

Bryant & Stratton College



OFF-CAMPUS HOUSING HANDBOOK
WNY CAMPUSES

Housing Calendar

Sport

Move in

Soccer	August 4 th -7 th
Cross Country	August 4 th -7 th
Men's Basketball	September 1 st - 3 rd
Women's Basketball	September 1 st -3 rd
Track and Field	September 1 st - 3 rd

Winter Break

Student athletes may remain in housing over the winter break with permission from the Housing Committee provided they are registered for the January term. Students that are not registered for the January term prior to the end of the fall term, Monday, December 18th must vacate the apartment, return keys and will still be responsible for the January housing fee per their housing commitment.

All students after completing the January 2024 term must vacate housing with belongings (move-out) by April 30, 2024 and return keys to the housing complex. Only students enrolled for the May 2024 term may remain in housing for the summer.

Contact List

Housing Committee

Jennifer Russell	Director of Admissions	jsrussell@bryantstratton.edu
Kathy Owczarczak	WNY/ROC Business Director	kowczarczak@bryantstratton.edu
Deborah Andriaccio	Athletic Liaison	dandriaccio@bryantstratton.edu
Jackson Strycharz	Business Office	jstrycharz@bryantstratton.edu
Chrissy Nagi	Auxiliary Manager- Monarch	Chrissy.nagi@greystar.com

I. Introduction

Off-Campus Housing at Bryant & Stratton College is a community designed for group living, learning, social and academic growth. Within the framework of residential life at Bryant & Stratton College, there are unlimited opportunities for personal growth. A student's growth will depend upon their willingness to accept personal responsibility for taking advantage of the many career, cultural, emotional, intellectual, service, and social programs available.

This Housing Handbook is your reference for living standards, expectations, policies and procedures associated with being a resident in Off-Campus Student Housing. In addition to this handbook, the Housing Contract and Official Catalog also should be read closely as they contain additional information, policies and regulations of the College that are applicable to you.

The apartments that students can apply for through Off-Campus Housing are neither owned nor controlled by Bryant & Stratton College. It is the responsibility of all residents of Off-Campus Housing to read, understand, and comply with the obligations and expectations detailed in this document, the Housing Contract and the Bryant & Stratton College Official Catalog.

Any questions or concerns regarding this document should be directed to the Residential Assistant.

II. Housing Application, Procedures, Rates and Departure

A. Eligibility Requirements, Attendance and Dismissal

Eligibility Requirements

Bryant & Stratton College may offer off-campus apartment living to Qualified Students. A Qualified Student is a student who:

- is continuously registered for at least 6 or more credit hours per semester at the College;
- has submitted a completed housing application and sublet agreement to the Auxiliary Manager at the housing complex;
- has passed a criminal background check and has been approved by the respective property owner;
- has submitted a security deposit/maintenance fee to the Business Office;
- has provided proof of renter's insurance to the Auxiliary Manager at the housing complex; if not supplied the housing complex reserves the right to assign insurance and bill the student monthly for the insurance charge
- has paid the parking fee in full, if applicable.

The Housing Committee may approve or deny the application of any student based upon the recommendation of the respective property's management and/or the availability of rooms. Apartments are limited. Apartments may only be used for residential purposes. No children may reside in off-campus housing.

The College reserves the right to terminate a student's residence status at any time, for any reason and/or to move students between terms in order to condense rooms. Please note that the lease is between the housing complex and B&SC, students are subletting with the approval of the housing complex and the College.

Failure to complete all steps of the application process will forfeit a student's housing space. Rooms are available on a first-come, first-served basis to those Qualified Students who have satisfactorily completed all steps of the application process and have been approved.

Attendance

Bryant & Stratton College stresses the need for academic success. Attending classes to obtain instruction is necessary to achieve successful outcomes. To this end, all Students are encouraged to closely read the College's Attendance Policy as provided in the Official Catalog. Maintaining appropriate attendance pursuant to the College's Attendance Policy is necessary for continued eligibility for off-campus housing.

Conduct, Disciplinary Action and Dismissal

Students who violate any policies of Bryant & Stratton College, including those detailed herein, may be subject to referral for disciplinary action through the Housing Committee and/or pursuant to the College's Student Code of Conduct and Disciplinary Policy, which may result in disciplinary sanctions. Disciplinary sanctions may include separation or suspension from the College, cancellation of the student's housing contract and/or possible legal action. All students at Bryant & Stratton College are subject to the College's various policies, procedures and rules, including the Student Code of Conduct as provided for in the Official Catalog. This includes student-residents of off-campus housing through the College.

Students that are dismissed from housing must move out of the unit immediately and all belongings must be removed within twenty-four hours. This includes situations in which the dismissed student may be appealing a decision.

B. Housing Application, Rates and Payment

Housing Application

A Housing Application is available with the Auxiliary Manager at Monarch. Students requesting accommodations must submit a fully completed Housing Application. The Housing Committee will assign and reserve a room only after a prospective resident has satisfactorily completed the following steps:

- submitted a completed housing application to the Auxiliary Manager;
- passed a criminal background check and been approved by the respective property;
- submitted a refundable security deposit;
- provided proof of renter's insurance to the Auxiliary Manager.

All approved Housing Applications provide approval for housing during times when the College is in session. Students who are not enrolled; ie. Spring semester, may not reside in student housing during that time. Applicants will be notified of the approval or denial of their application through their Bryant & Stratton College email account.

Housing Rates

Current room rates may be obtained by contacting the Business Office at (716)884-1920. The College reserves the right to adjust rates as may be needed. If a student withdraws or is administratively removed after the first day of classes, the semester room rate will not be refunded. Students should note that there is an additional charge to reside in housing during the spring semester.

Payment

A \$300 refundable payment must be submitted to the Business Office as part of the Housing Application process. This payment will be held as security deposit to cover any necessary repairs to the student's apartment and/or common areas. Any repairs (including carpet replacement) that exceed the \$300 maintenance fee will be charged equally to all residents of the room/unit.

C. Cancellation and Refund Policy

Housing payments are based on the assumption that a student will remain in off-campus housing for the full semester. If a student either voluntarily withdraws or is administratively withdrawn after the first day of classes, the student is required to give official notice of withdrawal in writing to the Housing Committee. If a student withdraws or is administratively removed after the first day of classes, the semester room rate will not be refunded. If a student withdraws from housing before check-in and start of the term, the security deposit of \$300 will be refunded less any damages.

D. Room Assignments and Changes

Room assignments are made by the Housing Committee in conjunction with the Auxiliary Manager at the housing complex. In addition, room changes during the year will have to be submitted to the Housing Committee and Auxiliary Manager for approval. The College reserves the right to consolidate rooms or move students to different rooms between terms, if necessary. Changes in room assignments will only be made in extreme circumstances.

Bryant & Stratton College is an equal opportunity educator and employer.

Bryant & Stratton College does not discriminate on the basis of age, race, ethnicity, national origin, color, religion, disability, sexual orientation, marital status, veteran's status, sex/gender (including pregnancy or pregnancy related conditions such as childbirth, false pregnancy, termination of pregnancy or recovery therefrom), perceived gender identity or any other legally protected characteristics ("protected characteristics") in the educational programs and activities it operates. This policy is in compliance with Title IX of the Educational Amendments of 1972.

E. Room Condition Form

Upon check-in, each student resident is required to sign a completed room condition form that details the current state of the room. By signing this form, the student resident is stating that all information on the room condition form is correct. Upon check-out, the condition detailed on the form at the time of check-in will be used to determine if any damages occurred during the student resident's time in the room. Additional charges will be based on the level of damage that has taken place. Failure to be present upon check out at the end of the semester may result in additional damage charges, if applicable.

F. Intent Forms

It is required that student residents of off-campus housing fill out a form regarding their intention to return for upcoming semesters. This information allows the College to properly allocate space at the property to better serve its student residents.

G. Departure from Off-Campus Housing

It is expected that when a student resident leaves Off-Campus Housing, all belongings are taken with them. Rooms and common areas should be free of trash and furniture owned by the student. All appliances should be in the same working order as when the student was admitted to the apartment. All keys and FOBs are returned to the housing complex. Students will be charged singularly (or as a group) for trash removal, furniture removal, carpet that needs to be replaced and/or broken appliances. Any fees assessed must be paid before returning for the subsequent semester.

III. Living in Off-Campus Housing

A. Residential Services Available

Bryant & Stratton College Off-Campus Housing offers many services that are in place to maintain a positive environment.

Common Areas

The apartments feature various common areas, some will include a lounge, fitness center, business center, rec room, and a pool.

Conflict Mediation

The College encourages healthy relationships between the student residents. When conflict arises such as roommate disputes, noise, and interpersonal disputes students should make the Housing Committee and the Auxiliary Manager aware.

Fitness Center

All current residents can use their respective property's state-of-the art fitness center, if the complex has this feature.

Internet Connection

Apartment rooms are equipped with an internet connection. Internet access is available in the common area of the complex. Residents are responsible to provide their own computer equipment

Laundry Facilities

Each unit or property is equipped with a washer and dryer. Residents should report damaged or non-working machines to the Auxiliary Manager. Not all units will have laundry facilities in the apartment, however all properties will have an onsite laundry facility.

Mail Delivery

Mail is delivered to the housing complex and distributed to assigned resident mailboxes. Packages are kept in a secure room for resident pick-up. As a precautionary measure, it is suggested that any checks being sent from you or to you be sent via registered mail. It is the responsibility of the resident to make arrangements to ensure the proper delivery of your mail. Make sure when receiving packages; a return address and your name is on the shipment. If the property receives a package with no information, it will be returned to sender. When leaving off-campus housing for the summer and/or for extended periods of time, it is the responsibility of the student resident to ensure all mail is appropriately forwarded to any new address.

Security

The apartments may only be entered by the following: official Bryant & Stratton personnel, student residents, and registered guests.

To ensure this level of security, the following precautions are in place:

- Keys are only issued to student residents and personnel. Copying, sharing or giving a key to anyone may be grounds for removal from the apartment.
- Registered guests are required to be escorted at all times when present on the property. Allowing unregistered guest(s) on the property may result in removal from off-campus housing and loss of all semester room fees.
- When vacating an apartment, student residents must return all keys and any access FOBs to the Auxiliary Manager.

Hall Meetings

Periodically, the Housing Committee will conduct hall meetings for the benefit of all student residents. All student residents are expected to attend any mandatory meetings to keep current on important information.

Heating and Air Conditioning

Each room is equipped with its own individual electric heating/air-conditioning unit.

Work Order System / Maintenance Repairs

For any maintenance requests, please submit a formal work order to the Auxiliary Manager of the housing complex. Notification to B&SC staff does not replace the need to submit a work order. Certain emergency repairs must be reported immediately to a staff member of the property. Repairs considered to be emergency repairs include:

- Any situation that compromises the health and safety of a resident;
- Plumbing;
- Electrical;
- Glass;
- Fire Safety Equipment;
- Locks;
- Outside Lighting;
- Heat and Hot Water;
- Entrance/Exit Doors.

B. Resident Expectations and Obligations

Room Entry & Inspection

The following guidelines pertain to room entry and inspection:

- The College and each property owner's respective officials may enter and inspect all or part of a room when the resident consents, with or without the presence of the student. Students are required to respond when staff members present themselves for entry. Students are reminded that they are obligated to respond to any reasonable request of a College official acting in his/her official capacity.
- The College and each property owner's respective officials may enter and search a resident's room WITHOUT CONSENT and with or without the presence of the student

under the following conditions: 1) in order to perform maintenance tasks as requested by the student or as determined to be needed by either the College or property owner; 2) when it is believed that any student's health and/or safety could be at risk; 3) when it is believed that an illegal act or violation of College policy has been committed or is or may be in the process of being committed. Building or floor-wide searches may be warranted in order to investigate dangerous conditions. For example, if smoke is present, staff may investigate any rooms in the affected area in order to locate the source.

- Maintenance staff hired by or contracted by the College and/or the property owner may enter rooms in order to perform requested maintenance tasks. Resident-requested maintenance service or repairs, or maintenance or repairs as determined by either the College or property owner to be necessary automatically provides consent to enter the student resident's apartment, regardless of whether the student is present.
- The Housing Committee and/or property owner staff hired by or contracted by the College and/or the property may also enter rooms to perform routine and scheduled maintenance tasks and safety check, such as checking smoke detectors, inventorying furniture, inspection of windows). Students will be informed of these inspections at least 24 hours in advance.
- The Housing Committee and/or property owner staff will conduct periodic unannounced inspections to ensure that all residents are in compliance with fire and/or general safety policies of the property and/or the College. Additionally, all rooms will be entered in the event of a fire alarm to ensure proper evacuation from the building.
- The College will provide access to student rooms to any local, state, or federal authorities executing valid search warrants or possessing other judicial order. Students are reminded that law enforcement officials may request or compel entry to individual student rooms pursuant to applicable law or legal order.
- When possible, two staff members will be present when any room is entered. The Housing Committee or property owner staff will also escort federal, state, or local authorities executing warrants.
- In all cases, staff that enters a student resident's room have the responsibility to report any violations of policy or dangerous conditions that are in plain sight.

Room Décor

Do not place stickers, tacks, hooks, nails, screws or the like on or in the walls. The appropriate item to use when hanging items is 3M command strips.

No alterations may be made to the assigned unit, corresponding apartment, common areas or other parts of the property.

Ball Playing

Due to possible damage to automobiles in the parking lots and to the windows and screens at the property, any type of ball playing in or around the apartments is prohibited. Additionally, the kicking or throwing of balls inside the apartment building is prohibited.

Bicycles

Bicycles must be stored in student apartments. They may not be kept in lounges, stairwells, or hallways.

Furniture

Furniture that is provided in the apartments by the housing complex is not to be removed from that area nor altered in anyway. Damages to the furniture may result in loss of security deposit or other charges/fees.

Public Areas

Each property has a certain amount of space for public use, such as a lounge. These facilities are for use by all the residents of each property. The responsibility for the condition of these areas rests with the students. Eating and drinking will be restricted in certain areas. No overnight sleeping will be permitted in common areas. Theft or damage to any equipment or furnishings should be reported immediately to the Auxiliary Manager. Any damage in these areas which cannot be assessed to specific individual(s) will be considered common area damage and be pro-rated to everyone on the floor or building.

Footwear in Public Areas

For health and safety reasons, footwear should be worn in all lobbies, lounges, and public areas.

Parking

Residents with automobiles may park in an assigned parking space, as assigned by the Housing Complex.

Personal Property Liability and Insurance

Bryant & Stratton College assumes no legal responsibility for any loss of or damage to personal property of any student resident sustained during the course of moving into, living in or moving out of their apartment. Any such losses or damages should be reported immediately to the student resident's insurance carrier and then to the Business Office (for record keeping purposes only). It is advised that students in these situations also obtain a police report.

Pets

Pets are not allowed. Requests for accommodations or exceptions must be submitted through the property owner.

Quiet Hours / 24-Hour Quiet Hour / Noise Policy

Quiet study hours will be in effect from 10:00 p.m. to 8:00 a.m. on Sunday through Thursday. Consideration of others should be observed Friday, Saturday, and Sunday. A 24-hour quiet hour policy is in effect during finals week each semester. These hours supersede the regular quiet study hours.

The noise policy will be in effect 24 hours a day, seven days a week. This policy includes but is not limited to:

- Excessive or unnecessary noise in rooms or common areas
- Slamming of doors
- Running or shouting in halls
- Excessive loudness of stereos, radios or TVs
- Stereo speakers in windows
- Calling out windows or carrying on conversations from windows

Smoking

Smoking, of any kind, including vaping, is not permitted in any area of the apartment complex including student rooms, common areas, and parking lots. Note that the housing complex reserves the right to charge a deep cleaning fee of \$300 for any smoking.

In the event that student or any guest smokes, burns candles, burns incense or engages in any other activity which could result in particles and/or smoke which tend to cause staining or a persistent odor, soiling of ductwork which could require cleaning or necessitate the removal of carpet and padding despite a clean appearance all damages will be charged to the student or shared among the roommates.

Tampering with Thermostats

A heating and air conditioning system is in place to ensure your comfort during your time in the apartment. The misuse of and/or tampering with this system (e.g. dismantling, covering with a wet cloth, excessive hot water use etc.) will cause damages to the heating system, causing outages and difficulties for the entire building of the apartment complex. Due to the seriousness of this issue, if any unit is found to be causing damage to the system by misusing or tampering with thermostats (including covering the thermostat with a wet cloth, or holding flame near it) **all members of the suite will be subject to dismissal from housing**. If you feel that your heat is not working properly, please contact the staff on-site. Minimum required temperatures may be required by the housing complex to protect from freezing.

Storage

Storage is not available at the housing complex or at the College. Students are required to take all belongings out of their room when they vacate it. Any items remaining after vacating will be disposed of and forfeiture of your security deposit could result.

Trash

Each student resident is responsible for properly bagging and emptying trash in the trash room. Large items such as crutches, small appliances, clothing, sharp objects, should not be thrown in the trash shoots. Leaving trash outside apartment doors, in hallways or in common areas is prohibited.

Water / Snow Battles

Any type of water battle (including throwing snowballs) within the confines of the building and outside on properties is prohibited, as it presents a safety hazard and is damaging to the building facilities. Water coming in contact with the fire alarm system can activate the system resulting in an evacuation of the building.

IV. Security and Safety Procedures and Requirements

Bomb Threats

In the event of a bomb threat in the apartment complex, residents will be required to evacuate the building.

Electrical Appliances

The safe operation of electrical appliances is the full responsibility of the student resident. Prohibited appliances include, but are not limited to, the following items:

- electric blankets
- kerosene/electric heaters
- electric potpourri pots
- toaster ovens
- deep fryers
- sun heating lamps
- halogen lamps
- gas or charcoal grills

All electrical appliances must be kept in good working order and are subject to inspection by College staff. The College reserves the right to confiscate unauthorized dangerous electrical appliances.

Fire Safety and Evacuation

No flammable items – including candles and incense – are permitted in rooms. Nothing can be hung within eighteen inches of the ceiling in order to comply with the fire code. Windows are to be free of all items including, but not limited to, stickers, posters and signage. Tampering with the fire detection system (smoke detector) in the apartment is strictly prohibited. **Any student found tampering or disabling the smoke detector will be subject to disciplinary action including removal from off-campus housing.** In the event of an actual fire or upon hearing the alarm sound, residents are instructed to follow the following procedures:

- Keep calm.
- Close and lock their door on their way out
- Take a coat, shoes, and wallet, and carry a towel. Use the towel to cover their nose and mouth if needing to pass through a smoke-filled area.
- Take the stairway closest to the exit. Do not use the elevators.
- Go to the designated assembly area and stay there until fire officials indicate it is safe to enter the premises (pulled from SUNY site)

Prohibited Possessions

The storage, possession, or use of any firearm or weapon including, but not limited to, knives, guns, bows, nun-chucks, air guns, stun guns, throwing stars, Billy clubs, firecrackers, explosives or flammable substances on the property is prohibited. Failure to observe this prohibition may result in disciplinary action, termination of the housing contract and/or involvement of law enforcement.

ID Cards

All Bryant & Stratton College students receive a student identification card. Student residents must carry their College identification card at all times while on the premises.

Keys / FOBs

Keys/and or FOBs are the responsibility of the student resident. If a student resident's key(s) or fob are lost or misplaced, the replacement fee must be paid for by the student resident to the housing complex. Keys and/or FOBs shall not be duplicated or given to any other individual. It is not a priority of College staff or property management to remedy lock-out situations. Student residents who have lost their key or FOB must contact the Auxiliary Manager of the housing complex as soon as possible.

Visitation and Guest Policy

There is a twenty-four-hour, in-house visitation policy for the residents of the property. Twenty-four-hour visitation means that residents of the building may visit other residents of the building anytime of the day or night, with the permission of the roommate.

The following policies regarding non-resident visitation have been established for the safety, security and privacy of the residents of the building:

- Non-residents are permitted in the building only during the established visitation hours (8:00 a.m.-10:00 p.m.).
- Overnight guests are allowed but nonresident overnight guests cannot stay for more than 3 consecutive nights and may not stay more than 3 nights in a 30-day period without consent from all apartment residents and the housing complex. Even with permission overnight guests cannot stay more than 6 nights in a 30-day period.
- All visitors must be able to present photo identification to the Housing Committee and/or the staff at the property.
- Non-residents must be escorted at all times by their hosting student resident, while in the building.
- Residents are limited to two (2) non-resident visitors at any one time.
- Residents are limited to a total of eight (8) visitors, including resident and non-resident, to an apartment at any one time.
- Non-residents are not permitted to live in the apartment with any student resident.
- At the end of visitation, all non-resident visitors must be escorted out of the building.
- Visitors under 18 years of age require visitation permission from a parent or guardian and the Housing Committee. They are not permitted to stay overnight.

Security in the Apartments

The best protection is to use reason and caution, as well as to observe the following:

- Lock room doors and carry keys/FOBs at all times.
- Carry your ID at all times.
- Never leave valuables unprotected and out in the open.
- Report loss of personal items to renter's insurance and the Business Office
- Never let a stranger enter the complex.
- Never open the door for someone who does not reside in the complex.
- Report strangers whose action(s) appear questionable to the property's staff.
- Do not prop open doors.
- Keep doors to apartment locked at all times.
- If walking at night, use well-lighted sidewalks and take a friend along.
- If going off campus, leave and return with someone you know.

The College and the Housing complex require all student residents to carry renter's insurance for their belongings and to record the serial numbers of their large items. Neither the College nor the Housing complex are responsible for lost or stolen items.

V. Resident Student Code of Conduct

The obligations and expectations set forth herein are in addition to or consistent with all other College policies including, but not limited to, the Student Code of Conduct and Disciplinary Policy, Student Athletic Handbook and Substance Abuse Policy of Bryant & Stratton College as provided in the Official Catalog.

Narcotics, Illicit Drugs and Controlled Substances

It is a violation of College policy for students, faculty, staff, and administrators to illegally possess, use, sell, manufacture or transfer controlled substances or drugs prohibited or controlled by Federal or State law. This includes but is not limited to the illegal disbursement or transfer of prescribed medications, drugs, or drug paraphernalia as detailed in the College's Student Code of Conduct.

Students are not permitted to be under the influence of narcotics on or around the property. This includes, but is not limited to, the apartment entrances, the public areas surrounding the apartment complex, parking lots and recreation areas. Students who violate the College's policy regarding narcotics, illicit drugs or controlled substances will be subject to referral for disciplinary action through the Housing Committee, which may result in disciplinary sanctions. Disciplinary sanctions may include separation or suspension from the College and/or cancellation of the student's apartment contract and possible legal action.

Alcoholic Beverages, Open Containers and Intoxication

Use, possession, manufacturing, or distribution of alcoholic beverages, or public intoxication. Alcoholic beverages may not, in any circumstance, be used by, possessed by, or distributed to any person under twenty-one (21) years of age.

Students who violate the College and Campus Policy regarding alcohol possession, use, consumption and distribution, paraphernalia will be subject to referral for disciplinary action through the Housing Committee, which may result in disciplinary sanctions. Disciplinary sanctions may include separation or suspension from the College and/or cancellation of the student's apartment contract and possible legal action.

Students, regardless of age, are not permitted to be intoxicated in or around the Apartments. This includes but is not limited to the apartment entrances, the public areas surrounding the apartments, its parking lots and recreation areas. Students who are visibly intoxicated may also be referred for disciplinary action.

Behavior that is disruptive to the property's community by students, individually or in groups, regardless of age, due to intoxication will be referred to the Housing Committee. Sanctions may include separation or suspension from the College and/or cancellation of the student's apartment contract and possible legal action.

Breaking and Entering

Forced opening of locked facilities or unauthorized entry into College or individually owned or rented property is prohibited and will result in disciplinary and possibly legal action. An unlocked door does not constitute permission to enter.

Complicity

Failure to make reasonable effort to discourage actions that violate the Code of Conduct shall imply association with and/or participation in the violation.

Disorderly Conduct

Disorderly conduct may be defined as behavior which is disorderly or disruptive in nature, or which threatens, harms or interferes with College persons or orderly College processes and functions including, but not limited to fighting, public intoxication, unreasonable and/or disturbing noise, indecent or obscene conduct. Disorderly conduct is prohibited.

Disturbing the Peace

The obstruction or disruption of any College activity, including any physical or auditory methods that interfere with the on-going operation of the College or the rights of individuals, is prohibited. This includes engaging in loud and disruptive behavior, creating noise that can be heard outside their apartment or in neighboring apartments.

Failure to Comply

Refusal to honor the lawful direction of or to present identification to Bryant & Stratton College officials (including property staff) acting in the performance of their duties, or refusal to respond to a formal request to report to an administrative office, constitutes failure to comply and, thus, in violation of College policy.

Gambling

Gambling in off-campus housing is prohibited.

Harassment

Badgering another person by physical, verbal, mental, racial, social and/or sexual means constitutes harassment, and is in violation of College policy.

Hazing

Hazing, defined as any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating under the sanction of the College, is in violation of College policy.

Intimidation

Verbal, physical, or written acts taken by or asserted against any College student, employee, guest or office on the basis of race, sexual orientation, religion, handicap, national origin, gender, or otherwise constitutes intimidation, and it is in violation of College policy.

Laws

Violations of local, state, or federal laws on College property or off-campus where such violations of the law adversely affect the mission of the College or the health, safety, or welfare of the individual members of the College community will not be tolerated.

Physical Abuse

Any behavior that physically threatens or endangers the health, safety or well-being of any person, constitutes physical abuse and is prohibited.

Telephone Misuse

Telephone misuse is prohibited. It is defined as the use of the telephone to:

- make an intrastate, interstate, or foreign communication as a means of conveying obscene or indecent language;
- to anonymously telephone another person repeatedly for the purpose of annoying or harassing such person;
- submit bomb threats;
- illegally use another person's credit card;
- make unauthorized phone calls from public or private phones which defrauds another person or phone system.

Theft / Stolen Property

Theft or attempted theft, or possession of College property or property owned/rented by another is prohibited.

Vandalism

The abuse of, destruction of, or setting fire to College property or property owned/rented by another constitutes vandalism and is prohibited.

Bryant & Stratton College

Off-Campus Housing Handbook

Signature Page

I have been provided with a copy of the Bryant & Stratton College Off-Campus Housing Handbook and have read, understand and agree to abide by the same.

Print Name: _____

Sign Name: _____

Date: _____