



# HOUSING ELIGIBILITY INFORMATION

## Eligibility Requirements:

Students must meet the requirements set forth below in order to be eligible to live in the on-campus housing at SUNY Broome Community College known as the Student Village. When available, rooms in the Student Village are granted on a first come, first serve basis, but only after all of the eligibility requirements set forth below are met. As rooms become available, eligible students will be contacted and offered a room.

### Age Requirement:

- All residents of the Student Village must be at least eighteen (18) years old by December 31 of the year during which occupancy shall commence; contact [housing@sunybroome.edu](mailto:housing@sunybroome.edu), if you do not meet this requirement.

### GPA Requirement:

- New students must have graduated from high school, or equivalent, with at least a 1.75, or comparable, grade point average (GPA).
- Transfer students must have at least a 1.75 GPA.
- Returning students must have and maintain at least a cumulative 2.0 GPA at SUNY Broome Community College.
- During their first semester in residence in the Student Village, students must achieve a minimum 1.75 GPA at SUNY Broome Community College as calculated by the Registrar's Office. In all subsequent semesters in residence in the Student Village, students must achieve a minimum 2.0 GPA as calculated by the Registrar's Office. Students may appeal to the Director of Housing & Residential Life to remain a resident in the Student Village if their GPA drops below these minimums.

### Course Load:

- All students residing in the Student Village must be matriculated at SUNY Broome Community College, enrolled as a full-time student (minimum of 12 credits), and in good academic and disciplinary standing. The Director of Housing & Residential Life shall have the discretion to terminate a Housing License if, after the drop/add period, a student residing in the Student Village is no longer enrolled at SUNY Broome Community College as a full-time student.

### Financial Requirements

- A \$300 security deposit must be paid to apply for a room in the Student Village. In the event that a room in the Student Village is unavailable at the time of application, this security deposit will be used to secure the student a spot on the waiting list. Full information regarding the security deposit can be found in the *Housing License*.
- Financial Aid and Student Account paperwork must be completed within two weeks of applying for a room in the Student Village. This includes completing your FAFSA, completing any requested paperwork, and submitting your Residency Certificate. Refer to Financial Aid website for definitions and further information: <https://www2.sunybroome.edu/financialaid/financial-aid-faq/>

### Health Records

- Students must comply with vaccine and immunization requirements of the College.

### Conduct Requirement:

- A student's failure to adhere to the Student Code of Conduct at SUNY Broome Community College may render them ineligible for a room in the Student Village. Such eligibility shall be at the discretion of the Director of Housing & Residential Life, or designee.
- Students may be subject to a criminal background check prior to being offered a room in the Student Village. Any student who signs a Housing License for a room in the Student Village shall be deemed to have authorized a criminal background check to be done.

Should you have any questions about SUNY Broome Housing, please contact the Housing Office at [housing@sunybroome.edu](mailto:housing@sunybroome.edu), or by phone at +1(607)778-5307.



## 2022-2023 HOUSING LICENSE

This is a binding agreement between you, on the one hand, and both BCC Housing Development I, LLC and BCC Housing Development Corporation, on the other hand. This *Housing License* is for the term specified below. It is a revocable license that gives you the right to share an apartment and to have a room in the Student Village operated by the Faculty Student Association of Broome Community College, Inc. on behalf of BCC Housing Development I, LLC and BCC Housing Development Corporation (hereinafter "BCC Housing").

You and your apartment-mates and guests must adhere to the terms of this *Housing License* and all of the rules and regulations, and any amendments thereto, issued by BCC Housing with respect to the Student Village. See *Housing & Residential Life Handbook*: <http://www2.sunybroome.edu/housing/handbook/>;

In order to be eligible to reside within the Student Village during an academic semester, you must either pay the applicable room charge for that semester to SUNY Broome Community College (the "College") or submit a College approved payment plan by the advertised deadline posted by BCC Housing. All housing payments shall be paid to the College as provided in the College website: <https://www2.sunybroome.edu/financialaid/student-accounts/>

### Definition of Terms:

*Residence Hall/Student Village*: Includes all interior and exterior spaces of the Student Village (e.g., parking lots, common spaces) to be controlled by the License.

*Apartment*: Includes all spaces within the 4 bedroom apartment (e.g., kitchen, common space, bathrooms) to be controlled by the License.

*Bedroom (or Room)*: The specific area assigned to a student within the apartment, this may be a single or double bedroom.

*Room Assignment*: The actual bedroom and Apartment assigned to the resident, and for which the resident is responsible.

### License:

BCC Housing hereby licenses to you the right to occupy a portion of the Student Village, subject to the terms and conditions of this *Housing License* and the policies, procedures, codes of conduct, and rules and regulations of the College and BCC Housing, which may be amended from time to time. The portion of the Student Village licensed to you shall consist of the nonexclusive use and occupancy of an Apartment together with either: (a) the exclusive use and occupancy of a single bedroom; (b) the exclusive use and occupancy of a super single bedroom; or (c) the nonexclusive use and occupancy of a double bedroom. Decisions on placement are at the discretion of the Director of Housing & Residential Life. While you may use the common spaces or other public areas within the Student Village, the ownership and occupancy rights to those spaces shall be retained by BCC Housing.

### Term:

Your rights under this Housing License shall commence upon your receipt of a key for an Apartment/Room in the Student Village. Unless sooner terminated as set forth herein, your rights under this Housing License shall terminate upon either: (a) the conclusion of the College's spring final examination period for non-graduating students; or (b) twenty-four (24) hours following the College's commencement ceremony for graduating students.

During the College's scheduled Thanksgiving Break, Winter Break, Spring Break and Summer Break, the Student Village will be closed. As a result, you must vacate your Room and Apartment in the Student Village during those breaks unless you have received written approval to remain in your Room/Apartment from the Director of Housing & Residential Life and have paid the additional fee for break housing. The specific dates for the breaks referenced in this paragraph will be determined by the College's academic calendar.

### Agreement Constitutes a License:

BCC Housing and you acknowledge and agree that this *Housing License* and the license granted hereunder constitutes a revocable license and not a lease, and that nothing contained in this *Housing License* creates a landlord-tenant relationship. As a resident entering into a license and not a lease, you understand and acknowledge that the rights or protections afforded to lessees or tenants under the laws of the State of New York are not afforded to you. You are **strongly encouraged** to seek legal counsel with respect to this license before signing it.

### Use of Premises:

You understand and agree that your Room and Apartment are licensed to you for residential use only. You shall not use your room, your apartment, or any portions thereof, as a business, nor shall you conduct any business activities anywhere in the room or on the grounds of the Student Village. Conducting business activities includes, but is not limited to, using the Room, the Apartment, or any portions thereof, as a mailing address for business related activities and functions, and hosting of websites. You additionally understand and agree to not permit the Room, the Apartment, or any portions thereof, to be used for illegal purposes, nor to engage in illegal acts in the Room, the Apartment, or upon the grounds of the Student Village.

### License Termination:

The College and BCC Housing, at their sole discretion, reserve the right not to renew or continue this *Housing License* for any subsequent periods. BCC Housing may exercise any and all rights it may have under this *Housing License* and under applicable laws in the event that you fail to vacate the Room, the Apartment, and/or the Student Village upon the termination of this *Housing License*.

BCC Housing may administratively terminate this *Housing License* and require you to immediately vacate your Room, the Apartment and the Student Village by giving written notice to vacate for any of the following reasons:

- a) You are or become ineligible to be a resident (see eligibility requirements as described herein);
- b) You fail, for any reason, to comply with any provision of this *Housing License* or any rule/regulation established at any time by BCC Housing or the College (see *Housing & Residential Life Handbook*: <http://www2.sunybroome.edu/housing/handbook/>);
- c) If BCC Housing or the College, in their sole discretion, deem such termination necessary or advisable; or
- d) If you are sanctioned to be removed from housing as part of the Student Conduct process.

If your license is administratively terminated your security deposit is forfeited.

### Security Deposit:

A \$300 security deposit must be paid to apply for a room in the Student Village. Payment of the security deposit required hereunder does not guarantee that you will be offered a room. Your security deposit will be held in a separate security account and interest will not accrue on it. It will be refunded if you are not offered a room.

### Use of Security Deposit

- a) Administrative Termination of this Housing License, as described above, will result in the forfeiture of your deposit.
- b) Room damages beyond normal wear and tear will be charged against the deposit. Damages to common areas in the Apartment are the sole responsibility of the resident (which includes the resident's guests or invitees) causing the damage and will be charged to that student's security deposit. If a determination cannot be made as to which resident is responsible, all residents sharing the common area of the Apartment will be charged on a pro rata basis against the security deposit. Students are responsible for

all damage costs exceeding the security deposit. Failure to turn in a room key or building access key (fob) immediately upon vacating will result in a charge of \$75.00 for the replacement and rekey of the room.

- c) Your security deposit may be used towards any outstanding financial balance you owe to BCC Housing.
- d) You will forfeit your security deposit if you cancel this Housing License without prior approval from the Director of Housing & Residential Life.

### Security Deposit Refund Process

BCC Housing will refund you any unused portion of your security deposit in a timely manner. This process may take up to 60 days.

Refunds will be mailed to the student's permanent address via check.

### Additional Fees:

In the event that any payment required under this Housing License is not received prior to the close of business on or before the third day after such payment is due, you shall pay, as an additional *Housing License* fee and not a penalty, a late charge equal to five (5) percent of the required payment that is past due.

You shall pay a charge of \$25.00 for any payment returned for insufficient funds or which otherwise fails to clear the issuing bank. Such charge shall be due and payable immediately upon notification to you of each such instance and shall be in addition to any late charges assessed. The insufficient funds check charge shall constitute an additional license fee and not a penalty.

Additional fees, including but not limited to late fees, insufficient funds fees, lock-out fees, key/card replacement fees, cancellation fees, transfer fees, damage fees, etc. will be billed by BCC Housing or the College. Payment for these fees shall be due within 30 days of the bill date.

Payments received will first be applied to any outstanding charges, including but not limited to late charges, damage repair, and insufficient funds check charges, incurred by you or on your behalf, prior to applying payment to the current license fee payment due and payable. In the event a payment is insufficient to pay in full all charges then outstanding, you shall immediately pay the difference plus any late charges incurred by virtue of your failure to pay in a timely manner.

BCC Housing shall have the discretion to terminate this license if an unpaid balance remains due on your account after the due dates set forth herein, regardless of the cause for such unpaid balance due from you.

### Collection Cost Fees:

You accept liability for any collection costs incurred by BCC Housing or the College as a result of your failure to make the payments required herein including, without limitation, collection agency fees, court costs, expert witness fees and attorney's fees.

You agree that if your payment includes approved financial aid, you will be fully obligated to pay the balance of any balance as a result of financial aid that does not materialize or for which you are deemed ineligible (whether as a result of withdrawals, drops, failure to meet academic progress or other reasons).

### Meal Plan:

You are **required**, as a resident in the Student Village, to purchase a minimum fourteen (14) meals per week meal plan; another option is an upgrade to the nineteen (19) meals per week meal plan.

See: <https://www2.sunybroome.edu/housing/rates/> for details on meal plans. Payment for meal plans shall be due at the same time as your room charges.

## Refund Policy:

If you withdraw from the College, you will be charged fees for housing and meals according to the following schedule:

TIME PERIOD:	PERCENT THAT IS REFUNDABLE:
Prior to move in day	100%
During the first week of classes	75%
During the second week of classes	50%
During the third week of classes	25%
After the third week of classes	0%

If this *Housing License* is administratively terminated as described in above you will not be entitled to a refund of housing charges, meal charges, or your security deposit.

If you vacate your Room and/or Apartment prior to classes beginning and you are not taking classes during that term, you will be charged a daily prorated amount for the time you had your key, or the time you had your belongings in the space occupied, whichever period is longer.

## Cancellation Policy:

If you are a continuing student and wish to cancel this Housing License prior to the fall semester you must do so in writing by June 1.

If you are a new student and wish to cancel this Housing License you must do so in writing within two (2) weeks of being assigned a Room/Apartment.

Any request to cancel received after the deadlines set forth above will be denied if the student is enrolled at the College during the term of this *Housing License*. In such event, you will be required to pay your entire Room charge for the fall and spring semesters, and your security deposit will not be returned.

You may terminate this *Housing License* for the following reasons upon four (4) weeks' written notice:

- December graduation,
- Military service,
- Study abroad,
- Medical withdrawal, or
- Transfer to another college.

If you remain enrolled at the College for the spring semester, you will be held liable for spring room charges.

If you graduate in December but enroll in the spring semester, this *Housing License* will still be in effect.

You may be released from your obligations under this Housing License only with written permission of the Director of Housing & Residential Life, or designee. All requests for release must be submitted on the *Housing Cancellation Request Form* made available by the Housing Office prior to November 15<sup>th</sup>. The decision as to whether to accept any such request shall lie solely at the discretion of the Director of Housing & Residential Life, or designee.

## Policies and Conditions of Occupancy:

BCC Housing may immediately terminate this *Housing License*, revoke your right to reside in the Student Village, and/or take possession of your room, if at any time you (or your apartment-mates, guests, or invitees) violate: (a) any rules set forth in the *Housing & Residence Life Handbook*; (b) the College's Student Code of Conduct; or (c) any policies or conditions recited in this *Housing License*. Upon such termination, revocation or repossession, you shall have no right to be present upon any portion of the Student Village, whether as a guest of a resident thereof or otherwise.

You hereby grant BCC Housing the right to enter and inspect your Apartment and Room at any time in order to protect the health and safety of all students and to ensure the maintenance and sanitation of your Apartment/Room. BCC Housing shall endeavor (but not be required) to post notice of any general room inspection at least twenty-four (24) hours beforehand. In addition, BCC Housing shall have the unlimited right to enter your Apartment and Room and conduct an unannounced inspection of your Apartment and Room if it has reasonable cause to believe that illegal activity is, or may be, occurring in said space, that violation of any policies or conditions



of occupancy either in this *Housing License* or contained in the *Housing & Residential Life Handbook* and/or the College's Student Code of Conduct is or may be occurring therein, or in the case of an emergency.

## Loss or Damage:

You are responsible for the daily care and cleaning of your Apartment and Room. Your failure to keep the common areas in your Apartment clean may result in all occupants of your Apartment being charged for cleaning of these areas. You are responsible for keeping your Apartment and Room clean and free from insect infestation (e.g. ants, cockroaches, bedbugs, etc.) and are responsible for pest control costs if needed. Your Apartment and Room will be checked at each break closing, and you will be charged the cost for any cleaning required if you leave your Apartment or Room in an unsafe, unsanitary, or unclean condition, or in a condition that prevents a new occupant of a room in your Apartment from moving in.

If you are residing in a double bedroom, you and your roommate will be jointly and individually responsible for the furniture and condition of said room. You will be charged for damages you cause to your Room or Apartment, and will be expected to promptly and fully pay for any and all such damages. If you fail to respond to notices of fire safety violations you will be fined for these violations. Fines are determined by the Fire Marshal.

The College, BCC Housing, their agents, and any affiliated entities or individuals shall not be liable, directly or indirectly, for- and you agree to indemnify and hold them harmless from- any loss or damage to any article of personal property or vehicle anywhere on the Student Village premises or on College property caused by fire, water, steam, the elements, insufficient heat, loss, surges of electricity, the actions of third persons, or any other acts of nature resulting in the interruption of service or damage to personal belongings. Additionally, if you cause damage to any portion of the Student Village, including major structural damage, you will be held financially accountable therefor.

You may not paint, put nails or screws in, make holes in, or otherwise alter or damage your Apartment or Room or any other part of the Student Village without on each occasion obtaining prior written consent from BCC Housing. You will be responsible for the cost of any repair, cleaning, damage, or loss that arises out of your violation of this policy.

## Roommates, Room Changes, and Assignments:

BCC Housing will make room assignments. The College supports diversity and offers a residential experience with people of different beliefs, backgrounds and cultures. The residence hall system **does not** discriminate on the basis of gender identity, race, culture, ethnicity, age, disability, sexual orientation, religion, or national origin. BCC Housing will not change or alter room assignments based on the protected classes previously described.

Any request you make for a specific roommate will be considered, but not guaranteed. In the event that your assigned roommate fails to take occupancy of the room or ceases to occupy the room, BCC Housing shall have the right to fill that space with another eligible student.

All room changes must have the prior approval of the Director of Housing & Residential Life, or designee. As all room changes require turnover cleaning, the cost of cleaning, beyond normal wear/tear to the room shall be charged to your account any time you change a room. Room rates will be adjusted and pro rated if you move to a different type of room (double, single, or super single).

BCC Housing reserves the right to reassign your room at any time.

You shall not assign, transfer or sublet this *Housing License*, or all or any part of your Apartment or Room. Subletting includes short-term or temporary rental arrangements including, but not limited to, those offered through peer-to-peer accommodation services such as, but not limited to, Airbnb, Craigslist, or Couchsurfing. Assigning, transferring or subletting may result in discipline and/or license revocation without compensation.

## Guests:

No other person or persons, other than you and, if applicable, your assigned roommate, shall occupy your Room. No other person or persons, other than you and your apartment-mates, shall occupy your Apartment. **You, as host, assume full responsibility for your guests' behavior as well as all charges for damages that result from your guests' behavior.**

## Abandoned Property Policy and Failure to Vacate:

Any personal property that remains in your room following termination of this *Housing License* shall be deemed abandoned and may be disposed of by BCC Housing at its sole discretion. BCC Housing may, at its discretion, make efforts to notify you and/or your parent(s) and/or guardian(s) that property has been found in your room. Neither BCC Housing, the College, nor their agents or contractors, assume any responsibility for such property at any time, regardless of any course of action taken.

If you fail to vacate your Room or your Apartment at the end of the term of this *Housing License*, or earlier date of termination of this *Housing License*, in addition to all other remedies available to BCC Housing, a fee of \$100.00 per day will be charged to you for each day or portion of a day past the last day of the term, or earlier date of termination of the *Housing License*, that you occupy your Room or Apartment.

You are required to move out of your Room at the end of the semester if you are not registered for the spring semester. If you do not remove your belongings from your Room/Apartment at the end of the semester and are not registered for the spring semester, BCC Housing may discard or recycle your belongings and, in such event, you will be financially responsible for the cost of doing so.

## Holds:

Failure to pay all *Housing License* fees, meal charges, other fees, charges, and other amounts due will result in a hold placed on your College record and transcript.

## Contact Permission:

You grant permission to BCC Housing and the College to contact at any time your parent(s) and/or guardian(s) regarding any issue related to your occupancy of the Room or the Apartment or any issue related to payments or financial accountability.

## Insurance:

It is **highly** recommended that you obtain and maintain **health AND renter's** insurance. You acknowledge that BCC Housing does not have any responsibility for any costs, fees, or other charges, financial or otherwise, for medical services or care for you. Any insurance carried by BCC Housing does not cover you or your guests, your personal property, or the personal property of your guests. You acknowledge that you have been strongly encouraged to obtain renter's insurance that may provide coverage against these and other physical losses of property, in addition to providing temporary housing accommodations and protection against personal loss.

BCC Housing shall not be liable for any loss or damage caused directly or indirectly by any act of God or nature, law, or public policy, act or omission of suppliers or carriers, strike, fire, flood, explosion, or other circumstances beyond BCC Housing's reasonable control.

## Enforcement Procedure:

The BCC Housing staff is delegated the responsibility to take the actions necessary to ensure the health, safety, and welfare of the residents of the Student Village. Responsibility for interpretations of the rules governing the Student Village the enforcement thereof is solely that of the Director of Housing & Residential Life, or designee. You may be removed from your Room and Apartment for actions committed by your Apartment-mates. It is important that, if there are violations of the College's Student Code of Conduct and/or Student Village Policy that take place in your Room or Apartment, you inform BCC Housing staff as soon as possible. It is understood and agreed that you accept and agree to the rules of the *Housing License* herein and that you are responsible for adherence to all policies specified on the Student Village website, available at: <https://www2.sunybroome.edu/housing/>

BCC Housing will provide you a Room for the College's academic year in the Student Village operated by BCC Housing, subject to these terms, and subject to the general rules and regulations of the College with respect to its students.

If you fail to observe any of the terms and conditions of this *Housing License*, you forfeit your right to reside in the Student Village and may be subject to disciplinary action according to the rules and regulations of the College.

BCC Housing reserves the right to remove you from your Room and/or Apartment if, in the judgment of the Vice President of Student Development, or the Director of Housing & Residential Life, or their respective designees, you have engaged in or threatened to engage in acts of misconduct such that your continued presence as a resident in the Student Village would endanger property or public order, threaten the personal safety or security of others (whether by acts of physical or mental harassment or other means), or be sufficiently disruptive as to adversely affect the ability of others to pursue their academic goals.

### Severability Clause:

If any provision of this *Housing License* or any portion of such provisions is held to be invalid, the validity of the remainder of this *Housing License* shall not be affected.

### Amendments and Modifications:

You understand that any modifications, changes, additions, or deletions to the terms of this *Housing License* must be signed by you and BCC Housing in order to be effective and binding.

### Governing Law:

This *Housing License* shall be governed by and construed in accordance with the laws of the State of New York, without regard to principles of conflicts of law. All disputes shall be resolved in the County of Broome.

### Force Majeure:

In the event BCC Housing is unable to perform its obligations hereunder, or if such performance is hampered, interrupted, or rendered impossible, hazardous or interfered with by reason of fire, casualty, lockout, act(s) of God or nature, riots, strikes, labor difficulties, epidemics, any act or order of any public authority, administrative or judicial regulations, order or decree or by any local or national emergency, or any other cause or event beyond such BCC Housing's control, then BCC Housing shall be excused from performance of this *Housing License* and will not have any liability in connection herewith.

### Notices:

To be effective, all notices and other communications to you under this Agreement shall be in writing and sent to the intended recipient through email. All notices and other communications to BCC Housing under this Agreement shall be in writing and personally delivered to the Director of Housing & Residential Life and sent to [housing@sunybroome.edu](mailto:housing@sunybroome.edu). Each party may change their address for receipt of notice by giving notice of such change to each of the other parties pursuant to this paragraph. Notice will be deemed given immediately upon delivery.

### Counterpart Execution:

This *Housing License* may be executed in two or more counterparts, each of which shall be deemed an original, but all of which together shall constitute but one and the same instrument. Each party may execute this *Housing License* by any electronic method, and such electronic signature shall constitute an original signature.

**IN WITNESS WHEREOF**, you and BCC Housing have caused this *Housing License* to be duly executed as of the date you receive acceptance of your application and Room/Apartment assignment from BCC Housing.

### COVID Addendum

BCC Housing and you acknowledge and agree that this *Housing License* allows for BCC Housing and/or the College to close the Student Village at any time during the occupancy period, with or without notice and for any reason.

Additionally, COVID-19 may create circumstances requiring the Student Village to close, or for BCC Housing to implement other measures that may limit, alter or change your right to access the Student Village (including, without limitation, self-quarantine, or isolation after a positive COVID-19 test), and that such circumstances are beyond the reasonable control of BCC Housing. Such measures may be required for the safety of residents of the Student Village, and/or the safety of the faculty and staff of the College, due to government mandated shutdowns, quarantines, or other circumstances beyond the control of BCC Housing. If action is taken by BCC Housing to close the Student Village, or any other action by BCC Housing deemed necessary or advisable is taken, then in such a case you agree that you shall not be entitled to a refund for any room, board, or similar fees paid hereunder.



You are required to comply with BCC Housing and the College's instructions and regulations for vacating the building if such action is taken.

While BCC Housing, and the College, will attempt to maintain a normal living environment within the Student Village, access to areas such as the fitness room, may be limited, denied or cancelled altogether. In addition, staffing related to quantity and accessibility may be altered.

### Room Assignments:

BCC Housing may reassign you to a different room or apartment at any time, with or without notice and for any reason, including, without limitation, for purposes of quarantine or isolation of self or others.

BCC Housing may limit the ability for room changes, or room swaps, at its sole discretion.

BCC Housing may require you to quarantine or isolate off-campus, which does not alter the contractual obligation associated with a semester bill.

### Additional Protocols:

You must practice social distancing of at least six feet from others when reasonably able; this includes, without limitation, during any time when you are in lounges, study rooms, laundry rooms, the gym or the lobby.

Guests and Visitors are not allowed in the building, except to assist with opening/move-in and move-out, or at the discretion of the Director of Housing & Residential Life, or designee.

Mask requirements must be followed when outside of your assigned apartment, as well as gathering restrictions – whether now in effect or imposed at a later date.

Vaccination requirements, and booster shot requirements must be followed, per the State of New York, SUNY, BCC Housing or other related guidelines.

Please note, additional rules or regulations may be implemented by BCC Housing, the College, Broome County, or New York State.

Periodic symptoms screenings for COVID-19 may be required by BCC Housing, or the College. Additionally, mandatory COVID-19 testing of students must be followed, if requested to do so by BCC Housing, or the College.

You must seek medical assistance and get tested if you feel symptoms such as fever, chills, cough, fatigue, muscle or body aches, new loss of taste or smell, sore throat, nausea, vomiting, or shortness of breath. In these circumstances, you must self-quarantine until COVID-19 testing results confirm a negative or positive result; if positive, you must continue with isolation protocols.

You must strive to follow best practices related to personal hygiene, including cleaning up after yourself in the bathroom and kitchen; wash your hands with soap and water for at least 20 seconds; avoid touching eyes, nose and mouth with unwashed hands; clean and disinfect frequently touched surfaces on a daily basis – such as doorknobs, light switches, tables, countertops, handles, phones, etc. Additionally, you should cover your nose and mouth when you cough or sneeze, avoid close contact with people who are sick, and stay in self-quarantine if displaying symptoms.

You may be asked to provide a negative COVID-19 test prior to arriving on campus, as well as prior to leaving campus, at the direction of BCC Housing, or the College.

If you violate any additional protocols, this *Housing License* may be terminated immediately and you will not be afforded a refund of any fees.