



Welcome to Housing & Residential Life! Housing Application Checklist ~ 2016 - 2017

The SFAI residence halls, Sutter Hall and Abby Hall, are conveniently situated near San Francisco's downtown district in Lower Nob Hill at 717 Sutter Street and 630 Geary Street respectively. Our buildings are staffed by students and professionals who strive to ensure that the halls are a safe, secure, inclusive, artistically inspiring, and engaging place for students to live. Residents enjoy the comfort of security at the front desk, special programs and events designed just for them, private tutoring sessions, registration events for classes, walk-in and group counseling sessions, and the creative rewards of living in a community of artists. Visit our website at <http://sfai.edu/current-students/housing-and-residential-life> or contact us at housing@sfai.edu for more information.

Important Dates

December 1, 2016	Priority Deadline for New Spring 2017 Applications
December 12, 2016	Last Day to Cancel New Spring 2017 Applications for a Full Refund (less non-refundable fees)
December 16, 2016	Housing Placements and Roommate Information Sent Out by email
January 18, 2017	Move-in; Residence Halls Open for the Spring 2016 semester <i>(You will be informed of your specific move-in time when you receive your room placement)</i>
May 13, 2017	Spring Semester Move-out Day; Residence Halls Close for Summer Break

A Complete Housing Application consists of:

(Applications will not be considered completed until all forms and deposit monies have been submitted.)

- Housing Application
- Residence Agreement and Policies & Procedures
- Meningococcal Vaccination Policy Compliance Form
- \$450 security deposit (\$50 of which is for a non-refundable application processing fee) via the attached Housing Deposit Form (if using a credit card to pay security deposit) or Check.
- Gender Inclusive Housing Request Form *(Optional)*
- Substance Free Housing Request Form *(Optional)*

Application Checklist:

- I have completed all of the required forms (see above).
- I have included the \$450 security deposit (\$50 of which is for a non-refundable application processing fee).
- I have reviewed and signed the 'residence agreement' and 'residence hall policies and procedures' and understand the expectations of residents living in SFAI housing and understand the policies, including the cancellation policy.
- I have sent my complete application and deposit monies to:

San Francisco Art Institute
Housing and Residential Life
800 Chestnut Street
San Francisco, CA 94133
FAX: 415.749.4517; EMAIL: housing@sfai.edu



Housing Application ~ 2016 – 2017

The priority deadline for the 2016–2017 housing application is June 1, 2016. You will receive notification of the status of your request via the email address you provide below. You will have until July 21, 2016 to withdraw your housing application without being charged a cancellation fee and to receive a full refund (minus any non-refundable fees). For more information, please refer to the SFAI Housing Residence Agreement 2016-2017.

If you have a documented disability or medical condition that may require a housing accommodation, please contact Accessibility Services at 415.724.5770 or accessibility@sfa.edu. Students who have previously received an accommodation must reapply each academic year.

Applying As Incoming First Year Incoming Transfer Incoming Graduate/Post-Bac. Student
 Continuing Student, Class Standing: _____

First Name, MI, Last Name _____ SFAI Student ID# _____

Home Address _____

Email _____ Phone #(s) _____

Date of Birth _____ Gender _____

Health Insurance Provider: SFAI Student Insurance Plan Other; _____

Emergency Contact Information:

Name of Emergency Contact _____ Relationship _____

Home Address _____

Email _____ Phone #(s) _____

Room Preference:

Please rank your room preference, 1-5, with 1 being your top choice. Please rate all rooms listed below even if it is not your first choice as room preference is not guaranteed. Graduate and returning students are given preference for single rooms. We will do our best to assign you to your preferred room type, but a number of factors are taken into consideration when assigning rooms such as application date, roommate requests, etc.

All Prices Below include \$600 Café Cash Plan

- _____ Single Room (with private bath) = \$7,760.00 each semester
- _____ Single Room (with shared bath) = \$7,245.00 each semester
- _____ Double Room (with private bath) = \$6,060.00 each semester
- _____ Double Room (with shared bath) = \$5,800.00 each semester
- _____ Triple Room (with private bath) = \$5,340.00 each semester

Roommate Matching

The SFAI Residence Hall is a diverse and dynamic community. Learning to appreciate diversity and negotiate differences is a key part of the residential experience. In matching roommates, we strive to create living situations that are positive for all residents.

Roommate Questionnaire: In your own words

Please use this form to let us get to know you a little better and get a feel for your living preferences. It's time for almost 20 questions about you. Please fill out even if you requested a single room.

To further find a better match, please rank these questions below with how important it is for your roommate to share similar views on the subject. The scale is listed below

- 1 = Extremely important
- 2 = Somewhat important
- 3 = Not at all important

Special Roommate(s) Request

If you know of another student or students you would like to share a room with, please list the name(s) below. Roommate requests will only be granted if all students request each other.

Note: Shared rooms can be co-ed but only if the supplemental gender neutral housing request form is filled out. Specific roommate requests must be mutual and your name must appear on your roommate's application.

I would like to be roommates with:

- 1. _____
- 2. _____

1. May roommates borrow food from one another? If so, how soon should it be replaced or paid for?

Level of Importance (1-3) : _____

2. When do you typically go to bed and wake up? How about having a light or other electronic devices on while the other roommate is asleep? Are you morning or night person?

Level of Importance (1-3): _____

3. Please choose which best applies to your food choices: Vegan, Vegetarian, Omnivore? In between?

4. What about sharing and borrowing personal items such as clothes, art supplies or games? Are items such as computers off limits or for mutual use? Is permission required for all items or just certain ones?

Level of Importance (1-3): _____

5. How do you feel about an overnight guest? How often may guests come and how long may guests stay? Where do guests sleep? Is there a difference between guests and boyfriends/girlfriends staying the night? How often may they stay?

Level of Importance (1-3): _____

6. Socializing in the Halls – How do you envision your room? Circle your best fit.

Room is a Social Hub – I enjoy people dropping by at all times.

Room Use Varies – I invite friends over but also need specified quiet time for studying.

Room is a sanctuary – I need to have privacy and personal space most of the time

Level of Importance (1-3): _____

7. What's your definition of noise? What's loud and what isn't? At what times should noise be minimized so others may study or sleep? Is absolute quiet needed in order to study?
Level of Importance (1-3): _____

8. How do you feel about smoking and drinking or roommates that do (Please note that underage drinking is not allowed in the residence hall)?
Level of Importance (1-3): _____

9. How clean should the place be kept?
Level of Importance (1-3): _____

10. If you could have your ideal roommate, what would they be like?

11. Please list your favorite:

book _____ movie _____
TV show _____ music _____

12. You have 3 sentences to describe yourself, take a shot below:

13. What do you want out of your college experience?

14. What is your intended major of study at SFAI? Briefly describe your art process:

15. Briefly describe how you relax and spend your free time: What are some important hobbies or activities that you would like to continue while living in the SFAI Residence Halls and with potential roommates?

Level of Importance (1-3) : _____

16. Do you have any medical conditions that require special living arrangements? Please be specific:

17. Do you have any medical conditions or food allergies that we should be aware of, or that may limit your ability to respond to emergency situations? Please be specific:

18. Have you ever been convicted of a crime? Yes No

If yes, please explain:

19. Is there anything else important for us to know when matching you with a roommate? Last chance to tell us any odd quirks or fantastic things a future roommate should know about you:

Roommate Notification

Please indicate if you will allow SFAI to release your name, email, and/or phone number with your future roommate(s) if applicable. While releasing your contact information to your roommate(s) is voluntary, we recommend allowing us to share it as this will enable you and your future roommate(s) to introduce yourselves before you move-in.

- Yes, SFAI can release the following information to my future housemates
 - my email
 - my phone number(s)

- No, I would not like my information given out.



Housing Residence Agreement ~ 2016-2017

Please print clearly and legibly

First Name, MI, Last Name _____ SFAI Student ID# _____

Home Address _____

Email _____ Phone #(s) _____

I. GENERAL TERMS

San Francisco Art Institute (the "Institute" or "SFAI") hereby licenses to the above-named student (hereafter "Resident"), a bed space located at 717 Sutter Street or 630 Geary Street in San Francisco, California (hereafter "SFAI Housing"), subject to the terms of this Residence Agreement and the Policies and Procedures which are attached.

TERM OF AGREEMENT: This agreement is scheduled for the 2016-2017 academic year; August 21, 2016 through May 13, 2017, but may be earlier terminated. Agreements may be entered into for only the Spring semester, January 18, 2017 through May 13, 2017, if the eligible Resident is admitted to the Institute for study beginning in the Spring semester, is returning from a study abroad program, or as space allows. Please note move-in and move-out dates below. SFAI Housing is closed during the winter holiday. Residents may leave their belongings in the halls during this closure period but will not have access to their rooms or the building until the Spring semester move-in date.

Fall Semester

Contract Start date: August 21, 2016

Move-out date: December 10, 2016

Spring Semester

Contract Start date (for new residents only): January 18, 2017

Move-out; Contract End date: May 13, 2017

PAYMENT AND DUE DATE AND EARLY TERMINATION FOR FAILURE OF PAYMENT: In consideration for the right to occupy the designated Bed Space, Resident agrees to make payments to the SFAI Cashier's Office, 800 Chestnut Street, San Francisco, CA 94133 in accordance with the Resident's bill as issued by Student Accounts. The total payment due each semester during the term of this Residence Agreement shall be one half of the annual room rate for Fall and one half of the annual room rate for Spring. Resident acknowledges that they have read and understand the description of room types and rates and has received a copy hereof. Resident agrees to pay in full all fees which are due for any room that they occupy in SFAI Housing. Resident is obligated to fully meet the financial obligations outlined herein. These fees are due in full prior to the resident occupying the designated Bed Space in SFAI Housing. The full amount Payments for tuition and housing should be sent to the Cashier's Office, not to the Student Affairs Office. Any failure to timely make any payment will entitle SFAI, at its sole option, to give written notice for early termination of this license agreement, to move out and with full contract charges assessed.

SECURITY DEPOSIT: A security deposit in the amount of \$450.00 (includes a \$50.00 non-refundable, mandatory application processing fee) shall be required at the time of execution of this Agreement. The security deposit is not an advance payment of housing charges and will not serve as the limit of damage billing. The security deposit, less the mandatory application processing fee and any damage billing, will be credited to the Resident's student account after the contract end date, following successful move-out of the residence halls.

CAFÉ CASH: SFAI requires students residing in our residence halls to participate in the Café Cash program each semester. Unused café cash is forfeited at the end of each semester. In cases of early contract cancelation, refunds of unused café cash may be made at the sole discretion of SFAI.

II. ELIGIBILITY AND OCCUPANCY

A. RESIDENT: Residents must be a currently enrolled and registered, full-time student in an academic program at SFAI. Part-time enrolled students at SFAI may petition the Student Affairs Office to waive the full-time student eligibility requirement.

B. Institute hereby grants to Resident permission to occupy a bed space within SFAI Housing for the period stated in Section I of this Agreement. The move-in time for the first day of the Agreement will be no earlier than 9:00 AM, and the move-out time on the last day of the Agreement will be no later than 12:00 NOON, unless sooner terminated under questions? contact sfai housing and residential life at 415.351.3556 or housing@sfai.edu

the provisions of this Agreement. A \$200 Improper Check-Out Fee will be assessed to students who do not follow proper check-out procedures as announced during hall meetings by the Resident Director. Institute reserves the right to reassign Resident to a different space in generally equivalent spaces at SFAI Housing.

- C. Resident's payments are for a bed space in the designated Residence and include electricity, heat, water, basic cable, wireless internet, local phone line, garbage, and refuse collection. Resident shall comply with rules promulgated by SFAI to conserve energy and water. Institute shall not be liable to Resident or anyone claiming through Resident for failure to provide any utilities or services when such failure is caused by conditions beyond Institute's control or by repairs, maintenance, accidents, strikes or labor disputes of any character.
- D. Resident has no right to park a motor vehicle at the SFAI Residence Hall as a part of this Residence Agreement. Therefore, students are discouraged from bringing cars. Residents are responsible for any and all permit fees or other associated parking costs.
- E. If Resident occupies a room in SFAI Housing without authorization before the official start/move-in date, after the official termination of occupancy date, at any time outside the contracted occupancy periods, or at any time during the contracted occupancy period in a room unassigned to the Resident, a charge of \$200.00 per day will be assessed for any unauthorized days or partial days, until the space is completely vacated. Institute reserves the right to assess this daily charge if Resident continues to occupy Premises after eligibility for residency has ceased. Occupancy of the Premises without authorization is cause for refusal to grant future residence privileges and/or with full contract charges assessed.

III. ENHANCEMENT OF EDUCATIONAL EXPERIENCE

- A. Institute shall work with Residents to develop a community concept within SFAI Housing to enhance Resident's educational experience. Institute shall provide opportunity for input by Resident into the development of the community. SFAI Housing shall be operated with efforts to enhance the social, educational, and recreational opportunities available to Resident.
- B. Resident agrees to recognize the importance of maintaining SFAI Housing as an environment that is conducive for fellow residents in which to study, live, and sleep. Resident agrees to comply with all Institute policies and procedures; to be respectful of and compliant with Institute and building staff; and to be considerate of the rights of other residents at all times. This includes not engaging in any behavior that intimidates, harasses or threatens any person or group for any reason, particularly because of race culture, class, nationality, religion, gender, sexual orientation, or physical or mental ability. While in SFAI Housing, Resident agrees not to disturb this environment.
- C. Resident shall be required to attend the orientation meeting at the beginning of contract term, and also agrees to attend all meetings deemed necessary by SFAI staff.

IV. TERMS AND CONDITIONS

Resident agrees to comply with the Institute's Policies and Procedures as stated in the *SFAI Student and Campus Handbook* and the Housing Policies and Procedures, copies of which Resident acknowledges having received, as the same may be amended from time to time during the term of this agreement and administrative instructions of SFAI, and any failure will entitle SFAI, at its sole option, to give written notice for early termination of this license agreement, to move out and with full contract charges assessed.

This Residence Agreement shall not be assignable or transferable by Resident under any circumstances.

It is understood and agreed by Resident and Institute that no long-term agreement or any interest in real property is created by this Agreement, that Resident shall only have a license for occupancy in accordance with the terms of this Agreement.

V. MAINTENANCE OF PREMISES

- A. Institute shall provide Resident with the bed space in the designated living unit including the common area furnishings in the condition noted on the Room Condition Report to be completed at the time of occupancy. Resident acknowledges that the Residence may contain asbestos and lead paint, and Resident expressly assumes the risk posed by their presence. Resident agrees to give reasonable care to her/his living unit, including regular and routine maintenance of the living and bathing quarters therein, including proper ventilation in rooms with attached bathrooms, and its furnishings and to make payment for any damages or loss promptly upon demand by Institute. Resident shall
- questions? contact sfai housing and residential life at 415.351.3556 or housing@sfai.edu

vacate the living unit in good order and repair, normal and reasonable wear and tear expected. In the event that Resident fails to maintain the living unit in good order and repair, Resident shall pay Institute the reasonable costs incurred in returning the living unit and the furniture therein to a condition of good order and repair. As part of such reimbursement, Resident's security deposit, or a portion thereof, may be expended for the purpose of payment of such costs.

- B. Any structural addition, modification, or any other alteration to the Premises, inside or out, is prohibited without the prior written consent of Institute and, if required, by the owner of the building.
- C. Resident shall not possess or bring into the building any toxic, flammable or other hazardous material (other than routine household cleaning fluids), firearms, ammunition, fireworks, explosives, dangerous weapons or any other material or instrument which, in the opinion of Institute authorities, poses an unreasonable risk of damage or injury.
- D. Resident shall report any and all maintenance concerns to Institute in a timely manner.

VI. CANCELLATION BY LICENSEE 30 DAYS PRIOR TO START DAY

If permitted by SFAI housing policies for students, resident may cancel a space reservation by giving written notice to Institute at least thirty (30) days prior to the beginning of the start/move-in date on the Agreement. Residents entering during the Fall Semester must provide said notice thirty (30) days prior to the August 21, 2016 start date to satisfy this cancellation request. Residents entering in the Spring Semester must provide said notice thirty (30) days prior to the January 18, 2017 start date to satisfy this cancellation request. Refer to "TERM OF AGREEMENT" above for more information regarding the length of the Agreement. Resident will receive a full refund of fees paid in advance, minus any non-refundable fees.

VII. CANCELLATION BY LICENSEE LESS THAN 30 DAYS PRIOR TO START DAY

If the Institute is able to find a suitable replacement for the Resident, so that the overall occupancy of the facilities is not adversely impacted, the Resident will receive a full refund of fees paid in advance, minus any non-refundable fees.

If the Institute is not able to find a suitable replacement for the Resident, to the extent that honoring the request to cancel the reservation would adversely impact the overall occupancy of the facilities; the Resident will owe the amount due under the full fee period of the Residence Agreement. If the Resident requests that the notice requirement be waived, such request must be accompanied by written verification of one of the following:

1. End of student status - certification from the Registrar's Office required.
2. Marriage - marriage certificate required.
3. Hardship or extraordinary circumstances occurring subsequent to the signing of the Residence Agreement determined in the sole discretion of SFAI, to be beyond the control of the Resident.

If the request to waive the notice requirement is approved, Resident has no financial obligation other than non-refundable service fees. If the request to waive the notice requirement is not approved, the Resident will be charged for room fees through the end of the term of this Residence Agreement or a lesser fee as determined by the Institute.

VIII. CANCELLATION AFTER THE START DATE

A request to cancel the Residence Agreement following the start date requires a written notice prior to the date that the Resident intends to vacate the facilities. If the request is approved, which request may be denied or approved, in the sole discretion of SFAI, the Resident has five (5) days to vacate the facility from the date the request is approved. A Resident whose request is approved will forfeit their \$450.00 housing deposit and will be charged an \$800.00 Early Termination Fee. The Resident shall also owe an amount equal to a prorated charge for each day from the start/move-in date through the deadline to vacate and shall be subject to damage billing as outlined in the "policies and procedures". A request to cancel the Residence Agreement will be approved if the Resident provides written verification of one of the following:

1. End of student status.
2. Marriage - marriage certificate required.
3. Hardship or extraordinary circumstances occurring subsequent to the signing of Residence Agreement determined in the sole discretion of SFAI, to be beyond the control of the Resident.

If the request does not meet the above conditions, it will not be approved and the following will occur:

If the Institute is able to find a suitable replacement for the Resident so that the overall occupancy of the facilities is not adversely impacted, the Resident will be released from the Residence Agreement. The Resident has five (5) days to vacate the facility from the date the Resident is released from the Residence Agreement. The Resident will forfeit their \$450.00 housing deposit and will be charged an \$800.00 Early Termination Fee. The Resident shall also owe an amount equal to a prorated charge for each day from the start/move-in date through the deadline to vacate.

If the Institute is unable to find a suitable replacement for the Resident, to the effect that the overall occupancy of the facilities is adversely impacted, the Resident will be charged for room fees through the end of the term of this Residence Agreement or a lesser fee as determined by the Institute.

IX. EARLY TERMINATION BY SFAI

A. To promote a quality living environment for all, please be aware that if in the judgment of SFAI, a resident fails to comply with the policies and other requirements of SFAI, this may result in notice to move out from the residence, without refund and with charges due. Institute may terminate occupancy rights before the scheduled termination date by leaving at the unit, written notice for early termination and for licensee to move out, if any of the following circumstances has occurred, as determined by SFAI in its sole discretion:

1. Conduct by Resident or his/her guest that SFAI has determined violates any provision of this Agreement, any policy, rule, or regulation or instruction of the San Francisco Art Institute or of local, state, or federal law.
2. Failure of Resident to maintain status as a currently enrolled and registered, full-time student in an academic program at San Francisco Art Institute.
3. Resident's breach of any term or condition of this Agreement, including failure to timely make any required payments due to SFAI, whether for this license or for tuition or student fees.
4. Administrative necessity of Institute.
5. Any criminal, health or safety need as determined by SFAI.

Please note that action for early termination is independent of possible student discipline.

B. Institute shall provide Resident written notice to move out of not less than three (3) days in the event of an occurrence as described in subsections A(1), A(2), or A(3) and/or A(5) above, and not less than a fourteen (14) days in the event of an occurrence as described in subsection A(4) above, except in cases of emergency, as determined by the Institute. In cases where an interim suspension notice is issued to Resident by Institute as sanctioned by the SFAI Student and Campus Handbook, the Resident's right to occupy the designated Bed Space shall be considered suspended immediately and Resident's access to the premises may be restricted according to the terms of the interim suspension notice, conditions of which may be extended through any subsequent, related, conduct rulings by SFAI.

C. If a Resident's contract is terminated by the Institute because of subsection A(1) or A(3) above, the Resident will forfeit their \$450.00 security deposit and will be charged for room fees through the end of the term of this Residence Agreement or a lesser fee as determined by the Institute.

D. If a Resident's contract is terminated by the Institute because of subsection A(2) above, the Resident will forfeit their \$450.00 security deposit and will be charged an \$800.00 Early Termination Fee. The Resident shall also owe an amount equal to a prorated charge for each day from the start/move-in date through the deadline to vacate and shall be subject to any damage billing as outlined in the "policies and procedures".

X. ABANDONMENT OR TERMINATION BY RESIDENT

Except as permitted in Section VI, or VII of this Agreement, termination of this Agreement or abandonment of the living unit by Resident shall not release Resident from paying any obligation due to Institute for so long as Institute does not terminate Resident's right to an assigned bed space. In the event of termination or abandonment, Resident shall have the right to be released from this Agreement if a suitable replacement acceptable to Institute is found subject to payment of termination or other non-refundable fees indicated above.

XI. DESTRUCTION OR UNAVAILABILITY

In the event that bed space is destroyed or is unavailable as the result of conditions not reasonably foreseen at the time this Agreement is made, Resident shall be entitled to a pro-rata refund of any fees applicable to periods after Resident was required to vacate. Such conditions include, but are not limited to, damage caused by floods, slides, fire, earthquake, or other natural disaster, vandalism, civil disorder, compliance with state or federal law, or unanticipated

interruption of basic services. In the event Resident is to occupy bed space that cannot be occupied on the designated start/move-in date ("Start Date/Move-In Date") due to an anticipated delay in completion of refurbishing of the Residence and the Institute is not able to provide temporary accommodations, not less than ten (10) days prior to the Start/Move-In Date, Institute will notify Resident in writing of the estimated delay. Within five (5) days following the date of such notice, Resident may:

- (1) Elect to terminate this Agreement by giving Institute written notice of termination, in which event Resident shall be entitled to an immediate refund of all amounts paid to Institute; or
- (2) Elect to find temporary accommodations without the assistance of Institute during the period of such delay, in which event Resident shall be entitled to a pro-rata refund of any fees applicable to such period.

Under no circumstances will Institute be liable for actual or consequential damages proximately caused by an inability to deliver bed space to resident on the designated start/move-in date.

XII. VACATING THE HOUSING FACILITY

Resident shall vacate the living unit on the expiration of the Agreement or upon the effective date of notice of SFAI for early termination, whichever occurs first.

XIII. TREATMENT OF INDEBTEDNESS

Failure of Resident to satisfy the financial obligations of this Agreement may result in one or all of the following:

1. Notice to move out
2. Denial of future occupancy
3. Legal action to collect unpaid obligations.

Submission of the debt to a collection agency will result in negative credit information reported to credit bureaus. If any of these collection steps are necessary, the debtor will be held liable for any attorney fees, court costs, and any other collection costs that may occur. Indebtedness may result in "holds" being placed on grades, registration, financial aid, and transcripts.

XIV. RIGHT OF ENTRY

Institute and its agents shall have the right to enter the living unit at any time occupied by Resident for the purposes of emergency, health, safety, maintenance and repairs, inspection management of applicable rules and regulations, or for any other purpose. Institute and its agents shall exercise these rights reasonably and with efforts to respect Resident's privacy.

Institute and its agents shall have the right to enter the living unit at any time after Resident was obliged to vacate on the expiration of the Agreement and/or was obliged to move out upon or after the effective date of notice of SFAI for early termination.

XV. INSURANCE

- A. During the period covered by this Residence Agreement, Resident is required to have health insurance, and provide verification of coverage by either the Institute Accident and Sickness Insurance Plan or a comparable plan. Institute reserves the right to change the minimum coverage requirements upon reasonable advance written notice to Resident.
- B. Institute has no insurance to cover the personal or property damage of Resident. Therefore, Institute highly recommends that Resident obtain insurance, such as a renter's or licensee's policy.

XVI. VISITORS AND GUESTS

Resident shall permit no visitors or guests to enter SFAI Housing and/or living unit except as permitted in the Policies and Procedures applicable to SFAI Housing. Persons other than Resident may not stay at the Premises more than a total of 10 days in any academic semester.

XVII. NON WAIVER

The waiver of any breach of a term or condition of this Agreement shall not constitute a waiver of any subsequent breach.

XVIII. TAXABLE POSSESSORY INTEREST

It is the position of Institute that this Agreement does not create a taxable possessory interest in real property. However, pursuant to Revenue and Taxation Code 107.6, Resident is hereby notified that a taxing authority may take a contrary view and may assess Resident property taxes based on Resident's interest in this Agreement.

XIX. ASSIGNMENT

Resident shall not have the right to assign this Agreement or any interest under this Agreement or any portion of the Residence without SFAI's prior written approval, which SFAI may withhold in its sole discretion.

XX. MISCELLANEOUS

- A. Waiver. No failure by Institute to enforce any term of this Agreement shall be deemed a continuing waiver, or a waiver of any subsequent breach of this Agreement.
- B. Notices. Any notice required or permitted under this Agreement shall be in writing and shall be delivered by hand, sent by courier, sent by prepaid registered or certified mail with return receipt requested, or sent by facsimile, to the addresses set forth in Article 1 (or to any other address the parties may designate by notice given in accordance with this Article); provided that, any notice to Resident during the Term shall be effective if delivered to the Residence. The notice shall be deemed to have been given on the earliest of: (a) receipt (or hand delivery to the Residence if the notice is for Resident); (b) one (1) business day after delivery to an air courier for overnight delivery service; (c) three (3) days after the date deposited in the United States mail, registered or certified, with postage prepaid and return receipt requested; or (d) on the day of its transmission by facsimile if evidenced by a machine-generated confirmation of transmission without notation of error and if transmitted during the business hours of the place of receipt, otherwise on the next business day.
- C. Successors and Assigns. This Agreement shall bind and benefit Institute and Resident, and their respective heirs, assigns, successors, executors, administrators and personal representatives.
- D. Holding Over. No holding over after expiration of the Term without SFAI's express written consent is allowed.
- E. Agreement Construed as a Whole. The language in all parts of this Agreement shall be construed as a whole according to its fair meaning and not strictly for or against either Institute or Resident. Resident acknowledges that Resident has read and understands this Agreement and has received a copy hereof.
- F. Severability. If one or more of the provisions of this Agreement shall for any reason be held to be invalid in any respect, such invalidity shall not affect any other provisions of this Agreement, and this Agreement shall be construed as if such invalid provisions had not been contained in it.
- G. Entire Agreement. This instrument, together with any Exhibit(s) to it, which are incorporated by reference, and the provisions of any documents referenced as included herein, constitute the entire Agreement with respect to the subject matter hereof and supersedes all prior offers and negotiations, oral and written. Resident hereby acknowledges that Institute has not made any representations or warranties with respect to the Residence, or this Agreement, except as expressly set forth herein. This Agreement may not be amended except by an instrument in writing signed by the party against whom enforcement is sought.
- H. Counterparts. This Agreement may be executed in any number of counterparts and each counterpart shall be deemed to be an original document. All executed counterparts shall constitute one and the same document, and any counterpart signature pages may be detached and assembled to form a single original document.
- I. Indemnification
 - 1. Resident shall indemnify, defend and save Institute and its respective directors, officers, employees and agents, harmless from and against any and all claims, damages, losses, costs, liabilities and expenses, including reasonable attorneys' fees and expenses, incurred in connection with or arising out of (a) any failure by Resident to perform any of the terms, covenants or conditions of this Agreement, (b) the use or occupancy of the Residence by

Resident or any invitee or other person claiming through Resident, (c) damage to the condition of the Residence and furniture therein or any occurrence on the Residence from any cause whatsoever except to the extent caused by the gross negligence or willful misconduct of Institute or (d) any act, omission, or negligence of Resident, or of any contractor, or employee of Resident in, on, or about the Residence. Resident shall promptly assume his/her defense and indemnification obligations upon written notice from the Institute, which may participate in the defense of any such claim at its own expense. Resident shall not settle any claim without the consent of the Institute, and any of their directors, officers, employees and agents who would incur any liability for such claim under or following such settlement, which consent shall not be unreasonably withheld. This provision shall survive the expiration or earlier termination of this Agreement.

- 2. Resident, on behalf of self, and employees, agents, invitees, guests, and contractors expressly assumes the risk of, and waives, releases and discharges the Institute from, any and all claims, damages, losses, costs, liabilities and expenses (including, without limitation, reasonable attorneys' fees and expenses, litigation costs and disbursements) relating in any manner, directly or indirectly, in whole or in part, to: (a) any act or omission of Institute or its directors, officers, employees, agents, guests, invitees, licensees, tenants, or contractors; or (b) any accident involving injury to any person or property occurring or other circumstances existing on or about the SFAI Residence Hall Premises at any time during the Term of this License due to any cause whatsoever; provided, however, that this assumption of risk, waiver, release, and discharge shall not apply to exempt anyone from responsibility for his own fraud, or willful injury to the person or property of another, or violation of law, whether willful or negligent.
- J. Megan's Law. 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.
- K. Residence Hall Closings. The Residence Hall will close during the Winter Break. All Residents must vacate the building and surrender all Residence Hall keys by the designated move-out date and time. All belongings may remain in the building during the closing period. In special circumstances, Residents who receive prior approval from the Student Affairs Office may be permitted to remain in the residence hall during Winter Break. A daily rate fee of \$50.00 will be charged to students staying in the residence hall during the Winter Break. Residents who are permitted to stay in the Residence Hall during the Winter Break closure period understand that most, if not all, services will be suspended while the Residence Hall is closed. Additional policies and procedures during the closing period will be distributed to any resident remaining in the Residence Hall during the Winter Break.

RESIDENT MUST SIGN BELOW

I, the undersigned, have read all sections of this SFAI Housing Residence Agreement, including the attached Housing Policies and Procedures and agree to adhere to and abide by all the terms and conditions set forth herein.

Resident Printed Name _____ Resident Signature _____ Date _____

IF RESIDENT IS UNDER THE AGE OF 18 AT THE TIME OF SIGNATURE, LEGAL GUARDIAN MUST ALSO SIGN BELOW

Legal Guardian Printed Name _____ Legal Guardian Signature _____ Date _____

SFAI Housing Staff Use Only This residence agreement shall not be in effect and enforceable unless signed below by SFAI	
SFAI Authorized Staff Signature: _____	Date: _____

ALCOHOL

The use of alcoholic beverages must be in compliance with California State Law and is strictly limited to those persons 21 years of age or older. The possession, transportation, and or consumption of alcohol by individuals less than 21 years of age is strictly prohibited. Alcoholic beverages may not be consumed in public spaces or common areas. When alcohol is being consumed by persons 21 years of age or older, the doors and blinds to the private room where the alcohol is being consumed must be closed, and no persons under the age of 21 may be present. Beer kegs and other common source containers are categorically prohibited from all residential and common areas, public or private. Residents under the age of 21 are not permitted to host in their living unit guests and residents of any age who are in possession of alcohol. Residents 21 years of age and older may not serve, provide, or purchase alcohol for residents or guests who are under the age of 21. At no time may persons under the age of 21 be present while alcohol is being consumed in the residence halls. Alcohol containers, open or closed, which are left in plain view shall qualify as evidence of alcohol consumption and can be assumed to be the property of any and all persons present, or of the residents of the living unit in the event that they are found in a room when nobody is present. Providing alcohol to minors is grounds for legal action and disciplinary sanctions including notice to move out of the residence and suspension.

ALTERATIONS AND MAINTENANCE

Residents shall not use paint, ink, wallpaper, decals, or bumper stickers to make alterations to the interior or exterior of the premises or to the grounds surrounding the premises. No walls may be drilled to secure heavy objects such as bookshelves, artwork, mirrors, etc. No electrical fixtures, decorations, or hanging objects may be installed or suspended from the ceiling. Only blue painter's tape may be used to hang items on the walls. Signs may not be placed in or on the windows. No locks may be placed on interior doors. Upon checkout, residents agree to leave their room in the same condition as when they moved in. Residents will be charged for any and all damages to the premises.

APPLIANCES

Overloading of electrical circuits can present both fire and safety hazards. When additional electrical outlets are needed, residents must use electrical power strips with built-in circuit breakers. Extension cords are not permitted. All electrical appliances must be approved by Underwriters' Laboratories (UL). The following appliances are PROHIBITED in ANY room of the SFAI Residence Hall:

- Open element appliances such as toasters
- Sun lamps
- Skillets, toasters, rice cookers, George Forman grills, or any other food preparation appliance.
- Halogen lamps/tungsten lights
- Warming and hot plates
- Heaters of any type or any other appliance that draws significant electricity or generates heat or fumes.

BED SPACE ASSIGNMENTS

San Francisco Art Institute will assign each resident a bed space within the SFAI Residence Hall. SFAI reserves the right to change bed space assignments, or to assign a new resident, or reassign a current resident to any unoccupied bed space within the SFAI Residence Hall at any time for reasons of health, student welfare, administrative necessity, or as a result of administrative action. A resident in a double or triple occupancy room may have a new roommate assigned to share their space at any time without prior notice.

BED SPACE CHANGES

Bed space changes will be conducted during designated periods during each semester. During all other times, bed space changes will be made on an emergency and administrative need basis only. Requests for changes in bed space assignments must be approved by the appropriate Residential Life staff and generally will not be considered during the first and last two weeks of each semester. Resident billing statements will be adjusted to reflect any changes in type of accommodations. Failure to follow the guidelines for changing bed space assignments will result in additional administrative charges.

Residents are prohibited from taking an unauthorized roommate or permitting any part of their room to be shared by any persons not assigned by SFAI. Residents are prohibited from relocating to another room or exchanging rooms with another resident without permission. A resident moving without approval may be required to move back, may be assessed a fine, and may face disciplinary action.

BICYCLES

Students are allowed to bring bicycles into the Residence Hall, however, they are not permitted to store, park, or temporarily keep bicycles in common areas of the residence hall such as hallways, doorways, or lounge space where they may create a fire hazard. Bicycles that are left after move out are subject to disposal.

CANDLES AND INCENSE

Candles and incense are not permitted in the Residence Hall.

CARS AND OTHER VEHICLES

Parking facilities are not included, and, given the central downtown location of SFAI housing; on-street parking is difficult. Therefore, students are discouraged from bringing cars, scooters, or motorcycles. Residents are responsible for any and all permit fees or other associated parking costs. The SFAI Residence Hall does not guarantee access to bike racks and residents are encouraged to use MUNI and other public transit.

CLEANING REQUIREMENTS

While we realize personal hygiene and room cleanliness is in part an individual decision, as a member of the residential community, you are responsible for maintaining an environment that is free of offensive odors and excessive filth. Each resident is expected to maintain reasonable standards of cleanliness in private living areas and public spaces. If unclean conditions come to the attention of the Residential

questions? contact sfai housing and residential life at 415.351.3556 or housing@sfai.edu

Life staff, you will be notified and given an opportunity to clean the area. Common bathrooms and bedrooms with attached bathrooms should have windows open or exhaust fans on to prevent common mold and mildew. If this is not done in a timely fashion, you will be charged for the time and labor it takes to clean the problem areas. Building staff will repair all damages to the facility and the residents responsible will be charged. Upon move-out, each resident is expected to restore rooms and common areas to their original, clean condition (normal wear and tear excepted).

COMMERCIAL ACTIVITY

Residents are prohibited from using the residence halls for commercial activity. Residents may not conduct a business or other commercial activity using their room, room address, room phone, or any other residence hall space or service for commercial purposes, regardless of monetary gain.

CONDUCT EXPECTATIONS

The Residence Agreement includes the terms and conditions of the Agreement, the Facility Policy and Procedures, SFAI Rules of Conduct and all SFAI rules and regulations now or later in effect. Violations or attempted violations of the Residence Agreement may result in revocation of the Residence Agreement and other disciplinary and/or administrative action. Resident may be held responsible, under the current Residence Agreement, for policy violations occurring during prior residence periods. As members of the SFAI Residence Hall community, residents are held responsible for their own actions and for soliciting or assisting another's involvement in any SFAI policy violations.

CONDUCT PROCEDURES

If a resident's conduct warrants referral for action by SFAI, the resident will be formally advised of that process by the Assistant Director of Student Life for Housing and Residential Life or another authorized Student Affairs staff member. Residential Life sanctions may include, but are not limited to, formal warnings, re-assignment of bed space, probation, community service projects, and/or termination of the Residence Agreement. Instructions on appealing will be provided in writing.

Attendance at scheduled appointments is mandatory, and residents who fail to make or keep a required appointment are subject to termination of the Residence Agreement. Violations of probationary or warning letters also subject a resident's Residence Agreement to termination. No refund of housing fees are provided to students removed from housing for disciplinary reasons.

COOKING & USE OF COMMON AREAS

Cooking is permitted only in the communal kitchen of the Residence Hall. Use of the kitchen, dining area and lounge areas is permissible provided that courtesy is shown to the use of the same areas by others.

CORRESPONDENCE

Residents are responsible for checking their Residence Hall mailbox, SFAI email account, and any other email account that they designate in their housing application regularly as these are the channels through which SFAI will most regularly communicate with them.

DAMAGES

Residents are held responsible for damages or loss to rooms or other areas of the SFAI Residence Hall community, and will be held financially responsible for appropriate repair or replacement costs. Conduct and administrative action may also be taken against anyone found to have destroyed, defaced or misused the SFAI Residence Hall and/or SFAI property. Because the SFAI Residence Hall facilities are shared by many members of the community, it is expected that you will leave your room in the same condition as when you moved in. Any damages to your room will be charged to you when you check out. The following charges will apply for missing or damaged items:

- Armoire \$175
- Bed frame \$65
- Bedside Lamp \$55
- Blinds/Curtains \$75
- Box Spring \$125
- Carpet \$500
- Mattress \$300
- Desk \$100
- Desk Chair \$45
- Desk Lamp \$55
- Disassembled furniture \$150
- DVD Converter \$45
- DVD Player \$75
- DVD Remote \$20
- Excessive cleaning \$50
- Hole, nail/tack \$5each
- Hole, medium \$25
- Hole, large \$50-100
- Mattress Pad \$20
- Microwave \$100
- Mirror, room \$125
- Mirror, bathroom \$65
- Mirror, full length \$55
- Nightstand \$100
- Painting (per wall and ceiling) \$125
- Painting (per door) \$125
- Refrigerator \$175
- Key Replacement \$25/per key
- Smoke detector \$30
- TV \$120
- TV Hutch \$175
- TV Remote \$25
- Under Bed Drawers \$275

Charges for items not appearing on this list will be determined as necessary. The cost of repairs, replacements, and cleaning will be taken from the security deposit. If the amount of billable damage exceeds the security deposit, the difference will be charged to the student's account.

When common area damages occur, residents will be informed of the amount of the damage and asked for any information as to the cause of the damage. If no information is received after a week, the damage is divided equally among the residents of the room, floor, or other affected area.

After the end of year check-out, SFAI staff will assess each unit and conduct the necessary cleaning and damage repairs as needed to return the units to their prior move-in condition. Any charges for damages repairs or items beyond normal wear and tear will be forwarded to the individual resident or to all roommates.

Appeals regarding damages must be made within 2 weeks of receipt of the damage invoice. Residents will be mailed information regarding their security deposit refund with further information regarding the appeal process.

DISORDERLY CONDUCT

Conduct that disrupts the normal functioning of residents or staff, threatens the health and welfare of a community member, or endangers personal or Institute property will not be tolerated. This includes, but is not limited to, water fights, sports in hallways, throwing or dropping objects from windows, tampering with elevators or safety equipment, and skateboarding in the Residence Hall.

Residents who show an inability to live appropriately in a group setting and/or refuse intervention will be subject to disciplinary action, up to, and including, the termination of the Residence Agreement.

DRUGS

In accordance with State and Federal law, possession, sale, use, or manufacturing of illegal or controlled substances or drug paraphernalia (medical marijuana included) is strictly prohibited in or around the SFAI Residence Hall. SFAI follows the Drug-Free Schools and Communities Act of 1989. Illegal use of drugs is grounds for legal action and disciplinary sanctions including notice to move out of the residence and suspension. Please refer to the Student Handbook for the full text of this policy. These policies are designed to encourage responsibility in alcohol consumption and to protect the rights of others. You must always comply with all residence policies, even while under the influence of alcohol or drugs. Violations of any portion of the alcohol and drug policy will result in disciplinary action as outlined in the Student Handbook Rules of Conduct.

ELIGIBILITY

Residents must be currently enrolled, full-time student in an academic program at SFAI. Failure to maintain full-time student status may result in revocation of the Residence Agreement. Residents under the age of 18 years old must have the signature of a parent or guardian on all documents. Any individual convicted of a crime demonstrating violent, anti-social behavior will be denied permission to utilize the SFAI Residence Hall facilities.

EVACUATION

Residents are required to evacuate the building in an orderly fashion any time an alarm sounds, regardless of whether the alarm is signaling a drill or an actual emergency. During evacuations residents must follow the instructions of building staff and emergency personnel, and may not re-enter the building until being cleared to do so. Residents who do not evacuate during alarms will be subject to disciplinary action, up to, and including, the termination of the Residence Agreement.

FIRE, EARTHQUAKE AND EMERGENCIES

Residents are responsible for familiarizing themselves with the location of fire alarms, fire safety equipment and emergency procedures for the SFAI Residence Hall. It is a criminal offense to tamper with fire alarms, smoke detectors and firefighting equipment. Students found responsible for sounding false fire alarms or tampering with fire extinguishers will be subject to suspension or dismissal from SFAI.

FURNISHINGS

All rooms are furnished with beds, and may contain other furniture. Upon checkout, residents are expected to return room furniture to the original arrangement. Removal of furnishings from the SFAI Residence Hall and/or from its original location within the Residence Hall is strictly prohibited.

GARBAGE CONTROL

Residents are responsible for maintaining their room and the areas surrounding it in a neat, clean, and sanitary condition.

GUESTS/ VISITORS

Residents will be held accountable for the conduct of their guests and must accompany guests at all times in the Residence Hall. Guests are not permitted in common areas or individual rooms unless the Resident is present. Residents must sign-in their guests at the Front Desk before allowing the guest to enter the Hall. All guests must leave photo identification at the Front Desk. Overnight guests must be approved by all roommates and suitemates, and are permitted to stay no more than three nights per month. The Resident Director and/or the Student Affairs Office reserves the right to alter or revoke this guest policy at any time.

HARASSMENT

Abusive behavior directed toward any member of the residential community is a violation of SFAI Rules of Conduct and is prohibited. Please refer to the Student Handbook for the complete text.

HOSPITALIZATION/ILLNESS

If a resident is hospitalized during the time they are living in The SFAI Residence Hall, the Residence Life staff must be notified prior to the resident returning to their room. SFAI reserves the right to contact the resident's parents or their emergency contact if a student is hospitalized or is a danger to self or others.

HOUSE MEETINGS AND ROOMMATE CONTRACTS

Every resident is required to complete a Roommate Agreement in addition to their Residence Agreement and participate in building-wide or floor meetings as announced by the Residential Life staff.

KEYS / LOCK CHANGES / LOCK OUTS

Each resident will be issued a room card and an entrance door card. While SFAI makes every effort to make the residence hall a secure environment, residents must also take responsibility for maintaining the security of the building by never propping open exterior doors,

keeping all doors locked, and not allowing anyone access to personal keys. Residents are expressly forbidden from making copies of room card keys or from allowing anyone else to use their room card key or entrance door card key for any reason. All missing card keys must be reported to the Residential Life staff immediately. Failure to report missing keys may subject the Resident to disciplinary action, including fines or educational sanctions. Residents who lose their entrance door card key will be assessed a fine of \$25. Residents who lose their room card key will be charged the cost of replacing the door lock, cutting new keys, and time for labor in addition to a \$25 fine. These charges will be reflected on her/his student account. Any student found responsible for making copies of room keys or loaning Residence Hall keys to other individuals will be subject to disciplinary action.

Residents who are locked out of the building or their rooms must contact the RA on duty or report to the Front Desk for assistance. Each resident will receive three (3) free lock outs. After being locked a third time, residents will be required to pay a \$20 fine per each additional lock out.

MOVING OUT

In the event that a resident's student status should end, the resident is required to vacate the SFAI Residence Hall immediately. Failure to follow check-out procedures at the time of check-out will result in a \$200 Improper Check-out Fee, in addition to other possible charges or fines.

When changing rooms or moving out of the SFAI Residence Hall, residents are required to follow proper check-out procedures, which include:

- Making an appointment to check-out with an RA or the Resident Director at least 24 hours in advance.
- Removing all personal belongings from the room and cleaning the room.
- Completing a final room condition/check-out form.
- Returning room card key and building card key.

All residents must vacate the Residence Hall on official ending/move-out dates (as listed in the Agreement) by 12:00 PM (noon). Failure to do so will result in an improper check-out fee.

NOISE

Respect and courtesy for others are an essential part of living in a community. Residents should respect each other's rights to an atmosphere conducive to studying, living, and sleeping. Residents must decrease the volume of any noise disturbing other residents when asked by either residents or staff. The use of amplified equipment in or around the SFAI Residence Hall, with the exception of stereos, or any disruptive level of noise is prohibited at all times. Quiet Hours (noise should be low enough to be conducive to serious study or sleep) are in effect from 10:00pm to 8:00am Sunday through Thursday, and from 12:00midnight to 9:00am Fridays, Saturdays, and nights preceding holidays. During Quiet Hours, noise must be kept to a minimum. Courtesy Hours are in effect 24 hours a day. During Courtesy Hours, residents should still maintain noise levels that are considerate of the needs of others and must decrease their volume if asked.

OPEN FLAMES

In accordance with California State Fire Codes, open flames are prohibited. Any item requiring an open flame is strictly prohibited.

PETS

Pets are not allowed in the Residence Hall. All pets are prohibited under the terms of your Residence Agreement, except in the event of approval of a disability accommodation under the SFAI student disabilities policies.

POWER TOOLS

Use of power tools (such as power saws, drills, etc.) is not permitted in the SFAI Residence Hall.

PRIVACY RIGHTS OF STUDENT EDUCATIONAL RECORDS

In accordance with the federal Family Education Rights and Privacy Act of 1974 (20 U.S.C. 1232g), SFAI policy allows the release of personally identifiable information to others (except to verify student status) only with the student's prior consent or in the case of an extreme emergency or where there is clear and imminent danger to the student, to others, or to society. Please refer to the Student Handbook for the full text of this policy.

REPAIRS AND MAINTENANCE REPORTS

For requests, please email housing@sfai.edu with your name, room number, and detailed description of maintenance request. Report all after-hours emergencies to the RA on duty. Examples of emergencies requiring immediate attention are broken and flooding pipes or potentially dangerous electrical problems.

ROOF ACCESS

Accessing the roof of any SFAI Housing facility is strictly prohibited except in an emergency evacuation of the building. Students found on the roof for any other reason may be subject to cancellation of their Residence Agreement.

ROOM CHANGES

Initial room assignments are made by the Resident Director who attempts to match residents based on habits and shared interests. However, this is far from an exact science and we recognize that in some cases a change of rooms or roommates may be desired by residents. The Residential Life staff promotes the healthy development of roommate relationships through activities, mediation, and completion of Roommate Contracts. Room reassignments will not be made during the first two weeks of each semester. All room change requests must be sent to the Resident Director. Requests will be granted at the discretion of the Resident Director only after efforts to mediate any conflicts or concerns. Unauthorized room changes are prohibited and may result in any and all of the following: a notice requiring the resident to move

back to their original room, a fine of no less than \$200, disciplinary action, and termination of the residence agreement as determined at the sole discretion of SFAI

ROOM ENTRY

Authorized SFAI staff members and its agents or building personnel may enter units without prior notice for maintenance purposes, fire and safety inspections, and for damage inspections, if there is a reasonable belief that someone's safety is in jeopardy, or if there is a reasonable belief that a violation of an SFAI regulation, city, state, and/or federal statute has occurred or is in progress. Before entering, authorized personnel will knock on the door and announce themselves. Residents must cooperate and open the door immediately. In emergency situations, the Residence Life staff maintains the right of immediate access to the premises without prior notice.

ROOMMATE/COMMUNITY EXPECTATIONS

In accordance with the SFAI Residence Hall and SFAI policies, all residents are expected to consistently demonstrate the ability and willingness to maintain reasonable relationships with their roommates and neighbors. Residents who anticipate or observe violations of the SFAI Residence Hall policies are expected to remove themselves from participation and are encouraged to report the violation to the Residence Life staff. Residents and/or their guests who are present during any policy violation are considered condoning, supporting, and/or encouraging the policy violation, and will be held responsible for the violation. Residents are strongly encouraged to seek the assistance of an RA when needed in roommate or community situations.

SAFETY

Residents are expected to avoid endangering or causing to be endangered (directly or indirectly) the safety of any person. Examples of safety violations that can lead to termination of a resident's housing agreement include (but are not limited to) expelling items from the living units; bomb threats; the activation of false alarms; the accessing or use of a fire escape in the absence of an emergency evacuation of the building; tampering with emergency equipment such as smoke detectors and fire extinguishers. Windows are not to be used as entrances or exits for people or other objects. Tampering with windows or screens is strictly prohibited.

SEXUAL ASSAULT

Acts of sexual aggression violate California statutes, are a violation of SFAI Rules of Conduct and are prohibited. Please refer to the Student Handbook for the complete text.

SMOKE DETECTORS

Disconnecting, covering, tampering with, or disabling a smoke detector is strictly prohibited. You must contact a Residence Hall staff member immediately if your smoke detector is not working properly.

SMOKING

Smoking is not permitted inside the SFAI Residence Hall. This includes all types of smoke producing items ex: e-smoking or Blu Cigarettes. Smoking outside the building must take place at least 25 feet from the premises. Any student found smoking in their room will forfeit their housing deposit.

SOLICITATION

Unapproved solicitation or publicity is prohibited in or around the SFAI Residence Hall.

STAFF REQUESTS

Residents are required to comply with reasonable requests from any SFAI staff member or building staff member.

SUBLETTING

Residents in the SFAI residence halls sign a license agreement, not a lease, and therefore have no rights with regards to subletting or reassigning their bed space to another person. Allowing another person to occupy a bed space to which they are not assigned, regardless of monetary compensation, is strictly prohibited and grounds for removal from housing.

WATER BEDS

Waterbeds are not permitted in the SFAI Residence Hall.

WEAPONS

Possession, sale, or use of any type of explosives, inflammables, or deadly weapons is strictly prohibited in the SFAI Residence Hall.

RESIDENCE AGREEMENT CONTROLS

In the event of any conflict between these provisions and the Residence Agreement, the Residence Agreement shall control.

Meningococcal Vaccination Policy
Compliance Form 2016-2017



To make an informed decision about receiving the vaccine, it is important to read the CDC handout located at <http://www.cdc.gov/vaccines/hcp/vis/vis-statements/mening.html>. For more information visit the following websites: National Meningitis Association (NMA) www.nmaus.org, Centers for Disease Control (CDC) www.cdc.gov and American College Health Association (ACHA) www.acha.org. Complete Section 1 or Section 2 but not both.

Student First Name, MI, Last Name _____ SFAI Student ID# _____

Section 1: For students who have received the vaccine

I, the above named student, have received the meningococcal vaccine. A copy of the required documentation is attached.

Student Signature _____ Date _____

Section 2: For students who have not received the vaccine and would like to waive out of getting one (complete part A or B)

A. To be completed by students 18 years of age or older

I, the above named student, am 18 years of age or older. The San Francisco Art Institute has made available to me information explaining the risks of meningococcal disease and I am aware of the effectiveness and availability of the vaccine. I do not choose to get the meningococcal vaccine at this time.

Student Signature _____ Date _____

B. To be completed by parents/guardians of students under the age of 18

I am the parent or legal guardian of the above named student. The San Francisco Art Institute has made available to me information explaining the risks of meningococcal disease and I am aware of the effectiveness and availability of the vaccine. I do not want the above named student to get the meningococcal vaccine at this time.

Parent/Guardian Signature (for students under 18) _____ Date _____

Housing Deposit Form 2016-2017



If you would prefer to pay your \$450 security deposit with a credit card, please complete the form below and fax it to 415.749.4517.

Remember if you use a credit card please include the phone number associated with the account to avoid a convenience fee. Debit card transactions are not subject to convenience fees.

You may also pay your deposit with check or money-order made out to San Francisco Art Institute. Please do not send cash. Checks and money orders can be sent to:

San Francisco Art Institute
Housing and Residential Life
800 Chestnut Street
San Francisco, CA 94133

Student First Name, MI, Last Name _____ SFAI Student ID# _____

Credit Card Number _____

Expiration Date _____ Security Code (from back of card) _____

Phone Number Associated with Card _____

Cardholder Name _____

Billing Address _____

City, State, Zip Code _____

I authorize the San Francisco Art Institute to charge my credit card \$450 for the housing security deposit for the student named above.

Cardholder's Signature _____ Date _____

Gender Inclusive Housing Request Form 2016-2017
(Supplemental)



The Housing and Residential Life Office offers a gender-inclusive housing option in our residence halls. Students have the option of sharing a room with someone who identifies with a different gender.

We created the gender-inclusive housing option in an effort to provide a healthy, inclusive and welcoming living environment for all of our students. We understand that some students may be more comfortable sharing a room with someone of a another gender identity. We also understand that gender identity can be complex, and that the gender identity spectrum not only includes people who identify as male and female, but also those who identify as transgender, FTM, MTF, and genderqueer, among others.

If you would like to live with someone of a different gender, please fill out the information below and return it along with the rest of the housing application. If you have a specific roommate or roommates in mind, you can complete this form and add their names to your housing application. To be placed with specific roommates, they must have your name on their applications as well.

Students who do not wish to be considered for a gender inclusive housing assignment do not need to complete this supplemental request form and will be matched with a roommate following our traditional roommate pairing procedures.

First Name, MI, Last Name _____ **SFAI Student ID#** _____

My gender identity is _____

I would prefer to share a room with someone who has this gender identity _____

If SFAI cannot pair me with my gender preference (as indicated above), I would feel comfortable living with people who identify as (check all that apply):

- Male
- Female
- MTF
- FTM
- Genderqueer
- Another Identity

I would like to live with someone who has a different gender identity because _____

Student Signature _____ **Date** _____

Substance Free Housing Request Form 2016-2017
(Supplemental)



The Housing and Residential Life Office offers the option of living in a substance free and wellness focused community within our residence halls. Residents in substance free housing agree that they and their guests will not consume alcohol or be under the influence of alcohol or other substances while in the residence hall. In addition, they agree to abide by the Institute's smoking policy, the Institute's prohibition against illegal drug use, and the Institute's policy which requires only medically prescribed use of prescription drugs.

We created the substance free housing option as an effort to provide a healthy, supportive and welcoming living environment for all of our students. We understand that individuals are coming from a wide array of experiences and backgrounds and that some individuals would prefer living in a wellness-focused community. While underage drinking and illegal drug use are not permitted anywhere within the residence halls or at SFAI, the Substance Free Community will have supplemental and specialized programming geared toward supporting a sober lifestyle. Students living in these communities agree to not use alcohol or drugs on their floor community, nor bring the effects of those substances back into the space.

Upon arriving to campus, students opting into this community may sign a separate substance free housing contract. Violating the contract may result in community relocation. Students who do not wish to be considered for a substance free assignment do not need to complete this supplemental request form and will be matched with a roommate following our traditional roommate pairing procedures.

First Name, MI, Last Name _____ **SFAI Student ID#** _____

I would like to live in a substance free community because _____

Student Signature _____ **Date** _____