**Application for Off-Campus Living**

Academic Year 2017-18

Applications must be **submitted via the HouseCat Portal** by **Thursday, February 2ndat 4:30 p.m**. Notification of permission to live off-campus will be provided to the groups selected on **Monday, February 6th at Noon.** Final confirmation is due to the Office of Residence Life and Health Education via Google Form no later than **Friday, February 10th, by 4:30 p.m**.

**If you do not return a signed housing contract by the deadline, you will not have**

**approval to reside off-campus. Proxies *may* sign for the student they are representing only if the student that they are proxing for cannot complete the form.**

* The rebate for the 2017-18 academic year is tentatively estimated at **$4,200 for housing and $4,200** for meals. Your rebate will show as a credit on your bill.
* Meal plans can be changed for the first semester until Friday, September 15, 2017. If you are a proxy, please communicate this to the student you are representing. We will not make exceptions to this deadline.
* You must provide the Office of Residence Life and Health Education with your local address and phone number as soon as possible; and no later than September 1, 2017. You must also register your car with Security, regardless of whether or not you are applying for a parking permit.
* Approved students who sign the Off-Campus Contract with the Office of Residence Life and Health Education **will not** be allowed to participate in the on-campus housing lottery. Involvement in the housing lottery will immediately nullify the student’s off-campus application and /or contract.
* The maximum number of students permitted to live off campus each year is 125. Students not receiving permission to live off-campus will be put on a waiting list, and will be notified as space becomes available. Waitlisted students should still go through the on-campus room selection process.
* It should be understood that when a student receives permission to live off-campus, this student is expected to provide their own housing for the entire academic year. Although some on-campus housing may become available, it is **not** guaranteed that students who have completed off-campus contracts will be assigned those spaces.
* Off-campus status is not automatically renewed each academic year. Students must submit applications for each year they wish to be considered for off-campus living.
* Disciplinary records will be considered in determining a student’s eligibility to live off campus. Bates College may revoke off-campus status at any time.

# Knowing your Tenant Rights

# It is important to read your lease carefully before signing. Your landlord is solely responsible for providing you with a safe residence, including compliance with life safety code requirements and other regulations. Bates has no responsibility for the condition or safety of your dwelling. You should also become familiar with your rights as tenants. Please review the renters’ rights provided by the State of Maine, located here: <http://www.maine.gov/tools/whatsnew/attach.php?id=27933&an=1>

# Standards and Accountability for Off Campus Students

# We expect that you will be sensitive to the fact that you are living in a community with non-students. This includes being aware of how things might impact those who live around you. Living with neighbors requires respect, civility, and adaptability. This includes no disruption to those who live around you with excessive noise, parties, garbage, and parking issues. If you are found in violation of these standards, this may result in either the group or individuals being referred to the off-campus complaint and disruption policy.

# Points to consider when becoming a positive part of your off campus neighborhood:

# Introduce yourselves to your neighbors and exchange contact information. Learn about them and share information about yourselves. Communication early on will help avoid problematic situations later.

# Keep noise and disruption to a minimum. This includes all visits from potential guests.

# Avoid walking across your neighbors’ lawn and in their backyards.

# Park your cars only in approved, legal spaces.

# Off-Campus Complaint & Disruption Policy

The college maintains a progressive disciplinary response for students residing off-campus whose actions or the actions of their guests prompt a law enforcement agent or Bates Security Officer to respond to the residence as a follow up to a complaint or after observing illegal activity. The system has three levels as listed below. Depending on the severity or egregiousness of the incident, the College reserves the right to proceed immediately to a higher level of response.

1. Meeting with Student Affairs. Formal warning issued to residents.
2. Meeting with the Student Affairs. Second warning issued. Community restitution hours or other requirements issued to those living in the house. Copy of warning letter issued to students’ parents.
3. Meeting with the Student Affairs. Referral to the Student Conduct Committee where penalties of probation, suspension and expulsion are considered.

**Circumstances that result in warnings being issued include, but are not limited to, the following:**

1. Police action initiated by a complaint filed by a neighbor who leaves their name.
2. Police action initiated by a complaint filed anonymously, if the law enforcement officer verified to Bates Security that the level of noise coming from the residence was causing a disturbance and/or a summons was issued to a resident of the house or a guest.
3. A law enforcement agency acting independently of any complaint, if a residence of the house or a guest is summonsed by a law enforcement officer for unlawful conduct.
4. In the case of Bates Security acting independently of a complaint, a warning will be issued if the incident report indicates that the party was causing a disturbance to the surrounding neighborhood or if there is a case of major student misconduct at the off-campus residence.

**Code of Student Conduct**

The college reserves the right to investigate and discipline alleged misconduct even when it occurs off-campus. The college will usually apply the code in instances where the off-campus misconduct:

1. occurs in connection with a college-sponsored event or when students are acting as representatives of the college, or
2. directly affects another member of the Bates community, or
3. suggests a potential danger or threat to others.

**The College reserves the right to review and amend these policies with notice.**