



In complying with the letter and spirit of applicable laws and pursuing its own goals of diversity, the University of Maine at Presque Isle shall not discriminate on the grounds of race, color, religion, sex, sexual orientation, including transgender status or gender expression, national origin, citizenship status, age, disability, genetic information, or veterans' status in employment, education, and all other areas of the University. The University provides reasonable accommodations to qualified individuals with disabilities upon request.

Eligibility: Students must be at least 17 years of age and enrolled for a minimum of nine University of Maine at Presque Isle campus credit hours to be eligible to live in UMPI housing. Students enrolled in fewer than nine credit hours may be eligible for an academic exception or disability accommodation, and must contact Residence Life for further information. Due to concerns with public safety, it is important that Residence Life knows if residents have been convicted of a crime. Willfully misrepresenting or omitting information or failure to answer this question truthfully will result in the immediate cancellation of the housing agreement and will be considered a violation of the Student Conduct Code. Permission to live in on-campus housing and the residence halls with a conviction will be determined on a case-by-case basis dependent on the circumstances of the conviction.

2020-2021 Room and Board License Terms and Conditions

1. Eligibility: Students must be at least 17 years of age and enrolled for a minimum of nine University of Maine at Presque Isle campus credit hours to be eligible to live in UMPI housing. Students enrolled in fewer than nine credit hours may be eligible for an academic exception or disability accommodation, and must contact Residence Life for further information. Due to concerns with public safety, it is important that Residence Life knows if residents have been convicted of a crime. Willfully misrepresenting or omitting information or failure to answer this question truthfully will result in the immediate cancellation of the housing agreement and will be considered a violation of the Student Conduct Code. Permission to live in on-campus housing and the residence halls with a conviction will be determined on a case-by-case basis dependent on the circumstances of the conviction.

2. Academic Year Term: The Room and Board License is non-transferable and covers the entire academic year (late August to mid-May dependent upon actual dates as posted) with two installment payments: one due in August and one due in January. The License is for the balance of

the academic year if one enters after the start of the fall semester. All residents are required to have a meal plan (board) for the same period. If a meal plan is not selected, the largest meal plan will be assigned by the University. For further information about the residence halls and dining operations, please visit our Residence Hall Guide at <https://www.umpi.edu/reslife/wp-content/uploads/sites/6/2020/10/COYER-Residence-Hall-Guide-2020-Updated.pdf>.

3. Occupying Rooms: First-year students may occupy their rooms at the start of fall orientation and upper-class students may occupy their rooms on the day prior to the start of classes. Exact times and dates will be announced and distributed to the students' University of Maine at Presque Isle email account. For the spring semester the halls will open for new and returning students on Sunday, January 24, 2021 beginning at 10:00 a.m. Graduating seniors may remain in their rooms until 5:00 p.m. on the day of graduation. All other residents must check out of their rooms within twenty-four (24) hours of their last class or final examination and no later than 5:00 pm on the last day of final examinations.

4. Break Housing: This License allows students use of their assigned room while classes are in session and does not include the break between Fall and Spring semesters and Spring Break. The residence halls will not be available from 5:00 p.m. Friday, December 18, 2020 until 10:00 a.m. Sunday, January 24, 2021. Residents may apply to live in the halls during these breaks and will be charged a nominal fee, if approved. Dining service will not be available during break periods. Students found in the halls who have not received permission to remain in the halls during these time periods will be charged the daily fee, to be assessed from the first day of the break, plus an administrative fee of \$100.00. They will also be subject to disciplinary action. The University reserves the right, in extreme circumstances (as determined by the Associate Dean of Students), to utilize any student room during the vacation time between the Fall and Spring semester of the academic year. Therefore, the University reserves the right to have students remove their belongings during this period.

5. Room assignments and consolidation: The University, in its sole discretion, reserves the right to make room assignments and reassignments, as it deems necessary. Sometimes, through no fault of their own, students lose their roommate during the semester. Students in double rooms whose roommate leaves will have the option, space permitting, to purchase the double room at the single rate for the remainder of the current semester or academic year. In order to assist students who do not wish to assume the additional cost of occupying a double room as a single, those students may be asked to consolidate with other students who do not wish to assume additional cost. Students should not occupy a double room by themselves at the double rate while other students are paying a double as a single surcharge. Consolidation for the fall semester will occur by October 1 and by February 15 for the spring semester. At times, it may be necessary to house students in emergency spaces. Students will be made aware, upon occupancy, that their assignment is temporary. There are no discounts or credits given for temporary assignments. Students will be given a minimum of forty-eight (48) hours to move when permanent assignments are made.

6. Room Changes: Room changes are not permitted in the first and last two weeks of the fall and spring semesters. All room changes must be authorized and approved by the Associate Dean of Students and/or the Associate Director of Housing and Residence Life. Unauthorized room changes

may result in a conduct hearing and a fine of \$50.00. A Room Freeze will be in effect during the first and last two weeks of each semester. No room changes are to occur during a Room Freeze. Residents are allowed one room change per academic year.

7. Checkout Procedures: All residents are expected to follow proper checkout procedures as outlined in The UMPI Residence Hall Guide. Failure to follow proper checkout procedures will result in an administrative fee of \$25.00.

8. Meal Plan Policy/Board Changes: Meal plans are non-transferrable. Students may change their dining options only once during the first two weeks of each semester. Dining services are not available during break periods.

9. Room and Board Cancellation: Students who cancel the Room and Board License, and remain students at the University of Maine at Presque Isle, from August 1, 2020 to September 1, 2020 will be assessed a room cancellation fee of \$150.00. The remainder of the paid room fee will be credited to the student account. If a student does not check in within the first 10 days of the semester, the room is forfeited, and the student assigned will be charged a \$350.00 cancellation fee. Any student who remains enrolled and moves out of the residence hall will also be charged for the value of the meal plan consumed, or the per diem rate, whichever is greater. It is the student's responsibility to notify Residence Life, and provide documentation, if necessary, of their intent to cancel the Room and Board License. Any Board related funds on the student ID will be removed. There are no adjustments or refunds made during the last two weeks of the semester. All requests for refunds must be in writing or by e-mail. No refunds will be issued after March 1, 2021.

10. Withdrawal from the University: If a student completely withdraws from the University before the end of a semester, room and board refunds apply as follows: Room refunds prior to 1st day of class 100%; prior to the end of the 1st week 75% prior to the end of the 2nd week 50%; prior to the end of the 3rd week 25%; and after the end of the 4th week 0%. No refunds on room rates can be made for short-term absences from the residence halls. Board will be calculated at the per diem rate of the plan. Any remaining balance for the board plan will be refunded.

11. Termination of Room and Board License: This License will terminate for those students who are suspended, stop attending classes (remain enrolled); or are dismissed from the University. The student will be liable for all applicable room and meal plan fees as described in (8). The student must vacate their room within 24 hours. Failure to vacate within that time and/or removing their belongings, will result in the student being held liable for all room and/ board (meal plan) charges accrued beyond the date of License termination to such date as all personal belongings and the individual have been removed. In these circumstances, Federal Aid is not permitted to cover charges beyond the last day of class attendance.

12. Rates and Adjustments: The 2020 - 2021 Academic Year residence room and board rates will be available in the spring, after Board of Trustees approval as per this Room and Board License. Single rooms and double rooms occupied by one person, when available, are always billed at a higher rate. The financial requirements of the University, changing costs, state legislative action, and other

factors may require an adjustment of the charges and expenses. The University reserves the right to make such adjustments to the estimated charges and expenses as may be necessary in the opinion of the Board of Trustees up to the date of final registration for a given academic term. The applicant acknowledges this reservation and agrees to the financial terms and conditions of the University by the submission of an application or by registration.

13. Use of Rooms: Residence rooms shall be used only as student-living rooms. No commercial operation is allowed in residence halls. This license is non-transferrable. All University owned furniture must remain in student rooms, and no personally built loft beds may be used in University owned residence halls.

14. Guest Policy: The University permits visitation but not cohabitation. Guests are permitted to remain in a student room for no more than two (2) consecutive nights in a one-week period and may only visit in a room with the consent of all roommates. Residents are responsible for informing their guests about campus regulations and may be held accountable for the behavior of their guests. Guests should be escorted throughout the residence halls and not permitted to remain in a student room without the student host present.

15. Safety Inspections and Maintenance: The University reserves the right to inspect residence hall rooms and suites for health and safety reasons without notice. Auxiliary Services' authorized routine and emergency repairs may be made during the normal working day without notice. Rooms are normally inspected three times per year. The University's approved Pest Control Service periodically performs inspection of residence hall rooms for insect control purposes. Residents must allow appropriate University and Pest Management personnel to enter rooms for pest control inspection unless a prior medical exception has been filed with the Residence Life office. This may require inspection of personal items, bed, furniture, closet, desk and chair, bureau, floor and walls to complete the inspection. Information about pest control services is available by contacting Housing Services. Only the University's approved Pest Control Service is permitted to perform inspection of residence hall rooms. Students may request a pest inspection of their residence hall room through Residence Life.

16. Insurance: The University shall have no responsibility for the theft, destruction, or loss of property belonging to or in the custody of the student, from any cause whatsoever, whether such losses occur anywhere in the residence hall, or in baggage handling related to shipment. The University of Maine Presque Isle provides no insurance for personal possessions. Students must have their own property insurance or be included under their family's property insurance policy.

17. Financial Responsibility: Students assigned to given rooms(s) will be held financially responsible for damages beyond normal wear and tear to the room(s) and furnishings.

18. Damages to Community Areas: Students assigned to a given residence hall will be financially accountable for damages in common areas of the hall such as elevators, corridors, lobbies, lounges, restrooms, stairwells and furnishings. Where excessive or frequent damage or the need for

excessive cleaning occurs, Facilities Services reserves the right to hold the occupants of an entire living area, floor, or hall responsible for such damages.

19. Compliance: The student agrees to pay all fees specified, to comply with all rules and regulations of the University of Maine at Presque Isle, the provisions of the Student Handbook, the Terms and Conditions of this license, the Residence Hall Guide, the Student Conduct Code, and any addendum, as well as other University policies and procedures. Failure to fulfill any of the terms of the above may lead to termination of this agreement, removal from University owned housing, and a referral to the Conduct Officer. The University may immediately remove a student from the residence halls if the student presents a danger to safety or property. Students removed from University Housing for disciplinary reasons will be subject to the standard room cancellation fees as those students who choose to cancel their Room and Board License agreement (9).

Note: Your privacy is very important to us. To better serve you, the form information you enter is recorded in real time.

Have you been convicted of a crime in the past 5 years? *

Yes

No

If yes, please provide a brief summary:

Have you been suspended or expelled from a high school in the past 5 years? *

Yes

No

If yes, please provide a brief summary:

Have you ever been suspended or expelled from an institution of higher education or residential housing,

If yes, please provide a brief summary:

including housing affiliated with an institution of higher education? *

Yes

No

Are you under any current court order or other provision that requires supervision, restriction or monitoring or where you have agreed to supervision, restriction or monitoring, such as Protection from Abuse, Protection From Harassment, Sex Offender Registry, or any other such order or provision? *

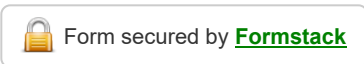
Yes

No

If yes, please provide a brief summary:



Progress





RESIDENCE HALL
ROOM AND BOARD LICENSE
ACADEMIC YEAR 2020 - 2021

Last Name _____ First _____ Middle _____ Student I.D. # _____

Home Address _____
Street City State Zip

Phone Number _____ Birthdate _____

Name of Parent or Guardian _____

UMF provides reasonable living accommodations and services to students residing in University owned and operated residence halls and apartments. The University will make a reasonable effort to correct deficiencies when reported.

This agreement constitutes a License to occupy an assigned room pursuant to the terms of this License and shall not be deemed to be a lease or any lease-hold interest.

Terms and Conditions of the Room and Board License is found on a separate document located on myCampus. This document outlines the terms and conditions you are agreeing to when you sign this License. Please read carefully.

I do hereby acknowledge that I have read the Terms and Conditions of the Room and Board License and do hereby agree that I will abide by and be legally bound to these terms and conditions.

Date _____ Student Signature _____

FOR THOSE UNDER 18 YEARS OF AGE

The student named is under eighteen years of age and, therefore, the undersigned guardian does hereby agree that he or she accepts full responsibility for and guarantees the faithful performance of the terms and payment of all the fees and charges established in this License. This responsibility and guarantee shall not end in the event the student reaches his/her majority under the law of the State of Maine, but shall continue until such time that all fees and charges herein have been paid under this License.

Date _____ Signature _____
Parent/Guardian (for student under 18 years)

Date _____ Signature _____
University Representative

Your Financial Obligation: Once the Room and Board license is signed, a financial commitment has been made for room and board for the entire academic year. Once signed, a student will not be released from the contract should they decide they would rather live off campus.

University of Maine at Farmington Terms and Conditions of Room and Board License 2020-2021

1. **Terms of License** - This License shall be for one academic year (2 semesters) or for the balance of the academic year, if entering after the beginning of the Fall Semester. License is non-transferable.

This License will automatically be terminated at the end of the first semester if and only if the student has graduated or successfully completed his/her scheduled academic course and will not be a student in the Spring Semester. Requests of termination of the License will be reviewed on an individual basis by the Assistant Director of Housing or designee.

This License is made and is to be construed in accordance with the laws of the State of Maine. If any provision of this License is determined to be invalid or unenforceable it shall not affect the validity or enforcement of the remaining provisions hereof.

2. **Conditions of License** - The student agrees that rooms shall be used only as student-living rooms and that no commercial operation shall be carried on therein, except as provided under a License issued by the Director of Student Life.

The student agrees that continued compliance with the rules and regulations of the University of Maine at Farmington, for the residence halls, and of the residence hall student government is a condition of this agreement. Violation of any such condition, or of any other provision of this agreement, shall entitle the University, at its sole option, to terminate this agreement. Such termination shall become effective upon delivery of written notice to the student, or upon verbal contact with the student. Students shall vacate the room and residence hall within the period of time specified in such notice by the Director of Student Life or designee.

The student's right to privacy in his/her room is recognized and will be protected by the University. However, the University reserves the right to inspect all rooms, in the presence of the residing student whenever possible, for the purpose of inventory, fire protection, sanitation, safety, maintenance, and rule enforcement. In accordance with University Policy, there is no smoking allowed in the residence halls, including student rooms. For your safety and protection, if there is the odor or appearance of smoke coming from any location on campus, including residential rooms, staff will enter those rooms to ensure that there is no danger of fire. The University specifically reserves the right to regulate the use of residential halls and rooms in accordance with University regulations and the Student Conduct Code. The University may make routine repairs during the normal work day and emergency repairs whenever necessary.

If a member of the University staff has reasonable grounds to believe entry is required in an emergency situation to protect the safety or security of any person or property, such staff member may enter in order to attempt to alleviate and/or correct the situation.

In the case of damage or theft to property in public or general areas, charges to those students who have been held responsible shall be assessed on an equitable basis as determined by the Departments of Student Life and Facilities Management, whose decision shall be binding. If no student is found responsible, the cost for damages will be split evenly among all students in the residence hall.

Students are allowed to use electrical appliances such as hair dryers, irons, and corn poppers which are U.L. approved and which have self-contained, thermostatically controlled heating elements. However, we strongly urge all students to bring energy-star rated appliances to campus to aid in energy reduction. The following items, while not all inclusive, are not permitted in student rooms: microwaves, refrigerators, halogen lamps, electric space heaters and other high intensity electrical appliances, and drums. Because of fire hazards, fireworks, candles, incense and open flame devices are prohibited from the residence halls. Because of safety and storage concerns, lofts and other devices used to raise beds are not permitted. Pets (with the exception of fish) are not permitted in the

residence halls.

Weapons, including, but not limited to, firearms, bows, arrows, rockets, launching devices, air guns, knives, edged weapons and martial arts weapons are not permitted on property owned by or under the control of the University of Maine at Farmington. Any exception must be approved by the Director of Public Safety.

3. **Academic Credit and Grade Point Average Requirements for Living in Campus Housing** - To be eligible to reside in University housing, a person must be a full-time student (defined as taking a minimum of 12 academic credits in both the fall and spring semesters, and a minimum of 4 academic credits in the May Term) in any academic program and making satisfactory progress toward a degree. Students carrying less than 12 credits per semester or less than 4 credits during May term may appeal to live on campus. Students are expected to maintain a minimum cumulative grade point average of 2.0.

Students who do not meet the full-time credit requirements must have the permission of Student Life in order to reside on campus. Students who fall below the 2.0 cumulative grade point average may appeal to live in on-campus housing. This appeal must be in writing and needs to contain a plan for future academic success.

4. **First-year Residency Requirement** - Living on campus maximizes students' opportunities for social, cultural, and extracurricular involvement and is positively linked to students' persistence toward attaining a degree. The University of Maine at Farmington believes that residence hall living is an educational opportunity that all new students should experience. Exceptions may be granted for select categories of students, such as veterans and transfers, or in exceptional circumstances as deemed appropriate by the University.
5. **Rate Determination** - The room and board rate is to be determined by the Board of Trustees for the University of Maine System. Charges are payable in a variety of ways subject to student accounts policy. Information on payment plans will be forthcoming with the student bill.

The financial requirements of the University, changing costs, legislative action and other events may require an adjustment of these charges, expenses and refunds. The University reserves the right to make such adjustments to the estimated charges, expenses and refunds as may from time to time be necessary in the opinion of the Board of Trustees, up to the date of final registration for a given academic term. An adjustment in rate will be made for the periods during which a student is absent from the residence hall and dining hall for University assigned student teaching.

The room rate will be adjusted when the status of a room changes. Prior to occupancy, the rate will be adjusted in accordance to the new status. During occupancy, the rate will be pro-rated.

6. **Break Housing** - At a later date, returning students and new students will receive notification of the time, the day, and the date by which they may occupy their rooms. Residence halls are to be vacated by 9:00 a.m. on the day following the close of classes before a vacation or mid-semester break and may not be occupied before classes resume. All Students, except graduating seniors, must vacate the residence halls within 24 hours of their last final examination (unless otherwise arranged with the Student Life Office). In the case of withdrawals, suspensions, or dismissals, students must vacate by the date of clearance stated by the Director of Student Life or a designee.

Break housing may be available at the discretion of the University and must be applied for in a timely manner.

The University reserves the right to utilize any student room during the vacation time between the fall and spring semesters of an academic year. Therefore, the University reserves the right to have students remove their belongings during this period.

7. **Board** - This License is for board (meal plan) as well as for housing. The indicated room and board does not include room or meals during vacation periods. All residential students, with the exception of students living in Lockwood Hall, are required to have an on-campus meal plan. Residents of Lockwood Hall are allowed to opt out of a meal plan, select a residential meal plan, or select a commuter meal plan. All first-year students who are not exempt from the residency requirement, are required to have meal plan A.

8. **Financial Responsibility** – Once the room and board license has been signed by the student (or by a parent/guardian if under 18), the student will be obligated to pay the full room and board rate for the entire term of the license.

If a student does not withdraw from the University, but either voluntarily leaves or is evicted from the residence halls, there will be no room and board refund. The Student will also be charged a \$500 administrative fee. Exceptions may be made only in case of catastrophic circumstances. The refunds, if any, in these cases will be determined by the University according to the circumstances of each case and its decision will be binding. The University reserves the right to withhold refunds to cover damages attributable to the student. Students who withdraw from the University will be charged board at the established daily rate through the date of withdrawal. Students withdrawing from the University may receive the following refund for room:

Withdrawal prior to the end of the 2nd week = 100%
Withdrawal prior to the end of the 4th week = 75%
Withdrawal prior to the end of the 6th week = 50%
Withdrawal prior to the end of the 8th week = 25%
Withdrawal after the 8th week = 0%

A student must vacate his or her room leaving the premises in the condition it was upon occupancy. A cleaning charge of a minimum of \$30 may be assessed if student does not clean his/her room before vacating it. It is the responsibility of the student to check out of his/her room properly when leaving the residence halls or changing rooms. Failure to do so will result in a \$25 improper check-out fee.

9. **Damages** - Students assigned to a given room will be held financially responsible for damage beyond normal wear and tear to the room and its furnishings. Damage resulting from the use of Scotch tape and other adhesive agents, or tacks and nails may exceed normal wear and tear. No painting, alterations or other repairs, or the removal of furniture shall be permitted by the student or group of students, unless authorized by the Director of Student Life or his/her designee.

The University shall have no responsibility for the loss or damage to property belonging to or in the custody of the student, or for any property brought into the residence halls by any person. The University of Maine at Farmington provides no insurance for personal possessions. Students may elect to have their own property insurance or be included under their family's property insurance policy.

10. **Housing Selection** - Returning students ordinarily select their rooms during Room Selection. It is the responsibility of returning students to go through this process. New students are assigned rooms over the summer. The University reserves the right to make room assignments, and, at its sole discretion, to make reassignments of residential halls and/or rooms for the benefit of the individual or the University. In such circumstances, the student agrees to move within the time requested by the University. All campus housing is single sex by room with the exception of the first and second floor of Scott South Hall which is all female. All campus housing may become gender neutral upon providing mutual consent and the successful completion of the gender neutral agreement form through the Department of Student Life. Residents must be 18 years of age or older by the start of the Fall semester to obtain gender neutral housing.
11. **Storage of Personal Items** - There is limited space to store personal items in the residence halls; storage is not guaranteed on campus. There is no storage available in Black Hall or Lockwood Hall. All items must be clearly labeled with the date stored and the resident's campus and permanent contact information. Any property that remains in a residence hall three months after a student has left campus will be considered abandoned. Abandoned items will be subject to the State of Maine Abandoned Property Guidelines.

UNIVERSITY OF MAINE SYSTEM MEMORANDUM OF INSURANCE



This Memorandum of Insurance provides evidence of insurance in regards to the operations at the University of Maine System. Also evidenced is the Professional Liability for the various academic internship activities. General Liability Provisions in regards to Additional Insured – where required under contract or agreement: Any person or organization we become obliged to is included as an additional insured under this policy, as a result of any contract or agreement which requires us to furnish insurance for that person or organization of the type provided by this policy, but only with respect to liability arising out of our operation, or premises owned by or rented to us. However, the insurance provided will not exceed the lesser of the coverage and/or limits of these policies or the coverage and/or limits required by said contract or agreement.

COVERAGES	THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED BELOW FOR THE POLICY PERIOD INDICATED NOT WITHSTANDING ANY REQUIREMENT, TERM OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS MEMORANDUM MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.					
COMPANIES AFFORDING COVERAGE				INSURED		
A. United Educators B. MEMIC C. FM Global D. United Educators E. CHUBB				The University of Maine System 46 University Dr. Robinson Hall Augusta, ME 04330		
COMPANY LETTER	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE	POLICY EXPIRATION DATE	LIMITS in United States Dollars	
A	GENERAL LIABILITY Commercial General Liability Occurrence, EPLI	N54-92K	8.1.20	8.1.21	General Aggregate Each Occurrence	\$1,000,000 \$1,000,000
					GL SIR EPLI SIR	\$400,000 \$150,000
A	AUTOMOBILE LIABILITY	N54-92K	8.1.20	8.1.21	General Aggregate	\$1,000,000
					SIR	\$400,000
A	EXCESS LIABILITY Umbrella	N54-92K	8.1.20	8.1.21	General Aggregate	\$20,000,000
B	WORKERS COMPENSATION	5101800883	10.1.20	10.1.21	Statutory	
C	ALL RISK PROPERTY AND CONTENTS	#066095361	7.1.20	7.1.21	Limit	Blanket Replacement Cost
					Deductible	\$250,000
D	PROFESSIONAL LIABILITY Internship & Professional Liability	N54-92K	8.1.20	8.1.21	Limit per Claim	\$3,000,000
					SIR	\$400,000
E	Cyber Liability	V191E7150101	7.21.20	7.21.21	General Aggregate SIR	\$10,000,000 \$100,000

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