Housing License Agreement

SUMMER & FALL ‘05 | SPRING & SUMMER ‘06

- Housing License Agreement
- Housing Release & Authorization Form
- Housing Terms and Conditions Agreement
- Housing Rules and Regulations Agreement

ACADEMY of ART UNIVERSITY
FOUNDED IN SAN FRANCISCO 1929

HOUSING OFFICE
Academy of Art University
79 New Montgomery Street, 3rd Floor
San Francisco, CA 94105
1.800.544.ARTS | 415.263.7727
Fax 415.274.2236
housing@academyart.edu
Nationally Accredited by ACICS, NASAD & FIDER (BFA-IAD)
HOUSING SERVICES

• Academy shuttle service is provided at no cost.

• Each building is fully staffed with a Resident Manager, Resident Assistants and Roving Security Patrol Officers, 24/7.

• Utility costs (electric, water, heat) are included in housing fees.

• Basic furnishings are provided: mobile drawer unit, desk or drafting table, bed frame and mattress, chair or stool, and desk lamp.

• All dormitory common kitchens are fully functional and equipped with utensils, glasses, plates, bowls, pots, pans and other basic cooking equipment. The apartments have stoves and refrigerators only.

• Study rooms and recreation rooms are provided in every dormitory.

• All housing buildings are equipped with WiFi services and free access to high speed internet.

• On-site coin-operated laundry facilities are in every building.

• Many campus activities and events are offered in the dormitories.

Descriptions of specific Academy housing facilities may be found in the Academy of Art University Course Catalog or online at www.academyart.edu

MORE INFORMATION

If you have never lived in Academy Housing, please contact a Housing Representative at 415.263.7727.
HOUSING APPLICATION CHECKLIST

Please return all application materials to: Housing Office, Academy of Art University, 79 New Montgomery Street, 3rd Floor, San Francisco, CA 94105.

☐ Housing License Agreement (enclosed)
☐ Housing Release and Authorization Form (enclosed) – Required for all students under the age of 21
☐ Housing Terms & Conditions (enclosed)
☐ Housing Rules & Regulations Agreement (enclosed)
☐ $500.00 Security Deposit – due with License Agreement materials
☐ Copy of current Health Insurance Card – required for all students
☐ Proof of Property Insurance – recommended for all students
☐ Payment in full for all applicable costs (see deadlines below) OR Payment plan application (see due dates below). To apply, contact the Accounts Receivable Customer Service Finance Representative at 415.274.2216

HOUSING ACADEMIC CALENDAR - Summer & Fall ‘05 | Spring & Summer ‘06

Summer 2005
Payment Plan Due Dates
First Payment due: May 6, 2005*
Final Payment due: Balance in Full will be accepted up through day of check-in, however, early payment ensures priority placement.

Check-in & Check-out Dates
All Students: June 7-12, 2005 from 9AM to 5PM
First Day of Classes: June 20, 2005
Last Day of Classes: August 10, 2005
Last possible Check Out Day: August 6, 2005**
Deadline to Apply for Intersession: July 6, 2005***
Housing New Student Orientation: June 9, 2005 from 10AM to 12PM
Confirmation of building assignment, check-in dates and location will be mailed to you. Please do not make travel plans until you’re in receipt of your confirmation letter.

Fall 2005
Payment Plan Due Dates
First Payment due: June 16, 2005*
Second Payment due: July 16, 2005
Final Payment due: Balance in Full will be accepted up through day of check-in, however, early payment ensures priority placement.

Check-in & Check-out Dates
All Students: August 18-26, 2005 from 9AM to 5PM
First Day of Classes: September 1, 2005
Last Day of Classes: December 17, 2005
Last possible Check Out Day: December 20, 2005**
Deadline to Apply for Intersession: December 5, 2005***
Housing New Student Orientation: August 27, 2005 from 10AM to 12PM
Confirmation of building assignment, check-in dates and location will be mailed to you. Please do not make travel plans until you’re in receipt of your confirmation letter.

Spring 2006
Payment Plan Due Dates
First Payment due: November 10, 2005*
Second Payment due: December 10, 2005
Final Payment due: Balance in Full will be accepted up through day of check-in, however, early payment ensures priority placement.

Check-in & Check-out Dates
All Students: January 19-27, 2006 from 9AM to 5PM
First Day of Classes: January 30, 2006
Last Day of Classes: May 20, 2006
Last possible Check Out Day: May 23, 2006**
Deadline to Apply for Intersession: April 24, 2006***
Housing New Student Orientation: January 28, 2006 from 10AM to 12PM
Confirmation of building assignment, check-in dates and location will be mailed to you. Please do not make travel plans until you’re in receipt of your confirmation letter.

Summer 2006
Payment Plan Due Dates
First Payment due: May 5, 2006*
Final Payment due: Balance in Full will be accepted up through day of check-in, however, early payment ensures priority placement.

Check-in & Check-out Dates
All Students: June 5-10, 2006 from 9AM to 5PM
First Day of Classes: June 12, 2006
Last Day of Classes: August 9, 2006
Last possible Check Out Day: August 12, 2006**
Deadline to Apply for Intersession: July 10, 2006***
Confirmation of building assignment, check-in dates and location will be mailed to you. Please do not make travel plans until you’re in receipt of your confirmation letter.

* Additional $100.00 plan fee due with first payment if choosing installment plan.
** Students must check-out within 72 hours of last final exam
*** See Housing Office for a Housing Intersession Application. Students wishing to stay during Intersession Break must pay in full for full duration of intersession days assigned (multiplied by daily rate) and must complete the required intersession application and obtain signatures from Housing and Accounts Receivable.
WHAT TO BRING

The following is a list of suggested items to bring with you to Academy housing. Keep in mind that you may be able to share some of these items with your roommate(s).

### Linens
- [ ] Sheets (standard twin)
- [ ] Pillow/Pillow Cases
- [ ] Blanket/Comforter
- [ ] Towels/Wash Cloths
- [ ] Laundry Bag or Basket

### Bathroom Items
- [ ] Carry-all Shower Tote
- [ ] Toiletry Items
- [ ] Hair Dryer/Curling Iron
- [ ] Bathrobe
- [ ] Shower Shoes

### Special Items (optional)
- [ ] Small Television
- [ ] Computer & Printer (1 per student)
- [ ] Reading Lamps
- [ ] Phone/cell phone
- [ ] Answering Machine
- [ ] Alarm Clock
- [ ] Small Audio/Video Equipment
- [ ] Extra Hangers

### Student Items
- [ ] Book Bags
- [ ] Notebooks
- [ ] Pens, pencils & paper
- [ ] Folders
- [ ] Stapler
- [ ] Desk organizer (trays, pen holder, etc.)
- [ ] Computer paper
- [ ] Batteries

### IMPORTANT FACTS TO KNOW

- All apartment residents must bring their own kitchen supplies.
- Please note that the following items are not allowed in campus housing: an automobile (there is no parking available at any Academy Building), pets, hot plates, large stereo equipment and large furniture pieces (couches, tables, bookshelves, etc). Additionally, it is your responsibility to provide your phone line service upon arrival, subject to the Academy’s approval.
- Please keep in mind that you are sharing space with others and you will need to be conservative with the amount of items that you choose to bring with you. Storage spaces are not available in any Academy building.
- Please do not ship or mail your personal possessions prior to your arrival. The Academy is not responsible for lost or stolen items. Property Insurance for all students is highly recommended.

### ITEMS TO PURCHASE AFTER YOU HAVE ARRIVED:

<table>
<thead>
<tr>
<th>Item</th>
<th>Estimated Cost per semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books, Materials and Art Supplies</td>
<td>$600 to $1,499</td>
</tr>
<tr>
<td>Lab/Course Fees</td>
<td>$300 to $600</td>
</tr>
<tr>
<td>Groceries, food, snacks</td>
<td>$1,000 to $1,999</td>
</tr>
<tr>
<td>Laundry detergent, cleaning items.</td>
<td>$100 to $299</td>
</tr>
<tr>
<td>Bus or BART (Train) Passes</td>
<td>$50 to $150</td>
</tr>
<tr>
<td>Personal expenses</td>
<td>$400 to $900</td>
</tr>
</tbody>
</table>
Housing License Agreement

Academy of Art University

Semesters applying for:

☐ Summer ’05
☐ Academic Year (Fall ’05 & Spring ’06) ☐ Summer ’06
☐ Academic Year (Fall ’06 & Spring ’07) ☐ Summer ’07

Student ID

Last Name    First Name    Middle Name

Street Address

City    State    Zip Code

Home Telephone    Cell Phone

E-mail Address

Date of Birth

Social Security # or Passport #

Academic Major at the Academy

Do you need Financial Aid?    ☐ Yes    ☐ No

Your Gender:    ☐ Female    ☐ Male

I am enrolled at the Academy as:

☐ Undergraduate    ☐ Graduate    ☐ Personal Enrichment

Have you ever lived in Academy Housing?    ☐ Yes    ☐ No

If you have ever been convicted of a crime or felony, you must briefly explain here:

Emergency Information (required)

Emergency contact - it is permissible to release all relevant information to this person in the event of an emergency:

Name

Address

Phone    Email

List any allergies

Last date of Tetanus shot

Have you had a Hepatitis vaccination?    ☐ Yes    ☐ No

List special medical conditions

List medications taken on a regular basis

Name of Health Insurance Co.    Insurance #

(Required-see item 10 of Terms & Conditions Agreement)

Name of Property Insurance Co.    Insurance #

(Recommended for all students; the Academy is not liable for damaged, lost or stolen items)

Acknowledgement & Acceptance of Conditions of Contract

Agreement: By signing below, Licensee agrees and accepts this Student Housing Agreement plus Terms & Conditions, Rate Tables, Rules and Regulations, and Student Welcome Handbook. I (we) have read and understand the entire contents of all parts of the License Agreement. To the best of my knowledge and belief, the information provided on this agreement is true, correct and complete.

Applicant (Licensee) Signature    Date

Parent Signature (Student under 18 years of age)    Date

Parent Signature (Dependent Student over 18 years of age)    Date

Note: If the Student is under eighteen (18) years of age or a Dependent Student over 18 years of age; upon signing of this contract, his/her mother, father, court appointed legal guardian, or Co-Signer must guarantee the Student’s obligations pursuant to this Contract by signing above. Notice to Co-Signer: In the event of the Student’s default, you will assume responsibility for payment in full plus any applicable charges as indicated in the Residence Rate Table.

A complete list of all required application materials can be found in the Housing Application Checklist.

Return all application materials with security deposit to:

Housing Office - License Agreement

Academy of Art University

79 New Montgomery Street, 3rd Floor

San Francisco, CA  94105

Toll Free: 1.800.544.ARTS ext.7727

Phone: 415.263.7727

Fax: 415.274.2236

Email: housing@academyart.edu

Web: www.academyart.edu

Housing License Agreement page 1 of 3
HOUSING LICENSE AGREEMENT

Student Name: ___________________________    ID# ___________________________

Room Rates

Housing is guaranteed to all students, although the Academy cannot guarantee placement in a specific building or room type. Room assignments are given on a first-come, first-served basis upon payment in full and registration status as a full-time student for the semester. Your application is still valid and binding if you do not receive your preference for room, location or roommate requests. If your first three requests for placement are not available, we will assign you to the next least expensive location. If the less expensive locations are full, you will be assigned to the next highest location and will need to pay the additional costs by the Housing deadlines. The Academy reserves the right to change room and building assignments at any time. All housing costs and associated fees and dates are subject to change with or without notice.

Building Preference: Write "1" next to first choice, "2" next to second choice, and "3" next to third choice.

Dormitories:

___  Mary Cassatt Dormitory (2209 Van Ness) - 21 & Over, Co-ed
___  Frank Lloyd Wright Dormitory (1153 Bush) - Male Residence
___  Coco Chanel Dormitory (1916 Octavia) - Female Residence
___  Auguste Rodin Dormitory (1055 Pine) - Male Residence†
___  Howard Brodie Dormitory (655 Sutter) - Female Residence
___  International House (860 Sutter) - Under 21, Co-ed, Open to Domestic, Optional to International†

† Meal plan required

Room Assignment Preference:

Write "1" next to first choice, "2" next to second choice, and "3" next to third choice.

Dormitories:*  Apartments: (21 years of age and older only)

Private Rooms:

___  Private Room with Full Bath - $5,300 (FA/SP), $2,700 (SU)
___  Private Room with Half Bath - $5,100 (FA/SP), $2,600 (SU)
___  Private Room – Room only - $4,900 (FA/SP), $2,500 (SU)

Double Occupancy (2 students per room):

___ Double Room with Full Bath - $4,300 (FA/SP), $2,200 (SU)
___ Double Room with Half Bath - $4,100 (FA/SP), $2,100 (SU)
___ Double Room – Room only - $3,900 (FA/SP), $2,000 (SU)

Shared Occupancy (3-4 students per room):

___ Shared room with Full Bath - $3,800 (FA/SP), $1,950 (SU)
___ Shared room with Half Bath - $3,600 (FA/SP), $1,850 (SU)
___ Shared room – Room only - $3,400 (FA/SP), $1,750 (SU)

Apartments: (21 years of age and older only)

Private Rooms:

___ Private Studio Apartment - $5,500 (FA/SP), $2,800 (SU)
___ Private Studio, No Kitchen in unit - $5,300 (FA/SP), $2,700 (SU)
___ Private Room within Shared unit - $5,100 (FA/SP), $2,600 (SU)

Double Occupancy (2 students per room):

___ Studio Apartment - $4,500 (FA/SP), $2,300 (SU)
___ Double Room within Shared unit - $4,300 (FA/SP), $2,200 (SU)
___ Converted Living room - $4,100 (FA/SP), $2,100 (SU)

Shared Occupancy (3-4 students per room):

___ Studio Apartment - $3,600 (FA/SP), $1,850 (SU)

FA = Fall 2005; SP = Spring 2006; SU = Summer 2006

* All bathrooms are shared.

For Continuing Students Only

(If you are new to Academy Housing, please skip this section)

Current Building ___________________________    Current Room Number ___________________________

Current Roommate(s) ___________________________

Do you prefer to stay in your current room?  □ yes  □ no    Do you prefer to stay with your current roommates?  □ yes  □ no
Do you require accommodation during any intersession?  □ yes  □ no (a $45.00 per day rate will apply–submit a Housing Intersession Application by deadlines in Housing Calendar.)

Even if you would like to keep your current room, you must complete the Building/Assignment Preference above. The room assignment policies outlined above still apply to continuing students. The Academy cannot guarantee placement in your current room or with your current roommates from semester to semester. Early submission of your application and payment in full is recommended if you are requesting a specific room.

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HOUSING LICENSE AGREEMENT

Student Name: ________________________  ID# ________________________

Meal Rate
The Academy of Art University offers a restaurant-quality dining program. The 19-meal plan offers students the flexibility of 19 “all-you-can-eat” meals per week. The plan offers three meals a day, Monday through Friday, and brunch and dinner on Saturday and Sunday. The Meal Plan is required for all residents assigned at Rodin Dormitory and International House.

Meal Plan: $1,800 per semester (Fall and Spring)
$900 per semester (Summer)

Meal Voucher Coupons: $20.00, $50.00 and $100.00
Meal Voucher Coupons offer maximum flexibility. They are available to all Academy students. Meal Voucher Coupons are valid for a single semester only; remaining values are not carried over to future semesters. The cafes do not accept cash.

Security Deposit
A Security Deposit of $500.00 is required with the Housing License Agreement. The Security Deposit is fully refundable less the building mandatory maintenance charge of $75.00 per semester and any other fines or charges incurred provided the room is vacated in the condition in which it was found and all inventoried equipment provided in the unit room is accounted for. These charges will be automatically deducted from the Security Deposit each semester.

Payment Summary

A. Security Deposit: Due with Housing License $ 500.00

B. Price of 1st Room Preference (see Room Assignment Preference): $ ______________

C. Food Service (will be billed with housing costs): $ ______________
   - Rodin Café Meal Plan - $1,800 (FA/SP), $900 (SU).
     (Students assigned to Rodin Dormitory will be automatically billed)
   - International House Meal Plan - $1,800 (FA/SP), $900 (SU).
     (Students assigned to International House will be automatically billed)
   - Meal Voucher Coupons
     Available to all Academy students. Redeemable at Rodin Café and International House.
     (Write in total amount desired, in increments of $20.00 only)

Total Payment Enclosed (A+B+C) $ ________________________

Payments for all semesters must be received by the deadlines listed in the Housing Calendar.

Payment Information

If paying by Check: Please make checks payable to: Academy of Art University (please indicate student ID number on all checks)

If paying by Credit Card:

☐ The Academy of Art University is pleased to offer auto payment for housing and food service. Please check box if you wish to have your credit card apply for all semesters for which you have applied (your credit card will be charged separately for each semester by the published payment deadlines).

Credit Card Number (VISA or MC, sorry, no debit cards): ________________________

Amount to be charged on this account: $ ________________________  Exp Date: ______________

Name of Card Holder: ________________________

Signature of Credit Card Holder: ________________________  Date: ______________

If requesting excess financial aid to assist in housing costs please call Financial Aid at 415.274.2287 or for installment plan options, please call our Customer Service Finance Representative at 415.274.2216.
HOUSING RELEASE AND AUTHORIZATION FORM

Release of Housing Information
(Required for any student 18 years old and older who wishes to allow parents or others to access their Housing Information.)

I. This form must be signed and sent in with the Housing License Agreement by students (18 & older) to grant permission to the Academy of Art University to discuss information regarding their Housing status with the persons designated below. Please read the following carefully and return with the application and deposit.

I give the Academy of Art University authorization to provide information regarding my housing status at the Academy of Art University to the persons below. This includes billing, housing assignments, rules and regulations, as well as other housing information they may request.

Print Name of Person(s) or Business ____________________________________________________________________________

Phone ________________________________________________________________________________________________________

Address ___________________________________________________________________________ City __________ State __________ Zip code __________

Signature __________________________________________________________________________ Date __________

Housing Authorization
(Required for all students.)

II. The undersigned participating student, (print name) ________________________________________________________________, will be hereinafter referred to as “Resident,” for purposes of this section, and Resident’s parent or legal guardian (if Resident is under the age of 18) will be hereinafter referred to as “Parent/Guardian”.

The Resident is enrolled in an Academy of Art University program and wishes to reside in campus housing of the Academy of Art University for the term(s) applied for on the Housing License Agreement Form. The undersigned Resident and/or Parent/Guardian has reviewed all terms and conditions of campus Housing License Agreement and agrees and understands that Resident shall be subject to such regulations while a resident in campus housing.

Academy of Art University shall not be liable for any damages or injury to Resident, or to any property, occurring at the campus housing facility provided by the Academy of Art University, hereinafter “Property”, or any part thereof, unless such damage is the proximate result of the gross negligence of the Academy of Art University, Academy of Art University’s agents or employees. Resident shall indemnify, defend and hold Academy of Art University and its agents and employees harmless from all claims of loss or damage to property and of injury to, or death of, any person or persons caused by any act, failure to act, or negligence of Resident, licensee’s guests, Residents, or invitees occurring on or about the Property, and Property and the adjacent sidewalks, streets, etc. Resident hereby expressly releases Academy of Art University and/or Academy of Art University’s agents and employees from any and all liability for loss or damage to Resident’s property or effects whether in the Property, and/or the Property, or any other location in or around the Property, arising out of any cause whatsoever, including but not limited to rain, plumbing leakage, fire or theft, except in the case that such damage has been adjudged to be the result of the gross negligence of Academy
The undersigned further agrees to pay promptly all housing costs or charges on behalf of Resident including the cost of any damages caused or contributed to by the acts or omissions of Resident.

In the event of injury or illness, Resident or Parent/Guardian hereby consents to the Academy of Art University taking appropriate medical action while Resident is enrolled in the school and resides in campus housing. The undersigned releases the Academy of Art University from liability for taking such action.

The curfew precedent set forth by the City of San Francisco for individuals under the age of 18 is as follows:

- Sunday through Thursday: 10:00 p.m.
- Friday and Saturday: 12:00 a.m.

I have read, understood, and accept the above Housing Authorization terms:

Student Signature ___________________________ Date ___________________________

Print Name of Student ___________________________

Parent/Guardian Signature required for all students under 18 years of age and Dependent Students over 18 years of age.

Parent/Guardian Signature ___________________________ Date ___________________________

Print Name of Parent/Guardian ___________________________
Please read carefully, initial each line item, sign at the end of the agreement, and return with your housing application materials.

1. Placement is awarded on a first-come, first-served basis with respect to payment-in-full and registration status as a full time student.

2. Students not enrolled full time at the Academy (12 units Spring/Fall, 6 units Summer) must get pre-approval from Housing in order to register for campus housing. Students are expected to maintain full-time status while residing in Housing (12 units/BFA and 9 units/MFA).

3. Your application is still valid and binding if you do not receive your preference for room, location or roommate requests.

4. All housing costs and associated fees and dates are subject to change with or without notice.

5. The Academy reserves the right to change room and building assignments at any time.

6. The security deposit, less the building mandatory maintenance charge and any other fines or charges incurred, is refundable provided the room is vacated in the condition in which it was found and all inventoried equipment provided in the unit or room is accounted for.

7. The mandatory building maintenance charge is $75.00 per semester. This charge will be automatically deducted from the security deposit each semester.

8. If you choose to leave campus housing at any time, you forfeit your fees for that current semester.

9. Payment Terms: Payment-in-full must be paid by the housing deadline. Priority placement is based on a first-come, first-served basis in regard to paid-in-full status. Students participating in the Payment Plan must apply and be approved by a specified deadline (please contact the Accounts Receivable Department as soon as possible to apply). Late applications and late payments must be authorized by the Housing Office and the Accounts Receivable Department.

10. Campus housing students must have their own health insurance or coverage from their parents’ health insurance in order to register for campus housing. The University is not responsible for costs resulting from students’ hospital stays or ambulance transportation. **Students without adequate health insurance will be required to purchase student insurance upon check-in.** (Information on obtaining health insurance is available at the Housing Office.)

11. Campus housing residents must be at least 18 years of age, or have the written consent of their parent or guardian to live in campus housing at the Academy of Art University.

12. The Student Privacy Act forbids the Academy of Art University from discussing any Academy related business with anyone other than the student if the student is 18 years old or older without written permission from the student.

13. Refund Policy: All housing payments become non-refundable within 30 days prior to check-in. Refunds will be awarded if your written request for a refund is received by the Housing Office at least 30 days prior to check-in.
14. Check-out Policy: You must check out within 72 hours of your last final exam. Please make the appropriate arrangements ahead of time for your departure. Late check-outs must be approved by the Housing Office, and will be pro-rated at $45.00 per day. There are some charges associated with not fulfilling your responsibilities when you move out. You will be charged for an improper check-out if you fail to make an appointment and meet your Resident Manager or Resident Assistant.

15. The University does not provide telephones in any student housing. If desired, each student must individually arrange telephone service by contacting the telephone company Pacific Bell at 1.800.PACBELL.

16. Students who will need to remain in campus housing during semester breaks may do so only by obtaining approval from the Housing Office prior to the upcoming break. Students must complete a Housing Intersession Application to be eligible and must be paid in full. A daily pro-rata fee will be charged to students staying in campus housing during the semester breaks between the Fall and Spring Semesters, Spring and Summer Semesters and Summer and Fall Semesters. The cost is $45.00 per day. Please note: Students may or may not be placed in original rooms during breaks.

17. Students who have pre-paid for the following semester may leave items in the room during break. Approval from the Housing Office must be obtained. All items must be neatly packed in sealed boxes and labeled. AAU is not responsible for lost, stolen or damaged items. Proof of Property Insurance is recommended.

18. Unless additional Parent PLUS loans have been arranged through Financial Aid to cover housing, you should not expect that financial aid will pay for housing costs. If your Financial Aid eligibility exceeds the cost of your tuition, the excess may be used to reimburse yourself for the cost of housing. Please contact the Accounts Receivable Dorm Finance Coordinator at 415.274.2216 to assure Financial Aid Eligibility. Financial aid awards are not disbursed until after the housing payment deadline. To secure housing, students must find an alternative way to make payment, and then reimburse themselves shortly after with their financial aid award.

I have read, understood, and accept the above Terms and Conditions and Campus Housing Information:

Student Signature ____________________ Date __________

Print Name of Student ____________________

Parent/Guardian Signature required for all students under 18 years of age and Dependent Students over 18 years of age.

Parent/Guardian Signature ____________________ Date __________

Print Name of Parent/Guardian ____________________
1.0 STUDENT CONDUCT REGULATIONS

1.01 ALCOHOLIC BEVERAGES
The use of alcoholic beverages must be in compliance with California State Law and is limited to those persons 21 years of age or older. However, the Academy of Art University prohibits possession, transportation, and or consumption of alcohol by all individuals (this includes students over the age of 21) residing in Campus Housing. Beer kegs and common source containers are prohibited from all Campus Housing Community areas, public or private. Residents under the age of 21 are not permitted to host in their room guests and residents of any age who are in possession of alcohol. Drunken and/or disorderly conduct is not tolerated.

1.02 CONDUCT EXPECTATIONS
The student Housing License Agreement includes the terms and conditions of the agreement, the Housing Rules and Regulations Agreement, “WELCOME HOME: A Guide to Living in Academy’s Residential Buildings”, Section 41301 of Title V (Student Code of Conduct), and all Academy of Art University rules and regulations now or later in effect. Violations or attempted violations of the Student Housing License Agreement may result in revocation of the License Agreement and other disciplinary and/or administrative action. Licensees may be held responsible, under the current License Agreement, for policy violations occurring during prior license periods. As members of the student living community, Licensees are held responsible for their own actions and for soliciting or assisting another’s involvement in any Residence Buildings Community or Academy policy violations.

1.03 DRUGS
In accordance with State and Federal law, possession, sale, use, or manufacturing of any illegal or controlled substance is prohibited in the Residence Building Community and on campus. The University has a Zero Tolerance policy on drugs and violators will face eviction from campus housing, suspension and/or expulsion from the University and criminal action by the courts.

1.04 ELIGIBILITY
Licensee must be currently enrolled in 12 or more semester units for BFA and 9 or more units for MFA during spring and fall, and 6 or more semester units during summer, of instruction in an academic program at the Academy of Art University. Failure to maintain student status will result in revocation of the License Agreement. Any individual convicted of a felony and/or crime demonstrating violent, anti-social behavior will be denied permission to use the university housing facilities.

1.05 GUESTS/ VISITORS
Guests/Visitors are required to sign-in at the Front Desk. Licensee must accompany all guests at all times while in the Residence Building Community. Licensees will be held accountable for the conduct of their guests. Guests are not allowed on the premises after 10:00pm on Sunday through Thursday, after 12:00 midnight on Friday and Saturday evenings, before 8:00am Monday through Friday, or before 9:00am Saturday and Sunday. There is a limit to the number of hours that a resident may be allowed to have guests in the apartments or dormitories. Under no circumstances are overnight guests allowed in the dormitories or apartments. Any and all strangers in the building must be reported to the Resident Manager, Resident Assistant, or Security Guard immediately.

1.06 COHABITATION
Cohabitation is not allowed in the dormitories or apartments. Non-Academy individuals are not allowed to reside or stay overnight in campus housing. Only students assigned by the Housing Office are allowed to reside in the apartments or dormitories.

1.07 ASSIGNMENT AND SUBLETTING
Licensee shall not assign this License Agreement or any portion of the Property or any privilege granted pursuant to this License Agreement under any circumstance.
1.08 HARASSMENT
Abusive behavior directed toward any member of the campus community is a violation of Title V of the California Administrative Code, Section 41301 and is prohibited.

1.09 NOISE
The Academy of Art University complies with the San Francisco City Noise Ordinance. The use of amplified equipment in residence building rooms, with the exception of stereos, or any disruptive level of noise is prohibited at all times. Quiet Hours (the level of noise should be low enough to be conducive to serious study) are in effect from 10:00pm-9:00am Sunday through Thursday, and from 12:30am-9:00am Fridays, Saturdays, and nights preceding holidays. Licensees living on floors with extended Quiet Hours must conduct themselves within those guidelines, as outlined in “WELCOME HOME: A Guide to Living in Academy’s Residential Buildings”. During final exam and study periods, 24-Hour Quiet Hours are enforced.

1.10 OPEN FLAMES
In accordance with California State Fire Codes, open flames are prohibited. The burning of candles, incense and any item requiring an open flame is prohibited. Arrangements may be made with the Residential Director for special purposes that may require of an open flame.

1.11 PARTIES
Parties are prohibited in the residence buildings. At the discretion of residence life staff, large gatherings may be requested to disperse, and non-residents escorted out of the building.

1.12 PRIVACY RIGHTS OF STUDENTS IN EDUCATION RECORDS
“In accordance with the federal Family Education Rights and Privacy Act of 1974 (20 U.S.C. 1232g), regulations adopted hereunder (34 C.F.R. 99) and California Education Code Section 67 100 et seq., Academy 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.”

1.13 COMPUTER POLICY
The Academy has provided a Wi-Fi network as well as kiosks for students wishing to access the internet and check email. The kiosks are provided free of charge and will also allow students to check grades online, register for classes, pay tuition and more. Please note that the kiosk terminals and the Wi-Fi network are for registered students only. Illegal and unlawful activities are prohibited.

1.14 ROOMMATE/COMMUNITY EXPECTATIONS
In accordance with Residence Building Community policies, all licensees are expected to consistently demonstrate the ability and willingness to maintain reasonable relationships with their roommates and neighbors. Courtesy and consideration for others shall be maintained at all times. Licensees who anticipate or observe violations of Residence Building Community policies are expected to remove themselves from participation and are encouraged to report the violation to staff. Licensees and/or their guests who are present during any Residence Building Community policy violation are considered condoning, supporting and/or encouraging the policy violation, and will be held responsible for the violation.

1.15 SAFETY
Licensees are expected to avoid endangering or causing to be endangered (directly or indirectly) the safety of any person, including self. Examples of safety violations that can lead to License revocation include (but are not limited to) suicide gestures; expelling items from the Residence Building Community; bomb threats; the activation of false alarms; tampering with emergency equipment such as alarm systems, security systems, fire sprinklers, fire extinguishers, smoke detectors, emergency exit doors, or elevators. Students found responsible for tampering with the elevators will be charged the
$185 per hour charge required to get them operating again. The SF Fire Department will fine students found respon-
sible for tampering with the fire alarms causing false alarm an amount of $100 to $500. Charges will be deducted from
the student’s security deposit. Windows are not to be used as entrances or exits for people or other objects. Tampering
with windows and sitting on windowsills is prohibited. As a safety precaution, use handles for opening and closing win-
dows. Do not try to force a window open by pushing on a windowpane. The pane may break and cause injuries.
Residents are not allowed on the roof of the building, on the balconies, on the fire escape or on the fire escape ladders
except in cases of an emergency.

1.16 CURFEW
All Academy students under the age of 18 are expected to follow the curfew hours. The Academy of Art University com-
plies with the San Francisco Curfew for Persons less than 18 years of age. The only exception to these curfews is atten-
dance at an Academy sponsored event. The curfew hours are as follows: Sunday through Thursday 10:00pm; Friday
and Saturday at 12:00am.

1.17 ASSAULT PHYSICAL/SEXUAL
Acts of aggression violate California statutes as well as Title V of the California Administrative Code, Section 41301,
and are prohibited. The University will not tolerate assault in any form including, but not limited to physical, verbal, or
sexual, including acquaintance rape.

1.18 SMOKING
Academy of Art University, including the Residence Building Community (residence rooms and common areas) is a
smoke-free environment. Pursuant to the California State Law, smoking is prohibited in and within 15 feet of all build-
ings. Students caught smoking in housing facilities or in non-designated areas will be subject to fines, charges for clean-
ing costs, and eviction from housing.

1.19 WEAPONS
Possession, sale, or use of any type of explosives, inflammables, or deadly weapons as described in “WELCOME
HOME: A Guide to Living in Academy’s Residential Buildings” is prohibited in the Residence Building Community and
on-campus.

1.20 STAFF REQUESTS
Residents are required to comply with requests from any staff member.

2.0 FACILITY USE REGULATIONS
2.1 CLEANING REQUIREMENTS
Licensee is expected to maintain reasonable standards of cleanliness in private living areas and public spaces. All trash
must be emptied on a regular basis. Do not leave trash in the hallways, stairwells, basements or any public areas. Trash
should be placed in sealed plastic bags and taken to the garbage receptacles in the building. Upon moved-out, Licensee
is expected to restore rooms to their original condition (reasonable wear and tear excepted).

2.02 COOKING
All cooking in the dormitory buildings must be confined to the kitchen. Cooking is not permitted in residence hall rooms.
Kitchens are for use by residents only. Non-residents are not allowed to use the kitchens for cooking or preparing meals.
Students are responsible for keeping the kitchen clean and sanitary. Students should be conscientious of fire safety at all
times, particularly when preparing meals in communal or private kitchens. Students who cause fire hazards which result
in a visit from the fire department, either intentionally or as a result of negligence, may be held financially responsible
for fines incurred by the City of San Francisco from such a visit. These fines are very costly and increase with every visit.

Student Initials

Housing Rules and Regulations Agreement page 3 of 6
2.03 LAUNDRY FACILITIES
When utilizing laundry facilities, observe the rules posted in the laundry room. Avoid over-loading the machines or using too much soap. Clean the lint filter before and after use. As a courtesy to others and to prevent theft, remember to remove your clothes promptly after using the machines.

2.04 DAMAGES
Licensee is held responsible for damages or loss to student rooms or other areas of the Residence Building Community, and will be held financially responsible for appropriate repair or replacement costs. Interior modifications such as the painting of rooms, spray mounting of posters and artwork, or making nail holes in the walls are strictly prohibited. Any illegal modifications to the room will be restored at the student’s expense. The University prohibits theft, damage, or vandalism to personal or University Property. The Academy and administrative action may also be taken against anyone found to have destroyed, defaced, or misused the Academy property.

2.05 ELECTRICAL APPLIANCES
Electrical appliances constitute fire hazards, and with a few exceptions, are not permitted in residence hall rooms. Power strips with surge protectors are permitted for computers, but are not to be used for appliances. The Housing Office must approve all electrical appliances. All appliances should be turned off before leaving the unit.

Residents should notify the Resident Manager, or Resident Assistant immediately of any plumbing breakage or stoppage, or any electrical or appliance malfunctions. If odor of gas is prevalent, notify the Resident Manager, Resident Assistant, or Security Guard immediately. For gas odors, follow the emergency policies set forth in the “WELCOME HOME: A Guide to Living in Academy’s Residential Buildings”.

2.06 KEY/LOCK CHANGES/LOCK OUTS
Students may not duplicate any keys issued to them by the Academy, nor lend or give them to others. Room locks are changed any time a standard issue or lockout key to a Licensee’s room is lost. Licensee must pay the full price of the lock change before being issued the replacement key. Due to security reasons, excessive lockouts may result in a lock change and/or judicial action. Key replacement costs are as follows: Room Key-$30.00, and Front Door Key-$100.00.

2.07 FURNISHINGS (Residence Apartment and Dormitory Rooms and Common Areas)
The Academy of Art University will provide furniture such as a drafting table, chair or stool, moveable drawer unit, bed frame, mattress, and window coverings. All common area furnishings must remain in designated areas. All room furnishings must remain in residence building rooms at all times and may not be placed in storage or in outdoor areas. Upon checkout, Licensee is expected to return residence building room furniture to the original arrangement. Removal of the Academy property from the building is prohibited. Damage to common areas that are not assignable to an individual/group is deducted from the security deposits of all students residing in the building.

2.08 PETS
All pets including fish are prohibited in the Residence Building Community (with the exception of approved guide or service dogs).

2.09 WATER BEDS
Waterbeds and lofts are not permitted in the Residence Building Community.

2.10 VEHICLES
Fuel-powered vehicles and machines are not allowed in the dormitories or apartments. Bicycles are allowed in the buildings, but must be stored such that they do not block doors.
3.0 JUDICIAL PROCEDURES

3.01 JUDICIAL PROCEDURES
Housing and Residential Services’ judicial procedures are limited to administrative actions, and as such, do not automatically affect a Licensee’s student status. If a Licensee’s conduct warrants referral for University’s action, the Office of Student Affairs will formally advise the Licensee of that process. Housing and Residential Services sanctions may include formal warnings, re-assignment of bed space, probation, community service projects, and/or termination of the Student Housing License Agreement. Barring exceptional circumstances, formal sanctions may only be issued after the involved Licensees have been interviewed. Appeals of Housing and Residential Services sanctions or administrative decisions may be made to the Associate Director of Residence Life or designee; appeals of the license termination hearing process may be made to the Vice President of Housing.

3.02 ATTENDANCE AT APPOINTMENTS
Attendance at scheduled appointments is mandatory, and Licensees who fail to make or keep a required appointment are subject to termination of the Student Housing License Agreement. Violations of Housing and Residential Services probationary or warning letters also subject a Licensee’s Student Housing License Agreement to termination.

Students are required to attend the Housing Orientation and a Building Meeting within the first week of residence.

4.0 LICENSE CANCELLATIONS, REFUNDS, TREATMENT OF INDEBTEDNESS

4.01 REFUND POLICY
All housing payments become non-refundable within 30 days prior to check-in. Refunds will be granted if the Housing Office receives your written request for a refund at least 30 days prior to check-in.

4.02 TREATMENT OF INDEBTEDNESS
Submission of the debt to a collection agency will result in negative credit information being reported by an outside collection agency 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 will result in “holds” being placed on grades, registration, financial aid, and transcripts.

5.0 RESIDENTIAL DINING SERVICES

5.01 TERMS AND CONDITIONS
The use of Residential Dining Service facilities is subject to all provisions of this License Agreement, to all policies and procedures outlined in “WELCOME HOME: A Guide to Living in Academy’s Residential Buildings”. Meal Plan is required for all students assigned to the Rodin Dormitory and International House. Meal plans are non transferable. Meal Voucher Coupons are valid for a single semester only. Remaining values are not carried over to future semesters.

6.0 ROOM ASSIGNMENTS AND CHANGES

6.01 ROOM ASSIGNMENTS
The Academy of Art University will assign each Licensee a bed space within the residence halls. The Academy reserves the right to change room assignments, or to assign a new Licensee or reassign a current Licensee to any unoccupied bed space at any time for reasons of health, student welfare, administrative necessity, or as a result of administrative action.
6.02 ROOM ENTRY
The University will take every reasonable effort to respect the students basic right to privacy. However, the University reserves the right to enter a student’s room to assure proper maintenance and repair or to investigate a safety/security/disciplinary/policy violation. Students can expect room checks by the Resident Manager, Maintenance, and Housekeeping as frequently as once per week for safety and cleanliness.

6.03 PROPERTY INSURANCE
Students are recommended to have property insurance. The University is not responsible for lost, stolen or damaged property. Students who leave their doors unlocked expose their belongings to theft and vandalism and do so at their own risk. Students should leave their doors locked at all times, both while in their unit and while away.

6.04 VACATING THE RESIDENCE HALLS
Vacating the residence halls must be done in accordance with the procedures outlined in “WELCOME HOME: A Guide to Living in Academy’s Residential Buildings”. In the event that Licensee’s student status should end, Licensee is required to vacate the residence halls immediately. Failure to complete the Room Condition Form (RCF) at the time of check-in and/or checkout will result in a $50 administrative charge.

I have read and understood all Housing Rules and Regulations. I understand that I am responsible for standards, procedures and regulations set forth in the Academy of Art University Course Catalog, the Campus Housing Rules and Regulations, and all public law.

Student Signature _____________________________ Date _____________________________

Print Name of Student

Parent/Guardian Signature required for all students under18 years of age and Dependent Students over 18 years of age.

Parent/Guardian Signature _____________________________ Date _____________________________

Print Name of Parent/Guardian
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**Revised: 2/05**