



Office of Residential Life, Boston College

Conditions for Residency 2020-21

Mission Statement

The Boston College Office of Residential Life seeks to create safe, inclusive, and well-maintained living communities. We engage our community members in opportunities to develop spiritually, socially, and academically in the Jesuit, Catholic tradition of the University.

Values

- **Community**: Nurture a welcoming and supportive environment that encourages individual growth, relationship building, and civility.
- **Inclusivity**: Honor the inherent dignity of each member of our community, enabling them to share and grow from each other's unique experiences and backgrounds.
- **Learning**: Encourage intellectual inquiry through meaningful interactions, creative collaborations, and thoughtful reflection.
- **Faith and Spirituality**: Cultivate spiritual growth and formation informed by the University's Jesuit, Catholic tradition.
- **Care**: Embody the Jesuit ideal of cura personalis, care for the whole person, while addressing the various needs of our students.

General Policy Statement

- 1) Residency at Boston College is a privilege and not a right. It is granted by the Office of Undergraduate Admission and maintained by the Office of Residential Life. Requests for accommodations based on disabilities will be reviewed by staff from Residential Life, Disabilities Services, Health Services, and Counseling Services as required by applicable law. Specific deadlines for requests are posted on the Housing Application. Residential Life at Boston College is intended to be a cooperative living arrangement within a community with a Jesuit, Catholic tradition. Resident students have rights and responsibilities toward each other and toward the University in support of the common educational goals and values of Boston College. Residents are responsible to the Conditions of Residency as well as the larger University's [Student Code of Conduct](#). This agreement does not create nor intends to create a landlord-tenant relationship. Indeed, Massachusetts law specifically negates the view of residence hall life as a "tenancy-at-will" and no such relationship is intended in this agreement.
- 2) To be eligible for resident status a student must be enrolled at Boston College as a full-time, undergraduate degree candidate. Individual housing eligibility is not transferable. Students taking a University approved Leave of Absence, student teaching outside the Boston area or participating in the Foreign Studies Program must confirm in writing to the Office of Residential Life their request to retain resident status.
- 3) To be considered a resident in Boston College housing a student must have on file in the Office of Residential Life a current Residence Agreement, and be issued keys or/and key codes and door access by the Office of Residential Life.

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- 4) When a residence hall room or apartment is allocated for the use of two or more students, it is expected that the occupants will work cooperatively to arrive at a mutually agreeable living style. Mediation of conflicts may be sought from the Resident Assistant or Resident Director but every effort should be made by the residents to work things out among themselves. Attempts by one or more occupants of a room or apartment to unilaterally make decisions about the use of the room or apartment will be viewed as a deliberate disregard for the rights of the other occupant(s) and may result in the termination of the Residence Agreement by the University. Similarly, failure to cooperate with attempts to resolve disputes through the involvement of the Residential Life Staff may also result in the termination of the Residence Agreement. If a vacancy occurs in a residence area, a new student will be assigned by the Office of Residential Life. Any residents involved in deliberately discouraging or rejecting an individual will be reassigned within or possibly dismissed from the residence halls.
- 5) Residency in Boston College housing is restricted to full time single (unmarried) undergraduate students taking at least 12 credit hours. The University does not provide family, graduate student or married student housing on the main campus except for designated University employees.
- 6) Students are responsible for all activities occurring within their room or apartment and their guests, which includes Boston College students and employees as well as individuals who are not affiliated with the University. This includes any improper behavior and/or damage to the property in their absence. Mod residents are responsible for their immediate environment of their Mod, including their front porch and backyard.
- 7) Students are financially responsible for the living unit to which they are assigned as well as the common area of their apartment and building.
- 8) Boston College Residential Life programs and policies abide by all applicable University non-discrimination and harassment policies. Students engaging in any discriminatory harassment or other prohibited behavior under these policies will be referred for conduct action and subject to housing penalties.
- 9) Any alteration to or amendment of the Residence Agreement or the Conditions for Residency must be approved by the Associate Vice President of Student Affairs for Residential Life. Interpretation of the Conditions of Residency is to be decided by the Associate Vice President. The Conditions for Residency can be updated at any time and shall be controlling.
- 10) Resident students must personally live in their assigned space at least 50% of any given billable week. Any variation to this rule must be reported to and approved by the Resident Director.
- 11) Violations of any of these Conditions for Residency may result in penalties to the student, up to and including University dismissal and/or termination of the Residency Agreement pursuant to the student conduct system.

Students should read the following document in full before signing the 2020-2021 Residency Agreement.

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Access Cards and IDs

Access to residence halls by Boston College community members is regulated by a card access system. Boston College students are required to carry their IDs at all times. Guests must obtain access to the residence halls by contacting their host. Guests must be escorted through the halls by the host.

Students must present their BC ID and enter a Personal Identification Number (PIN) in order to access their room. Sharing IDs and PINs is strictly prohibited. BC IDs are also required to access hall restrooms in traditional style areas.

Students, guests and visitors must present a Boston College Identification Card, driver's license or some form of picture identification if requested by authorized Boston College Staff including, but not limited to: all Residential Life staff members, Resident Assistants, Boston College Police, Boston College Security Officers, Deans from the Dean of Students Office, Fire Safety Officers, and Dining Services Staff.

Alcohol Policy

In addition to the expectations in the Alcohol Policy in the Student Code of Conduct, the following also apply to all residential students and their guests:

- Paraphernalia used for rapid consumption and drinking games is subject to confiscation and disposal. This includes but is not limited to funnels, game tables for drinking, shotskis, etc. Students under the age of 21 (who may not consume alcohol) are also not permitted to have empty containers of alcohol (including shot glasses and decorative bottles) or paraphernalia in the residential areas.
- Students may not display alcohol containers or paraphernalia on/in windows or on doors.
- Students who are of legal age may possess only reasonable amounts of alcohol for personal consumption.
- Students under 21 years of age may not host a guest who possesses or consumes alcoholic beverages in their room, suite or apartment regardless of the guest's age.

Any alcohol or alcohol-related paraphernalia that violates these policies will be confiscated and disposed of without compensation to the owner.

In the Modular housing units (Mods) during football games, Marathon Monday, Senior Week, or any other designated special event, any student under the age of 21 found in possession of, and/or under the influence of alcohol, may lose the ability to live in the Mods during their senior year. In addition, students attempting to gain access to the Mods (e.g., climbing the fence) may lose the ability to live in the Mods their senior year

Area Regulations

Each area of Residential Life has specific physical characteristics that make it unique from other areas. Certain residence facilities may require the adoption of additional policies and procedures relative to safety, health, fire protection, sanitation and general building maintenance. Residents must abide by all such regulations, copies of which will be distributed and posted in the respective halls.

Bicycles and Motorcycles

Bicycles must be properly stored in designated areas such that they do not block access in or out of any residence facility. Bicycles may not be stored in building common areas, such as lounges, stairwells, trash rooms, etc. Bikes may not block building egresses and cannot be stored or left on ramps. The University reserves the right to remove bicycles blocking access within any building and to impound motorcycles

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found in any residence facility. Due to fire regulations, motorcycles or any other motorized vehicle, including self-balancing scooters, may not be taken inside any residence facility (unless medically needed). Riding bicycles, skateboards, scooters or rollerblades in the hallways of the residence halls is prohibited.

Check-out Procedures

Information regarding end-of-semester move-out and commencement day move-out will be communicated to all students by the Office of Residential Life. Before a student vacates their room any time throughout the academic year, he/she is responsible for restoring the room to its original condition. Failure to comply will result in a *\$500.00 per resident fee* for excessive trash and non-university furniture left in rooms.

Near the end of the spring semester, the Office of Residential Life will provide residents information on the BC Clean program. This program is designed to let students donate clothes, food and furniture to local charities rather than have the items thrown away.

Cleanliness and Maintenance

Residents are responsible for regularly cleaning rooms and removing trash materials and for maintaining reasonable sanitation and safety standards. At check-out time and at semester break, residents are responsible for removing the trash and leaving their rooms/suites/apartments in a clean and habitable condition. Failure to maintain these standards at the end of the first semester could result in conduct action. Failure to maintain these standards at the end of the second semester may result in a review of future housing and conduct action.

Residents are required to clean refrigerators, ovens, and maintain kitchens, bathrooms, and common areas within their suites or apartments. The cost of extra cleaning or furniture removal by housekeeping or contractors due to poor housekeeping by the residents will be billed to the residents of the unit involved.

Students may hire outside cleaners for assistance with cleaning only. Students may not hire outside contractors to perform maintenance or adjustments to residence hall rooms or furnishings. Residents must be present with any outside cleaner the entire time they are in a residence hall or facility. Students are responsible for any actions taken by outside cleaners brought to campus.

Students may not store bags, equipment, or personal belongings in hallways or common areas.

For the health and safety of people responding to plumbing problems, students are expected to inform all facilities staff what steps were taken to resolve a problem. In no cases should chemicals (i.e. drain cleaning agents) be used by a student.

Residents of the Modular Apartments:

- are required to keep their steps free of snow and ice.
- are prohibited from taking University issued furniture and/or personal furniture outside. Only the traditional patio furniture is allowed in backyards and patio areas.
- are responsible for the cleanliness of their backyards. Trash must be picked up and discarded in the provided barrels on a daily basis and following tailgating.

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Damage Policy

Inspections of student rooms/suites/apartments will be made by University officials during check-in, check-out, and throughout the academic year. Residents will be billed for damage to the building and for damaged, or missing, furniture and/or equipment. Where two or more students occupy the same room or apartment and responsibility for damage or loss in the unit cannot be ascertained, the cost of damage or loss will be divided and assessed equally among the residents of the unit. Any student who is billed for personal damages (excluding common area charges) in excess of \$100 may have his/her housing status reviewed. Students who damage their room/suite/apartment/residence hall may be held responsible both financially and/or through the conduct process and may not be eligible to graduate without compensation to the University.

When damage occurs, University staff (or designees) will make all repairs to the property. Residents cannot perform repairs themselves nor have work performed on their room by outside contractors. Additionally students may not alter walls, kitchen counters, etc. Residents may not use wallpaper/contact paper in any of the residence halls. Painting of any kind and chalking of any walls or the like is prohibited.

Residents are prohibited from damaging physical campus features in or around the residence halls, including, but not limited to landscape, sprinkler systems, trees, etc.

Decorations

Alterations to any residence hall property and/or the semi-permanent installation of residents' personal property are prohibited. This includes nailing fixtures to walls, floors, ceilings, or furniture; painting walls, ceilings, furniture, or any other university property; drilling holes; or affixing decals. Below are some additional guidelines:

- Posters, flags, and other wall-hangings cannot cover more than 50% of the walls and are not to be hung from the ceiling, or in a location that will cover or interfere with light fixtures, outlets, sprinklers, or other appliances. Tapestries, flags and cloth cannot be any larger than 5' x 7'.
- All decorative lighting must be LED and UL approved.
- No more than two 100-count strings of decorative lights (approximately 70 feet total) shall be used per room.
- The power supply for all lighting must come directly from outlets or power strips. Extension cords are prohibited.
- Lights should not be in contact with curtains, paper, lighting fixtures, bedding, carpets, combustible items, sprinkler heads or piping and/or smoke detectors.
- Lights may only be lit while students are present in their room/suite/apartments.
- No decorative lighting may be wrapped around doors, above or around doorways or exits.
- Live Christmas trees, garland, and wreaths are not permitted within residence halls. Only fire retardant artificial trees are allowed.
- The University reserves the right to remove any decorative material(s) and lighting that they believe jeopardizes the safety of residents, or is a violation of fire codes. Students are liable for all damages resulting from the negligent placement of decorations in their room/suite/apartment.

External Doors

Boston College considers propping, tampering and/or vandalizing exterior doors to be serious violations that endanger the safety and security of all residents living in the residence halls. Students responsible for these violations will be subject to a minimum of \$200 fine and/or community restitution.

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Financial Policies

Before assuming residency and before participating in the Room Selection Process, each student must fulfill all financial obligations to the University.

Fire Safety

Fire prevention requires the efforts and cooperation of all Boston College community members. Students are expected to adhere to all fire safety guidelines promulgated by the University.. Dismissal from housing and/or University, fines, and other judicial and civil action may be imposed for violations. Any prohibited items may be confiscated without compensation to the owner. Fire safety policies for residence halls, including policies on fire evacuation and prohibited items, can be found in the [residential life website](#).

Furnishings

Construction of partitions, bunk-beds, lofts, and other additions to your room is not allowed. The University and the Office of Residential Life reserve the right to determine whether personal furnishings (chairs, couches, mattresses, lamps etc.) are appropriate due to code, policy or space issues. Waterbeds and loft beds are prohibited in all residence halls.

The furnishings provided by the University may not be tampered with and cannot be removed from assigned rooms or common areas. The common area furniture in apartments and suites is for the use of all members of the apartment/suite and should remain in the common area. Common spaces cannot be used as bedroom spaces. Residents will be billed for any items missing from their room or common area.

Bed Risers made of plastic, polyethylene, metal (or the like) are allowed on campus. Cinderblocks, bricks, and/or any other device used for lifting beds are not allowed.

Futons, couches and other common sitting furniture are not permitted in traditional-style rooms on the Newton, Upper, College Road, Lower and Brighton Campuses. In apartments and suites these items can be used in the common areas, but are not permitted in bedrooms.

All alterations to rooms or buildings including painting, patching, paneling, affixing decals or cork boards, installation of beverage bars, or replacing locks are prohibited.

Guest Policy and Non-Residents

In addition to the expectations in the Guest Policy in the Code of Student Conduct, the following guest policy also applies to all residential students. For the purposes of this policy, guests are defined as any person not registered to a room. Students are responsible for the conduct of their guests including any damage caused to University property and violations of University policy and/or the Conditions for Residency. Guests of the opposite sex are not permitted to remain overnight. Guests whose stay extends beyond four consecutive nights must have written authorization from their Resident Director. If another student's room or bed is to be used, the host must acquire that individual's written permission.

Students may not charge or collect money from guests in exchange for accommodations. Students are prohibited from listing rooms or living units for lease, rent, sublet, or overnight stay, which includes, but is not limited to, websites such as craigslist, Airbnb, homeaway, or similar services.

Students may have up to 2 guests per resident in traditional style rooms and up to 4 guests per resident

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in suite and apartment style rooms. Please refer to the Social Gathering Policy on how to register a social gathering.

Sexual activity between or among members of the same or opposite sex is prohibited in the residence halls.

Students are prohibited from using a bathroom that is not designated for their gender. Students are responsible for ensuring that their guests follow the same policy. Students and guests found in violation of this policy will be referred to the student conduct process.

Only students granted housing by the Office of University Admission or by the Office of Residential Life may reside in a University owned or leased residence hall. All those who move in without authorization will be considered trespassers and will be billed for the period of time they illegally lived in the residence hall. Resident students may not allow non-residents to live in their room/suite/apartment.

Hall Sports

All sports including but not limited to baseball, softball, basketball, football, hockey, soccer, rugby, lacrosse, skateboarding, in-line skates, bicycling, Frisbee, wrestling, volleyball, and "hall sports" of any kind are prohibited in the residence halls.

Health Plan

All resident students are required to subscribe to the University Health Care Plan which entitles students to all services offered by Boston College Health Services during the academic year.

Keys and Combinations

There is no initial key deposit for students. All requests for lock and/or combination changes must be made in the Office of Residential Life, located in Maloney Hall, suite 413. However, lost keys, unreturned keys, combination changes and keys issued for lockouts are replaced according to the following: Replacement keys and combination changes to the main doors of suites, apartments and traditional style rooms have a \$50 charge associated with them. Students with multiple lockouts may be referred to the student conduct process.

Replacement keys for bedroom doors within suites and apartments have a \$25 charge.

Keys not returned at semester's end will incur the same charges listed above. If a student has lost a room or bedroom key, the student should go to the Office of Residential Life, Monday - Friday, 9:00 a.m. - 5:00 p.m. to receive a temporary key. Any temporary key that is not returned within one business day will be billed as a lost key.

If a student is locked out of their room, they should first contact their roommate or find an RA for assistance. If a student is locked out between 8 pm and 7 am, the student should contact the RA on duty. If the RA on duty is not available, the student should contact BCPD non-emergency at 617-552-4440 to report they are locked out. From 7 AM to 8 PM, the student may try to find an RA in the building or their Resident Director. If an RA and RD are not available, the student should contact BCPD non-emergency. Combinations should not be shared; students found sharing combinations will be subject to conduct action. They will also be charged a combination change fine. Tampering with locks or the duplication of Boston College keys by students is prohibited. Residents who leave their assigned room before the end of the academic year must return keys within a 24-hour time period.

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The Office of Residential Life monitors lockouts and students requiring staff assistance. On a second documented lockout, students may receive a written warning. On a third documented lock out, students may be fined a \$50 lockout fee and be required to meet with their Resident Director. Students locked out more than three times each year may be fined \$50 for each subsequent lockout.

Living & Learning Communities

Students residing on floors/halls that are deemed Living & Learning Communities are required to abide by the conditions and expectations stated in their living agreement. Students who violate these conditions/expectations are subject to an administrative move and may be banned from floor/hall visitations.

Personal Property and Insurance

The University does not assume liability directly or indirectly for loss or damage to personal property by fire or smoke, theft, water damage or any other cause except to the extent provided by law. The University is not responsible for personal property left behind by students at the end of the year or subsequent to the date of their withdrawal, transfer, departure, suspension or dismissal from any room or apartment. Items found in rooms after the official dates will be discarded. The University does not provide storage facilities for any personal belongings.

All students are required to provide either a separate insurance policy to cover their personal belongings (clothing, stereos, computers, etc.) or they are expected to include it on their family's homeowners policy to cover their property while they are living in Boston College residence halls. Any claims that do not involve Boston College negligence should be submitted to the student's insurance company.

Pets

Students may keep fish in tanks no larger than 20 gallons. No other animals or pets are allowed within the residence halls unless they are service or assistance animals in compliance with the university's [service and assistance animal policy](#). Violations of the pet policy will result in immediate removal of the animal and a minimum \$50.00 cleaning charge will be imposed. In addition, the student may be referred to the student conduct process, and multiple violations of this policy may result in loss of housing.

Posting Policies

All postings on the Boston College campus must be approved and stamped through the Office of Student Involvement and the Office of Residential Life and can only be displayed in designated bulletin boards. Postings not distributed by the Office of Residential Life will be removed. Postings in the residence halls are limited to 150 postings per event. Postings must contain information that is relevant to the event. Postings cannot be libelous or contain any material that is inconsistent with the community standards of Boston College, including any references to alcohol, drugs, or sexual innuendos.

Exhibiting or affixing any unauthorized sign, advertisement, notice, flag or banner, that is inscribed, painted or affixed to any part of the outside of a building, suite, apartment or room window or the inside of the building which may be viewed outside of one's room, is prohibited.

Quiet Hours and Noise Disturbances

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Within residence areas, any noise or sound heard outside one's immediate room/suite/apartment is unacceptable. Violations of Quiet Hours, as posted in the residence halls, will be dealt with as a student conduct matter by the Residential Life staff.

A city ordinance prohibits all noises which would disturb neighbors beyond 50 feet of the residence hall areas between the hours of 12:00 a.m. and 7:00 a.m. Students responsible for noise violations are subject to University disciplinary action. Live music is permitted only with the written consent and authorization from the Office of Residential Life. Music practice and/or rehearsal should take place only in designated music rooms.

Residential Staff

Each residential facility has live-in staff who have the authority to enforce these Conditions for Residency.

Residence Hall Closings

During the Christmas vacation, all residence halls will be closed for security reasons after the last scheduled class or exam. All students must vacate residence halls within twenty-four hours of their last exam or by 5:00 p.m. on the day of the last scheduled exam; whichever comes first. For additional information, students should contact their Resident Director. Students found in closed residence halls without proper authorization may be subject to fines and may be referred for conduct action.

Students who arrive or depart their residence halls on dates other than those specified in the Residency Agreement are still responsible for the rules and regulations as outlined in this document. Students should consult the opening and closing dates on the Residential Life website for each break period.

Right of Entry

The University reserves the right to enter resident student rooms and conduct a plain view search for reasons of health, maintenance, upholding community standards (including safety and policy concerns) or inspections. Except in the event of an emergency, a complete search of the contents of a student's room will only be made with: (a) his/her consent; (b) with a University Search Warrant issued by the Vice President for Student Affairs or his/her designee; or (c) with a duly authorized search warrant from a local court.

In addition, if vacancies exist in a room or apartment, such vacancies may be shown to prospective occupants when accompanied by a member of the Office of Residential Life or Residence Life Staff. If possible, advance notification will be given. In all cases authorized personnel must carry appropriate University identification and show such upon student requests.

Room Assignments and Changes

Returning upperclassmen receive their room assignments via the Room Selection Process. Students who do not complete the appropriate paperwork by the posted deadlines will be housed on a space available basis. This applies to the Room Selection Process and students who are returning from a leave of absence.

Other eligible students receive rooms and roommates through random assignment. The Office of Residential Life reserves the right to assign and reassign rooms. To the extent that alternate rooms are available, students may request room changes through their Resident Director. Students may not change rooms without prior authorization from the Assistant Director, Assignments and Occupancy. Students who are administratively assigned as a result of conduct restrictions are not eligible for room changes.

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Residents may not sublet their room/suite/apartment.

Room Assignment Cancellations

Students who cancel their housing assignments and remain enrolled at the University (e.g. move off-campus), and are not enrolled in an approved study abroad program, are subject to the following fee and refund schedule:

Fall Semester

- Full refund until May 31.
- 20% room rate cancellation fee June 1 to July 14.
- 40% room rate cancellation fee July 15 to fall semester move-in day.
- No refund applied after move-in day.

Spring Semester

- Full refund until October 31.
- 20% room rate cancellation fee November 1 to November 30.
- 40% room rate cancellation fee December 1 to spring semester move-in day.
- No refund applied after move-in day.

Students who receive on-campus housing within the refund periods will have 72 hours from receiving their assignment to withdraw and receive a full refund. After 72 hours, the above housing refund schedule will apply.

Students charged a cancellation fee or not receiving a refund may appeal their charges. Appeals must be made in writing and received within 15 days of submission of the housing cancellation. Requests will be reviewed on a case-by-case basis by an ad hoc committee appointed by the Associate Vice President of Student Affairs.

Students who cancel their housing assignment and are no longer enrolled in the University are subject to the refund schedule found under the Withdrawals and Leave of Absences section of this document.

Room Selection Restrictions

At the time of room selection, students placed on deferred Housing Suspension or Housing Suspension may be prohibited from participating in the general process. If eligible, students will be placed administratively during the summer months.

Students with holds on their student accounts at the time of room selection will not be eligible to participate in room selection. Holds may take 1-2 business days to resolve.

A student who takes a Leave of Absence for the fall semester will be removed from their room assignment and loses all claims to the room. Placement in the same room is not guaranteed for the spring semester. Students returning from a leave of absence will be housed on a space available basis.

Students on a leave of absence during the spring semester are not eligible to participate in the Room Selection Process. If a student is readmitted to housing after a leave of absence, the student is not guaranteed housing and will be housed on a space available basis after the conclusion of the Room Selection Process.

Room Rates and Meal Plans

Any student residing in Upper Campus, College Road and Newton Campus residence halls or in Walsh

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Hall, Greycliff, Stayer Hall, Vanderslice Hall, 66 Commonwealth Avenue, or 90 St. Thomas More Road is required to fully participate in the University Residential Meal Plan Program. No full or partial abatements will be granted for students residing in these residence halls without a housing relocation. Costs of living on campus are listed per semester on our website.

Safety Regulations

Residents may not enter upon, cross or use the rooftops, balconies, overhangs, or air conditioner units on any residence facility.

Medical products such as insulin syringes and needles should be discarded in environmentally approved receptacles which can be obtained through Health Services.

Smoking

Boston College is a [smoke-free campus](#), and this includes a prohibition on the use of electronic cigarettes, vape pens, and vaporizers on campus.

Social Gathering Policy

The Assistant Directors and Resident Directors for Residential Life review all requests for social gatherings in their respective areas. All parties of twenty five (25) or more must be registered in advance by a Residence Life Official and only a limited number of parties can be registered on a given night. Social Gatherings can only be registered by residents meeting all community requirements and residing in senior designated buildings. Social Gatherings can be registered on Friday and Saturday nights only, but not on the day of a home football game. Residents are required to attend the Social Gathering Information Meeting in September. Please consult the "Social Gathering Registration Form" on the housing webpage for policies and additional details. Responsibility to assure that a guest is of legal drinking age rests solely with the resident host(s).

Solicitation and Business Operation

No one may solicit in the residence hall for donations or sell any items or services without receiving written authorization from the Associate Vice President or his or her designee. The income received from items sold must go to an authorized campus organization or a recognized charity, not for the student's personal benefit.

No one is permitted to run or participate in a business venture from their residence hall, including acting as an agent for an outside organization.

The insignia of Boston College, including all names, mascots, logos, and seals associated with the University, are protected by trademark, as well as University policy. Students must have permission from the University to use these items.

No one other than University authorized vendors are allowed on campus to conduct business. No student may serve as the agent of a vendor without written permission from the Associate Vice President. A list of authorized vendors is available upon request from the Office of Residential Life. Distribution of flyers or other materials under residence hall doors is prohibited unless authorized by the Office of Residential Life.

Telephone, Laundry and Vending Machines

Tampering with call-boxes, University-owned telephones, laundry machines, or other vending equipment

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is a serious violation of University policy. In all cases, students will be expected to make appropriate restitution and will be referred for University conduct action.

Room Vacancies

If a student has not occupied his/her room within three days after the first day of classes of each semester and has not informed the Office of Residential Life the space is presumed to be vacant and will be reassigned. All vacancies will be filled by the Office of Residential Life. The Office of Residential Life does not receive approval from residents when placing students into vacancies. Residents may not deliberately discourage a fellow student who is attempting to occupy a legitimate vacancy.

Windows, Window Tabs and Screens

Window screens have been placed on the windows of all residence halls to provide safety and security to resident students. Unless an emergency has taken place, any broken window tabs or opened security screens will be viewed as violations of University policy for which fines and/or conduct sanctions may be imposed. Any student found responsible for opening a window screen will be fined \$100.00. It is the responsibility of the resident(s) to report to their Resident Director any window tab that is missing or broken from their window prior to September 15. After this date, residents will be fined as stated above.

Students are prohibited from entering or exiting buildings through windows. Residents are prohibited from sitting or standing in or on window sills. No object may be dropped, thrown, or hung from windows or rooftops.

Withdrawals and Refunds

In order for a formal Leave of Absence or Withdrawal from Residential Life to be complete, the following criteria have to be met:

- 1) An official Leave of Absence Form must be completed and submitted to the Office of Residential Life through the Agora Portal.
- 2) All personal belongings must be removed from the room or apartment. Students must vacate their assigned room within 24 hours of the termination of their contract.
- 3) All issued keys must be returned to the Office of Residential Life. Additional room billing may result if one or more of the above items are not complete.

The date used to determine room and/or board refunds is that date on which all required Leave of Absence procedures have been completed.

The following schedule applies to students canceling or leaving housing and no longer remaining enrolled for the current academic year at Boston College:

Week	Refund
Prior to the 1st Week of Classes	100% refund of room and board
End of 2nd Week of Classes	80% refund of room and board
End of 3rd Week of Classes	60% refund of room and board
End of 4th Week of Classes	40% refund of room and board
End of 5th Week of Classes	20% refund of room and board
6th Week of Classes and beyond	0% refund of room and board

Students who cancel or withdraw from housing and remain enrolled in the University (e.g. move off-campus) are subject to a housing cancellation fee. The cancellation fee schedule can be found in the

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Room Assignment Cancellations section of this document.

For information regarding board plans please visit the Dining Services webpage at: www.bc.edu/dining.

Students removed from the residence halls through a conduct or administrative process will receive a refund applicable only in accordance with the above schedule. Return to the residence halls is not guaranteed following a conduct suspension.

Once a student takes a Leave of Absence for the Fall Semester, their Room Selection Process assignment is not guaranteed for the Spring Semester. A student who takes a leave from housing loses claim to the room; if readmitted through the appeal process, the student will have no choice to a particular room.