

BATES COLLEGE
RESIDENCE HALL REGULATIONS
SUMMER 2018

I. ELIGIBILITY

On-campus housing is limited to current students **employed** during the summer in the following capacities:

- Conducting research supervised by a Bates faculty member
- Working for an administrative office of the College
- Participating in a Bates funded Purposeful Work internship
- Participating in community work funded by the Harward Center

Because rent is deducted from Bates payroll, students living in on-campus housing during the summer must be employed by Bates College or in a fellowship funded by an office of Bates College.

II. HOUSECAT APPLICATION & DATES

Summer housing is arranged and supervised by the Office of Residence Life & Health Education. These policies cover the summer period (May 28, 2018 to September 2, 2018), although students will be charged for a maximum of only twelve weeks. All students looking to live in on-campus housing will need to fill out a HouseCat application through the Office of Residence Life & Health Education website.

Dates

Access to summer housing is limited to the term of employment only and not available until the day following graduation. Students must provide their dates of residency (employment contract dates) when completing the Summer Housing Application via HouseCat.

- There will be no break in the dates given for summer housing (i.e. vacations).
- These dates shall be considered a binding agreement between the student and the College, and only one change to the dates of residency will be permitted after the application is submitted.
- Students must also amend their contracts if changes are made to their type of employment.
- We will not accept new HouseCat applications after August 12th or contracts with start dates after August 12th.
- Any student abroad or away from campus in the fall must vacate summer housing by August 18th.

III. PAYMENT POLICY FOR ENROLLED STUDENTS

Students are charged a fee set by the Financial Office that supplements the College's costs. The fee is \$65.00 per week for a double or single room.

- The week designation is Sunday to Saturday.

- We do not charge for the week immediately following Commencement if students will be here for longer than just that week.
- Students may pay for their rooms in one-week increments only; for example, if a student wishes to live on campus for 3½ weeks, they must either pay for four full weeks of housing or pay for three weeks and find alternate accommodations for their remaining days of employment.
- The housing fee must be paid through the Payroll Department as a payroll deduction, unless the student is a graduated senior. Due to this payment procedure, students must work the required number of hours per week to ensure adequate funds in their accounts to cover the cost of housing.
- Delinquent bills will be assessed to the student's tuition bill and, if unpaid, may affect registration, graduation, and/or continued attendance at Bates.

Calculation of Payroll Deduction

The number of weeks a student is living in on campus housing is added up and multiplied by the rent per week (\$65). This number, the total amount due for summer housing, is then divided among the number of payrolls the individual student will be receiving payment. Questions on particulars of rent and payment should be directed to Dorothy Letourneau the Payroll Department.

2018 Payroll Dates

Dates Covered	Check Date
05/27/2018- 06/09/2018	Friday, 06/15/2018
06/10/2018- 06/23/2018	Friday, 06/29/2018
06/24/2018- 07/07/2018	Friday, 07/13/2018
07/08/2018- 07/21/2018	Friday, 07/27/2018
07/22/2018- 08/04/2018	Friday, 08/10/2018
08/05/2018- 08/18/2018	Friday, 08/24/2018
08/19/2018- 09/01/2018	Friday, 09/07/2018

IV. SUMMER HOUSING FOR NEWLY GRADUATED STUDENTS

Payment Policy

Any graduating senior wishing to stay in summer housing must pay in advance for housing in 4 week increments according to the dates provided to the Office of Residence Life & Health Education in that student's Summer Housing Contract. Failure to pay in these increments may result in removal from summer housing. Graduated students will need to pay by cash or check by visiting the Office of Residence Life & Health Education. Students will receive a deposit slip with accounting information and then the student will bring the money and deposit slip to the accounting office for payment. The accounting office will provide a receipt.

International Graduates

Only those international graduates who have written proof of acceptance to a graduate school in the United States are allowed to work the summer after graduation because, by law, they are still considered Bates students until they report to their new school. There are no exceptions to this rule. If a graduate is waiting for a job to start in another city, they may not work at Bates in any capacity on or off campus.

Dates

Newly graduated students must vacate summer housing by August 18th.

V. RESIDENCE HALL REGULATIONS

During the summer months, the same policies and regulations apply. These regulations are outlined in the “Residence Hall and Dining Service Regulations, 2018-2019” and in those portions of the Bates College Handbook that are relevant.

- The Residence Hall and Dining Service Regulations: <http://www.bates.edu/housing/housing/residence-and-dining-regulations-2/>
- The Handbook: <http://www.bates.edu/student-affairs/student-handbook/>

VI. SECURITY

- **Keys**

To ensure personal safety and to protect against theft, students are provided with keys to their rooms. Keys are issued from the Access Control Office and must be returned to the Access Control Office at the end of the student’s summer contract. Loss of a key causes a serious threat to security of resident students. Duplication or unauthorized possession of keys to College properties is a serious infringement and will lead to disciplinary action. Fees associated with keys will be paid through student accounts:

- Lost keys: require a lock change fee of \$75.00 per key
- Failure to return a key: require a fee of \$100.00 per key

- **Personal Property**

The College assumes no responsibility and is not insured for the loss of or damage to personal property of students. **Please consult your own insurance (renter's or homeowner's) policy for insuring your belongings.**

VII. SOCIAL RESPONSIBILITY

Any student who becomes disorderly, interferes with the rights of others, damages property, or is involved in a disturbance or unacceptable social behavior, either individually or as a member of a group, will jeopardize their privilege of living on-campus.

Student conduct in violation of the Code of Student Conduct may be referred to the Student Conduct Committee or to Student Affairs and may be subject to disciplinary action. Serious or multiple violations of this contract will result in removal from college housing.

Neither the College nor any of its employees shall be under any liability whatsoever for such removal. Students are reminded that excessive noise often interferes with the rights of others and will not be tolerated.

VIII. **VISITATION IN RESIDENTIAL ROOMS**

Guests who are not current residents of the College and who use campus facilities for more than 48 hours will face financial penalties and/or legal action. Any resident student who provides extended residence to a non-student or an off-campus student is in violation of this contract and will lose the privilege of living on campus.

IX. **MAIL**

During the summer months, Bates Post & Print will be available to Bates students for mail pick-up. All mail sent to students residing on campus during this period of time should be addressed to students' permanent box numbers. Graduated seniors should contact Post & Print to request that their mailbox remain open for the summer.

X. **DINING SERVICES**

Meal Plan Policy

Students will need to purchase individual meals or select a meal plan option to be able to dine in Commons. Dining Services will provide meal hours and availability, which are subject to the needs of the summer programs on campus. All students choosing to purchase a summer meal plan are governed by the same dining regulations that are in effect during the academic year - specifically no food is to be removed from Dining Services. Access to Commons will be gained through the use of the student I.D. card.

Meal Plan Options

All packages are non-refundable. Individuals will not be reimbursed for uneaten meals and meal plans cannot be used in the Den. Meal plans must be paid in full, there is no payment plan, and payments are to be made directly to Dining Services.

- 120 Meals \$720.00
- 85 Meals \$510.00
- 50 Meals \$300.00

If none of the plans listed above meet your needs, please contact the Director of Dining Services, Cheryl Lacey at ext. 8355 or via e-mail so she can customize a plan for you.

Should you have any issue with access, contact David Perreault, Assistant Director for Cash Operations and Technology, at ext. 8237 or via e-mail.

Questions about any aspect of these terms should be directed to the Office of Residence Life and Health Education 207-786-6215 or housing@bates.edu.