

Conditions for Residency 2015-2016

Mission Statement:

The mission of the Office of Residential Life is to create a respectful, healthy, and safe living community for our residents. We are committed to integrating the Ignatian tradition into the formation of each student by connecting their intellectual, ethical, religious and spiritual lives through a multiplicity of programs and services. Our role in this formational development is achieved by promoting the academic mission, encouraging responsible and ethical behaviors, engaging residents in conversations regarding diversity, and by creating safe, well-managed learning environments where students can seek the greater good.

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 and Community Standards found in the Boston College Student Guide located at www.bc.edu/studentguide. 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.

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 disciplinary 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 Director of Residential Life. Interpretation of the Conditions of Residency is to be decided by the Director of Residential Life. 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 termination of the Residence Agreement after the opportunity to be heard by a staff member in the Office of Residential Life or a Dean of Students. Violations may also be referred for University disciplinary action, up to and including dismissal from the University.

Students should read the following document in full before signing the 2015-2016 Residency Agreement.

Access Cards and ID's

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 the host via a phone panel located outside the main door of the building. Guests must be escorted through the halls by the host.

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.

In residence halls where Desk Attendant Programs are present, students must present IDs to the attendant when staffed. Additionally, in these halls, all guests must register at the desk and be registered by a resident of the building. Guests do not need to leave an ID with the attendant, nor do they need to sign out when they leave.

Alcohol Policy

Students must be 21 years of age or older to consume or possess alcohol. Students who are of legal age may only possess small amounts alcohol for personal consumption. Students under the age of 21 may not host a guest who possesses or consumes alcoholic beverages in their room, suite or apartment regardless of the guest's age. No empty containers of alcohol (including shot glasses and decorative bottles) or paraphernalia are permitted in the residence areas of students who are under the age of 21. Regardless of age, alcohol containers or paraphernalia cannot be displayed on windows or on doors. Providing alcohol to minors or intoxicated persons is prohibited. Students of legal drinking age who are hosting guests are responsible for assuring that all guests consuming alcoholic beverages are of legal drinking age.

The unauthorized use of alcoholic beverages in common areas (i.e., corridors, public lounges, Mod backyards and porches, on the grounds, etc.) is prohibited. All "central sources" (i.e. kegs, large containers filled with alcohol, punch, home brewing kits, etc.) may be confiscated without compensation. Drinking games and/or any other activities that promote the use or abuse of alcohol are prohibited. This includes the use of funnels and gaming tables for drinking. When found, these items will be confiscated and disposed of without compensation to the owner.

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 may not be stored in building common areas, such as lounges, stairwells, trash rooms, etc. The University reserves the right to remove bicycles blocking access within any building and to impound motorcycles found in any residence facility. Due to fire regulations, motorcycles or any other motorized vehicle (unless medically needed) may not be taken inside any residence facility.

Bicycles should be properly stored so that they do not block access in or out of any residence facility. 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 the following:

- \$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 disciplinary action. Failure to maintain these standards at the end of the second semester may result in a review of future housing and disciplinary action.

Residents are required to defrost refrigerators, clean 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 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.

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 will 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.

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 \$100 fine and/or community restitution.

Financial Policies

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

Fire Evacuation

Full student cooperation and participation in all fire drills or other safety-related evacuations of buildings is mandatory. Failure to evacuate a building during a fire, fire alarm or fire drill will result in University disciplinary action. Whenever a fire alarm sounds or a University or Fire Department official calls for an evacuation of the residence hall, all residents and their guests must immediately leave the building by the nearest available exit. The last person to leave a room or apartment must close the door.

Resident students are responsible for learning their residence hall room's two nearest emergency exits and are to evacuate the building by using the staircases. Elevators are not to be used during an evacuation of the building.

Residents should stand outside of the building and away from the entrances during a fire or fire drill. Residents are not to reenter the building until explicitly instructed to do so by a University or Fire Department official.

Removal of, or vandalism to, any Emergency Evacuation Plan or holder posted on room doors or throughout the building is not allowed. Evacuation Plans should not be obstructed or covered by posters or similar devices.

Students with disabilities who may need assistance in the event of a fire alarm or emergency should inform the Resident Director of their placement at the beginning of the year. Students with mobility, sight and hearing impairments should also use the resources of the Disabilities Services Office in the Dean of Students Office. This office can supply a waiver for students to sign regarding the sharing room number to emergency personnel in the event of an evacuation.

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, including those included in this agreement. 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.

Smoking in all residence halls is strictly prohibited. If smoking, students must be at least 20 feet from any residence hall.

Fire extinguishers are placed in specific locations throughout each residence hall. Misuse of an extinguisher is dangerous and extinguishers should only be used in the event of an actual fire.

Within student rooms/suites/apartments, means or views of egress cannot be blocked in any fashion. Items found obstructing means or views of egress will be confiscated and discarded without compensation to the owner. Door closers have been installed on all student room/suite/apartment doors for added safety in the event of a fire and may not be tampered with by students.

Christmas or decorative lights are only permitted from October 15 to the end of the fall semester. All lights must be heat resistant and UL approved. Lights may only be lit while students are present in their room/suite/apartment. Lights should not be in contact with drapes, bedding or other combustible items. Lights should not be wrapped around doors, under carpets, on fire safety equipment, etc. Holiday decorations are not permitted on outside room doors or in hallways. No exterior lights are permitted on the exterior of the Modular Apartments. Live trees, garland and wreaths are not permitted within the residence halls. Only fire retardant artificial trees are allowed within the residence halls. Students are liable for all damages resulting from the negligent placement of holiday decorations in their room/suite/apartment.

Fire Prevention Measures and Prohibited Items

Causing false fire alarms, interfering with a fire alarm system, interfering with fire personnel and/or tampering with or removing fire fighting apparatus, including but not limited to hoses, sprinkler heads or pipes, smoke detectors, fire extinguishers or other fire safety equipment is prohibited.

Overhead lights, smoke detector, sprinkler system, air conditioning unit, wall sockets, etc. may not be covered by any posters, pictures, tapestries, flags, or cloth. Tapestries, flags and cloth cannot be any larger than 5' x 7'. No item can be hung from the ceiling.

Prohibited Items

- Flammable and combustible liquids/gases (including but not limited to propane, butane, gasoline, and paint thinner)
- Barbecue grills are provided in the backyards of all Modular Apartments, and no other grills are permitted. Only match-lit barbecue coal is permitted. The use of any kind of charcoal lighter fluid is prohibited.
- All non-university mattresses are prohibited in the residence halls. Students who need to bring their own mattress into the residence halls for medical reasons must receive authorization from the Director of Residential Life or his or her designee. All mattresses must meet local and state fire regulations.
- Foam mattress toppers are particularly flammable and are prohibited.

- Candles, hookahs, incense, and sources of open flame are prohibited in student rooms.
- Posters, flags and other wall-hangings must be used sparingly and are not to be hung from the ceiling, or in a location that will cover or interfere with light fixtures, outlets, or other appliances.
- Space heaters, heating blankets, air conditioning units, torchiere-style halogen lights and lamps, and any lamps with more than three (3) arms.
- Only three-pronged, grounded, heavy-duty (12 or 14 gauge) power strips or surge protectors must be used in the event that the number of electrical appliances exceeds the number of electrical outlets. These must be UL approved with a circuit breaker.
- Only low-voltage microwaves are permitted in the halls.
- No full sized refrigerators may be brought to campus. Refrigerators brought to campus must have dimensions that do not exceed 24 inches wide x 24 inches deep x 36 inches high. It is recommended that units brought to campus be Energy Star certified. In apartments and suites where common area refrigerators are provided by Boston College, each student may bring a personal refrigerator that does not exceed the dimensions of 24 inches wide x 24 inches deep x 36 inches high.
- In Walsh Hall four-person suites, Upper Campus, Newton Campus, 66 Commonwealth Avenue and Greycliff residence halls, electrical heat producing appliances such as hot pots, hot plates, toasters, toaster ovens, electric frying pans, sandwich grills, waffle irons, "George Foreman" grills, coffee makers (including single-brew coffee makers), steamers, and the like are prohibited.
- In Vanderslice, 90 St. Thomas More Drive, Stayer Hall suites and Walsh Hall eight-person suites, and Edmond's, Gabelli, Voute, Ignacio, Rubenstein, and the Modular Apartment kitchen areas have been provided with special outlets for appliances. Only cooking appliances with a thermostatic control are allowed.

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

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 the Director of Residential Life. If another student's room or bed is to be used, the host must acquire that individual's written permission.

Students may have up to 2 guests per resident in traditional style rooms and up to 4 guests per resident 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 held responsible through 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, footbag, 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 220. 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.

Replacement keys for bedroom doors within suites and apartments have a \$20 charge.

Keys not returned at semester's end will incur the same charges listed above. Students who get

locked out of their rooms should find a staff member to unlock their door. If unavailable, 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 will be billed as a lost key.

Combinations should not be shared; students found sharing combinations will be subject to disciplinary 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.

Room Rates and Meal Plans

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

Quiet Hours and Noise Disturbances

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 disciplinary 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.

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 tropical fish in tanks no larger than 20 gallons. All other animals or pets are not allowed within the residence halls unless specifically approved as a disability accommodation. Immediate removal of the pet and a minimum \$50.00 cleaning charge will be imposed.

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.

No flags, banners, neon or lighted signs, or objectionable images may be displayed in or from residence facility. This includes windows, doors, porches, balconies, or window sills. The Office of Residential Life has the right to determine what is objectionable and may require it to be removed.

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 will be subject to fines as well as disciplinary sanctions.

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 discipline) 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. Students may not change rooms without prior authorization from the Assistant Director, Assignments and Occupancy. Students who are administratively assigned due to conduct restrictions are not eligible for room changes. Residents may not sublet their room/suite/apartment.

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.

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.

Safety Regulations

Residents may not enter upon, cross or use the rooftops, balconies, 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

All residential facilities at Boston College are smoke free. Students cannot smoke in their bedrooms, suites, apartments, or any other area within the residence halls. Those students who do smoke can smoke outside, but must be 20 feet away from the entrance of any residence hall. Residents of the Mods are permitted to smoke on their back porch.

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 Director of Residential Life. 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 Director of Residential Life. 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.

Special Interest Housing and Living & Learning Programs

Students residing on floors/halls that are deemed Special Interest Housing or Living & Learning Programs 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.

Telephone, Laundry and Vending Machines

Tampering with call-boxes, University-owned telephones, laundry machines, or other vending equipment is a serious violation of University policy. In all cases, students will be expected to make appropriate restitution and will be referred for University disciplinary 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 \$200.00. 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 Leaves of Absence

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 or Withdrawal Form must be completed and returned to the Office of Residential Life.
- 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.

Refunds

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

If the formal Leave of Absence or Withdrawal procedure is completed by the end of:

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

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

Students removed from the residence halls through a disciplinary 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 disciplinary 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.