

BATES COLLEGE
RESIDENCE HALL REGULATIONS
SUMMER 2021

This document is subject to change.

I. ELIGIBILITY

On-campus housing is limited to current students in the following capacities:

- Conducting research supervised by a Bates faculty member
- Working for an administrative office of the College
- Participating in a local internship that is sponsored, funded, and approved by the Bates Center for Purposeful Work
- Participating in community work funded by the Harward Center
- Unable to return to home country based on travel restriction or significant extenuating personal or family circumstances

II. HOUSECAT APPLICATION & DATES

Summer housing is arranged and supervised by the Office of Residence Life & Health Education. These policies cover the summer period (from May 26, 2021 to September 1, 2021). 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 and will pay the below room and board fees up front or through payroll deduction.

- HouseCat application opens: Monday, May 10, 2021
- HouseCat application closes: Monday, May 17, 2021

III. CONTRACT INFORMATION

Access to summer housing is limited to the terms below and not available until the Sunday following graduation. Students must provide their dates of residency (matching their job or internship dates) when completing the Summer Housing Application via HouseCat. You will upload your work/internship/research contract into HouseCat when you apply.

- There will be no break in the dates given for summer housing (i.e. vacations).
- All payments are done in week increments (Sun-Sat). We do not make half weeks, etc.
- These dates shall be considered a binding agreement between the student and the College, and only one change to the dates of residency or meal plan will be permitted after the application is submitted.
- Students must also amend their contracts if changes are made to their type of employment or reason for being on-campus.
- We will not accept new HouseCat applications after August 1, 2021 or contracts with start dates after August 9, 2021.

IV. MOVING DATES

- Students approved for summer housing starting right after commencement will stay housed in their regular housing for the first few days of summer (Wednesday, May 26- Friday, June 4) as the summer residence halls are cleaned.
- Summer students will move to Summer Housing Saturday, June 4- Monday, June 7. All belongings must be out of the previous residence and keys returned by 5pm on Monday, June 7.
- Summer students will move from their summer housing to their fall 2021 housing in mid-August. The dates for this are forthcoming with the approval of the 2021-2022 academic calendar.
- Any student abroad or away from campus in the fall must vacate summer housing by August 15.

V. HOUSING & ACCESS

For summer 2021 only, students will live in Chu and Kalperis Hall. Each student will have their own room to reduce exposure and quarantine needs. All rooms will be assigned by the Office of Residence Life and Health Education. All residential students will have access to both Chu and Kalperis Hall. Chu and Kalperis Hall both have air conditioning throughout the summer, laundry facilities, study spaces, and lounges.

As the college continues to manage transmission risk, all residential kitchens will be closed for the summer as they were during the academic year:

- Stoves will be turned off.
- Refrigerators and microwaves will remain plugged in.
- Sinks will be available to support sanitation practices.

VI. MEAL PLAN

As on-campus kitchen spaces are not available to students remaining on-campus for the summer, a meal plan is included and mandatory as part of summer room and board fees. Meals will be provided for on-campus students from Commons.

Board Plan Options

- Housing w/ 19 Meals \$150.00 per week
- Housing w/ 14 Meals \$125.00 per week
- Housing w/ 10 Meals \$105.00 per week

All packages are non-refundable and sold in week increments – Sunday through Saturday. Individuals will not be reimbursed for uneaten meals/ housing dates not used.

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. Should you have any issue with access, contact Jenny Graves, Business Manager for Dining, Conferences & Campus Events, at ext. 8281 or via e-mail at jgraves2@bates.edu.

Students with special dietary needs, or who have questions about the menu should contact Cheryl Lacey, Director of Dining at clacey@bates.edu or 207-786-8355. If you have any issue with access, please contact Jenny Graves, Business Manager, at ext. 8281 or via e-mail at jgraves2@bates.edu.

VII. PAYMENT POLICY AND COST

Students are charged a fee set by the DCCE that supplements the College's costs. The fee is \$150, \$125, or \$105 (depending on meal plan selected) per week for a double or single room.

- The week designation is Sunday to Saturday.
- We do not begin until Sunday, June 5, 2021.
- Students may pay for their rooms in one-week increments only; for example, if a student wishes to live on campus for 3 and ½ weeks, then 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 and meals fee must be paid through the Payroll Department as a payroll deduction, unless the student is a graduated senior or paid by a grant in bulk at the beginning. 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.
- If you are not on Bates payroll or a graduating senior, payment arrangements can be made with Jenny Graves, Business Manager for Dining, Conferences & Campus Events, at ext. 8281 or via e-mail at jgraves2@bates.edu.
- Delinquent bills will be assessed to the student's tuition bill and, if unpaid, may affect registration, graduation, and/or continued attendance at Bates.

VIII. PAYMENT CATEGORIES

Students are on campus for a myriad of reasons, so there are multiple ways that the summer room and board is paid.

Calculation of Payroll Deduction for On-Campus Jobs

You rent/meals per week (\$150, \$125, or \$105) will be subtracted from your paycheck that corresponds to those weeks. Please see the payroll dates chart below to understand when you will be paid. Questions on particulars of rent and payment should be directed to Dorothy Letourneau in Human Resources: dletourn@bates.edu

Calculation of Payroll Deduction for Grants/Funding through Bates Payroll

This typically applies to Purposeful Work or Harward Center, sometimes faculty research. The number of weeks a student is living in on campus housing is added up and multiplied by the rent/meals per week (\$150, \$125, or \$105). This number, the total amount due for summer housing is then divided among the number of payrolls the individual student will be paid on. Questions on particulars of rent and payment should be directed to Dorothy Letourneau in Human Resources: dletourn@bates.edu

2021 Payroll Dates

Dates Covered	Check Date
06/06/2021- 06/19/2021	Friday, 06/25/2021
06/20/2021- 07/03/2021	Friday, 07/09/2021
07/4/2021- 07/17/2021	Friday, 07/23/2021
07/18/2021- 07/31/2021	Friday, 08/06/2021
08/01/2021- 08/14/2021	Friday, 08/20/2021
08/15/2021- 08/28/2021	Friday, 09/03/2021

Calculation of Payroll Deduction for Grants/Funding Upfront or Graduated Seniors

This typically applies for faculty research, anyone that is not funded by Bates payroll, and all graduated seniors. Students in these categories 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. Payments will be made to Dining, Conference, and Campus Events, with more information available as the summer approaches.

Considerations for Students Unable to Leave Campus

Students, who are unable to return to their home country based on travel restriction or facing significant extenuating personal or family circumstances will have need-based support.

IX. STUDENT EMERGENCY FUND

At Bates College, we recognize that unforeseen circumstances impact student success and well-being. In the case of a sudden, temporary, and/or unexpected financial situations, students can apply to receive Bates College student emergency funding through our Student Emergency Fund. We know that some students will have to remain on campus for all or part of the summer due to international flight restrictions.

For more information about the Bates Student Emergency Fund and for application instructions, please contact the Administrative Coordinator for Student Affairs at fhauger@bates.edu, 207-786-6220, or visit Lane Hall 103.

X. SUMMER HOUSING FOR NEWLY GRADUATED STUDENTS

Eligibility

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 15, 2021.

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.

XI. SAFETY & SECURITY

- **Room Access & PIN Codes**

In Chu and Kalperis hall, doors are keycard and PIN. You do not have a key, you must set up your pin on Garnet Gateway. Please follow these instructions to set up your PIN:

Setting Your Bates ID PIN

1. Go to the Bates website, and login to the [Garnet Gateway](#) with your User ID and Garnet Gateway PIN
2. On the Home menu go to
 - Account & Access:
 - Security:
 - Bates ID Card
3. Set your new Bates ID PIN

- **Returning Winter Keys**

Keys are issued from the Access Control Office in Bates Campus Safety and must be returned to the Access Control Office at the end of the winter semester. 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 \$100.00 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 homeowner's insurance policy for insuring your belongings.

XII. 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, 2021-2022" and in those portions of the Bates College Handbook that are relevant.

- The Residence Hall and Dining Service Regulations: <https://www.bates.edu/housing/policies/>
- The Handbook: <http://www.bates.edu/student-affairs/student-handbook/>
- Public Health Agreement: <https://www.bates.edu/academic-year-2020-21/public-health-agreement-and-acknowledgement-of-shared-responsibility-and-risk/>

XIII. 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 the Student Affairs Office 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.

XIV. VISITATION IN RESIDENTIAL BUILDINGS

On campus summer students will have access to all residential spaces housing summer students. Guests who are not current summer on-campus residents of the College are not permitted in campus residences. This includes Bates students who live off-campus. Any resident student who provides access to a 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.

XV. 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 the post office to request that their mailbox remain open for the summer.

XVI. TESTING

TBA mid-May 2021