



# WAGNER COLLEGE

## RESIDENTIAL

### OFFICE OF EDUCATION

March 2009

Dear Graduate Student,

Attached you will find information regarding Wagner College housing in the Grymes Hill apartments. Every year, Wagner leases apartments from Grymes Hill to allow graduate students affordable housing close to the campus. Each apartment has two bedrooms that are shared by three graduate students. Two graduate students will be asked to share the larger room with the third person residing in the smaller room. Apartments may be co-ed as long as each room houses students of the same gender. Please visit the Grymes Hill link on the residential education web site [http://www.wagner.edu/campus\\_life/residential\\_education](http://www.wagner.edu/campus_life/residential_education) for more information. The cost of living in the apartment is set by the Business Office and covers the cost of housing from the time period of August 27, 2009 to 12 noon the day following spring semester commencement. Please note that meal plans are not included in the housing fee for graduate students. Electricity is covered up to \$90 monthly per apartment. Any charges over \$90 will be billed to the apartment and should be paid by the occupying residents. Graduate students can live in their apartments over the summer for an additional cost if we have an apartment available. The summer rates and application forms will be published in March of 2010 by the Office of Residential Education.

To apply for graduate housing, students will need to turn in the attached application, housing agreement, insurance waiver form, a photocopy of a current insurance card, and pay a non-refundable deposit of \$300 to the Business Office located in Canard Hall. There are a limited number of apartments available for graduate students. Priority will be given to students based on the date their application was submitted and distance from the college. Once applications are reviewed, the Office of Residential Education will notify students of their housing status and possible assignment. Students who do not receive a housing assignment need to rent an apartment from an off-campus agency.

Along with the application, we have attached a housing questionnaire to better match you with another graduate student. If you already have a roommate of choice, you may put the person's name on the application. Your intended roommate should also include your name on their form.

All applications and deposits are due by Friday, May 8, 2009 by 4pm to the Office of Residential Education located in Parker Towers B-3. If you have any questions, please feel free to email us at [resed@wagner.edu](mailto:resed@wagner.edu) or call us directly at 718-390-3420.

Sincerely,

The Office of Residential Education

Wagner College agrees to provide a room as described in its official publications for the 2009-2010 academic year. By submitting my housing application and related materials, I assume responsibility for payment of the rates established by the College and for the following terms and conditions.

## CONTRACTUAL INFORMATION

- Unless otherwise noted, the terms and conditions of this agreement are applicable to all graduate students.
- This agreement is effective for the entire 2009-2010 academic year. This agreement takes effect on the first day of the housing selection process for current students and upon notification of a housing assignment to incoming students to Wagner College.
- This agreement addresses policies and procedures in relation to Wagner College housing. It does not provide for any specific room assignment.
- Housing assignments are made for the entire 2009-2010 academic year unless the student is graduating, studying abroad, participating in a Wagner College sponsored internship, applying for a contract release, or withdrawing from the College.
- To obtain a release from this agreement, the student must complete a "Resident to Non-Resident" form available from the Office of Residential Education and meet eligibility requirements: medical conditions that cannot be accommodated in our housing configuration, change in marital status, change in financial status, leave of absence from the college, or participation in an approved off-campus college activity such as study abroad, internships, or student teaching. Students granted a contract release will forfeit their housing deposit. A release from this agreement is not guaranteed, and if not granted, the student retains responsibility for all terms and conditions in this agreement.
- Please be aware that if you are considering moving off-campus (commuting), your financial aid status may be impacted. If you receive a grant/scholarship from Wagner, it may be reduced because you are no longer residing on campus. Also, if you are going to be living in an apartment and would like to use financial aid to assist in covering your expenses, please consult with the Office of Financial Aid so you can be properly advised about your financial aid eligibility in relation to living off-campus.
- A student who is unable to be housed by the College will not be subject to this agreement and is eligible for a refund of the housing deposit.
- Room charges are to be paid in advance and in accordance with the schedule of payments established by the College. The housing refund policy is in accordance with federal guidelines, and can be found in the Wagner College Undergraduate Bulletin.
- Graduate students living in Grymes Hill are not provided a meal plan but may purchase one by contacting Dining Services.

## INCLUSIVE DATES

- The agreement provides a room for a full academic year. For the first semester, room charges begin for new students on Thursday, August 27, 2009, and for returning students on Sunday, August 30, 2009. Room charges conclude 24 hours after a student's last final exam or by noon on Thursday, December 17, 2009, whichever comes first.
- For the second semester, room charges begin for new transfer students on Thursday, January 14, 2010 and for returning students on Saturday, January 16, 2010. Room charges conclude 24 hours after a student's last final exam or by noon on Thursday, May 13, 2010, whichever comes first. Seniors participating in commencement exercises must leave the residence halls by noon on Friday, May 21, 2010.
- The above dates notwithstanding, the student is expected to vacate the room 24 hours after the completion of her/his last final exam each semester or after an official leave from the college.
- All meal plans may be purchased separately from dining services. Please contact dining services directly for more information regarding meal plan options.
- For a student in the accelerated MBA program, this agreement provides continual housing beginning on Friday, May 22, 2009 and concluding at 12 noon the day after graduation.
- The residence halls do not close for Fall Break, Thanksgiving Break, or Spring Break. However, a student is required to sign up to stay on-campus during extended break periods. Additionally, dining options, guest privileges, and campus resources may be severely limited during such periods.

## EXCLUDED DATES AND PROCEDURES

- This agreement does not cover the costs of your room prior to the beginning of the fall semester, between the conclusion of the fall semester and beginning of the spring semester, or during the summer.
- A student who desires to arrive prior to the beginning of the fall semester must follow the procedures outlined by the Office of Residential Education. Any student authorized to arrive early and not affiliated with a specific Wagner College event will be charged \$100 per day.
- A student who desires to remain in housing between the fall and spring semester must follow the procedures outlined by the Office of Residential Education. Any student authorized to remain in housing and not affiliated with a specific Wagner College event will be charged **\$300 per week**.

- A student who desires to remain in housing for the summer must follow the procedures outlined by the Office of Residential Education, including completion of the summer housing application, signing a summer housing agreement, and making an additional housing deposit. Rates for summer housing are published during the spring semester.
- The regular board plan is not available during excluded dates. The College dining services may offer a break or summer meal plan for purchase and may also operate on a cash-only basis during the excluded dates.

## ELIGIBILITY

- To be eligible for College housing, the student must be enrolled as a full-time student. Full-time status will be determined by College Registrar requirements for undergraduates and graduates.
- Graduate students who are not registered for at least 2 classes (or the equivalent) as of Friday, September 4, 2009 may be withdrawn from any previous housing assignment or wait list, unless the Office of Residential Education has been notified in writing that full-time status will be achieved by the end of the add/drop period.
- The student who has completed her/his undergraduate academic requirements, begins graduate coursework, but maintains athletic eligibility may be placed in either undergraduate or graduate housing.
- To be eligible for housing, the student must submit a signed housing application, a completed housing agreement, pay a non-refundable deposit of \$300, and submit the required health insurance information.
- To guarantee housing, all housing paperwork must be completed and submitted prior to May 8, 2009. Housing paperwork will be accepted after that date, but the student will not be guaranteed housing and will be placed on a wait list. Students on the wait list may be placed in any graduate housing assignment, if space is available.
- Health insurance is required for every Wagner College student. A student must enroll in a College health policy if they do not have their own. Before housing assignments are made, students must provide proof of health insurance and immunization.

## ROOM ASSIGNMENTS

- Graduate students are not eligible to participate in a housing selection process. Housing placement for graduate students will be at the discretion of the Office of Residential Education.
- No student will be housed without receipt of the following: housing application, a signed housing contract, deposit, and health insurance information.
- All students are eligible for placement in triple rooms. Any student placed in a triple will not receive a discount.
- Any special request for housing must be made in writing and is not guaranteed. Any medical request will be reviewed by the appropriate College personnel (health services, disability services, etc). Such requests must be submitted with the housing application and must include a doctor's note and a separate letter from the student outlining the condition and why a specific housing assignment is needed.
- There are currently very few single rooms available in graduate housing. Single rooms are first made available to those with special needs or if their GA position requires a single room placement. Remaining singles are available to all graduate students assigned to the apartment.
- The student must reside in the assigned space and must follow the established procedures for requesting a new room assignment if necessary. The student who relocates without proper authorization will be required to move back to the original assignment, may be charged with a violation of College policy, may be fined \$200, and may be billed for costs associated with the unauthorized move (key change, etc.).
- In all cases, the final determination of room assignments rests with the Director of Residential Education. Wagner College reserves the right to change a student's housing assignment, if necessary.
- If a vacancy occurs in the student's room, another student will be assigned. The original occupant does not have the right to refuse a roommate. When possible, advance notice may be given. The original occupant is required to maintain the space as designed until a new roommate is assigned (i.e., a double room must remain set as a double room).

## ROOM RESPONSIBILITIES

- The College provides furniture for each student, including a single bed and mattress, desk, desk chair, chest of drawers, and closet/wardrobe. In some rooms, including triples, some furniture may be shared.
- Students are responsible for all College property and furniture that is originally placed in a room. College furniture may not be modified or removed from the student's room. Students will be charged to replace or repair any missing or damaged furniture.
- The College prohibits items that may present a health or safety hazard. A full listing of prohibited items may be found on the Office of Residential Education website and in the Wagner College Student Handbook.
- Wagner College is not responsible for lost, stolen, or damaged personal property. The student is strongly advised to insure her/his belongings under an individual policy or under a parent/guardian's homeowner's insurance.
- Each room is inspected by College staff prior to the student's arrival or re-assignment to a space. Any pre-existing problems or damage is noted on a room condition report. Each student is responsible for inspecting and signing his/her room condition report. Any updates or amendments to the room condition report must be made within 48 hours of a student's initial check-in. After 48 hours, the conditions marked on the report will be final and used to access check-out charges.

- Each room is inspected by College staff upon a student's departure from a room. Any non-original damage will be charged to the student(s) assigned to the room.
- All students are responsible for common area damage, vandalism, or other charges assessed on their assigned floor or building.
- The College reserves the right to enter a student's housing assignment at any time. Generally, College staff will only enter for routine or emergency maintenance, requested repairs, health and safety inspections, when there is evidence or suspicion of activities that violate the College's Community Standards of Conduct, or when there is evidence/concern for the health, safety, and welfare of the student.

## OTHER CONSIDERATIONS

- All students are responsible for knowing and observing the rules and regulations of Wagner College and the Office of Residential Education, including those listed in the Student Handbook, the Community Standards of Conduct, and any publications made available by the Office of Residential Education.
- During the academic year, information distributed to the student through her/his campus mailbox, to the student's place of residence, through a student-provided telephone or cell phone number, and/or to the College-assigned e-mail address is assumed to have been received. Official information may also be posted on the College website.
- All College housing is smoke-free. Students are not allowed to smoke in any public or private area of the building. Students are only allowed to smoke in designated areas outside the building beyond 50 feet.
- The College may terminate this agreement without notice, in the event of an emergency which would make continued operation for student housing impossible. If such an event occurs, unused room and board payments would be refunded.
- The College reserves the right to remove students from college housing and terminate this contract at any time if a student's conduct is deemed disruptive or poses a danger to the community, or when a student is no longer eligible for on-campus housing. Additionally, the College reserves the right to remove resident students when a student's physical or emotional health and behaviors place unmanageable risks on the individual or the College which will be determined by the college's student conduct. In cases of suspension from housing or suspension or expulsion from the College, no refund on room and board is given.
- The final interpretation of any policy or statement made in this agreement remains at the sole discretion of the College.

## CONSIDERATIONS FOR GRYMES HILL RESIDENTS

- The apartments provided in Grymes Hill are considered part of the Wagner campus, not an off-campus location.
- The rules, regulations, and policies of the College, including this Agreement, the Student Handbook, and the Community Standards of Conduct are applicable in the Grymes Hill apartment complex. The student is also responsible for the information in any publications made available by the Office of Residential Education.
- The student is responsible for following any rules or procedures established by the management of the Grymes Hill apartment complex. The College may pursue disciplinary action through the college student conduct system in situations where those rules are violated.
- The College is not required to provide living room, dining room, or kitchen furniture, but may choose to do so. If such furniture is provided, it is the responsibility of the students assigned to the apartment.
- The College may publish a separate list of prohibited items for the Grymes Hill apartments. If necessary, a supplemental list will be provided.
- The College may allow students to remain in residence during certain excluded time periods, based on the nature of the academic program. The student may still be required to sign up with the Office of Residential Education and pay associated fees for housing.
- Cable television is provided by the College and paid directly to the cable provider. Any attempts to upgrade or change the cable package negate the College's contract and payment for all cable becomes the responsibility of the student(s) in the apartment. Satellite dishes are prohibited.
- The College may provide internet service in certain apartments and distributes internet-capable apartments as it desires. Where internet service is not provided, the student(s) involved may contract for any service provider at their own cost.
- The College does not provide telephone service in the apartments. If service is desired, the student(s) may contract for any service provider at their own cost.
- The College covers basic utility costs, including all gas and electrical costs up to \$90 per month in each apartment. Any amount in excess of \$90 will be divided amongst the residents of the apartment and billed to each student's account.
- The College may require a student to relocate from the Grymes Hill apartments at any time, if in the opinion of the College, it is necessary or prudent. A student who is removed from the Grymes Hill apartments through the college's student conduct process may be required to relocate onto main campus, or the College may remove the privilege of housing entirely.

## HOUSING PROVIDED TO GRADUATE ASSISTANTS

- This section only pertains to students who are given housing as a condition of her/his graduate assistantship. It does not apply to graduate students who apply for housing through the Office of Residential Education.
- All graduate assistants in housing, regardless of the sponsoring department, are subject to the rules and regulations of the College, including this Agreement, the Student Handbook, the Community Standards of Conduct, and/or any publications made available by the Office of Residential Education.
- When the College provides housing as a condition of a graduate assistantship, a change in the nature of the assistantship may result in a change in housing status. If this occurs, the College is not required to provide housing and may require the student to leave campus housing.

- Housing may be removed from a graduate assistant based on violations of College policies. Any such action will be conducted through the College's student conduct system, in consultation with the sponsoring department.

I hereby certify that I have read and understood the terms and conditions outlined in this housing agreement. My signature below acknowledges my understanding of this agreement and my willingness to abide by the terms listed above for the full 2009 – 2010 academic year.

<b>Student's Signature:</b>		<b>Date:</b>	
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STUDENT INFORMATION					
<b>NAME (LAST, FIRST, MI)</b>					
<b>WAGNER ID</b>		<b>GENDER</b>	<input type="checkbox"/> MALE	<input type="checkbox"/> FEMALE	<input type="checkbox"/> TRANSGENDER
<b>CURRENT HOUSING ASSIGNMENT</b>		<b>PHONE NUMBER</b>			
<b>WAGNER E-MAIL</b>		<b>GRADUATE PROGRAM</b>			
<b>CURRENT CLASS YEAR</b>		<b>CREDITS EARNED</b>			

**ACKNOWLEDGEMENT**

- I am applying for Wagner College housing for the 2009 - 2010 academic year.
- I understand that I must be a current residential student **or** a new applicant to Wagner College to be eligible for housing. If I am a commuter student, I may not participate in this selection process, but I may be housed at a later date if space is available.
- I understand that I am required to be enrolled in at least 2 graduate courses during my time in Wagner College Housing. If I fall below the required class participation I may be asked to relocate out of graduate housing.
- I understand that I am required to submit this housing application, a signed housing agreement, a \$300 housing deposit, and a completed health insurance form in order for my application to be considered.
- I understand that I am not guaranteed housing due to the limited number of housing options available to graduate students.
- I understand that once I receive a housing assignment, I may remain in this location until I have graduated from the program. I understand there is an additional charge for remaining in housing over the summer months.
- Should I wish to break my housing agreement, I must apply for a housing release through the Office of Residential Education.
- I understand that my listed preferences are only used as a guide during the housing selection and assignment processes.
- I have received a copy of the Office of Residential Education 2009 - 2010 Housing Agreement. I understand that am responsible for abiding by the terms outlined in the agreement, as well as in the Student Handbook, the Community Standards of Conduct, and/or any additional publications published by the College or the Office of Residential Education.

<b>SIGNATURE</b>	<b>DATE</b>
<b>ROOMMATE PREFERENCE:</b>	

<b>RL RECEIVED BY:</b>	<b>BUSINESS OFFICE HOUSING DEPOSIT STAMP ONLY</b>
<b>DATE/STAMP</b>	
<b>HEALTH INSURANCE CONFIRMATION</b> <input type="checkbox"/>	

**ROOMMATE CONSIDERATIONS: ALL QUESTIONS MUST BE ANSWERED**

**SMOKING PREFERENCES**

*All Wagner College housing is smoke-free. Smoking is allowed in designated areas **outside** of the residence halls. While a priority for assignment purposes, a non-smoking roommate cannot be guaranteed.*

Do you smoke?  Yes  No

Do you prefer a non-smoking roommate?  Yes  No  No Preference

**LIVING HABITS**

*Please indicate the appropriate response.*

<b>SA</b> Strongly Agree	<b>A</b> Agree	<b>N</b> Neutral	<b>D</b> Disagree	<b>SD</b> Strongly Disagree
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		<b>SA</b>	<b>A</b>	<b>N</b>	<b>D</b>	<b>SD</b>
<b>study habits</b>	I study regularly where I live.					
	I prefer a quiet space when studying ( <i>no television, radio, conversation, etc.</i> ).					
<b>lifestyle &amp; housekeeping</b>	I tend to be a night person.					
	I tend to spend a lot of time where I live.					
	I often have visitors and enjoy socializing with them where I live.					
	I prefer to have substantial private time.					
	I tend to spend time out of my living space on weekends.					
	I prefer my living space to be clean and organized.					
	I am comfortable with a "lived in" look.					
<b>sleep habits</b>	I am a light sleeper.					
	I tend to read or watch TV in bed.					
	I am an early-riser.					
<b>general</b>	I hope to be good friends with my roommate.					
	My best roommate would be with someone who is just like me.					

**OTHER CONSIDERATIONS**

If you have other issues that you feel should be considered in the housing process, please indicate them here. Please note any medical conditions (allergies, asthma, physical disability, etc.) that might influence this process and enclose the appropriate documentation from a health care provider, the College's health services, or the College's disabilities office.

**ROOMMATE REQUEST:**

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*Please note that the person listed above must also request you as a roommate in order to be matched.*

# WAGNER COLLEGE

## STUDENT ACCIDENT & HEALTH PLAN HARD WAIVER REQUEST – Fall 2007

### FAILURE TO READ THIS FORM MAY COST YOU \$210.00

All full-time undergraduate, resident and commuter students are required to carry health insurance while attending Wagner College. You will be billed \$210.00 for the Student Accident & Health Plan, unless you demonstrate that you have comparable health insurance and specifically waive coverage.

To decline coverage under the Wagner College Student Accident & Health Plan and avoid the \$210.00 charge to your account, you must:

1. Make a copy of your insurance card.
2. Fill out this form.
3. Return this form with the **COPY OF YOUR INSURANCE CARD** by March 1<sup>st</sup> ; via Fax # 718-420-4170
4. Please **CHECK ONE** of the following boxes.
  - I decline enrollment in the Student Health Insurance Plan. I declare that I have comparable medical insurance coverage of no less than \$50,000 Medical benefit for accident or sickness, in force in the U.S.
  - I have read the descriptive material and am required to enroll in the Wagner College Student Accident & Health Plan because I have no primary insurance.
  - I have read the descriptive material and would like to supplement my existing coverage with The Wagner College Student Accident & Health Plan.

## PLEASE PRINT INFORMATION BELOW

\_\_\_\_\_  
Student's Last name, First name

\_\_\_\_\_  
Student ID #      Date of Birth MM/DD/YY

\_\_\_\_\_  
Name of Insured

\_\_\_\_\_  
Relationship to Student

\_\_\_\_\_  
Name of Insurance Company

\_\_\_\_\_  
Policy Number

\_\_\_\_\_  
Group Number

\_\_\_\_\_  
Address of Insurance Company

\_\_\_\_\_  
Policy Expiration Date

I acknowledge that health insurance is required to attend Wagner College. I further acknowledge that a request to waive student health insurance **must be submitted every year** that I attend Wagner College. **Note: If this form is not returned, or if it is returned incomplete or after the deadline above, automatic billing of the health insurance fee may not be waived. It is my responsibility to provide any change in health insurance to Health Services.**



## WAGNER COLLEGE

### Student Accident & Health Plan Summary Designed for the students of Wagner College

All full-time undergraduate students are automatically enrolled in the Hard Waiver Accident & Health Plan. The Hard Waiver Accident & Health Plan is provided at an annual cost of \$210 per undergraduate student, which includes a fee for administration of the program by the Student Health Center. The information below is a brief summary of the Student Accident & Health Plan available through the College.

**Excess Coverage:** This plan will consider benefits after any other valid and collectible insurance pay its benefits. This plan will cover eligible deductibles and co-payments not covered by your primary insurance carrier.

<b>ACCIDENT AGGREGATE LIMIT:</b>	<b>\$10,000</b>
Deductible:	\$0
Benefit Schedule	100% for the first \$500; then 80% thereafter up to the maximum of \$10,000 per accident in accordance with the Usual, Reasonable & Customary (URC) charges.
Benefit Period	24 months from the date of accident

<b>SICKNESS AGGREGATE LIMIT</b>	<b>\$10,000 Aggregate Limit</b>
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<b>Inpatient Sickness Hospital Benefit</b>	<b>\$10,000</b>
<i>Deductible:</i>	<i>\$0</i>
<i>Benefit Schedule</i>	<i>100% of the first \$500; 80% thereafter to the aggregate limit in accordance with URC. Hospital room and board is limited to semi-private rate. Includes coverage for all charges incurred while hospital confined.</i>
<i>Benefit Period:</i>	<i>12 months</i>
<b>Outpatient Sickness Benefit Limit</b>	<b>\$1,000</b>
<i>Referral Requirement:</i>	<i>Requires a referral from the Student Health Center</i>
<i>Benefit Schedule:</i>	<i>100% of the URC</i>
<i>Covered Services:</i>	<i>Includes but not limited to emergency room visits, diagnostic x-ray and lab, physician office visits. Outpatient services for mental illness and chemical &amp; substance abuse are also covered under this benefit. Expense for an annual cervical smear or Pap smear test for female covered persons 18 and older.</i>
<b>Outpatient Surgical Benefit Limit:</b>	<b>\$1,000</b>
<i>Referral Requirement:</i>	<i>Requires a referral from the Student</i>

	<i>Health Center</i>
<i>Benefit Schedule:</i>	<i>100% of URC</i>
<i>Covered Services</i>	<i>Includes coverage for all URC charges incurred during the outpatient surgery.</i>

The above outline of coverage is intended only as a quick reference and does not limit or amplify the coverage as described in the master policy which contains complete terms and provisions. A copy of the master policy is on file with the College.

NOTICE: This plan contains certain Exclusions and Limitations. Please obtain a copy of the brochure in order to determine if services would be covered under this Plan.