life or their designee. Requests must be submitted in writing by August 1<sup>st</sup> for fall or January 1<sup>st</sup> for spring via the Housing Portal. **Additional Fees may apply and are payable in full upon check-in.**

### **Late Departures:**

Written requests to leave after the designated departure date after occupancy dates will be granted at the sole discretion of Director of Students' Rights, Responsibilities and Residence Life, or their designee, and may not extend beyond Monday, May 17, 2027. **Additional Fees may apply and are payable in full upon approval.**

- a. All residents must completely vacate their room prior to the official closing time of the residence hall or within 24 hours after their last final exam, whichever is earlier, unless approved for late departure.

AMENDED JUNE 16, 2026

[RESLIFE@SUNYOCC.EDU](mailto:RESLIFE@SUNYOCC.EDU) / 315-498-2351

Delayed arrivals must be approved at the sole discretion of the Director of Students' Rights, Responsibilities, and Residence Life, or their designee. Students who fail to occupy their assigned space by 12:00 PM on the first day of classes each semester without notifying the OSRRRL will:

- a. Remain bound by the terms of this agreement for the semester,
- b. Risk losing their current room assignment, and
- c. Be subject to reassignment to another space.

The student may continue to occupy the assigned space until the earlier of either:

- a. 24 hours after completion of their last scheduled exam, or
- b. 8:00 PM on the designated Move-out day

A student is considered to have moved out and ceased occupancy when they have:

- a. Removed all personal belongings from the assigned space,
- b. Returned the space to its original move-in condition, and
- o Returned the issued room key(s) to the OSRRRL Staff.

### **USE OF RESIDENTIAL BUILDINGS**

The use of College residential buildings is limited to students who are officially contracted and assigned to College housing. Students may not sublet, loan, rent, assign, or transfer this Agreement to another person. This includes posting rooms or apartments for rent in print or online.

Only assigned occupants or those permitted under College policy may reside in College housing. Students are not permitted to use vacant bedrooms, shared spaces, or a bedroom with vacant space as personal living space without prior authorization from the OSRRRL main office.

Residential facilities and grounds may not be used to conduct or support personal business activities that require a business license, health license, or other formal authorization.

### **BREAK HOUSING**

Break Housing (Early Arrival, Thanksgiving Break, Winter Session, Spring Break, and Late Departures) is a period when normal housing accommodations are not typically available. If special permission is granted (see information below), there will be an additional housing fee associated with the respective break periods. **Charges will be applied to the student's account in full prior to the start of the break period in the residence halls.**

Students requiring Break Housing must complete the official break housing form with the OSRRRL, one week prior to the beginning of the requested break period for consideration. The break housing request will be available online in the Housing Portal at the beginning of each Academic Semester. Approval for Break Housing is at the discretion of the Director of Students' Rights, Responsibilities, and Residence Life, or their designee. All other terms and conditions set forth above apply for any break housing. **There are no refunds for break housing fees once billed, even if a student elects to not stay for the entire break.**

To be eligible to stay during winter break, you must reside in the residence hall for the entire winter semester. If at any point the student residing on campus during the break period vacates break housing, whether it be the decision of the student or an administrative action by the College, the student will be still held financially responsible for the entire break period.

AMENDED JUNE 16, 2026

[RESLIFE@SUNYOCC.EDU](mailto:RESLIFE@SUNYOCC.EDU) / 315-498-2351

The OSRRRL reserves the right to relocate students to a space other than the one they were previously assigned for any break period.

For students in the foster care system or are otherwise classified as independent on their financial aid paperwork, please contact the OSRRRL for information regarding Break Housing.

### **FEES**

The student (and parent/guardian if the student is a minor) agrees to pay the College for all fees and charges including housing, dining, tuition, and other associated charges and fees when due and payable as required by the College.

Housing Fees and related charges (lockout, lock change damage fees, or other housing-specific charges) that are billed to the student through the student's MyOCC Account. Failure to pay these charges when due may result in administrative holds, denial of housing access, or other actions consistent with the College policy.

The OSRRRL reserves the right to modify any or all fees at any time, upon written notice to the student. If the student is unwilling to pay the revised fees, they may request termination of their room assignment on or prior to the date specified in their student billing statement.

The student is responsible to pay all costs of collection incurred by the OSRRRL in enforcing its rights to payment under the Student Housing Terms & Conditions, including collection of agency fees, attorneys' fees and court costs.

The Student Housing Terms & Conditions are binding for the academic year (fall & spring semester). Official College vacation periods are not included, and such periods are not covered by the annual fees. Spring cancellations may be granted if you meet the exceptions noted under the Terminations/Refunds section of this License Agreement.

### **2026-2027 Housing Fee:**

<b>Room Type</b>	<b>2026-2027 Academic Year (Fall and Spring)</b>	<b>Spring Semester Only</b>
Single Room	\$7,930.00	\$3,965.00
Double Room	\$6,730.00	\$3,365.00

### **Early and Late Departure Fee:**

<b>Room Type</b>	<b>Rate</b>
Single Room	\$37.00 /daily
Double Room	\$32.00 /daily

### **Thanksgiving Break Fee:**

<b>Room Type</b>	<b>Rate</b>
------------------	-------------

AMENDED JUNE 16, 2026

[RESLIFE@SUNYOCC.EDU](mailto:RESLIFE@SUNYOCC.EDU) / 315-498-2351

Single Room	\$148.00
Double Room	\$128.00

**Winter Session Fee:**

Room Type	Rate
Single Room Occupancy	\$1,040.00
Double Room Occupancy	\$720.00

**Spring Break Fee:**

Room Type	Rate
Single Room Occupancy	\$259.00
Double Room Occupancy	\$224.00

**Programming Fee:** Each student is charged an \$80.00 Programming Fee each semester.

**Lockout Fee:** If you are locked out of your room, a staff member is available to open your door. Upon the third lockout in an academic year and for each lockout thereafter a \$5.00 fee will be charged and placed on your student account. Additional fees may apply if you lose a key, and the locks need to be changed.

**Double Room Buy-Out Fee:** Three weeks after the beginning of each semester, residents with half-vacancies in their room (students with space for a roommate in their bedroom, yet no one has been assigned to that space) may request the option of buying out the second bed in that room at an additional cost for the remaining length of the semester. Buy-outs will end at the end of each semester, and the second bed will be available for assignment for the next semester. All College furniture must remain in the room. Approval of the buy-out request is at the sole discretion of the Director of Students' Rights, Responsibilities, and Residence Life, or their designee. The cost for a double room buy-out will be an additional \$850 per semester. This amount will be pro-rated based on the week a student is approved to buy out the room.

**FINANCIAL AID AND PAYMENT PLANS**

If your payment for housing includes approved financial aid, any loss of financial aid, change in enrollment (being below full time or withdrawing from Onondaga Community College), unsatisfactory academic progress, failure to complete verification, any required additional financial aid documentation, or other issues will result in the student being fully obligated to pay the balance of any outstanding housing fees from other resources.

Any balance due after estimated financial aid is applied must be paid by the payment deadlines indicated below. If you are enrolled in a monthly payment plan, you must remain current in your payments to remain in housing.

Students failing to make full payment, enroll in and make expected payments through a payment plan, or obtain proper deferral may lose their housing assignment through termination of the Student Housing Terms and Conditions, and will remain financially responsible as outlined in the Termination clause.

AMENDED JUNE 16, 2026

[RESLIFE@SUNYOCC.EDU](mailto:RESLIFE@SUNYOCC.EDU) / 315-498-2351

**Payment in full or enrollment in a payment plan** is due by the following dates::

Semester	Due Date
Fall 2026	August 3, 2026
Winter 2027	December 14, 2026
Spring 2027	May 17, 2017

### **DAMAGES**

Students and/or their parents/guardians are **strongly encouraged** to obtain renter's insurance or other financial protection to cover personal property losses resulting from theft, fire, water damage or other causes. **Onondaga Community College does not assume responsibility for loss of or damage to personal property, regardless of cause.**

In its sole discretion, the OSRRRL will assess charges for damage in excess of what would be considered normal wear and tear to the residence halls, its furnishings and grounds. If attributed to a specific student(s), the student(s) will be responsible for such damage. Any damage in their room or suite that cannot be attributed to an individual resident will be considered the joint responsibility of all assigned occupants of the room or suite. Damage in public areas of the residence hall will be assessed and billed to the appropriate parties, at the discretion of the OSRRRL. The student is personally responsible for the acts of their guests or invitees, including damage to property or violations of College policies. Any such charge will be applied to the student's account and will be payable in full.

### **MEAL PLAN**

Participation in OSRRRL's weekly meal plan program is **mandatory** to reside in the residence halls. The default meal plan will be the 14-meals per week plan. You may choose a 16 or 19 meals per week plan each semester should that be preferred. 2026-2027 Meal Plan Rates are listed below:

2026-2027 Meal Plan Rates		
14 Meals Per Week Plan	\$1,915/semester	\$175 Flex Dollars
16 Meals Per Week Plan	\$2,060/semester	\$175 Flex Dollars
19 Meals Per Week Plan	\$2,195/semester	\$175 Flex Dollars

Students may change their meal plan election without **penalty through Friday of the third week of classes.** Students who withdraw from housing **prior** to the start of semester are eligible for a full refund for costs associated with the meal plan.

Students who withdraw from housing once classes have begun will be eligible for a partial refund of the costs associated with their identified meal plan. Their refund is dependent upon the date of withdrawal, as seen below:

Meal Plan Partial Refund Rates	
<u>Date of Voluntary Withdrawal</u>	<u>% of Meal Plan Rate Refunded</u>
During 1 <sup>st</sup> Week of Classes	75%
During 2 <sup>nd</sup> Week of Classes	50%

AMENDED JUNE 16, 2026

[RESLIFE@SUNYOCC.EDU](mailto:RESLIFE@SUNYOCC.EDU) / 315-498-2351

During 3 <sup>rd</sup> Week of Classes	25%
After 3 <sup>rd</sup> Week of Classes	No Refund Issued

### **TERMINATIONS/REFUNDS**

In the event the student withdraws from the College during a semester or drops below a full-time (12 credits hours) credit load, they must vacate the residence hall within 48 hours, or within such shorter or longer period as determined by the OSRRRL, and their Student Housing Terms & Conditions Agreement will be considered terminated.

- a. Students who fall below full-time may request special permission to live on campus. Such permission may be granted at the sole discretion of the Director of Students' Rights, Responsibilities, and Residence Life or their designee.

The OSRRRL will retain a student's application fee and terminate the Student Housing Terms & Conditions if a student:

- a. Withdraws from the College and/or housing (voluntarily),
- b. Is removed from the College and/or housing (involuntarily),
- c. Exhibits behavior that significantly disrupts or poses danger to the health, safety, or welfare of the students, the community, or property, or
- d. Is no longer eligible for housing or otherwise becomes ineligible for housing.

With cause, Onondaga Community College may immediately and administratively revoke this agreement and require the student to vacate their residence.

A student whose Housing Agreement is terminated will be assessed the full housing and meal plan fees for the semester in which the termination occurs.

**Should termination of the Student Housing Terms & Conditions occur after August 1st, the student will remain responsible for all applicable fees for the entire academic year unless meeting an as exception outlined below:**

- a. If a student withdraws/terminates the Student Housing Terms & Conditions agreement between August 1<sup>st</sup> and January 1<sup>st</sup>, the student will be financially obligated for all costs associated with their housing assignment for the fall semester.
- b. They may terminate their spring assignment without financial liability **only if they meet all of the following criteria:**
  - i. (1) They do not enroll in classes for the spring semester,
  - ii. (2) The student is fully moved out of their residence hall by the fall closing date,
  - iii. (3) They notify the OSRRRL office by January 1<sup>st</sup> that they do not plan on returning for the spring semester, and
  - iv. (4) The student has completed the Housing Cancellation Form via the OCC Housing Portal. Those who leave, but later re-enroll for spring semester classes, will not be granted this exception.
- c. Students who are academically dismissed by the College after the fall semester will have their spring assignment terminated without financial liability.

Any student who withdraws/terminates the Student Housing Terms and Conditions agreement after January 1st will be financially obligated for all costs associated with their housing assignment for the spring semester, whether or not they are enrolled in classes for that spring.

Students who wish to appeal housing and meal plan fees associated with withdrawing or terminating the Student Housing Terms & Conditions agreement, or their early departure from housing, may submit a “Tuition and Fee Appeal” form. Appeal eligibility criteria are listed on the appeal. The form can be found on our website: <http://www.sunyocc.edu>.

1. Appeals must include all supporting documentation at the time of the appeal. Appeals received without proper documentation and appeal form will be denied. The decision of the Appeals Committee is final.
2. Meal plan fees will not be refunded after the third (3<sup>rd</sup>) week of classes.

**Duties Upon Termination:** If the Student Housing Terms and Conditions agreement expires or is terminated for any reason, the student must return all keys and vacate their room within 48 hours (or within such shorter or longer period as determined by the OSRRRL.) Should personal belongings be left in the room longer than the allotted 48 hours, any and all personal belongings remaining will be donated as the OSRRRL deems appropriate.

### **OCCUPANCY AND USE OF PREMISES**

**Cleanliness:** Residents are responsible for room cleaning, regular waste removal, and maintaining satisfactory sanitation and life safety standards as determined by the OSRRRL.

To maintain a safe and healthy living environment, residents agree to:

- i. Ensure all air vents remain unobstructed to allow adequate airflow.
- ii. Keep the space clean and dry, including regular mopping's, vacuuming and wiping of surfaces
- iii. Promptly remove visible moisture or condensation from windows, walls, ceilings, and other surfaces.
- iv. Take necessary measures to prevent the accumulation of mold or mildew.
- v. Immediately report any evidence of water leaks, mold, or mildew.

### **Furniture, Fixtures, and Alterations:**

1. Removal of College furniture from assigned space is prohibited, including moving furniture from one room/suite/lounge to another.
2. No alterations, construction, or modification of furniture or structure (including lofts) is permitted.
3. Items left in student rooms or suite common areas after checkout will be considered abandoned and will be disposed of by the College or its affiliates.

**Keys:** It is the responsibility of each resident to secure all keys issued to them. The transfer/loan of any College key(s) to another individual is prohibited. Any key(s) that are lost, missing or not returned will be assessed a fee of \$80 per key.

**Check-in Requirement:** The resident must check in with OSRRRL staff when moving in or changing rooms. At that time, building and room access will be arranged. Residents must review and submit a room condition report by the designated deadline. This form is the basis for assessment of any damage or loss attributed to the resident at the end of their occupancy period. Residents who fail to complete or update the room condition report will accept responsibility for the entire condition and damages of the assigned space, and furnishings provided beyond normal wear and tear.

**Check-Out Requirement:** At the end of their occupancy period, when the Student Housing Terms and Conditions agreement is terminated, or the resident changes rooms, the student must complete the checkout procedure established by the OSRRRL. The check-out procedures include:

1. Removal of personal belongings and ensuring the room is as clean as it was at the time of check-in,
2. Checking the condition of the room or suite,
3. Return all keys for the room, suite, or building.

**Approved Residential Use Only:** Your assigned room is to be occupied exclusively by you and other assigned students, for residential use only. The suite, room, or any other part of the residence hall may not be used for any commercial activity, business or other purpose.

**Roommate Requests and Room Changes:** You may request one or more other student(s) of your suite to be a specific person(s) identified by you, on the housing application. Should you wish to switch rooms mid-semester or to live with other current students, you may make such a request by filling out the “Room Change Request” form via the Housing Portal. The OSRRRL has no obligation to honor roommate or room change requests. Should you be granted a room change and a different room type, you are responsible for paying the rate difference between your originally assigned and newly assigned space.

1. Gender Inclusive housing is offered and assigned based on space availability.
2. Room and roommate assignments are made without regard to race, color, gender, age, disability, religions, ethnic or natural origin, sexual orientation, gender identity, gender expression, or veteran status.

**All room changes must receive prior authorization/approval from the OSRRRL before any move occurs.**

**Vacancy Room Consolidation:** The OSRRRL reserves the right to relocate and consolidate students to maximize occupancy. This vacancy consolidation process attempts to ensure that students occupying similar spaces are charged at similar rates.

**Filling of Vacant Spaces:** In the event that any resident assigned to a suite or room fails to take occupancy or cease to occupy the suite or room, the OSRRRL shall reserve the right to reassign the space to another student. The OSRRRL has no obligation to place other residents in an empty space, nor are they required to obtain permission from current residents with respect to placing new residents in available spaces. The OSRRRL shall have no obligation to inform current residents of new resident assignments. Students must keep any vacant and shared spaces clean and ready for occupancy, ensuring another resident can move in immediately if assigned. If a vacancy occurs in a double room, the remaining occupant must:

1. Accept a newly assigned roommate, or
2. Buy out the vacant space if offered and available, or
3. Move to another room, as directed by the OSRRRL.

**Right of Entry:** The OSRRRL, including Facilities and Support Services for the College, reserves the right to enter any part of the residence hall, including your room or suite, at any time without prior notice. Right of entry is extended to any College affiliates, contractors, vendors etc. as approved by the OSRRRL.

AMENDED JUNE 16, 2026

[RESLIFE@SUNYOCC.EDU](mailto:RESLIFE@SUNYOCC.EDU) / 315-498-2351

1. The College and its affiliates reserve the right to enter a resident's room at any time for reasons including, but not limited to:
  - a. Verifying Occupancy,
  - b. Assessing and repairing the facilities,
  - c. Conducting health and safety inspections,
  - d. Addressing indication of imminent danger to life, health, or property.
2. Staff members are required to identify themselves prior to entering a room.

### **RESPONSIBILITY FOR SHARED AREAS**

Shared areas include but are not limited to hallways, bathrooms, stairwells, elevators, lounges, kitchenette areas, study rooms, utility and storage rooms, and the exterior grounds and building areas,

Personal items, including antennas, satellite dishes, or similar equipment may not be placed in or attached to any shared area.

Any individual(s) - cause damage to the shared areas or College property shall be financially responsible for the full cost of repairs or replacement, regardless of intent or cause.

1. If the responsible individual(s) cannot be identified after reasonable efforts, the cost of the damage may be assessed equally among all residents of the affected room, suite, floor, or building.

For the purpose of community billing, shared areas damage includes but is not limited to:

- a. Excessive trash accumulation,
- b. Fire Extinguisher discharge,
- c. Presence of bodily fluids requiring removal/professional cleaning, and/or,
- d. Removal, damage, or vandalism of College furniture, equipment, or other property

Shared-area furniture or equipment must remain in their designated locations. Items left or stored in shared areas will be considered abandoned and may be removed and disposed of by the College. The College reserves the right to bill a student's account for any costs associated with the community damage, loss, repair, replacement, and/or cleaning resulting from such incidents.

### **NOTICES**

**Personal Injury, Property Loss or Damage:** Neither the OSRRRL, the College nor the County of Onondaga, shall be liable for any personal injuries sustained by you or by any of your guests or invitees while on campus, in your room, suite or other areas in the residence halls. The OSRRRL, the College nor the County of Onondaga shall not be liable for any loss of, damage to, or theft of personal belongings including those of your guests or invitees, regardless of any cause whatsoever, unless an injury, loss, damage or theft is caused by the gross negligence or willful misconduct of OSRRRL, the College, or the County of Onondaga.

- 1. Residents should carry their own insurance protection against loss or damage to their personal property.**

**Interruption of Service:** You will receive no reduction or refund of housing fees, nor will the OSRRRL be liable to you as a result of interruption of services to utilities, appliances, or other equipment due to repairs, defects or circumstances not caused by the gross negligence or willful misconduct of the OSRRRL.

**Notice Regarding Temporary Housing:** The OSRRRL, in its sole discretion, may temporarily assign you to alternate housing facilities not on the campus of the College (the "Temporary Housing Facilities") or make other reasonable arrangements. OSRRRL will provide notice to you of such Temporary Housing Facilities or other reasonable arrangements. This License Agreement will remain in effect during your occupancy of the Temporary Housing Facilities, and the housing fees due and payable hereunder will continue to be due and payable without adjustment or reduction.

**Amendment of Terms and Conditions:** The OSRRRL may revise these terms and conditions at any time. The revised terms and conditions shall be binding upon you and the OSRRRL as of the date they are first posted at [www.sunyocc.edu](http://www.sunyocc.edu).

**Non-discrimination:** The OSRRRL does not discriminate on the basis of race, religion, color, sex, sexual orientation, national origin, age, disability, predisposing genetic characteristics or carrier status, military service or veteran status, marital status, gender identity or expression, actual or perceived shared ancestry, ethnic characteristics, citizenship or residency in a **country** with a dominant religion or distinct religious identity, or any other characteristic protected by law. The OSRRRL complies with all applicable equal employment opportunities and non-discrimination laws.

**Abandoned Property:** Any property left behind following contract termination is considered abandoned. The resident will be charged for any costs incurred by moving or removing property from the residence hall. Abandoned items are subject to disposal or donation.

#### **Acknowledgment and Agreement**

I acknowledge that I have reviewed and understand the information as presented, and I indicate my willingness to abide by the requirements, guidelines, and responsibilities as outlined in the Student Housing Licensing Agreement Terms and Conditions, and the Residence Life and Housing Policies.

**Electronic signature required.**