



RESIDENTIAL  
LIFE AND  
HOUSING

PRATT INSTITUTE

# RESIDENCE HALL LICENSE 2024-25

This Residence Hall License is extended by Pratt Institute to individual students for the period of time specified in the housing application. Students living in residence halls without kitchens are required to participate in a mandatory meal plan. Students must abide by the policies and regulations of this Residence Hall License as well as by the Institute rules and expectations outlined in the Community Standards and Student Policies page of the Pratt website. All students are expected to comply with all federal, state and local laws and regulations. Students may not permit anyone not duly assigned or approved by the Institute to share any part of their assigned housing or attempt to assign or transfer their assigned housing to anyone else. Students may not prevent another student from occupying a shared housing assignment. The dates and cancellation/refund policies contained in this housing license supersede any other published dates and/or cancellation/refund

## I. Term of License Period

This license is for the period of time indicated in the housing application: one full academic year (fall semester and spring semester), spring semester only, or summer only. Students who wish to cancel their license must do so in writing. To cancel the license, a Housing Cancellation Request must be submitted to and approved by Residential Life & Housing, herein referred to as "RLH". Refer to Section V for the cancellation penalty and refund schedule. For residents with academic year (Fall and Spring) license, the term of the license is continuous from move in for Fall through move out for Spring. For residents who cancel the license for Spring, the term ends at the conclusion of the Fall semester and is required to meet the Fall move out procedures.

## II. Eligibility

To be eligible for Institute housing an individual must be a full-time, registered student at Pratt Institute. Exceptions to this must be recommended in writing by departmental faculty and approved by Residential Life & Housing (RLH). Students are no longer eligible for Institute housing if their enrollment is terminated, if a student withdraws or is dismissed, or if the student fails to maintain full-time status.

## III. Occupancy

Occupancy is defined as possession of keys to the room. Students may not occupy or deliver items to their rooms prior to the official opening date of the residence halls. The official opening date for new students is different from the official opening date for continuing students. The right to occupy a residence space officially ends 24 hours after the final examination or survey. Students must notify RLH if they plan to arrive more than 24 hours after the scheduled move in date. Failure to do so may result in cancellation of the room assignment without notice. Students are financially liable for occupancy of a space beyond the move out date and between terms (interim periods between Fall and Spring, Spring and Summer and Summer and Fall) in cases where consecutive term licenses are not in place.

## IV. Payments

- A. A housing deposit of \$300 is required upon initial application for fall and/or spring housing, and \$50 for summer. The deposit will be credited to the student's account and will be applied to the first semester rent or any cancellation penalties assessed.
- B. Room Rates. Room rates are determined annually and are published in the Enrollment Guide and on the Pratt website.
- C. Assumption of Charges. When accepting a residence hall license, it shall be understood that in the event the services of a collection agency and/or an attorney are required in order to collect the unpaid balance, the student shall be responsible for payment of collection costs and/or actual cost of legal services. In addition, the Institute may disclose the information to credit bureau organizations.

## V. Cancellation Penalty Schedule

**Continuing Students:** Upon receipt of a completed application or full participation in continuing student Room Selection, an assignment is made by RLH, and the student will be charged for the cost of the room. Cancellation requests received and approved by RLH either in-person or electronically are assessed the cancellation penalty per the schedules below, and the fees will be applied to the student's account.

**New Students:** Upon receipt of a completed application an assignment is made by RLH, the student has a period of 7 days to accept the assignment offer. Unaccepted assignment offers will be withdrawn and the \$300 housing deposit will be forfeit. Upon acceptance of the assignment offer, students will be charged for the cost of the room. Cancellation requests received and approved by RLH either in-person or electronically are assessed the cancellation penalty per the schedules below, and the fees will be applied to the student's account.

A student who has not been offered a room assignment may cancel their housing application and receive no penalty.

### Fall 2024

Before May 1, 2024	No Penalty
May 1 - May 31	\$300 Penalty
June 1 - July 15	\$500 Penalty
July 16 - Aug 15	\$1000 Penalty
Aug 16 - Aug 31	50% of semester rent penalty
Sept 1 - Oct 1	75% of semester rent penalty
After Oct 1, 2024	No Refund

### Spring 2025

Before Nov 15, 2024	No Penalty
Nov 15 - Dec 17, 2024	\$1000 Penalty
Dec 18, 2024 - Jan 22, 2025	25% of semester rent penalty
Jan 13 - Feb 28, 2025	50% of semester rent penalty
After Feb 28, 2025	No Refund

Students who are studying abroad for Spring or who will be graduating at end of Fall semester must submit a cancellation form and abide by above schedule.

## Summer 2025

For all students, any unassigned applications will have a two-week grace period from date of application to cancel and receive a full refund.

Cancellations 14 to 8 days before your move in date:	\$50 penalty
7 days before to 1 day after your move in date:	\$250 penalty
2 days after thru 7 days after your move in date:	\$500 penalty
More than 7 days after your move in date:	100% penalty

Students' move in dates may vary. Your move in date is the date you indicated on your summer housing application.

## VI. Administrative Policies

- A. Room Assignment. All rooms are assigned by RLH with consideration given to students' stated preferences selected through the Housing Preference process. These preferences cannot be guaranteed and are met based on availability. Students are prohibited from switching rooms or permitting any part of the room to be shared by persons not assigned by RLH, including occupying empty portions of doubles or triples not assigned to them. RLH reserves the right to assign a new occupant to fill vacancies, make changes in room assignments, and to reassign or remove a student from Institute housing for reasons of health, safety, security, or conduct.

### B. Move In & Move Out Dates

Move In	Fall 2024	Spring 2025
All New Students	Aug 18	Jan 23
Continuing Students	Aug 23-25	-
Move Out	Fall 2024	Spring 2025
Non-graduating Students	*	May 17
Graduating Students	Dec 17**	The Day After Commencement***

\*Students living on campus for both Fall and Spring semesters do not move out at the end of the Fall semester.

\*\*Students who have cancelled their license for Spring semester move out on this date also.

\*\*\*Note: Subject to change depending on the date of Commencement.

### Summer 2025 Move In & Move Out

Summer move in and move out dates vary. Students indicate this on their housing application.

- C. Vacation Periods/Special Sessions. Residence halls remain open during the regular academic year, including the break between semesters and spring break. RLH determines which buildings will be open for summer and will notify students during the spring semester. Students wishing to reside on-campus during the summer months must be enrolled in classes, employed by the Institute and/or engaged in a Pratt-recognized internship to be eligible for housing. During this period, students may be required to relocate.
- D. Room Changes. At the beginning of each semester, consideration is given to requests for room changes. Although requests will be considered, the Institute cannot guarantee specific room types, etc. Immediately following the room change period, consolidation of students into certain spaces might occur. All changes must be approved by RLH. Students are not permitted to occupy more than one space at a time. When making an approved room change, a student may hold the key to two rooms for a specified period of no more than 48 hours. Students may be held financially responsible for occupancy of more than one space beyond this time.
- E. Move-In. Upon acceptance of the key to the room, each student must complete and sign a room condition report, key card and other related move-in documents provided by the Institute. A charge will be assessed students who arrive prior to the published move-in date. The charge (Early Arrival Fee) will be \$100 per day.
- F. Move-Out. Canceling the current term housing contract requires the student to move out of their on campus space within 48 hours. Canceling the upcoming term, the student would move out at the end of the current term. RLH can provide limited flexibility with the move out date, on a case-by-case basis. Permission to remain in Institute housing beyond the specified deadline must be obtained in writing from RLH and may result in an Extension of Stay charge.

Students must remove all refuse and discarded material and leave the room/apartment clean. This includes all kitchen cabinets and appliances. Charges for additional cleaning, removal of personal property, and the loss or damage caused by the student are billed to the student. Rooms are not considered vacated until the key is returned to, and move-out documents are signed by, a residence hall staff member. At the end of the Fall, Spring, and Summer Sessions students who do not have a Residence Hall License on file for the upcoming session must vacate their room as specified by the Institute calendar. The Institute reserves the right to charge for occupancy after the license period. A move out does not constitute a break in the Housing License. Failure to abide by these move out procedures will result in a \$100 Improper Check Out fee in addition to Extension of Stay charges.

## VII. Residence Hall Facility Policies

- A. **Damage.** Each student is responsible for any damage to their assigned room or quarters, or to the furniture, fixtures, equipment, and effects contained therein, and for any damage caused to any other part of residence halls premises or attendant facilities. Upon move in to their assigned residence hall space, each student completes move in documents. When countersigned by a representative of the Institute, these documents become the basis for assessment of any damage, and/or loss to the room/apartment attributable to the resident at the termination of occupancy. Damage charges may be assessed through the room condition report if the move out conditions have changed compared to the move in conditions. In the event that two or more students occupy the same room, apartment, or quarters, and it cannot be ascertained which student is responsible for the damage, the assessment is made against both or all equally. Failure to complete, sign, and return these forms at move in results in the student's assumption of responsibility for any damage evident in the room and common areas within the apartment/suite. Damage in common areas caused by persons unknown and their inherent charges are the responsibility of all residents of the suite, apartment, hall or unit as appropriate. Students are responsible for damage caused by their guests.
- B. **Room/Apartment Inspection.** The Institute reserves the right to inspect rooms and apartments in the interest of health, safety, and property control. The Institute will conduct apartment inspections twice per semester, and will conduct a general facilities inspection once each year. Authorized Institute personnel may enter any room, suite or apartment at any time without prior notice.
- C. **Furniture**
1. Furniture provided by the Institute may not be removed from student rooms, apartments or common areas. Students are responsible for any costs incurred by unauthorized use of furniture, moving furnishings back to their proper location, or for the loss or damage of the furnishings.
  2. Extra furniture, beyond that which is provided by the Institute, is not permitted. Exceptions include any small, portable piece no larger than 3 x 3 x 3 ft.
- D. **Electrical Appliances.**
1. Air Conditioners are permitted in Willoughby Hall and Grand Avenue as long as they are properly installed floor-standing units or units in the through-wall sleeves. Air conditioners are permitted in Townhouses as floor-standing units only. Air conditioners are not permitted in Stabile, Pantas, Emerson (which are centrally air-conditioned), or Esther Lloyd-Jones (due to power configurations) residence halls. Improperly installed units will be removed at the student's expense.
  2. Microwave ovens except for those provided by RLH, toaster ovens, toasters, and any other exposed coil appliances are prohibited from rooms without kitchens. Coffee makers and the like with non-exposed heating coils are permitted.
  3. In all halls with kitchens (GAR, TNH, WRH) refrigerators are permitted (in addition to those provided by the institute) if they are no more than 5 cubic feet and are grounded by a three-wire cord assembly. In halls with no kitchens (EMN, ELJ, LJP, VAS) considerations are given with requests through special housing/dining accommodations.
  4. Personal electrical appliances and devices (televisions, radios, computers, hair dryers and the like) are permitted as long as they are Underwriters' Laboratories (UL) listed and do not exceed the amperage limits of the room/apartment causing risk of fire.
  5. Electric heaters, unless provided by the institute are not permitted in any residence hall.
  6. Students are liable for damage or injury resulting from use of unsafe or improper use of any electrical appliance or device.
  7. Large building tools and/or equipment are not permitted in any residence hall.
  8. Any appliance or device not specifically identified above is not permitted without prior written authorization from RLH.
- E. **Room/Suite/House Care.**
1. Each student is responsible for immediately reporting, through the work order system, the need for repairs to their assigned room or quarters and all fixtures, furniture, equipment, and effects contained therein. Failure to do so may result in charges from damage caused by failing to report repairs. Students may not make unauthorized repairs to the apartment or its equipment.
  2. Students are responsible for cleaning and removing waste material regularly, and maintaining satisfactory health and life safety standards in their room/suite/apartment. Additionally, stoves and ovens must be cleaned on an on-going basis in order to prevent pests, fire, and activation of the fire alarm system.
  3. Rooms and apartments are painted on a scheduled basis. Students who paint their room or any portion thereof risk being charged for the cost of returning the room to its move in condition. Students will be charged for any damages resulting from painting of rooms or apartments.
  4. The upkeep of wall, ceiling and floor areas of the room/suite/apartment is the responsibility of the student as reflected in the room condition report. Damages as a result of nails, tacks, screws and adhesives will be charged to the student's account.
  5. Tapestries, carpeting, or other fabrics may not be used in such a way that poses a risk of fire.
  6. Students are not permitted to structurally modify or to authorize or order structural modification of their rooms, apartments or any other part of the residence hall.
  7. Students may not alter or replace present locks or other security devices or install additional locks or other security devices.
  8. Commercially produced "bed-risers" or bunking of institutionally provided bunkable beds are permitted. All other forms of bed lofting are prohibited.
- F. **Extermination.** Exterminations are done on a regularly scheduled basis to control pests. It is the responsibility of the student to report any pest problems through the work order system. Students are required to permit personnel to enter their room/apartment/suite to perform regularly scheduled extermination procedures.

## VIII. Community Standards/Safety and Security Policies

- A. **Keys.** Students are issued keys to their room/apartment, and are responsible for them. Lost or stolen keys will necessitate the replacement of a lock. Students will be charged for the costs of the lock change and key replacements.
- B. **Guests.** Any overnight visitor in a room or apartment staying for more than three nights in any two week period must have written permission from the Hall Director and roommate(s), or suitemate(s) of the room/apartment/suite. Residents are responsible for the conduct of their guests and must be present during the duration of the visit. Guests must be signed in at the security booth or a resident must register a guest pass 72 hours prior to their guest's arrival. All guests must comply with all residence hall rules and regulations.
- C. **Noise**
1. All students are expected to abide by the Quiet and Courtesy Hours as listed in the On-Campus Living Guide.
  2. Musical instruments that are large and used to emit loud sounds, such as drums and instruments with amplifiers, are not permitted in the residence halls for both space and noise reasons.
- D. **Pets.** Pets are not permitted in residence halls with the exception of fish. The maximum aquarium capacity permitted is 15 gallons. Emotional support animals must be registered and approved through the Learning Access Center before they are allowed in the residence halls.
- E. **Fire Safety.** Pratt Institute and all residence halls are smoke-free. No smoke, vape, or tobacco use is allowed in any campus space or within 25 feet of all campus entrances, exits, or building exterior walls containing windows or intake vents.
1. All students must evacuate the building when a fire alarm sounds. Failure to evacuate, placing false alarms, interfering with the proper functioning of a fire alarm system, tampering with or removing the detection devices, extinguisher, sprinkler and fire safety apparatus are grounds for disciplinary action and/or appropriate criminal actions.
  2. **Flammable Materials.** The use of any open-flamed devices such as burning incense, candles, sternos, and kerosene lamps is prohibited. As a result of their inherent dangers, flammable materials such as paints and paint thinners are prohibited in the residence halls, except in very small quantities in properly labeled containers. All residence halls are subject to Pratt Environmental Safety Standards that include, but are not limited to, prohibiting the use of spray paint and other spray fixatives in the residence halls.
- F. **Balconies.** Balconies are closed to student access. Access and use of these spaces in any way will be a violation of policy.
- G. **Roofs & Fire Escapes.** Students are prohibited from going onto roofs in all residence halls at all times. The only exceptions to this are during RLH sponsored events in the designated student areas in Grand Avenue Residence, Stabile Hall, and Pantas Hall. Students are prohibited from using fire escapes, except as a means of egress during an emergency.
- H. **Personal Property.** Students are responsible to keep their room and apartment locked at all times. The Institute is not responsible for loss, theft, or damage of personal belongings. Personal property must be stored within the room or apartment and may not be stored in passageways or hallways. Personal property of students is not covered by Institute insurance. Students are strongly encouraged to obtain renters' insurance to protect their property. The Institute reserves the right to dispose of any personal property which remains or is found in the room or elsewhere in the area after the student vacates their room or is required to do so.
- I. **Commercial Activity.** Commercial activities (sale of products or services) are not permitted in the residence halls. Students are prohibited from conducting a business, either online or in-person, from their residence hall rooms and/or use of any Pratt facilities to conduct a business. Exceptions to this include sale of room apartment material (drafting equipment or supplies, small furniture or appliances) that one would sell in a "yard sale" situation. Anything beyond the sale of personal, second-hand items requires the approval of RLH.