



Student Name: _____ Student ID (N#) _____

The terms, conditions, and responsibilities below apply to the assignment, utilization, and costs of housing rooms and spaces at New College. The Board of Trustees' approved Residency Requirement mandates that everyone participates in the housing process each year. Requests for waivers of any of these requirements must be granted in writing by the Director of Housing and Residence Life or Designee on an annual basis.

Terms, Conditions, and Responsibilities: (Please be advised that 2024-2025 housing rates, academic calendar, and code of conduct are subject to change by the BOT, so please check for updates that can be found on the NCF website)

This contract, when appropriately signed and dated, becomes effective and binding upon acceptance by New College of Florida, and remains in effect for a full year and until students **check out of their assignment, which includes completion of the checkout form and returning the key/key card for students staying in a hotel assignment**. If a student chooses to cancel their contract early, they will be charged an early contract cancelation fee of \$200. In addition, to the cancelation fee, if a student fails to complete the checkout process, they will be charged a \$100 improper checkout fee. Students should plan to check out of their housing assignment 24 hours after the completion of their last final exam, paper, or assignment, unless a student has been given written approval to stay later from the Director of Housing and Residential Life or Designee. If a student has been given permission in writing to stay later, the residence halls close officially on **Sunday at noon after commencement**, so all students must vacate the residence halls by then or be charged a \$200 late fee plus the daily rate.

Please note invoices are NOT mailed to students from the Office of Housing and Residential Life. It is the student's responsibility to meet the fee deadlines for fall semester, ISP (January), and spring semester listed in the 2024-2025 [Academic Calendar](#) on the NCF website. Failure to meet the payment deadlines will result in late fees and may result in other penalties/fines.

FEES ARE PAYABLE AS LISTED IN THE NEW COLLEGE OF FLORIDA FEE SCHEDULE. CHECKS SHOULD BE MADE PAYABLE TO NEW COLLEGE OF FLORIDA & MAILED TO: New College of Florida, Attn: Business Office-A/R, 5800 Bay Shore Road, PMD-123, Sarasota, FL 34243. The student's name and student ID number should appear on the check or students can pay their bill online using MyNCF Portal under Banner Self-Serve.

1. Housing Fees:

- a. Students who contract for a room after the first week of fall semester may be eligible for a prorated fee and can contact the Housing and Residential Life office for more information.
- b. Residence halls open for new students on the **first day of New Student Orientation**. Residence Halls open for **Returning Students**, the **Wednesday after New Student Orientation** (Go to NCF [Academic](#)

[Calendar](#) for specific dates). Students who arrive early without written approval will be charged \$150.00 per person, per day. Please note that the residence halls will be closed for Winter Recess on the first Sunday after finals week at noon and will not reopen until after January 2nd and in accordance with dates highlighted in the Academic Calendar. There will be no access to residence halls during winter recess, if the college can provide housing during winter recess a separate contract must be signed, and additional fees assessed.

- c. If a student finds themselves in double rooms without a roommate, if space is available, they will be given the choice of relocation or will automatically be billed for a "Studio Single".
- d. If a student initiates an unauthorized room change, they will be charged a \$20 fee.
- e. Students will be subject to a \$5 dollar lockout fee per lockout request.
- f. Students who lose their key will be responsible for the cost of re-coring their living area and all replacement keys associated with the living area. **In order to protect our community, any lost key will result in the room/suite being re-cored, no matter where the key was lost. Any key mailed back to the Housing and Residential Life office must be placed in a secured padded envelope and sent by certified mail.**
- g. Returning students who notify the Housing and Residential Life office and are approved in writing to arrive on campus prior to the end of ISP will be charged the appropriate per day rate for their assignment.

2. Terms of Contract/Cancellation Policy:

- a. Upon acceptance of the contract by New College of Florida, students must pay a **\$100, non-refundable fee.**
- b. **Cancellation Deadlines and Refunds.** The schedule of cancellation deadlines and refunds can be found on the NCF website under Housing and Residential Life, and it applies to students who request contract cancellation, or who are approved for Off Campus Housing. Students will still be responsible for the daily rate charges up until the day they return their room key.
- c. If a student requests to cancel their housing contract they can do so in writing to the Director of Housing and Residence Life or Designee and must state, the grounds for their request. Subject to the terms, deadlines, and fees outlined on the website, students may request contract cancellation based on the following grounds: **Before August 1st deadline; Denial of admission; Academic or administrative withdrawal, including leaves of absence; Academic or administrative suspension or expulsion; Off campus study; Early graduation; Evidence of marriage; or Other extraordinary circumstances, as determined by the Office of Student Affairs and Campus Legal Counsel.**

If a request for cancellation is approved, students are liable for charges incurred prior to the effective date of cancellation. If the student is already living on campus, they must remove personal belongings, clean their assigned room, complete steps for checkout. Students who do not complete these steps will not be considered released from the contract and may be liable for fees until the end of the school year, such as room damages, key loss charges, improper check out fees, or failure to vacate. Students released from their housing contracts (for example because of early graduation) before the spring semester begins must vacate their rooms following proper check out procedures no later than the

Sunday after final exam week at Noon. Students released from their housing contracts after January ISP must vacate their rooms following proper check out procedures on the **Friday before Spring classes begin. No refunds will be issued for ISP housing.**

3. Reassignment and Cancellations: In accordance with applicable laws, regulations, rules, or policies, the Office of Residential Life may initiate reassignment of a student's space or cancellation of the housing contract, with any and all applicable charges, if deemed necessary by the College and in the best interest of order, health, discipline, safety, security, disaster, failure to make required payments according to the Payment Schedule, or compliance with the College's immunization policy. The Office of Residential Life may also cancel the contract of any student whose enrollment status changes (including but not limited to voluntary withdrawal, dismissal, or change in full time status) over the term of the contract. Students whose contract has been cancelled will be required to vacate the residence halls within 48 hours of receiving notification from the Office of Residential Life. A student's accepted contract may be cancelled by the Department of Residential Life due to the maximum utilization of facilities at which time any fees paid will be refunded in the same method in which it was collected. *Cancellation of the housing contract will automatically result in a cancellation fee of \$200.00. This includes emergency leave of absence, academic dismissals, approval for off campus status and students withdrawing from New College of Florida.*

Students unable to return to campus for any reason, including, but not limited to the College prohibiting you from returning to campus for your safety or the safety of others, the College reserves the right to pack and store your items until such time as 1) you can safely retrieve your possessions and/or 2) they can be shipped to you at our convenience. Cost for storage/shipping will be the responsibility of the student. If 14 days after departure, you fail to retrieve or pay the cost for storage/shipping, the college will dispose of your items.

4. New College of Florida Regulations: Students are responsible for knowing and observing New College of Florida regulations, policies, and rules, which are incorporated herein by reference. Students are required to read notices from the Housing and Residential Life staff, including information sent in emails and posted on the New College Residential Life portal and website. New College of Florida reserves the right to make additional rules and policies as deemed necessary for the safety, care, and cleanliness of New College's facilities, and for the preservation of good order therein.

5. Resident Responsibilities, Room Assignments, Use of Space, & Common Spaces:

a. Housing spaces may only be occupied by the student to whom it is assigned. Housing spaces may not be sublet or assigned to any other person. No permanent guests are allowed in the residence hall rooms.

b. The Office of Residential Life reserves the right to make or change room assignments to ensure standard occupancy of available rooms. At its discretion, New College of Florida may allow non-standard occupancy of rooms with an appropriate fee adjustment (e.g. single or triple occupancy). If a suite falls to 50% occupancy or lower, room assignments may be consolidated to similar accommodations.

c. Students may transfer to another room only with prior written permission from the Office of Residential Life. Such a move will be considered only after a room change request form has first been completed. Then once approved, students will need to pick up their new key and complete the

checkout form for their old room and return their old key/notify hotel staff. For room switches between two students, both students must complete the room change request form, but completing the checkout form will not be necessary. The Office of Housing and Residential Life will not recognize unauthorized moves and such moves will result in a \$20.00 improper room change fee.

d. Furniture and fixtures included in original inventory specifications may not be removed or altered in any way without the specific prior written permission of the Office of Residential Life. No changes may be made to the walls, floors, or ceilings of any housing space or common area. Common suites must be free of clutter and items that obstruct the function and use of the room. Mattresses are not permitted on the floor due to safety issues. Furniture left on any balconies may result in a charge split among the residents of the room.

e. Students shall keep assigned housing spaces clean and orderly and shall use such space for residential purposes only. Due to safety and security concerns, students may NOT prop open any windows or doors. All doors must remain locked and secured.

f. A student shall be liable for the cost of damage caused by the student or their guest. The Office of Residential Life will determine the applicable charges and culpability for damages. The student shall also be liable for any charges associated with special cleaning of the housing space made necessary by student or guest negligence or failure to abide by the terms contained herein. The student shall be assessed a fee for any necessary cleaning, repairs, or replacements. A schedule of applicable charges is posted on the New College Website and the Residential Life portal site. Damage to the common areas of the residence halls may be charged back to residents of the area at the sole discretion of the Office of Residential Life. Students must check out of their rooms at the end of their occupancy; a room damage assessment will be completed at that time or as damage is discovered. A student's failure to properly complete check out procedures may result in forfeiture of the right to contest charges. Students will be billed until their space is officially declared vacant.

g. Authorized New College of Florida personnel may enter assigned rooms for routine procedures such as cleaning, pest control, and maintenance replacement (e.g. air filters or fire alarm checks). **When possible, 24-hour written notice to occupants will be given via email for these purposes.** All rooms will be inspected at least twice per semester before, during, or after scheduled closures and/or breaks. If a violation of the code of conduct has been identified during a room/suite inspection, authorized New College of Florida personnel will document and/or confiscate the violation and follow up via e-mail with the resident(s) regarding the alleged violation. Authorized New College of Florida personnel may return within 30 days to conduct a follow up inspection at the discretion of the Director of Housing and Residence Life or Designee. College officials may enter a room without notification when a clear and present danger exists to students and/or property, to recover stolen property, and when there is a clear and present violation of the College's drug and alcohol policy or State law, as identified by College officials and the Police.

h. Acceptance of this Contract does not guarantee assignment to a specific room or particular type of accommodation. If a student is assigned to a Resident Advisor Suite, the student understands that they will be required to relocate if the Resident Advisor is terminated or resigns. We cannot guarantee that a suite will be available, if the students are required to relocate, we will do our best to find either a double or triple room in a community.

i. No open flames, no smoking, vaping, candles, flexible extension cords, drug paraphernalia, deep fryers, gas powered appliances/vehicles, toaster ovens, hot plates, or other open element appliances are allowed in residential or common areas. Smoking and vaping is **NOT** permitted on campus. Students may NOT smoke in doorways, balconies or entrance ways of any dorm. Rooms/Suites identified as having been smoked in will be repainted and furniture professionally cleaned. The cost for this service will be billed to the resident's student account. Students found smoking/vaping on campus may receive a warning for the first offense and may be fined for each subsequent violation. This includes any cigarette containers left out in front of an assigned residential space.

j. No personal appliances (full-size refrigerators, deep fryers, heating lamps, pools, tanning beds, etc.) are permitted without prior approval. These add to the utility costs and may present a fire hazard.

k. Students are not permitted to keep any pets except as provided in this section. Students may keep small fish in individual rooms, provided the equipment is properly maintained. Each resident is limited to one twenty-gallon fish tank. No unauthorized animals are allowed in any part of the residence halls. Violations of this rule will result in \$100 fine plus cleaning and fumigation fees, removal of the animal, and may result in cancellation of the housing contract. Assistance animals are not authorized unless the students receive written approval from the Housing and Residential Life office and complete an assistance animal agreement, prior to bringing any assistance animal on campus. To initiate the approval process for an assistance animal students must notify and provide the Housing and Residential Life staff with necessary documents for the specific animal such as license, registration, and immunization records prior to arriving at campus. For Emotional Support Animals (ESA), the Housing and Residential Life staff will also need a copy of an approval letter from the Accessible Learning Center (ALC). Students found with unregistered animals may forfeit their right to apply for emotional support animals for one year. In addition, students may NOT allow a guest's pet into the residence halls.

l. **Student's ESAs are restricted to the student's living area.** Any damage to college property will be the sole responsibility of the student approved for the assistance animal. Animals must be cleaned up after, under the handler's control, and not a danger to others or will be removed from campus immediately, and any subsequent charges placed on the student's account. Assistance Animals left alone for 24 hours may be turned over to the appropriate authorities off campus.

m. No personal furniture (couches, grills, non-approved furniture, hammocks, rugs, etc.) are allowed on the exterior, public walkways, common lobby areas, or entrance ways, or the sidewalk areas in Dort and Gold Dorms. Students may not hang anything from the exterior of the building without prior approval (tapestry, signs, hammocks, blankets, ropes, flags, clothes, etc.).

n. Bikes, sailboards, surfboards, and skateboards are not permitted in public common areas and must be stored in the appropriate locations designated by Residential Life. Students may be charged for the removal and disposal of any of these items. Damages caused to community spaces will be billed to the entire community unless the responsible individuals assume responsibility. Bikes left in common areas will be removed and placed in storage. There will be a storage fee added to the student's account for this service. This is to avoid interior damage to the interior common areas. Bikes may not be stored on the walkway areas in Dort or Gold dorms. No clothing, towels, blankets, or other items may be hung from any railing in Dort or Gold.

o. In compliance with the College's Solicitation Policy, New College of Florida prohibits solicitation, sales, or door-to-door canvassing by students or non-students on college property except with permission of the Dean for Students or Designee. No concession for profit or other commercial business will be operated on college property without the written permission from the Vice President for Finance. For more information on this policy contact the Student Activities and Campus Engagement Office.

6. Weapons, Firearms or Explosive Devices on Campus. The possession, use, or sale of any weapon, firearm, or any incendiary, explosive, or destructive device, including fireworks, may be a violation of New College of Florida Regulations, rules, and policies. Knives must be used and maintained for cooking purposes only.

7. Changes to Regulations and Policies. The College reserves the right to make additional rules and regulations, and/or to modify existing rules and regulations. Student residents will be subject to the new or modified rules and regulations as adopted. The Office of Residential Life agrees to make every reasonable effort to inform resident students of any regulation changes or pertinent policy information.

8. Prohibited Guests. Students are prohibited from inviting or hosting a person in their room, residence hall, or on campus when the student knows that the person has been barred from campus by the College Police or College Administrators. ALL guests must be registered with the Police and must have approval from the roommate/suitemates prior to their arrival. Guests may not stay longer than three consecutive nights without written approval from the Housing and Residential Life staff. Students found in violation of this policy may forfeit their housing privileges without any monetary compensation for both academic terms.

9. Provisional Removal. Resident(s) who have been determined to create an immediate danger or threat to the community may be provisionally removed from New College housing until an investigation and a resolution can occur. This authority shall rest with the Director of Housing and Residence Life or Designee. Residents will remain financially responsible for the contract during the provisional removal.

10. Smoking/Smoke Detectors/Sprinklers. The State Fire Marshall's Rules and Regulations require smoke detectors in all residence halls. Removal or alteration of these smoke detectors is a crime. Each room occupant is subject to a \$200.00 charge in addition to any other legal/civil penalties and fines if they violate this regulation. If sprinkler sensors in housing areas are damaged or destroyed, the water released causes tens of thousands of dollars in damage. **DO NOT HANDLE - OR ALLOW ANYTHING TO HANG FROM OR IMPACT - THE SPRINKLER SENSORS.**

11. New College of Florida Responsibilities. New College is not liable for damages to or loss of personal property, failure or interruption of utilities, or for injury to persons (except to the extent set forth in Chapter 768.28, Florida Statutes). The student hereby releases the State of Florida, the Board of Governors, the New College Board of Trustees, and New College of Florida from any and all such liability. **Students who are not covered under their parents' homeowner's insurance policies are strongly urged to purchase renters' insurance.**

12. Telecommunications. Ethernet connections for access to the Internet and New College computing services are provided in all student rooms. Students are required to adhere to the College's telecommunications policies and procedures.

13. Damages. Residents are responsible for any common area damages that occur within their bedroom, suite, community kitchen, laundry room and/or the exterior of their building. Community damages/thefts will be divided among all students residing in the affected area (minimum \$5.00 charge per person). This includes damages due to the improper storage of personal property left in common areas. Charges may be removed from the community once the responsible individual(s) have been identified, at which point the responsible individual becomes liable for the full cost of any damages.

Property left in a room/suite after 24 hours from the time of checking out will be disposed of permanently and if necessary, at the cost to the student. The college will not assume responsibility for any items left behind after 24 hours.

College officials maintain the right to dispose of any food/garbage left behind during break periods if it is deemed to be a health hazard or result in damage to the room/suite or prevents the college from utilizing said space for new occupants. In addition, during the break periods, or during the school year, if suite areas are deemed to be a health hazard, or has been left in poor condition, the College maintains the right to clean these areas and bill the occupants for cleaning, removal of trash and restaging of the suite/room back to its original condition.

14. FERPA and Drugs/Alcohol. New College of Florida may make disclosures to the parent of a student regarding the student's violation of any federal, state, or local law, or any rule or policy of the institution, governing the use or possession of alcohol or a controlled substance without the student's consent, if it is determined that the student committed a disciplinary violation with respect to that use or possession. (See 34 CFR 99.31(15)). Refer to <https://www.ncf.edu/life-at-new/safety-conduct/> for policies, procedures, and other announcements.

15. Administrative Withdrawal - Students who have been determined to have preemptively unsat their contract prior to the end of the semester may be required to vacate the residence halls. Students must be in good academic standings with the College to remain a residential student. Students requested to leave due to having a preemptive unsat will forfeit any and all refunds and will be charged any fees/fines/cancellation charges.

16. Conduct Dismissal. Students who are removed from housing and/or dismissed from the College as a result of sanctions or interim measures according to the Student Code of Conduct are liable for the full fees under the Housing Contract. No refunds will be issued for students removed from New College due to violation of the Academic code of conduct.

New College of Florida is an equal opportunity institution and assigns spaces to full-time degree-seeking officially enrolled students without regard to sex, race, gender, religion, sexual orientation, disability, age, or national origin.

By signing this Agreement, the student hereby contracts for a space in New College of Florida Residence Halls and agrees to pay the housing fees at the rates established by New College of Florida as set forth in New College of Florida 2024-2025 Housing Fee Schedule. By signing this Agreement, the student understands and affirms that this Agreement may not be terminated without prior approval of the Office of Residential Life. If the student abandons their room without prior approval, the student's obligation to pay housing fees for the duration of this Agreement period will continue. In the event of default of payment, the student will be liable for collection costs up to 30% of the unpaid debt and any

other costs incurred by the College in an effort to collect monies due from the student. The student agrees that the phone number listed on the housing application is an acceptable contact number (even if it is a cell phone number), for all reasons, including collections, if needed. The undersigned understands that this agreement is a license. It is not a lease and does not create a tenancy relationship.

IMPORTANT: Read the Contract Terms, Conditions, and Responsibilities on all pages of this contract before signing. **THIS IS A BINDING CONTRACT FOR BOTH SEMESTERS OF THE ACADEMIC YEAR.** By signing below, you certify that you have read, understand, and agree to the Terms, Conditions, and Responsibilities as noted in this contract.

Name of Student (print)

E-mail Address

Signature of Student

Signature of Parent or Guardian
(if student is under 18 years of age)

Date: _____

_____ Banner _____ Student File

Food Service Contract 2024-2025

Student Name: _____ Student ID (N#) _____

Food Service Contract 2024-2025

This contract, by and between New College of Florida and the student, sets forth the basic tenets of food plan purchases and services. All students are required to purchase a meal plan. All-you-can-eat meal plans are for students who live in on-campus housing. Commuter meal plans are for off-campus students. (see Meal Plans Offered on the NCF website under [Dining Services](#)) During the January ISP, off-campus and fourth-year students who have completed 3 ISP's are exempt from participating in the ISP meal plan and must notify Dining Services in writing by December 1st. This contract is for the purchase of the selected meal plans for both fall and spring semesters. (Please be advised that 2024-2025 dining rates have not been approved by the Board of Trustees at this time).

Service

The bar-coded student ID cards are used as a meal swipe or debit card (Declining Balance) and records purchases as they are made. It is the student's responsibility to report balance discrepancies to the Office of Residential Life and Dining Services. If meal plan flex dollars are purchased, they will only roll over from Fall to Spring Semester, but if not used, they will be forfeited after the Spring Semester. Students who have been awarded financial aid for 2024-2025 and have sufficient financial aid to cover their fall tuition, room and board, will not have to pay their balance until aid is disbursed. Late payments will result in a late fee and/or a suspension of privileges. Special requests regarding meal plan obligations must be directed in writing to the Office of Residential Life and Dining Services no later than the second Friday after classes begin for Fall Spring Term. Special requests will be evaluated on a case-by-case basis and will require supporting documentation. No special requests or changes besides meal plan upgrades will be granted after that date.

Terms, Conditions, Responsibilities

When appropriately signed and dated this contract is effective and binding from the date of acceptance until the end of Spring final exams. Payment is due and payable by 3:00 p.m. on the days noted below. Per the following [New College of Florida Meal Plan Fee Schedule](#). 2023-24 meal plan rates are listed below, when 2024-25 meal plan rates are approved by the Board of Trustees, rates will be found on the [Dining Services](#) webpage.

Base Meal Plan	Fall	Spring	Total	ISP
Residential AYCE	\$1,910	\$1,910	\$3,820	\$535
Commuter	\$500	\$500	\$1000	300

Meal Plans Offered

Students will be automatically enrolled in the base meal plan available for residential or commuter students. A complete list of the meal plans offered can also be found on the [Dining Services](#) webpage.

Please note: *If students are approved for a room change during the academic year, they must upgrade to the meal plan required for their living space.*

Fees/Payment Deadlines

The amount of each meal plan is set forth in the [New College of Florida Meal Plan Fee Schedule](#). Fees are due and payable by 3:00 p.m. and It is the student's responsibility to meet the tuition and fee deadlines listed in the 2024-2025 [Academic Calendar](#). ***In the event of default of payment, the student will be liable for collections costs up to 30% of the unpaid debt and others incurred by the College in an effort to collect monies due from the student. Students agree that the phone number provided in their housing application is an acceptable number to be reached at (even if it is a cell number), for all reasons, including collections, if needed.***

Late fees will be assessed on all accounts paid after these dates.

Refunds

The following schedule of refunds applies to students who submit a request in writing to the Director of Housing and Residence Life or Designee. A \$200.00 cancellation fee will be charged when the refund is granted.

Contract Cancellation

A student's food service contract may be terminated under the following conditions: Withdrawal, academic termination, suspension, or expulsion.

I HAVE READ AND UNDERSTAND THE CONDITIONS AND REGULATIONS LISTED IN THIS CONTRACT. THIS CONTRACT IS BINDING FOR BOTH SEMESTERS OF THE ACADEMIC YEAR. Contract is voidable by New College if not signed by parent of student under 18 years of age. Student is held liable for fees regardless

Student Signature Date

Signature of Parent/Guardian if student is under 18 years of age.

_____ Banner _____ Student File