



A division of
Residential & Dining Enterprises

Residence
AGREEMENT



2011-12

<http://studenthousing.stanford.edu>

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Introduction

This Residence Agreement is a legal and binding contract, and you must agree to the **TERMS OF AGREEMENT** of the contract when you apply for housing, or you must return the signed Residence Agreement card (at the end of this document). This agreement is valid once you have been assigned a space in Student Housing or an off-campus subsidized unit, and continues for the entire length of the agreement period during the 2011-12 University calendar year. As long as you remain eligible for Student Housing (see eligibility on the following pages), you are bound to the terms of this Residence Agreement. If you move out of housing and you are not eligible to cancel your contract according to the terms of this agreement, you will be billed for the remainder of the academic year. If you decide to cancel your assignment before you receive the keys to your assigned residence, you must cancel your assignment and pay any applicable Administrative Fees (see page 13). You should file a Termination of Occupancy (termination) form if you have received the keys to your residence assignment, but plan to move out before the end of your contract period. (page 15)

By signing this agreement, you agree to pay the required room and board rates, communications fees, house dues, and any other miscellaneous fees established by Stanford University for the student residence(s) to which you are assigned for your contract period. You also agree to familiarize yourself and comply with all University policies governing occupancy, including those set forth on Student Housing's website (<http://studenthousing.stanford.edu>); to be considerate of other residents and all staff assigned to the residences; and to respect the rights of others at all times. You may not occupy University Housing unless you sign this agreement.

This agreement is not a lease, and is not subject to California landlord-tenant laws. It is a license to occupy institutional housing as part of the academic community that the University has created as an integral aspect of the academic experience. A license is revocable contract, and as such, the University retains the right to revoke the right to occupy University residences. This agreement does not grant possession of a particular room or residence or type of housing (further references in this agreement to "room" shall mean a room, apartment, and/or suite). Individual students have no entitlement to live in a specific residence. You may be temporarily or permanently relocated to other housing or denied the privilege to live in any University housing at any time in accordance with University policies. If you are living in a gender-neutral housing room and one of your roommates leaves in the middle of the year, you may be required to move in order to return the space to single-gender. The provisions of this agreement shall be in addition to the provisions of University policy.

Breach of University residence policies; conduct in violation of the rights of others; misrepresentation of facts during the assignment process or on your housing application; not cleaning your room on a regular basis, or violation of the terms in this signed Residence Agreement or any supplemental house agreement is grounds for the immediate termination of your occupancy and/or the withdrawal of future University housing privileges and may result in University disciplinary action under Stanford's Fundamental Standard of student conduct. Students deemed ineligible for University housing and denied housing privileges for violation(s) of this agreement remain financially liable

for the entire term of the quarter in which they are removed. Students must also pay any fees and costs (including attorney fees and court costs) incurred by the University in enforcing this agreement or resolving any dispute under it. The determination of violations of this agreement and all decisions regarding petitions for exceptions to any policies in this agreement are made by the Director of Housing Assignments, the Executive Director of Student Housing, or by other designee of the Senior Associate Vice Provost for Residential & Dining Enterprises.

The University reserves the right to make changes to the Residence Agreement and supporting policies from time to time without prior notice. The Residence Agreement in the form as it exists online is the governing document, and contains the then currently applicable policies and information.

Eligibility for University Housing

Academic-Year Eligibility

To be eligible to live in University housing during the academic year (Autumn, Winter and Spring Quarters), you must be enrolled as a Stanford student during each quarter of occupancy and be in good academic and financial standing. If you are not eligible to enroll or have an active housing hold, you are not permitted to move into or stay in your residence. Holds on international students that cannot be cleared until their arrival are not applicable as long as they cleared upon their arrival to campus.

If you terminate your enrollment or if you are suspended from the University at any time after having moved into your residence, you must file a Termination of Occupancy form and vacate your residence within 48 hours after such termination or suspension.

Specific information regarding types of housing for which specific categories of students are eligible is as follows.

Graduate students must be enrolled students as considered by the Registrar's office or as a Terminal Graduate Registrant (TGR). Graduate students who are approved to take a Registrar's graduation quarter are eligible for housing. Students auditing classes or enrolled in the Master of Liberal Arts part-time graduate program are not eligible for housing. If your status changes to non-matriculated after you are assigned to University housing, you must notify Housing Assignments immediately.

Undergraduate students must be considered enrolled by the Registrar's Office. If not enrolled full time, undergraduate students must have an approved 13th Quarter petition or a Permit to Attend for Services Only. Students graduating at the end of Winter Quarter can petition Housing Assignments to stay in residence for Spring Quarter. *Freshmen and transfer students* who are enrolled students are required to live in a University residence designated by Housing Assignments. Freshmen must live in campus housing; losing eligibility for University housing will also likely lead to a loss of student status, unless an extraordinary exemption is granted from the Office of the Vice Provost for Undergraduate Education. Freshman and transfer students who are 25 or over

should apply for graduate housing. Freshman and transfer students may apply for couple without children or student with children housing if eligible.

Non-matriculated students are eligible to live in University housing only if all matriculated students can be accommodated. If all matriculated students cannot be accommodated, non-matriculated students may be required to move out of University housing before the end of their contract period.

Staff and faculty members may be eligible and/or required to live in graduate housing.

Summer Quarter Eligibility

To be eligible for University housing during the Summer Quarter you must fall under one of the following categories.

- (1) *Students living in graduate residences with a full-year contract.* Students with full-year contracts have Summer Quarter included in their contract. You are responsible for your summer contract once the quarter begins unless you have filed a Termination of Occupancy form with Housing Assignments. If you have renewed your contract for 2011-12, you are not eligible to terminate your contract for summer 2011.
- (2) *Students without full-year contracts.* Stanford students without a full-year contracts can apply for summer housing if they are in good academic and financial standing and are:
 - Enrolled for Summer Quarter;
 - Not enrolled for Summer Quarter but were enrolled Spring Quarter, plan to enroll the following Autumn Quarter, and are considered term eligible for Autumn Quarter by the Registrar's Office; or,
 - Graduating at the end of Spring Quarter 2011-12.
- (3) *Students enrolled in the Summer Visitor Program.* Visiting graduate and undergraduate students must be enrolled for at least three units; International students obtaining an I-20 (Certificate of Eligibility for the F-1 Student Visa) from Stanford University are required to maintain a minimum of eight units.
- (4) Students auditing classes in the summer or enrolled in the Master of Liberal Arts part-time program are not eligible to live in Student Housing.

Eligibility Provided and Granted Through Petition

Post-Graduation Quarter Petitions

If your terminal degree is conferred at the end of Autumn or Winter Quarter, you may petition Housing Assignments to remain in University housing non-enrolled for one quarter immediately after degree conferral.

Petitions are approved on the condition that all enrolled students can be accommodated first. The University, at its discretion, may approve or deny petitions based on projected demand. In the event that not all petitions are approved, priority will be based on date of receipt by Housing Assignments and reason for staying. Due to space constraints it is very unlikely that graduation petitions will be approved for undergraduates for Winter Quarter. You may not audit classes or work on an honor's thesis, an honor's project, a dissertation, or any outstanding incompletes during this post-graduation quarter. Undergraduate

students on a Registrar's Office graduation quarter are not eligible to live in student housing.

Petitions for a post-graduation quarter must be filed at Housing Assignments by October 28, 2011 if your degree is to be conferred at the end of Autumn Quarter, or by February 10, 2012 if your degree is to be conferred at the end of Winter Quarter. Students who graduate at the end of Spring Quarter are permitted to stay in housing until the end of the eight-week summer contract and do not have to file a petition.

Vacation Quarter Petitions

Upon petition, graduate students may be permitted to live in housing as non-enrolled students for one vacation quarter if:

- (1) They are on official leave from the University;
- (2) They have been enrolled during the previous three consecutive quarters (including summer);
- (3) They enroll for the quarter following the leave; and,
- (4) They have been living in housing during the previous term and will remain in continuous occupancy in their same room or apartment.

Maternity Accommodation

All women graduate students anticipating or experiencing a birth who are registered, matriculated students can apply to the Registrar's Office for a Childbirth Academic Accommodation period. If approved, the student is then eligible for an accommodation period of up to two consecutive academic quarters around the time of the birth, during which the student is eligible for full-time enrollment and will retain access to Stanford housing. Graduate students only need to petition to remain in housing if they are taking leaves of absence. Adoption, foster-care placement, and paternity leave are covered under policies governing leaves of absence and students with these circumstances should apply to stay in housing by filing a petition with Housing Assignments.

Eligibility for Specific Categories of Housing

Students are eligible for specific housing locations based on demographic information. Here are the categories available:

Single Student Housing is available to single students and students who are attending Stanford without their spouse/partner and/or children.

Couple without Children Housing is available to students without children who are living with their spouse or same- or opposite-sex domestic partner. For the purposes of this agreement, a domestic partnership is defined as an established, long-term partnership with an exclusive mutual commitment in which the partners share the necessities of life and ongoing responsibility for their common welfare.

Student with Children Housing is available to students who have legally dependent children living with them. Housing is not provided for extended families, including the parents and siblings of students or live-in day care staff. Exceptions to this policy are approved only in unusual circumstances.

Further references in this agreement to “single students,” “couples without children,” and “students with children” mean any student, regardless of marital or family status, living in housing designated for single students, couples without children, or students with children, respectively.

Change in Marital or Family Status

If a change in your marital or family status necessitates assignment to a different type of housing, you must immediately apply for reassignment by completing the appropriate form on Axess. If the University is able to reassign you within a reasonable period of time as vacancies occur, you must accept reassignment. Your housing charge rate will change on the day you move into your new assignment. If a vacancy does not occur in the type of housing appropriate to your new status within a reasonable period of time, you may then petition to be considered for release from this contract at the end of the current academic term provided you have notified us when you became aware of your status change.

Couples made up of two Stanford students living in Couple without Children Housing must both request reassignments to single student housing if their relationship dissolves. Student spouses who are not Stanford students are not eligible to stay in an apartment if the student moves away, and may not apply for single student housing if the relationship dissolves.

Personal Attendants

If you have a disability or documented medical condition that requires you to have a documented personal attendant, you must notify the Office of Accessible Education. The attendant’s name (and student status if applicable) must be filed with Housing Assignments before a key and/or access card is issued for the attendant. Housing Assignments must be notified in writing if you are no longer in need of an attendant or if the name of your attendant changes. In undergraduate residences that require a meal plan, an additional meal plan must be purchased for a live-in attendant. Family members are not eligible to serve as personal attendants in Undergraduate Housing.

Occupancy

If you live in Single Student Housing, occupancy of your room shall be only by you and your assigned roommate(s), if any, and by no other person(s) except a documented live-in personal attendant. If you live in Couple without Children Housing or Student with Children Housing, occupancy shall be only you and your spouse/partner and/or dependent children listed on your housing application and by no other person(s) except a documented live-in personal attendant as described above. Family members authorized to live with you must comply with all terms and conditions of this Agreement. You are responsible for your family members or live-in personal attendant and for their compliance with all terms and conditions of this agreement. You (and any family members living with you in Couple without Children Housing or Student with Children Housing) must occupy your assigned space for at least 50 percent of the time during any given week.

Any and all planned changes in occupancy must be reported to Housing Assignments. Failure to report changes in occupancy may be grounds for termination of your contract for University housing.

Length of Agreement

This Residence Agreement is for all housing assignments made for the 2011-12 University calendar year, including renewals from 2010-11. The term of the contract depends upon your residence assignment, your housing category (single undergraduate, single graduate, couple without children, or student with children), and your academic program. If you change residence locations during the year, the length of your contract may change, but terminations of contract are only accepted under specific conditions. (See “Termination of Agreement” on page 13.)

This agreement is valid when you receive your housing assignment and remains valid until the last day of your contract period, unless terminated earlier by you or revoked by the University. Billing begins on the date your contract begins or on the date you take occupancy of your room (whichever is earlier). You are considered to take occupancy when you receive a key to your assigned room or an authorized proxy is given a key to your room regardless of whether or not you have moved your belongings into the room. A proxy is a person who you have authorized in writing to pick up your key.

If you are unable to pick up your key by the second business day after your contract begins, you must notify your Housing Front Desk in writing of your intent to arrive late including the date and time of your planned arrival. Housing assignments will only be held for late arrival until Wednesday of the first week of the academic term for which your contract begins. You will be charged an Administrative Fee for cancellation of \$550 and any applicable housing charges up until the date your assignment is cancelled if you do not provide us with notification and/or do not take occupancy of your apartment as stated above.

The length of Residence Agreements is different for Graduate and Undergraduate Housing depending on where you are living. Below is an explanation of each.

Students Living in Graduate Housing

Graduate Housing refers to Single Graduate Student Housing, Couple without Children Housing, and Student with Children Housing. Students living in Graduate Housing have contracts for the full University calendar year (Autumn, Winter, Spring, and Summer Quarters) or for the academic year (Autumn, Winter, and Spring Quarters), depending on their assignment location. Students who begin their contract after the start of autumn term have contracts for that portion of either period remaining at the time of assignment. Specific start dates are listed on pages 10-11.

Students in Continuous Housing from 2010-11

Students in Graduate Housing who remain in continuous occupancy from the 2010-11 year, including those who have renewed their housing contract, begin their contracts for 2011-12 on September 1, 2011. Except for students living in Schwab or other academic-year buildings (see “Academic-Year Contracts” on page 10), contract dates are September 1, 2011 to August 19, 2012 for students living in full-year Graduate Housing and September 1, 2011 to June 18, 2012 for students living in academic-year Graduate Housing.

Full-Year Contracts

The majority of students living in Graduate Housing live in buildings that have full year contracts. Full-year contracts begin on the effective date of your assignment. If a contract is renewed for the 2012-13 year or a student is assigned in the 2012-13 lottery, their current contract will end on September 1, 2012, and the new contract will begin on the same day. Students without a contract for the 2012-13 year will terminate their contract on August 19, 2012.

Students who lose eligibility for student housing and/or need to cancel their contract early must file a Termination of Occupancy form (See Termination of Agreement on page 13). Students on full-year contracts are allowed to cancel their contract for Summer Quarter by submitting a Termination of Occupancy form before the start of Summer Quarter. Students who renew their housing assignment for the 2012-13 year cannot cancel their assignment for summer.

Academic-Year Contracts

If you are assigned to an academic-year residence, your contract begins on the effective date of your assignment and ends on June 18, 2012 (June 15, 2012 for students in Schwab).

Students who wish to add summer to their academic-year contract must apply for the Summer Lottery in the spring of 2012 and, if assigned in the Summer Lottery, agree to move to a full-year residence and pay for summer rent at the rate of the residence to which they are assigned. You cannot renew your housing agreement if you have an academic-year contract; you will have to enter the 2012-13 Lottery to receive an assignment for the next year.

Contract Start Dates for Students Moving into Graduate Housing during the 2011-12 Academic Calendar Year

The contract dates for move-in for each term of the 2011-12 year for graduate residences are as follows. (These dates are subject to changes in the University academic calendar). These are the dates on which contracts begin for those assigned through the Lottery, the Autumn Waiting List, Winter Waiting List, Spring Waiting List, or Summer Waiting List. Students assigned during the continuous assignment period may have different start dates. In some situations, students may begin their contracts earlier than these dates if arranged through their Housing Front Desk or Housing Assignments, but contracts cannot begin later than these dates for each term unless the room is not available.

Contract Start Dates by Term

Academic Quarter	For All Graduate Housing <i>Except Schwab and First-Year Law Students</i>	For First-Year Law School Students	For Schwab Residential Center
Autumn ¹	September 2, 2011 September 9, 2011 September 16, 2011	August 29, 2011	September 14, 2011
Winter	January 5, 2012	January 5, 2012	January 5, 2012
Spring ²	March 31, 2012	March 31, 2012	March 31, 2012
Summer	June 23, 2012	Not applicable	Not applicable

¹All Graduate Housing residents have the option to choose from three start dates for Autumn 2011. You must pay from the date you select regardless of whether or not you move in later (as long as you follow late arrival notification policies under Length of Agreement). Some graduate programs begin early, and students in these programs are allowed early arrival options if the programs begin before September 1, 2011. Students must pay for these additional days. Students with school-aged children can begin their contracts on August 19, 2011.

²Students who are graduating and living in Schwab need to make arrangements to stay for commencement with Schwab (src@gsb.stanford.edu). Students living in Schwab who wish to stay for Summer Quarter must apply for the Summer Lottery by May 5, 2012, and, if assigned, will be required to move to another housing location.

Graduate Students Requesting Only Summer Quarter Housing

Students who need housing for Summer Quarter only or those who want to arrive a quarter early for their Autumn Quarter assignment may apply for Summer Housing in spring of 2012. For eligibility for summer housing, see “Eligibility for University Housing” on page 5. Graduate Housing residents who are assigned to different summer and autumn residences may be required to move into their autumn assignments during the middle of summer. Students must contact the Housing Front Desk of their autumn assignment for their move dates. The contract dates in University residences for summer term 2011-12 are June 23, 2012 - August 19, 2012. Stanford students (except freshmen and transfers) who have an Autumn 2012 contract can request a ten-week contract that ends on September 2, 2012 and this will be approved based on when the next occupant is moving into your apartment.

Students Living in Undergraduate Housing

Contracts for students living in Undergraduate Housing are academic-year contracts (i.e., Autumn Quarter, Winter Quarter, and Spring Quarter)

Upperclassmen

- (1) Upperclass student contracts begin on Thursday, September 22, 2011 and end on June 15, 2012.
- (2) Upperclass students who request and are granted early arrival housing in autumn or request and are approved for late stay housing in June are charged a premium per diem rate for each day before or after their contract dates.
- (3) Students moving into housing Winter Quarter begin their contract on January 7, 2012 and end their contract on June 15, 2012.

- (4) Students moving into Housing Spring Quarter begin their contract on March 31, 2012 and end their contract on June 15, 2012.
- (5) Upperclass students who are going through commencement in June are allowed to stay in housing through June 18, 2012 if requested.

Freshmen and Transfers

- (1) Freshman and transfer student contracts begin on Tuesday, September 20, 2011 and end on June 15, 2012.
- (2) New freshmen and transfer students are not allowed to arrive early unless participating in an NCAA athletic team that stays on campus for pre-season housing.

Undergraduate Residences Close During the Winter Break Period

All undergraduate residences close during the autumn-winter break period. Students must move out of housing by 12:00 p.m. on Saturday, December 17, 2011, and may not return to housing until 8:00 a.m. on Saturday, January 7, 2012. Residences remain open during the Thanksgiving break period and the Spring Break period.

Students Taking a Leave of Absence or Going Overseas

Students who are going overseas or taking a leave and will not be enrolled for part of the academic year need to file a Termination of Occupancy form indicating why they are moving out of housing. Filing a Termination of Occupancy form does not automatically cancel your financial obligations, and you may be required to continue to pay “contract breaker” housing charges for the remainder of the academic year if you remain eligible for housing or are removed from housing for cause. (See “Termination of Agreement” on page 13).

Summer Housing for Undergraduate Students

Undergraduate students who wish to stay for the summer can apply for summer housing, which is offered in a limited number of residences. Students who have a Spring Quarter contract and are staying for Summer Quarter are required to pay summer rent when their academic contract ends on June 15, 2012. They will move directly from their spring to their summer residence when the summer residence becomes available. Undergraduate students who are on a ten-week summer contract can elect interim housing to extend occupancy until the start of their Autumn contract. A per diem housing charge, which varies by residence, is charged to students assigned to housing during the summer-autumn academic recess. Contract dates for summer housing are available in Spring 2012, and vary by residence location.

Living at Hopkins Marine Station

This Residence Agreement applies to students who are assigned and living in Hopkins Marine Station housing, although the dates of the actual contract may be different depending upon your academic program. You must be an enrolled Stanford student during each quarter of occupancy and a guaranteed year is removed if the Marine Station is your only housing assignment for the year.

Authorized Occupancy Outside of Contract Dates

All of the provisions of this agreement remain in effect for students living in Student Housing even outside of normal contract periods. Students who are authorized to move in early or stay late are responsible for any applicable Administrative Fees for early arrival or late departure. Undergraduate Housing residents will pay an additional housing charge during these periods that is established by the University, and may be assigned to a different room than the room assigned during the contract period.

Unauthorized Occupancy

If any student occupies a room or residence without authorization any time before or after their contract dates, termination of occupancy dates, or during the closure period for autumn-winter academic recess, they will be charged an Administrative Fee for unauthorized occupancy for each day or portion thereof until the space is completely vacated. A room is not considered completely vacated until all belongings are removed and the key is returned to the appropriate Housing Front Desk. If a key has been lost, the student must check out with their Housing Front Desk or send notification in writing the day of departure. Students will be charged for their room until the Housing Front Desk has confirmed that they have left their room. Students may not remain as a guest in someone else's room after checking out. The daily Administrative Fee for unauthorized occupancy fee is \$175 for all students. The University also reserves the right to assess these charges if you occupy a room or residence after your eligibility for University housing has ceased or if you allow guests to stay with you longer than permitted. (See Guest Policy on page 32). Occupying a room or residence without authorization may result in withdrawal of current and/or future housing privileges.

Termination of Agreement**Cancellation or Termination of Agreement**

For purposes of this agreement, "cancellation of agreement" refers to cancelling an assignment before the keys are accepted for an assigned housing location. "Termination of agreement" refers to returning the keys after they have been accepted and/or moving out of housing before the end of the contract period.

Administrative Fees

The University has established certain administrative fees (the "Administrative Fees") to compensate the University for the cost of administering requests for particular exceptions to the terms of this agreement, and in some instances to reflect the damages the University is likely to suffer as a result of non-compliance with this agreement by students. By signing this contract, you agree that the Administrative Fees are a reasonable estimate of the additional administrative costs and detriment that will be incurred by the University in these circumstances, and the Administrative Fees are presumed to be the amount of damage or expense the University will sustain, since it would be impracticable or extremely difficult to fix the actual cost or expense.

Cancelling an Assignment

You are allowed to cancel your assignment upon payment of an Administrative Fee for cancellation (as shown on the chart below) up until the time you accept your keys and/or move into housing. After that time you are not allowed to cancel your assignment, but you can file a Termination of Occupancy form (see Termination of Agreement below). If you move out of housing and you are not eligible to cancel your contract according to the terms of this agreement, you will be billed for the remainder of the academic year.

There is an Administrative Fee for cancellation if you cancel an assignment or fail to move into your assigned residence. The fee you are charged is determined by the date that you refuse your assignment as indicated below. Cancelling an assignment after the contract start date will result in an Administrative Fee for “no-show.” No show fees are the highest Administrative Fees for cancellation shown below, plus any housing charges due up until the date we are notified that you are cancelling your contract.

Academic Term	Cancellation Date	Fee Charged
Autumn Quarter	May 14 to June 30, 2011 (for undergraduates) May 21 to June 30, 2011 (for all others)	\$100
	July 1 to August 5, 2011	\$250
	August 6 to August 19, 2011	\$350
	August 20 to September 5, 2011	\$450
	September 6, 2011 and after (no show fee)	\$550 plus any rent due at time at cancellation
Winter Quarter	November 19 to December 2, 2011	\$100
	December 3 to December 9, 2011	\$250
	December 10, 2011 to January 1, 2012	\$350
	January 2 to January 8, 2012	\$450
	January 9, 2012 and after (no show fee)	\$550 plus any rent due at time at cancellation
Spring Quarter	March 3 to March 9, 2012	\$100
	March 10 to March 23, 2012	\$250
	March 24 to March 30, 2012	\$450
	March 31, 2012 and after (no show fee)	\$550 plus any rent due at time at cancellation
Summer Quarter	Deadlines and fees for summer will be determined in Spring 2012 and posted on the Student Housing website.	

New graduate students who refuse an assignment forfeit their guaranteed year of University housing. Guaranteed undergraduates who refuse an assignment forfeit a guaranteed year. Undergraduates who have designated 2011-12 as a Draw number tier one or two year also forfeit their tier one or two usage. If

you cancel a housing assignment, you may reapply for housing for that specific term, but will receive a new application number and priority based on the date you reapply.

Special Note to Freshmen and Transfer Students

Freshmen and transfer students are required to live in a University residence assigned by Housing Assignments. Freshmen who are under 18 must have their parents sign their Residence Agreement by August 21, 2011.

Special Note for Graduate School of Business Students Assigned to Schwab

Student Housing Administrative Fees for cancellation do not apply to students assigned to Schwab by the GSB. Refer to application and deposit information provided by the GSB if cancelling.

Filing a Termination of Agreement:

Students who plan to move out of housing before the end of their contract period for any reason must file a Termination of Occupancy form online. All terminations are reviewed by Housing Assignments and if a student is not eligible to cancel a contract according to the terms of this agreement, or the University terminated this agreement because the student did not adhere to the terms of this agreement (see above); the student will be billed for the remainder of the academic year at the “contract breaker” rate (see below).

Permitted Reasons to be Released from Residence Agreement:

Students will be released from contract for the following reasons without payment of contract breaker housing charges if a Termination of Occupancy form is filed by the end of the fifth week of the quarter prior to the quarter in which the student is leaving (see chart below) under the following circumstances:

- (1) Contract holder is no longer eligible for housing (e.g. no longer enrolled, receiving terminal degree, taking leave of absence, etc.), or
- (2) Contract holder will be an enrolled student, but will be studying or doing research outside of the Bay Area (Bing Overseas Studies Programs, Stanford in Washington, Hopkins Marine Station, etc.), or
- (3) Contract holder lives in Student with Children Housing and has filed a Termination of Occupancy form by the deadline to move out at the end of an academic term.

University-Initiated Termination of Agreement

- (1) Due to Loss of Eligibility for Housing: Students are required to file a Termination of Occupancy form and move out of housing immediately if their eligibility for University housing ceases. (see eligibility for housing on page 5) Students who refuse to move out after being notified that they are no longer eligible for housing will be charged an Administrative Fee for unauthorized occupancy of \$175 per day until they move out of housing. All ineligible students will be charged an Administrative Fee of \$450 for release from their contracts.
- (2) Due to Breach of Agreement: The University may terminate this agreement and a student’s occupancy rights at any time after giving notice for any of the following reasons.

- (a) You have failed to pay any amount due to Stanford under this agreement.
- (b) You have breached this agreement or any supplemental house agreement (including, but not limited to, a breach of University residence policies, conduct in violation of the rights of others, alcohol or drug violations, misrepresentation of facts during application or assignment process).

Termination by the University pursuant to either (a) or (b) above does not terminate your obligation to pay housing charges and you must still pay contract breaker charges (see below) for the remainder of the academic quarter.

- (3) Due to an Emergency Situation: The University may terminate your contract and your occupancy rights at any time after giving you notice for any of the following reasons.
 - (a) The University reserves the right to terminate mandatorily the occupancy of undergraduate students assigned to housing during an unguaranteed year in order to meet its guaranteed housing obligations to undergraduate students.
 - (b) If Stanford is closed or experiencing an emergency, the University immediately and without notice may terminate this Residence Agreement and close residences.
 - (c) If a residence is totally or partially destroyed by any cause, the University is not obligated to rebuild or replace it, and may terminate occupancy and all residence contracts upon notice to residents.

If you move out of University housing for any reason prior to the end of your contract period, you must file a Termination of Occupancy form online at <http://studenthousing.stanford.edu>.

Other Reasons for Termination of Contract:

Students may petition Housing Assignments to be released from contract for reasons other than those listed above. If their petition is approved, they will need to pay housing charges until either the effective date that is approved by Housing Assignments, or the date they move out of housing, whichever is later, and also pay an Administrative Fee of \$450 for release from the contract.

Personal Property

All personal property must be removed from University residences at the end of the contract term, whether by expiration or earlier termination. If you do not remove your belongings from the residence, the University may put your belongings into storage for a reasonable amount of time (at your expense), or dispose of it in accordance with applicable law.

Fees for Terminating a Contract:

Contract Breaker Rate: Students who move out of housing and are not eligible to break their contract or who are removed from housing because they did not follow the terms of this agreement are required to pay housing charges at a “contract breaker” rate for the remainder of the academic quarter as long as there are vacancies in their category of housing (e.g. single male graduate, single female undergraduate). The “contract breaker” rate is the lowest rate for the category of housing to which you are assigned, exclusive of house dues and communications fees. For undergraduate students this is the standard residence

room rate. The co-op rate does not apply because students are required to work ten hours per week in the co-op to get that rate, which you are unable to do if you are not living in the co-op. If no vacancies remain in their category of housing by the end of the assignment period, they will be released from contract (and hence the rental obligation) upon payment of an Administrative Fee of \$450 for such release.

Contract Release Fee: Students who are released from their housing contract through petition to Housing Assignments or released from the “contract breaker” housing charges will be charged an Administrative Fee of \$450 for such release.

Termination of Occupancy Fee: Students who are eligible to terminate their contracts (see above) will be subject to the following Administrative Fees, depending on the date that they file their Termination of Occupancy form:

If your occupancy ceases at the end of:	And you file a termination of occupancy form:	You are charged an administrative fee of:
Autumn Quarter	October 28, 2011 and before	No fee
	October 29 to December 2, 2011	\$100
	December 3 to December 9, 2011 [†]	\$250
	December 10, 2011 to January 1, 2012 [†]	\$350
	January 2, 2012 [†] and after	\$450
Winter Quarter	February 10, 2012 and before	No fee
	February 11 to March 9, 2012	\$100
	March 10 to March 23, 2012 [†]	\$250
	March 24, 2012 [†] and after	\$450
Spring Quarter* [^]	May 4, 2012 and before	No fee
	May 5 to June 1, 2012	\$100
	June 2 to June 15, 2012 [†]	\$250
	June 16, 2012 [†] and after	\$450

[†]The Administrative Fee for fraternity or sorority residents is \$100 since the fraternity or sorority remains liable to the University for the full housing charge. The Administrative Fee for Schwab residents assigned by the Graduate School of Business is \$100.

*These dates apply only to students who have signed full-year contracts. Students who have signed academic-year contracts do not need to complete a Termination of Occupancy form for the end of Spring Quarter because their Residence Agreements expire at the end of Spring Quarter.

[^]Students in residence after June 23, 2012 who have not received prior approval from Housing Assignments will not be permitted to terminate their contracts before the end of Summer Quarter.

Contract End Dates for Students Moving Out of Housing During the 2011-12 University Calendar Year

The move-out dates for those terminating their contracts at the end of Autumn, Winter, Spring or Summer Quarter of the 2011-12 year are as follows on page 18. (These dates are subject to changes in the University academic calendar). Students who lose enrollment status during the year may have termination

dates in the middle of terms, but this must be documented in writing from Housing Assignments.

Most contracts end at the conclusion of an academic quarter. Standard check-out time is 8:00 a.m. Student Housing reserves the right to change check-out times as required and will notify residents through the Student Housing website, the Termination of Occupancy form, Stanford e-mail, or student newsletters. You are required to pay until the last day of your contract regardless of the date that you actually move out of housing. If you extend your housing beyond these dates, you will pay for each day in housing at the late departure rate if approved or at the unauthorized occupancy rate if not. When you move out of housing, you must return your key or report it missing to your Housing Front Desk. Occupancy ceases upon move-out and key return. All students who stay in continuous housing from 2011-12 and have a new contract for 2012-13 will end their contract on September 1, 2012 and begin their new contract on the same day even if they are changing rooms. Contract end dates for 2011-12 are as follows.

Moving Out at the End of	Graduate Housing Quarter End Dates (Except for Schwab)	Schwab Residential Center Quarter End Dates	Undergraduate Housing Quarter End Dates
Autumn Quarter	December 19, 2011	December 19, 2011	December 17, 2011
Winter Quarter	March 25, 2012	March 25, 2012	March 24, 2012
Spring Quarter ^{1,2}	June 18, 2012	June 15, 2012	June 15, 2012
Summer Quarter ^{3,4}	August 19, 2012	Not Open	August 19, 2012

¹ Academic-year contracts end at the end of Spring Quarter. Students on academic-year contracts can apply for summer housing in spring 2012 through the Summer Lottery. (See "Length of Agreement.") Students with full-year contracts can terminate the summer portion of their contracts if they file Termination of Occupancy forms by the dates listed above (see page 16), but they will not be eligible to renew their contracts for the 2012-13 year.

² Graduating undergraduate students are permitted to stay until 2:00 p.m. on Monday, June 18. Upon approval, students working at Commencement may be allowed to extend their stay in Undergraduate Housing until 8:00 am on June 18, the charges for which will be billed at the late departure rate per day. Schwab residents may arrange through the Schwab front desk staff to stay for graduation weekend by emailing src@gsb.stanford.edu.

³ Eligible students may also elect the ten-week summer contract and remain in housing until September 3, 2012 for graduate students and September 5, 2012 for undergraduate students. Graduate students who are assigned housing for the 2012-13 year or renew their contracts will automatically have their contracts extended until September 1, 2012. Undergraduate students who are on a ten-week contract can elect interim housing to extend occupancy until the start of their Autumn contract.

⁴ Students who wish to move on campus for summer can apply through the Summer Lottery process.

Force Majeure

The University assumes no responsibility for failure to perform any terms or conditions of this Residence Agreement due to any force majeure. For purposes of this Residence Agreement, the term "force majeure" shall mean fire, earthquake, flood, act of God, strikes, work stoppages or other labor disturbances, riots or civil commotions, litigation, war or other act of any foreign nation, plague, epidemic, pandemic, power of government or governmental agency or authority,

or any other cause like or unlike any cause mentioned above, which is beyond the control or authority of Stanford.

Sublicensing

Students living in Graduate Housing may be permitted to sublicense their apartments during the summer term to persons formally affiliated with Stanford University and who are the same gender as roommates in shared apartments. Students can only sublicense their space to the same number of persons as are in their contract (single students can only sublicense to one single student, couples can only sublicense to a couple, etc.) Some graduate students may be able to sublicense for one quarter during the academic year. Residents who will be away from campus during their vacation quarter or registered in absentia for one quarter may sublicense their rooms or apartments by finding qualified Stanford affiliates to sign sublicense agreements. Requests must be approved through Housing Assignments. Information on sublicensing is available through an online database at <http://studenthousing.stanford.edu/sublicense>. Due to increased demand during Autumn Quarter, residents must sublicense to an enrolled Stanford graduate student during that quarter. Students are not permitted to charge more for their room than the rental rate they pay. Single students who live in shared occupancy rooms must have their roommates sign the sublicensing agreement to acknowledge that they have been informed of the sublicense. Roommates may complete a property use restriction form that describes personal items the roommate does not want the sublicensing individual to use. Sublicensees must be the same gender as the roommate(s) in the apartment. Stanford undergraduate students are not eligible to sublicense rooms in any University housing.

Supplemental House Agreements

Some residences require residents to sign a supplemental house agreement because of special conditions that apply to those residences. If you do not fulfill the requirements of the supplemental agreement, the University will reassign you to another residence for the remainder of the term of this Residence Agreement or may terminate your occupancy as provided above.

Supplemental house agreements may in no way cancel or supersede this agreement. In the event of conflict, the order of precedence regarding the student's obligations and rights shall be University policy, then the Residence Agreement, then any supplemental house agreements. If you do not sign your supplemental house agreement, a hold may be placed against your future enrollment.

BILLING, PAYMENT & RATE INFORMATION

Billing Information

Charges for room, board, communications fees, house dues, and any other miscellaneous fees are charged by academic term or when the fee is assessed. (See Billing Cycles under Rate Information on page 21). You agree to pay any other fees that may be assessed through supplemental housing agreements or board bills that are assessed through all undergraduate houses not on a Stanford University Dining plan (except undergraduate apartments). If you change residences during the year, your rates may also change. Upon occupying the new room, you agree to pay the rates for the new assignment. All billing disputes must be raised with the department that placed the charge on your bill (e.g., Housing Assignments, Stanford Dining, and Residential Education via its House Managers) within 12 months of their first appearance on an account or statement.

Billing Through Student Financial Services

Housing charges (except in private-title residences), Administrative Fees, communications fees, Stanford Dining meal plans, and house board bills are charged by term on your University Bill as prepared by Student Financial Services. All term charges are due the 15th of the month prior to the start of the quarter unless otherwise specified. All other charges are billed monthly. Monthly bills are generated on the 20th (or the nearest business day thereafter) of each month and due on the 15th of the following month. If you are assigned housing after the beginning of the quarter, you will be billed on the next billing cycle after the charges are incurred.

Billing Through Your Student-Managed House

Room and board charges in private-title residences are required and billed by and paid directly to the financial manager of the respective house. Room and board charges for all other residences are billed through Student Financial Services. Student-Managed House bills are based on your pro-rata share of all financial obligations of your house or dining society. A mandatory board plan is required in all on-campus undergraduate residences except the apartments. Students in Row houses should contact their kitchen manager with any questions concerning their board bill.

Payment Information

Billing and payment services are delivered electronically on a monthly basis through Stanford ePay, Stanford's online billing and payment service. Bill notification is sent to the student's primary e-mail address (SUNetID@stanford.edu) and to any authorized payers the student has set up in Stanford ePay. If payment via ePay is not possible, the University will accept a personal or cashier's check via mail or walk-in delivery, or a wire transfer. Payment may be mailed to or dropped off at the Student Services Center, which is located at 459 Lagunita Drive, Suite 7, Stanford, CA. 94305. Complete payment information and wire instructions can be found on the University Bill Payment Methods page in the Students section of the Gateway to Financial Activities website.

Outstanding balances not paid by the due date may generate holds on your account that block enrollment, transcripts, and degree conferral. Acceptance of payment of delinquent housing charges does not waive Stanford’s right to terminate your occupancy for any other breach of this agreement. Acceptance of partial payment of delinquent housing charges does not waive Stanford’s right to terminate your occupancy for failure to pay other outstanding housing charges.

Residents who are not matriculated or not enrolled students (including summer visitors) must pay all room and meal plan charges in full before assuming occupancy of a room.

Rate Information

Housing charges are based on residence, student category, and type of housing. Rates are listed on the Student Housing website (<http://studenthousing.stanford.edu>). Rates are based on the annual room and meal plan rates that are approved for the 2011-12 University calendar year. If your contract begins before September 1, 2011, you will pay for any additional days at the 2011-12 rates. If you change residences during the term of this contract, your housing charges may also change.

Billing Cycles

Students living in Undergraduate Housing will be billed for housing charges by term according to the following dates or the date reflected in their contracts for the type of housing in which they are living. Undergraduate students are charged the same housing charges for each term.

Academic Term	Dates of Occupancy
Autumn Quarter	September 22, 2011 to 8:00 a.m., December 17, 2011
Winter Quarter	January 7, 2012 to 8:00 a.m., March 24, 2012
Spring Quarter	March 31, 2012 to 8:00 a.m., June 15, 2012
Summer Quarter	June 15, 2012 to 8:00 a.m., August 19, 2012

Students living in Graduate Housing will be billed for housing charges by term based on monthly rates. These billing dates do not necessarily reflect contract dates if you end your contract at the end of a term, or begin your contract before or after September 1, 2011. Contract dates that do not reflect the dates below will be pro-rated on the basis of a 30-day month regardless of the actual days in the month. The period for which you will be billed for housing charges for each academic term is in the following chart.

Academic Term	Months Charged	Dates Included
Autumn Quarter	3.6 months	September 1, 2011 to December 19, 2011
Winter Quarter	3.2 months	December 19, 2011 to March 25, 2012
Spring Quarter	2.8 months	March 25, 2012 to June 18, 2012
Summer Quarter	2.4 months	June 18, 2012 to September 1, 2012

Meal Plans

Graduate Residences

Meal plans are not required for students living in graduate residences, including Escondido Village, Lyman, Munger, Rains, and Schwab. Students assigned to these residences may purchase a meal plan by contacting Stanford Dining at <http://dining.stanford.edu> or diningplans@stanford.edu.

Undergraduate Residences

Meal plans are required for all students living in undergraduate housing locations except for apartments, where a meal plan is optional. Students living in non-apartment residences are required to take and pay for one of the standard meal plans offered by the residence to which they are assigned. In undergraduate residences that require a meal plan, an additional meal plan must be purchased for a live-in attendant.

Stanford Dining Meal Plan Agreement

Stanford Dining meal plans are billed once each quarter during autumn, winter and spring. Students living in Manzanita, Branner, Wilbur, Stern, Toyon, Crothers/Crothers Memorial, Florence Moore, Roble, Lagunita, Yost, EAST, Murray, Sterling Quad and FroSoCo in 2011-12 are required to enroll in one of the Stanford Dining meal plans. You will be automatically enrolled in the '14 meals plus meal plan dollars' plan if you have signed a housing contract but you have not selected a meal plan by August 15, 2011.

Meal Plan Week

The meal plan week begins with Sunday brunch and ends on Saturday dinner. Your meal plan weekly meal balances are reset on Saturday after dinner.

Transfer

Your plan card and privileges are nontransferable; you cannot use your plan to obtain food or drink for others, except when using your plan's guest meal privileges for guests.

Schedule

Stanford Dining reserves the right to modify dining hall service days and/or hours of operation as needed and without prior notification. The academic year meal plan calendar can be found at dining.stanford.edu/calendar. Meals are not served outside of the contract periods or during academic recesses (e.g., spring break).

Changes, Cancellations, and Refunds

You can make changes to your meal plan online at dining.stanford.edu or at the Stanford Dining Central Office, 693 Pampas Lane, Monday-Friday between 8:30 a.m. and 4:30 p.m. (you will need your Stanford ID card). Meal plan changes are prorated on a daily basis. For plans with meal plan dollars, the used amount of your old plan will be charged, and you'll be charged the minimum required amount for participating in your new plan. There is no Administrative Fee for changing meal plans.

Students who live in Yost, Murray or EAST houses are required to maintain the meal plan designated specifically for those houses; no changes.

Billing

You are required to pay for the meal plan for which you are billed, within the specified time, even if you later change your meal plan. Separate charges or credits resulting from such changes will appear on your statement after each change.

Use of the Identification Card

Your plan card is your Stanford photo ID card validated for the plans in which you are enrolled. To enter a dining hall, you must let the checker scan your ID card. One meal, equivalent meal plan dollars or a guest meal will be deducted from your plan's weekly meal balance upon each entry into a dining room. Without exception, meal plan members are required to present a valid card to gain entrance. Stanford Dining reserves the right to have an employee inspect ID cards at any time and to request other appropriate identification.

Lost Cards

If you lose your Stanford ID card, you must report the loss immediately to the Stanford ID Card Office.

Conditions of Meal Servings Policy

The meal plan program features unlimited servings of all meals eaten in the residential meal plan dining rooms. It is your responsibility to take only what you can reasonably eat at each meal (All You Care to Eat policy). Stanford Dining reserves the right to limit the number of servings at special event meals. All food is intended for consumption in the dining hall premises. The food you select is to be consumed on the premises and not removed from the dining hall. Plates, trays, glassware and dishware are not to be removed from any of the dining room areas. Stanford Dining reserves the right to inspect any packages, coats, bags, purses, etc., brought into the dining areas. Meal plan students apprehended for theft of food or property, allowing another person to use their meal card, or any other attempt to defraud can be subject to Stanford University's judicial system.

Meal Plans

Please go to dining.stanford.edu for a complete description of all Stanford Dining meal plans.

Guest Meals

Each quarter, meal plan members can use their guest meal passes to purchase meals for guests accompanying the member. Guest meals cannot be used for your own meals.

Sick Trays

Sick trays are available if you are ill and unable to come to a dining unit for a scheduled meal. Sick trays can be picked up in any residential meal plan dining room at breakfast, lunch, or dinner. Another student who is eligible for that meal can present your meal plan card (and his or her card) to the dining hall to pick up a sick tray meal for you. One meal will then be deducted from your plan's weekly meal balance.

Late Plates/Sack Lunch

If you are not able to eat a particular meal in a dining hall, you can order and pick up a late plate or sack lunch at a residential meal plan dining room. To order a late plate or sack lunch complete the order form at dining.stanford.edu/ontherun. One meal will then be deducted from your plan's weekly meal balance.

Academic Term	Meal Plan Dates for Stanford Dining
Autumn Quarter	Friday, September 23, 2011 (brunch) – Friday, December 16, 2011 (dinner)
Winter Quarter	Saturday, January 7, 2012 (dinner) – Friday, March 23, 2012 (dinner)
Spring Quarter	Saturday, March 31, 2012 (dinner) – Wednesday, June 13, 2012 (dinner)

Student-Managed Dining Plans

Room and board charges in private-title residences are required and are billed by and paid directly to the financial manager of the respective house. Room and board charges for all other student-managed residences are billed through Student Financial Services. These bills are based on your pro-rata share of all financial obligations of your house or dining society. A mandatory board plan is required in all on-campus undergraduate residences except Mirrielees. Students in Row houses should contact their financial manager with any questions concerning their board bill.

House Dues

House dues may be charged on the University Bill or directly by the individual house. If house dues are assessed by individual houses, you agree to pay the dues even if they change during the year. House dues are set by the residence staff of individual residences or by the Office of Residential Education (for undergraduate residences) or the Graduate Life Office (for graduate residences). House dues vary by residence and may also vary by term. If you have questions about house dues, you should contact your residence staff (in undergraduate residences) or your Community Associate (in graduate residences) directly.

Communications Fee

All residents are required to pay a quarterly Communications Fee, which is assessed for all University residences (for more information see <http://acomp.stanford.edu/students/residential/commfee>). Stanford operates its own wireless and wired network and telephone system, which are supported by the Communications fee. A shared, pre-installed phone with local calling, call waiting, and domestic long distance is standard in all residences and is included in the Communications fee. Optional features are available for additional charge from Information Technology Services.

BILLING, PAYMENT AND
RATE INFORMATION

ASSIGNMENT POLICIES AND PROCEDURES

Residence and Room Assignments

The Residence Agreement goes into effect when you are assigned a space in University housing and is not for a particular room or residence or type of housing. Assignment to a University residence or reassignment to a different residence (including but not limited to a different house within the same residence complex) is made only by Housing Assignments.

Undergraduate Residences

After the first round of the Draw, room assignments are normally made through an in-house procedure that is approved through Residential Education and Housing Assignments and led by Residential Education student staff and full-time staff.

Assignments after the first round are made by Residential Education and Student Housing staff based on vacancies. Gender-neutral room assignments are allowed in Terra, Enchanted Broccoli Forest, Narnia, Castaño, Mirrielees, and four-person suites in the Suites. These will take place during the in-house draw process. Students must select their own roommates from students assigned to the house in order to participate in the program. For specific information, see the Student Housing website.

Students who have signed up for theme, focus, or co-op houses must meet the eligibility requirements for the house and must participate in activities required by the house program. If they do not meet the eligibility or program requirements, they will be reassigned out of the house during the next reassignment round.

Graduate Residences

In graduate residences, specific room assignments are made by the Front Desk Coordinators in the Housing Front Desks. Gender-neutral room assignments are allowed in Rains, Munger, and Lyman, and are made by request through your Housing Front Desk on a space-available basis. Students must select their own roommates from students assigned to the same residence in order to participate in the program. Any change in room assignments must be authorized by your Front Desk Coordinator.

Reassignments

Reassignments assigned in the first round of assignments may request reassignment in the autumn waiting list round, which is held in July. After July, students may request reassignments to another residence through Housing Assignments. Students in Undergraduate Housing must have a Residence Dean sign a request for reassignment.

In Graduate Housing, reassignments made for special circumstances, such as a Graduate Life Office Dean's request, a request from the Office of Accessibility, or serious facility related problems that cannot be rectified quickly, are given highest priority. Other reasonable requests for reassignment will be made as space becomes available.

There is an Administrative Fee of \$200 for reassignments in undergraduate housing and a \$300 Administrative Fee in graduate housing. These reassignments

are made during the continuous assignment period after demand has been met from students without housing.

Requests to change rooms within an assigned residence are approved by the local residence office or Housing Front Desk. It is the student's responsibility to notify Housing Assignments if such a request is granted. For emergency preparation, Student Housing needs to know the room assignment of each student living in campus housing.

In Single Student Housing, most rooms require shared occupancy, and by accepting an assignment, you are agreeing to communicate and live cooperatively with your roommate(s), to be respectful of their differences, and to agree on living habits. Students are not released from contract because of roommate conflicts. Students with roommate conflicts are expected to work with their roommates and their Residence Deans in Undergraduate Housing or Graduate Life Office Deans in Graduate Housing to resolve differences.

Mandatory Reassignments

The University reserves the right to reassign you to another room or residence at any time during the term of this agreement for any reason. In particular, you may be required to move:

- (1) If the space to which you have been assigned is required for a student with a disability
- (2) To consolidate spaces which will allow the gender conversion of a room as required to meet the undergraduate housing guarantee
- (3) If you are in a gender-neutral room and one of your roommates leaves, resulting in two or more individuals of opposite gender remaining in the room. Random students can only be assigned to single gender rooms or apartments;
- (4) To make your room available for renovation, for conversion to a different residence type or category, or for conference use; or
- (5) To consolidate graduate or undergraduate students into fewer rooms. Graduate and undergraduate students may be assigned together.

Staff Members Who are Pre-Assigned to Housing

If student staff members choose to resign from their positions before Autumn Quarter begins, they will be considered for housing only after all other students have received an assignment. This will be at the end of the continuous/walk-in assignment round. If student staff are removed from or resign their position after they have moved into housing, they will be required to move out of their current residence and will be reassigned into an available space within their category of housing (e.g., female undergraduate, male graduate). They are not guaranteed housing that is similar to their assignment as a staff member (e.g., a single room on the Row).

Fraternity and Sorority Assignments

All fraternity and sorority obligations described herein pertain to the fraternity and sorority group as a whole and, by extension, to each individual who elects to live in that fraternity or sorority, including boarders. Fraternity and sorority

members recognize and agree that the organization has no entitlement to continued use of the residence assigned to the organization or to an alternative residence or other space. The agreement to assign a fraternity or sorority to a residence may be terminated at any time at the University's discretion upon written notice to the chapter president.

Guaranteed Housing

The University requires and depends on housed fraternities and sororities to fill their rated housing spaces with enrolled undergraduate Stanford students who have guaranteed housing status in order to meet the University's commitment of four guaranteed years of housing to incoming undergraduate students. As long as space is available, members of housed Greek organizations who are eligible for student housing and have guaranteed housing status are expected to live in the house designated for their chapter unless they have not, under the terms of the chapter Housing Preference Policy (HPP), been offered a space in the house. Fraternity and sorority members use a guaranteed year for each year they live on campus - whether in a fraternity house, sorority house, or a Draw-filled residence. If a fraternity or sorority member elects to live in a fraternity or sorority house for only a portion of a year, the entire year's guarantee is relinquished, and tier usage is recorded as it is in Draw-filled houses.

When members pledge and live in a housed fraternity or sorority their sophomore year, Housing Assignments updates their housing records to note usage of their Draw number tiers one and two. They retain tier three to use in case they are required to enter the Draw at a later date. If, due to lack of space in the house, they apply to live in Draw-filled housing after living in a housed fraternity or sorority for one year, they will use tier three. If they are required to apply for Draw-filled housing for a second year, they can petition to have tier one or two returned.

Each housed fraternity and sorority must fill 100 percent of its approved and rated housing spaces with members (including pledges) of the fraternity and sorority for Autumn and Winter Quarters. The deadline for meeting this requirement is one week prior to the deadline to enter the Draw. Any house that fails to fill at least 75 percent of its rated housing spaces in any quarter is subject to immediate placement in the Draw.

During the academic year, it is the chapter's responsibility to notify any members who will be pulled from Draw-filled housing back into the house in time to allow them to submit a Termination of Occupancy form by the appropriate deadline. (See "Termination of Agreement" on page 13). Members who submit a late Termination of Occupancy form will be billed the applicable Administrative Fee. It is up to the sorority or fraternity to decide whether to reimburse these members if the late Termination of Occupancy form was the fault of late notification from the chapter.

Each fraternity and sorority is responsible for filling all vacancies throughout the academic year that may occur in the group's residence with students who are eligible for University housing and who have guaranteed housing status. If a student lives in a fraternity or sorority house as a boarder, the assignment may be allowed on a quarterly basis. If reassignment is required during the academic year, the student's guarantee status remains in effect for the remainder of that academic year.

A housed fraternity or sorority that fails to meet any of the preceding commitments is subject to discontinuation, with the residence going into the Draw. The University reserves the right to remove any fraternity or sorority from housing for failure to comply with University policy.

Collective Financial Responsibility

It is the responsibility of the fraternity or sorority to keep their house 100% full or pay rent to the University for any vacancies. Each year by the beginning of Spring Quarter, the University will notify fraternities and sororities in writing of occupancy fees and the payment schedule for the upcoming year. The fee schedule will include amounts owed the University by the fraternity or sorority from previous years if any exist. The University may charge the fraternity or sorority interest at the prevailing Stanford rate for any amounts not paid when due.

The house staff works closely with the University to set appropriate charges for residents quarterly, to include each resident’s pro rata share of all house financial obligations, fees for services and supplies, damages for lost or destroyed property, and damages resulting from negligence or misconduct of the house or any member, guest, or employee of the house. All house debt must be paid in full by the end of each academic quarter. In the event that the collective financial obligation of the fraternity or sorority is not met, the University reserves the right to bill residents of the fraternity or sorority individually for their pro rata share of the outstanding debt. The house staff, working with University officials, may place a hold on the registration of any member with outstanding debt to the organization.

Occupancy

Approved and rated housing spaces are those spaces in the house that have been approved by the University for students to live in and are included in the house’s total rated occupancy. A housed fraternity or sorority cannot change occupancy of the house without prior written consent of the Senior Associate Director for Undergraduate Housing Operations and the Associate Dean of Residential Education for Undergraduate Independent Living and Fraternity and Sorority Life. If re-rating is deemed safe and equitable, the rent bill of the house will be increased or decreased accordingly. A housed fraternity or sorority cannot provide residency to more students than the rated occupancy of the house and is obligated to rent for each space in the house.

LIVING IN HOUSING

Introduction

By taking occupancy in a residence, you become a member of that residence community. You agree to accept the responsibilities and obligations associated therewith. You agree to be considerate of other residents and staff and to respect the rights of others at all times. Conduct in violation of the rights of others is grounds for immediate termination of your occupancy in University housing and/or the withdrawal of future University housing privileges. If there is a reported violation of the Residence Agreement through misconduct or disrespectful behavior that affects the community, Residential Education and/or the Graduate Life Office will respond through the Residence Deans or the Graduate Life Office Deans. The protocol for this response is described on the Residential Education website at www.stanford.edu/dept/resed/Staff/RD/Misconduct.html.

Fundamental Standard

All students are expected to abide by the Fundamental Standard, which states: “Students are expected to show both within and without the University such respect for order, morality, personal honor, and the rights of others as is demanded of good citizens. Failure to observe this will be sufficient cause for removal from the University.” By taking occupancy in a residence, you become a member of that residence community and agree to accept the responsibilities and obligations associated with being a good neighbor and citizen.

GENERAL POLICIES

Balconies, Decks, Patios, and Stairwells

All balconies and patios must be kept clean, neat and orderly at all times, and may not be used for storage or drying of items such as towels, clothing, etc. Approved canopies, awnings, and umbrellas may be installed on some first-floor patios with the written approval of the Housing Building Manager.

Barbeque Grills

Barbecue grills of any kind, propane cylinders, charcoal, and charcoal or starter fluids are not allowed inside residences, on balconies or decks or in stairwells of residences. California Fire Code prohibits storage of flammable or combustible materials under interior and exterior exit stairways. Under no circumstances are barbecue units, propane cylinders, charcoal, or starter fluids to be stored under or adjacent to stairways, or used on balconies, decks, or stairwells.

Events on Balconies or Decks

Due to safety and liability issues, student events are not permitted on balconies and/or decks above occupied areas without written approval of the Housing Building Manager. This is not meant to preclude residents from enjoying the outdoor spaces attached to their rooms, apartments or houses, but to ensure the safety of those individuals as well as anyone below. Please exercise caution with regards to allowing the appropriate number of people in/on such a space, and with alcohol use.

Bicycles, Vehicles & Golf Carts

Bicycles

To comply with safety codes and as a courtesy to other residents and community members, bikes must not be left in any interior common areas such as hallways and entryways or in exterior breezeways and walkways. Bikes should be locked only to bike racks. If bikes are locked to any object other than a bike rack or if they are blocking wheelchair access, the locks are subject to being cut and the bikes impounded by the Department of Public Safety. Bicycles left over the summer must be stored properly or they will be impounded. See <http://transportation.stanford.edu> for complete information on bicycle use at Stanford.

Vehicle Operation and Parking

Motor vehicles may be kept, operated, and parked on the Stanford campus in accordance with the rules and regulations established by Stanford University and the California Vehicle Code. You must purchase a parking permit from Parking and Transportation Services to park your car, motorcycle, or scooter. See <http://transportation.stanford.edu> for specific information. No mechanical or other maintenance work is allowed on boats, cars, motorcycles or other vehicles in residence living areas, in designated parking areas, or in adjacent street areas. Motorcycles and scooters may be driven only where automobiles are driven and parked only in automobile or motorcycle parking areas. They are not to be parked in or near bike racks. They are also prohibited in or within 100 feet of any University residence. Any vehicles found inside a building will be impounded and all costs billed to the owner.

Golf Carts

Other than for disability-related needs, student use of golf cart-type vehicles for personal transportation is prohibited on campus.

Car Washing

Pursuant to local ordinances, equipment and vehicle washing is not permitted on campus.

Storage of Gasoline or Other Fuel

Storage of gasoline or other fuel within 100 feet of University residences is prohibited.

Child-Care Policy

Residents of Escondido Village who care for more than one family's children besides their own are required by the State of California to become licensed child-care providers. The Stanford WorkLife Office provides assistance in the licensing process and also assists parents in finding child care for their children. Nannies are not considered part of the family contract. As such, if nannies are found living in Student Housing there will be an Administrative Fee for unauthorized occupancy at a rate of \$175 per day levied against the resident holding the housing contract.

Cleaning and Moving Out

Cleaning

You are responsible for cleaning your room, emptying personal trash into outdoor dumpsters and recycling bins and keeping your room in good order and condition throughout your residency in order to comply with health and safety codes and to minimize deterioration of the facility. If you live in an apartment or suite, you are jointly responsible with your roommate(s) for cleaning common areas of your apartment or suite. Cleaning guidelines are available on the Student Housing website at <http://studenthousing.stanford.edu/cleaning>.

Moving Out

When you move out, your room must be neat and clean, and all trash and recycling removed to the exterior dumpster and recycling area. All appliances and furniture must be in place and properly assembled, doors and windows must be locked. You will be billed for any needed cleaning, for movement and reassembly of furniture, and for the removal and disposal of any personal items you abandon. All occupants are jointly responsible for cleaning the common areas of your room/apartment (even if you remain in occupancy after a roommate moves out) and will share the cost of any cleaning needed in common areas. Vacant bedrooms are reserved for new incoming residents with a housing contract. Occupying or storing items in the vacant bedroom(s)/bed-space will make you liable for an Administrative Fee for unauthorized occupancy of \$175 per day.

Construction and Renovation

Construction, renovation, and repair projects will necessarily cause increased noise around directly involved and nearby residences, as well as throughout other housing areas. While all possible measures are taken to minimize the impact of these projects, any student moving into or living in affected areas should be prepared to accept the unavoidable aspects of life in a neighborhood under construction. Continual inspections and work may occur in and around your residence prior to and up to a year after a major construction or renovation project. Some students may be required to move to different rooms or temporarily vacate their current rooms while work is underway. Students who need to move because their room is scheduled to be renovated or demolished will remain under contract and will not be released from contract unless they are otherwise eligible for release. Information on major Student Housing renovation projects is located at <http://studenthousing.stanford.edu/renovations>. Information on major University projects under design and construction is located on the Capital Planning and Management website at <http://lbre.stanford.edu/projects>. These web pages are updated periodically. Other projects not listed on these web pages may also be undertaken. By signing this agreement, you acknowledge that you have been advised of scheduled projects and that you understand that other projects may arise, and you accept your housing assignment accordingly.

Damage, Loss, and Renter's Insurance

Room Condition Form

Each resident is responsible for completing a room condition form and submitting it either online, where possible, or to their respective Housing Front Desk within five days of checking in to any new residence. This form gives you the opportunity to declare the condition of your room and contents upon moving in and reduces the possibility of you being charged for a pre-existing condition. If you fail to complete and submit this form, your room will be assumed to be without missing items or damage. Contact your local Housing Front Desk for the room condition form for your residence, or visit the Student Housing website.

Renter's Insurance

The University does not carry insurance covering personal property and is not liable for and does not assume any responsibility for theft, destruction, malfunction, failure, or loss of money, valuables or other personal property belonging to, or in the custody of, the resident for any cause whatsoever, whether such loss occurs in the resident's room/apartment, storage area or public areas. Therefore, it is advisable that you obtain your own renter's insurance to cover your personal property in the event of damage or loss.

Your Responsibilities for Damage, Loss, and Found Property

You are responsible for (1) any damage to or loss of University property in your room/apartment; (2) your own, your family members', and your guests' negligence or misconduct that results in bodily injury or damage to or loss of property owned by yourself, Stanford University, or others anywhere within or around your residence building; and (3) found University property that has been removed from its designated location. Responsibility includes any applicable Administrative Fees, any replacement or repair costs, and any other associated costs. When damage, loss, or found property is within a room and responsibility cannot be attributed to a specific person, all residents of the room are held responsible for their pro rata share. When damage, loss, or found property is within an indoor or outdoor common area of a residence and responsibility cannot be attributed to a specific person, the residence is billed and all residents are held responsible for their pro rata share. Removal of University property is reported to the police. Violations of this policy may also result in loss of University housing privileges and may result in University disciplinary action under the Fundamental Standard.

Damage Bill

You have 120 days after receipt of an intent to bill in which to request arbitration. After 120 days, bills will no longer be considered for arbitration. Your Stanford email account will be used to communicate with you about these charges, and all charges will appear on your Axxess account.

Entrepreneurial Enterprises

Student residences and common spaces are not intended to serve as centers for private enterprise or personal profit in any form. No business may operate out of or use as its base of support any room or residence. In specified undergraduate residences, students may be allowed to manage their own kitchens for the residents of that house or for Stanford student eating associates. In addition, official Stanford theme houses, with the prior approval of the Office of Residential Education, may operate theme-related food services to which Stanford community members may be invited.

Furniture

University-provided furniture may not be moved outside for any reason.

Beds

Extra beds are not provided for children under two years of age. You must provide a crib for children under two. Only University-supplied lofts are permitted. Lofting or bunking beds is only permitted in designated Undergraduate buildings in Student Housing (for more information, contact your Housing Building Manager or Front Desk Coordinator). Lofting or bunking beds is not permitted in Graduate Housing residences. If you bunk or loft your bed (in buildings that currently provide for this bed configuration), two guardrails are required on upper bunks and lofted beds even if you do not plan to sleep on the loft. Tool-free beds require one support rail and two guardrails when lofted; all others require two support rails and two guardrails when lofted. If you have your bed raised above a 36" height (bunked/lofted), you are responsible for following all guidelines and policies associated with this type of bed configuration. These requirements may not be waived or altered by house staff, including RA's. No authority to make changes or alter policies regarding lofting set forth in this Residence Agreement has been granted to house staff and/or RA's. Additional information is available on the Student Housing website. Some rooms do have forced bunked or lofted bed configurations due to the layout of the room.

Common Room

Common room furniture is to remain in the common spaces and may not be removed for any reason. Violations of this policy will result in charges for any damages to the furniture and/or building, including replacement costs.

Guest Policy

You may have visitors, including overnight guests, in your room as long as the guest occupies your room for the duration of their visit and you have the agreement of your roommate(s) (if any). Guests must be accompanied in the residence and may not be provided with a key or access card. Visitors/guests must comply with all University policies and all terms and conditions of this agreement, including respect for the rights of others at all times. All guests who stay for three or more consecutive days or five days total per quarter must register with the Housing Front Desk. Unless approved, any guest who stays longer than these periods is deemed an unauthorized occupant, and you will be subject to unauthorized occupancy charges. (See "Terms of Agreement" on page 4). You are responsible for your guests and for their compliance with this

guest policy. In the event this policy is abused, the University reserves the right to deny guest privileges to you or all students in your residence or to terminate your contract at its discretion.

House Storage Space

House storage spaces are limited and not available in all residences. House storage spaces are intended for current residents only and all resident stored items must be removed upon move out. Items left in storage spaces after move out will be considered abandoned and may be removed at the Building Managers discretion without notification. Storage of flammable liquids and solids is not permitted.

Inspections and University Access to Residences

The University reserves the right to enter your room or apartment at any reasonable time for the purpose of inspecting the room or apartment, ascertaining whether the requirements of the Residence Agreement are being complied with, maintenance, making repairs, in the event of an emergency, or for any other reasonable purpose. During the autumn-winter academic recess, inspections and repairs may be conducted in rooms in closed undergraduate residences while residents are absent.

Prior to and after the move-out of residents (including you, your roommate(s), and/or previous occupants of the room), the University will conduct inspection, cleaning, and repair work in the room (including common areas in apartments and suites). You may request a pre-inspection of your room prior to move-out so you have the opportunity to address any concerns. Because of the volume of student move-outs, it is impractical to schedule individual appointments and inspections and work may be carried out over several weeks or even months. If you are absent from your room when inspection or work takes place, the University will leave notification of entry.

Installing Personal Appliances

Air conditioners are permitted in rooms only if approved by the Office of Accessible Education, and will be removed if installed without authorization at a cost to the resident. Portable dishwashers may be used in apartment kitchens in Graduate Housing as long as they are Energy Star rated. Students in Escondido Village with washer/dryer hook-ups in their apartments may install Energy Star rated appliances after obtaining permission from their Housing Building Manager.

Noise Policy

Noise in or around a residence that infringes on the rights of other residents or members of the University community is a violation of this agreement. In addition, students are reminded to curtail noisy activity by 11:00 p.m. on weeknights (Sunday through Thursday) and by 1:00 a.m. on weekends (Friday and Saturday).

Pets

Pets are prohibited in all University residences, unless authorized by the Office of Accessible Education. If you are found to have a pet, you will be charged

an Administrative Fee of \$100 per day from the date of discovery until it is permanently removed from campus. Persistent or recurrent violation of this policy will cause you to lose your residence privileges.

Policy on Controlled Substances and Alcohol

It is the policy of Stanford University to maintain a drug-free workplace and campus. The unlawful manufacture, distribution, dispensation, possession, and/or use of controlled substances or the unlawful possession, use, or distribution of alcohol is prohibited on the Stanford campus, in the workplace, or as part of any of the University's activities. The workplace and campus are presumed to include all Stanford premises where activities of the University are conducted. Violation of this policy may result in disciplinary sanctions up to and including termination of employment or expulsion of students. Violations may also be referred to the appropriate authorities for prosecution.

Recreational Equipment

The use of any recreational equipment is prohibited within or around the residences. Inline skates and roller skates must be removed prior to entering any residence and may not be used on any surface not designed for pedestrian, bike or auto traffic. Skateboards are banned by ordinance from all regions of Student Housing except for paved exterior pathways within Escondido Village.

Repairs or Modifications to Interior and Exterior of Buildings

You are responsible for reporting promptly any needed repairs within your room by filing a "Fix-it" form online (<http://fixit.stanford.edu>), calling the after-hours maintenance hotline (650-725-1602) or during the work day contacting your Housing Front Desk. In University-owned houses, all repairs are performed by Stanford University employees or contractors hired by Stanford. You may not repair, replace, remove, or in any way modify any University-owned property or cause or permit any repairs to be performed by others. Please be advised that by submitting a "fix-it" request, you are giving Student Housing staff and their contractors permission to enter your room to perform the requested repair work. In addition, you may not paint interior or exterior areas or alter any item on the interior or exterior of the room that would impact the standards set for the aesthetics, safety, or security of the building. You may not change any lock or place any additional locks on any door of your room or any other doors within your residence. If it is found that you have made an unauthorized alteration to your residence, Student Housing reserves the right to immediately restore the area to its original condition.

Restricted Areas

Access to non-residential spaces (e.g., attics, mechanical rooms, equipment rooms, roofs) is restricted to authorized University personnel.

Smoke-Free Environment

It is the policy of Stanford University that smoking in enclosed buildings and facilities and during indoor and outdoor events on the campus is prohibited. In University residences, this includes all interior common areas, individual rooms and apartments, covered walkways, stairwells, balconies, outdoor areas where smoke may drift into buildings, and during organized indoor and outdoor

events. Violations of this policy will be forwarded to the Residence Dean and may result in loss of University housing privileges. Smoking is permitted in outdoor areas except during organized events. Outdoor smoking areas must be at least 20 feet away from doorways, open windows, covered walkways and ventilation systems to prevent smoke from entering enclosed buildings and facilities. Dispose of used smoking products in designated locations, such as urns, not on hardscape or in landscaping.

Solicitation

Door-to-door solicitation in residences is not permitted. Students wishing to display merchandise or to conduct informational meetings in residences must have the prior approval of the residence office, Housing Front Desk, or senior residence staff member. If you are bothered by an unauthorized solicitor, please notify the University Department of Public Safety.

Utilities and Communications

Utilities

Housing charges include normal water, sewer, electricity, heat, and trash disposal services. You are responsible for paying for all other services or utilities. The University shall not be liable for failure to supply utilities or for an interruption in service. You must comply with University conservation measures and at all times exercise reasonable efforts to conserve resources. During the warmer months of the year (April through November), Stanford, at its discretion, may discontinue heat supply for the purpose of conserving energy.

Communications Fee

A Communications fee from Internet Technology Services, separate from housing charges, will be billed to your account quarterly. This fee covers computing, including wireless access where available, local and domestic long distance telephone service and a telephone in each student room or apartment, and campus cable TV channels.

Cable & Television Reception

Student residences are wired for cable service, with courtesy service and paid subscription levels available from Information Technology Services. It is a federal offense to receive a cable television signal without proper authorization from the cable television service provider. It is also illegal to allow another party to gain access to the cable television signal from your service. At Stanford, you may also not affix any antenna or satellite dish to the exterior of your building or to any fence or railing.

Vending Machines

Stanford Hospitality & Auxiliaries contracts with vending machine firms to furnish exclusive service to the entire campus. For this reason, no student groups are permitted to install vending machines of any type. The University is not responsible for money lost in vending machines.

HEALTH, SAFETY & SECURITY

Emergency Policies

Emergency Instructions

You are responsible for familiarizing yourself with the location of alarms, exits, fire alarm pull stations, fire extinguishers, emergency assembly point(s) for your building, and all emergency procedures for your residence. Fire and earthquake safety information is posted in all residences, and earthquake emergency procedures are detailed on the Student Housing website (<http://studenthousing.stanford.edu/healthandsafety>) and the Stanford University Department of Environmental Health & Safety site (<http://www.stanford.edu/dept/EHS/prod/general/erprep/brochures/index.html>).

Fire Equipment and Alarms

It is against the law and University policy to set off a false fire alarm or tamper with any fire equipment such as fire extinguishers, smoke detectors, door closers, evacuation maps, fire sprinklers, or fire sprinkler cages. Tampering includes, but is not limited to the following actions: obstructing equipment in any way, covering or hanging objects from the equipment (e.g, fire sprinkler cages, fire sprinkler heads). Evacuation maps must remain unobstructed and visible at all times. Violators will be subject to an Administrative Fee of \$500, University disciplinary action, and criminal penalties.

Fire Exit Rooms

If you have been assigned to a fire exit room, it means that either a door or a window in your room has been designated as a secondary exit for residents on your floor in case of fire. Your room may have a two-tone carpet signifying the pathway to the designated exit. As with hallways, the designated pathway and window or fire exit door must be kept clear at all times. Rooms with designated fire exits and/or fire safety equipment are subject to unannounced inspections by the University and the County Fire Marshal. Failure to keep the exit pathway clear will result in an Administrative Fee of \$500, and is grounds for termination of your occupancy.

Hall, Stairs & Entrance Access

Common areas and hallways are to remain clear of personal belongings at all times. Items left in a hallway or common area will be removed immediately by University staff and residents will be charged an Administrative Fee of \$25 per item. Repeated violations will incur escalating charges.

Removal of Student Property

In the event of an emergency or other exigent circumstance, the University may remove students' belongings from their rooms or other areas for cleaning, repair, storage, and/or protection.

Prohibited Items

Appliances and Cooking

Appliances with open heating elements, such as hot plates, toasters, and electric heaters, are prohibited (An exception is made for electric heaters provided by Student Housing). Cooking is only permitted in designated kitchens and kitchenettes. Large appliances (e.g., full-sized refrigerators) and cooking equipment, except microwaves, are not allowed in student rooms.

Barbecue Grills

Barbecue grills of any kind, propane cylinders, charcoal, or starter fluids are not allowed inside residences, on balconies or decks, or in stairwells.

Candles and Torches

Candles, torches, hookas, incense and any other open flame device are strictly prohibited in and around the residences. Violation(s) will result in an Administrative Fee of \$100 upon discovery and \$100 per day until they are permanently removed.

Halogen Lights

Halogen lamps are prohibited in University housing. Violation(s) will result in a charge of \$100 upon discovery and \$100 per day until they are permanently removed.

Hazardous Materials

Hazardous materials must not be used or stored in or around residences. If a material is deemed hazardous, it will be removed immediately by the appropriate staff. It is illegal to dispose of hazardous materials and “universal wastes” such as batteries, fluorescent light bulbs, and electronic devices in the trash. Contact the Department of Environmental Health and Safety for hazardous chemical waste, and Peninsula Sanitary Services for home electronics. Battery and handheld electronics recycling jars are located in residence computer clusters and some Escondido Village trash/recycling enclosures.

Hot Tubs, Saunas, Pools

Hot tubs, saunas, and pools of any size or kind are not allowed within or outside the residences.

Inflatables

Inflatables of any kind such as bounce or jump houses, slides, etc., are not allowed within or outside the residences.

Propane Cylinders

Propane cylinders are not allowed inside the residences or in outside areas.

Weapons

Dangerous weapons (including but not limited to firearms and non-culinary knives) and ammunition are prohibited in the residences.

Disclosures, Notices & Warnings

Lead Advisory

Federal and California law requires that notice be provided to persons who are exposed to even extremely small quantities of lead. Housing built before 1978 may contain lead-based paint. Lead from paint chips and dust can pose health hazards if not managed properly. Lead exposure is especially harmful to young children and pregnant women. Before renting pre-1978 housing, lessors must disclose the presence of lead-based paint and/or lead-based paint hazards in the dwelling. Lessees must also receive a federally approved online pamphlet on lead poisoning prevention.

Stanford University has an ongoing testing program for lead in Escondido Village and provides information online to Escondido Village families and Resident Fellows with children. Testing has indicated low levels of lead in dust, soil and sand samples. Previous testing of painted surfaces in Escondido Village revealed varying levels of lead in the paint in the apartment units tested. More complete information about testing results and a federally approved pamphlet about ways to minimize risk are posted on the Student Housing website at <http://studenthousing.stanford.edu/disclosures>.

Lead and Asbestos Management

The University has an ongoing asbestos and lead paint management program and reserves the right to conduct periodic inspections and monitoring and to perform necessary repairs to conform to health and safety standards. You may be temporarily or permanently relocated to another room if abatement or removal of asbestos or lead is required. You may not penetrate floor tile or sprayed-on acoustical ceiling materials with hooks, nails or other materials, nor scrape or sand any painted surfaces in your living space. Pipe or boiler insulation may never be moved or disturbed.

Megan's Law

California state law requires that all residential leases contain the following notice regarding registered sex offenders.

Notice: Pursuant to Section 290.46 of the Penal Code, information about specified registered sex offenders is made available to the public via an Internet Web site maintained by the Department of Justice at www.meganslaw.ca.gov. Depending on an offender's criminal history, this information will include either the address at which the offender resides or the community of residence and ZIP Code in which he or she resides.

Pest Control Notice

California state law requires that tenants be given a copy of the notice provided by a registered pest control company that is used for periodic pest control service. This notice is posted on the Student Housing website at <http://studenthousing.stanford.edu/disclosures>. In addition, whenever residents request that pest control action be taken inside their rooms, separate and specific notices will be given to or left for affected residents by the pest control company. This notice contains information on what agent was used and any pertinent instructions the company recommends be followed.

Building Security

Stanford has a policy of having residences secured 24 hours per day, seven days per week. Students are expected to ensure that doors latch behind them when they enter or leave a building and to not prop doors open. All security failures must be reported as soon as they are found to the Housing Front Desk, Housing Building Manager, or the After Hours Housing Maintenance hotline at (650) 725-1602. This applies to buildings with electronically card access doors as well as mechanically keyed doors.

Building Access

It is against University policy to tamper with any building access equipment, such as crash bars, door/window locks or latches, card readers, audible alarms, door sensors, display panels, or motion sensors. Violators will be subject to an Administrative Fee of \$500 and University disciplinary action.

Keys

Undergraduate students are issued one set of keys to their room and common areas of their residence. Graduate students in singles housing receive two sets of keys. In Couples without Children Housing and Student with Children Housing, students are also issued two sets of keys for their spouse/partner (if any) and may purchase one additional set of keys for each child living with them. With the approval of the Office of Accessible Education, students may also receive an additional key for a personal attendant (See “Personal Attendants” on page 8 under “Eligibility for Specific Categories of Housing,”). Keys may not be duplicated, and a non-University locksmith may not alter or repair a lock. Students found violating this policy will be charged an Administrative Fee for the re-keying and have the incident referred to the Residence Dean or Graduate Life Office Dean.

You are responsible for the keys issued to you. Lost keys must be reported immediately. If a door must be re-keyed because of a lost key, the student(s) responsible for losing the key is charged an Administrative Fee for the re-keying. Students who fail to return key(s) issued to them to their local Housing Front Desk on the day they move out are charged an Administrative Fee to re-key their room. Keys and access cards issued to students may not be given to guests.

Room changes: Keys must be turned in to the local Housing Front Desk and re-issued for all room changes. Keys may not be handed off by a vacating or transferring resident to the new occupant of the room.

Lock-Outs

If you are locked out, you may obtain a temporary key from the Housing Front Desk staff for your building during normal business hours. After hours in undergraduate residences, you are encouraged to contact your RA for room entry. After hours in graduate residences, you are encouraged to use the second key issued to you at check in. Additionally, residents of both undergraduate and graduate housing may also call (650) 725-1602 for lockout assistance after hours. A member of the Housing Access Response Team (HART) will respond and assist you. There is an Administrative Fee of \$100 for lockout assistance provided via the HART team, and you will need to present a Stanford ID or government-issued ID.

Privacy of Housing Information

All residence assignments and room numbers are considered University-level directory information, available to any person upon specific request. Directory information is included in the printed and on-line Student Directory and in printed University public rosters. You may designate which information should be kept private or public through Axxess at any time. Once you request privacy, the information will be held private until you change or revoke your privacy request.

All residences with interior hallways have public access phones at entrances for guests to call in to the student's room or apartment to gain entry. If your housing information is declared private, your name will not appear in your building's access system. If you want your housing information to be kept private but still have your name appear in your building's access system, send an e-mail to doorkingadmin@lists.stanford.edu.

Unless you opt out, Student Housing provides a roster with resident name, email address, and post office box number to mail/package vendors utilizing the Roble Package Center who have signed a confidentiality agreement with the University agreeing to use the roster for mail/package notification purposes only. Information for the roster is consolidated from information included on the Stanford Public Directory.

HEALTH, SAFETY
AND SECURITY

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Housing Assignments
Harold Modular
630 Serra Street, Suite 110
Stanford, CA 94305-6034

Phone (650) 725-2810

Fax (650) 736-1297

E-mail housingassignments@lists.stanford.edu

Cover photo: Eucalipto house at Lagunita Court

For more information about Student Housing at Stanford University,
refer to our website: <http://studenthousing.stanford.edu>

Student Housing is a division of Residential & Dining Enterprises.





Photo: Munger Graduate Residence

http://studenthousing.stanford.edu

2011-12 Stanford University Residence Agreement Card

Stanford ID #:

Gender: Male Female

Student Signature _____

Date _____

Phone _____

Student Name: _____

Last (Family)

First

Middle

Type of

(U) Single Undergraduate

(C) Couple without Children

Housing:

(G) Single Graduate Student

(F) Student with Children

Housing Assignment: _____

E-mail _____

Co-signature of Parent or Guardian _____

Date _____

(if student is under age 18)

Complete, detach and return this card to:

Housing Assignments
Harold Module
630 Serra St., Suite 110
Stanford, CA 94305-6034

Retain this pamphlet for your reference.

Read "Cancelling an Assignment," page 26, before completing the section below:

- (AY) **I accept my assignment and do not wish to be considered for reassignment.**
By accepting my assignment, I am reserving a space in a University residence during the 2011-12 University calendar year. I acknowledge that I have received and read a copy of the attached Residence Agreement, a legal and binding contract, and I agree to comply with all the terms and conditions set forth therein.
- (RFH) **I am cancelling my assignment.** (Not applicable to freshmen and new undergraduate transfer students.) By cancelling my assignment, I remove my name from further consideration for assignment to University housing for this type of housing and this term. I understand that I will be billed the applicable administrative fee printed in "Cancelling an Assignment," page 26.

New Res Code	Exempt Code	Move-out	Eff. CYT
Effective date	SAM-Action	SAM-Contract	
Add/Drop	Hold Release	New Office	