Housing Policy

Each student agrees to accept all terms and conditions pertaining to the occupancy of a residence facility at York College of Pennsylvania, including College residential status for the full academic year. Read the terms carefully and contact the Office of Residence Life if you have any questions. (Revised 10/15)

OCCUPANCY

1. All College housing assignments are made for the entire academic year, and students are obligated to maintain their College housing status for the full academic year. All students living in traditional and suite-style residence halls are required to purchase a full College meal plan. Charges are made on a semester basis.

2. All residents must be of traditional college age, single, full-time undergraduate students with satisfactory academic progress in order to reside on campus. Exceptions may be made as conditions permit. Part-time students may apply to live on campus. Students that are not eligible to commute must reside on campus, unless authorized to live off campus. Students that are currently in housing as full-time students, and drop below full-time status, are required to fulfill their housing contract, if they remain a current York College student.

3. Assignments for all students are made on a space available basis. Students requiring special accommodations should contact the Office of Residence Life. All spaces are assigned without reference to religion, color, race, or age.

4. A student may occupy the space assigned from the date designated for the official opening of the hall through the day of his/her last final examination, but not during official College breaks.

5. If a student withdraws from the College, he/she must vacate the residential facility within 24 hours of the date of withdrawal.

6. Occupancy is limited to the student(s) assigned to that room/apartment.

7. A guarantee cannot be made concerning the number of occupants in a room.

8. The College reserves the right to make changes in space/residence hall assignments and to change or alter living arrangements in its residence facilities whenever it is deemed necessary. When circumstances warrant, the Director of Residence Life may make room/apt. or building assignment changes in the interest of the health, safety, and welfare of the individual and community-at-large. The College reserves the right to use rooms and furnishings as needed during official College breaks.

9. Continuing students, contingent on payment of all fees and individual records, have the opportunity to select their residence upon a space-available basis through the terms of the room selection process.

10. This contract will go into effect at the time of its signing and will terminate at 5 p.m. on the last day of final examinations for the spring semester or until the time of late departure approval, which includes graduates.

11. Any resident terminated for disciplinary, financial, health, or safety reasons will not be allowed to reside in any other on-campus facility. Any resident terminated for disciplinary reasons may not be allowed visitation for the term of his/her sanction. There are NO REFUNDS for loss of housing due to disciplinary action.

CONDITIONS OF OCCUPANCY

a. All students living in a College residence facility are subject to the provisions of the College’s policies governing student conduct and discipline. Students are responsible for knowing and observing College regulations and procedures, as set forth in official publications. Students must note that as citizens they are subject to all federal and state laws in addition to all College regulations governing student conduct and responsibility. A copy of pertinent official College publications is available in each residence hall desk area.

b. Residents are under a continuous obligation to be considerate of their fellow students. Inconsiderate, lewd, or obscene behavior, including excessive noise or other residence hall violations, will be subject to review by a member of the Residence Life professional staff. Conduct which endangers the safety of property or the health and safety of others is prohibited.

c. Representatives of the College are authorized to enter a student’s room to determine occupancy, to inspect its contents for health and safety reasons, and to provide for maintenance or make repairs. Effort shall be made to notify the occupants in advance of such entry. The College reserves the right to search a room when a policy violation is suspected. Appropriate law enforcement agencies may be contacted if necessary.

d. Excessive litter or dirt caused by residents must be cleaned by the residents responsible or a damage bill will result.

e. Residents are responsible for the care and cleaning of their rooms. A resident may not install equipment, make alterations, or make repairs without prior permission. Prohibited items may be confiscated by Residence Life staff.

f. Personal items may not be stored in a residence facility over the summer. It is understood that the College assumes no responsibility for the loss, theft, or damage to personal property. When a student vacates his/her residence, all personal possessions must be removed. The College staff will dispose of any item left behind. Personal items stored during College breaks remain on campus at the resident’s risk of loss.

g. When first occupying or vacating an assigned room, the student is responsible for carefully checking the condition of the room and its equipment/furnishings, using forms provided by the Office of Residence Life. Upon vacating a room, residents must close and lock their room door and sign a Room Condition Report. Final room damage and common area damage assessments will be made by the Residence Life staff in conjunction with Campus Operations. When all residents have officially vacated the facility, the College holds each student responsible for the loss or damage of property beyond normal wear and tear. If two or more students occupy a room in which damage has been done, each individual is liable for a proportionate amount of the damage, unless the responsibility is voluntarily assumed by one of the occupants.

h. A deposit of $100 is collected from each resident student before he/she is permitted to occupy a room. Charges are assessed for damage, excessive cleaning required, or removal of College property from the rooms (screens, beds, mattresses and frames, dirty kitchens, etc.) as well as common area (hallway and lounge) damage. When property loss or damage cannot be attributed to the person or persons responsible, the cost will be assessed to the residents of the floor where the damage occurred or to all the students in the building on a prorated basis. This is known as Community Billing. An individual held responsible for damages greater than $100 will be billed accordingly. Unassessed amounts of the initial $100 security deposit will be credited to the student’s account in June or within 30 business days of the
student vacating the residence. Notice will be sent via York College email once the end of the year charges are complete. Descriptions regarding the charges can be viewed within MyHousing. Any appeals must be made through the online form provided in the email. An appeal deadline is provided along with the review process timeline.

i. Each resident student is assigned keys when they initially check in. Missing or stolen keys will be replaced at the current charge. Keys must be returned as instructed by the Office of Residence Life. If the student does not return the keys when they vacate their room, they will incur a financial charge. The student will also incur a financial charge if they duplicate keys without permission. In these cases, the resident will be charged for a lock replacement.

j. All residents must evacuate their residence hall whenever a fire alarm sounds. False alarms and tampering with fire equipment, particularly smoke detectors, is prohibited by state law. Violators will be subject to disciplinary action by the College as well as criminal prosecution. False alarms will result in a service charge. This charge will be assessed against all the residents of the hall if the person responsible for the alarm has not been identified.

k. Any threat to the health and safety of residents or damage to property will not be tolerated. The presence, possession and/or usage of the following items is prohibited: A) firearms, fireworks, explosives, dangerous weapons, or other incendiary devices; B) combustible materials, such as liquids, tapestry over light fixtures, fog machines, or candles (lit or unlit), wax melting or warming devices, incense, personal room air conditioners, electric heaters, halogen lamps, storage of barbecue grills indoors, inadequate/unsafe extension or appliance cords, any resistance principle/high voltage; C) narcotics and/or illegal drugs, drug paraphernalia; D) waterbeds, pools, weight lifting equipment; E) official or campus signs; F) alcohol and/or alcohol containers, paraphernalia, outside of designated Independent Living Areas (Country Club Manor Apartments); G) the use of loud musical instruments (e.g. drums, electric guitars, power amplifiers, subwoofers, etc.); H) darts and dartboards; I) excess dirt or litter, unsanitary or hazardous conditions, or decorations deemed unsafe by College officials; J) removal of screens from windows and misuse of College property and/or furniture (including removing furniture from a room or building); K) some electrical appliances are prohibited. Please see the Electrical Appliances section in the Student Handbook for more information.

l. Any acts of reckless endangerment, such as fighting, hitting, throwing, or kicking of objects inside a residence hall or throwing of items out of, off of, or up to the hall are prohibited.

m. All pets except fish are prohibited in the residence halls. One tank containing up to 25 gallons. In addition, lab specimens are also prohibited.

n. Bicycles, skateboards, scooters, motorcycles, and mopeds are not allowed in residence halls. These items must be stored in designated areas outside each residence hall at the student’s risk. Open bike racks are available for student use. Under no circumstances are these items allowed within the residence halls.

o. Students are not permitted to use their rooms or facilities in the residence halls for any commercial or illegal purposes. Neither may solicitors, salespersons or agents, whether students or others, contact students in the residence halls for any commercial purpose. Gambling or games of chance are not permitted in the residence halls or anywhere on campus.

p. York College prohibits smoking in any College residence halls or within 25 feet of any facility. This includes the use of electronic cigarettes.

q. Residents are allowed to request overnight guest(s). The full guest and visitation policy can be found in the Student Handbook.

r. Tapping into any of the utility services in the residence halls (cable TV, electricity, water, etc.) is strictly prohibited, as is using any electrical equipment that requires more than the normal amount of current.

s. Each hall establishes a schedule of hours when restrictions on noise are maintained above and beyond the College “quiet hours.” This is to ensure privacy, to maintain respect for the rights of others, and to encourage an academic environment. Quiet hours are seven days a week from 10 p.m. - 10 a.m.

t. Students eating in YCP dining facilities are expected to not remove food or eating utensils from the building and not participate in food fights or behavior inappropriate to community dining.

u. Temporary Triples – Students in temporary triples will receive a predetermined refund established prior to the beginning of the academic year. This information will be communicated in the student’s assignment letter.

v. York College Residency Requirement
York College of Pennsylvania is a residential college. As such, all students are required to live on campus, unless they are enrolled as an approved commuting student, receive approval from the Office of Residence Life to live off campus, or are 23 years of age or older prior to the semester term for which they are enrolling. This requirement applies to all transfer and readmitted students as well. All students, including the above mentioned groups, must apply to live off campus and must receive approval from the Office of Residence Life.

a. December graduates requesting housing for one semester are not guaranteed, and applications will be reviewed based on space.

b. Students may apply to live off campus, with the authorization of the Office of Residence Life, in a dwelling unit which is not the domicile of a parent/guardian if:
   (1) they fill out and complete an off-campus application (applications will be reviewed by credits, with priority given to those that have earned the most)
   (2) they are in academic good standing (eligible to be full-time without restriction or probation)
   (3) they are in good discipline standing – student conduct records will be reviewed
   (4) the dwelling unit they plan to live in must be licensed by the City of York or relevant municipality
   (5) they complete an online course (free of charge)
   (6) they confirm in writing their understanding that York College of Pennsylvania does not warrant the suitability or safety of the off-campus dwelling unit they plan to occupy and that the student is responsible to ascertain that the unit is suitable, safe, and in compliance with applicable laws.

C. Not all students that apply will receive permission to live off campus. We discourage students from signing leases until they have been granted permission to reside off campus. Please see Off-Campus Application Process section in the Student Handbook for full procedures.

d. Commuting – Campus residential students, or prospective students wishing to commute from the domicile of their parent/guardian must request to do so through the off-campus housing application process, which is due by March 15 of the current academic year. Requesting to live with a family member other than the parent/guardian will not be approved. The domicile of the parent/guardian must be within a 35-mile radius of York College of Pennsylvania. The parent’s or guardian’s address listed on the original application for admission to York College of Pennsylvania will be considered the primary residence. Owning or purchasing a secondary property within the 35-mile radius of York College of Pennsylvania does not qualify a student for commuter status.

e. Violations of the Housing Policy (on and off campus) shall be adjudicated through College disciplinary channels. We encourage all students to be aware of their rights and responsibilities regarding occupancy and safety. These ordinances vary according to the municipality in which the home/apartment is located. Check with the local borough or township office for ordinances that apply to that locality.

Residents must follow published College policies, rules and regulations including residence hall regulations, policies pertaining to student organizations and activities, the use of College facilities, and registration procedures.