



Office of Residence Life

Nichols College

HOUSING LICENSE AGREEMENT 2025 – 2026 GRADUATE ASSISTANT CONTRACT TERMS AND CONDITIONS OF RESIDENCE

This Housing License Agreement is incorporated in and is binding as part of the 2025 - 2026 Nichols College Residence Contract. In accepting assignment to a residence hall or apartment, the student agrees to live in College housing for the remainder of the academic year, to participate in one of the designated meal plans, and to comply with the terms and conditions of residence incorporated into this License Agreement.

On-campus housing is not guaranteed for any Graduate Assistant and is not a requirement of your role. All inquiries are determined on a first come first served basis through the Office of Residence Life based on availability. By submitting this form, you are requesting on-campus housing and agree to these terms should space become available.

The intent of the policy is to ensure consistent treatment of occupancy, lease rates, general condition, and to establish guidelines regarding expectations of occupants. The Graduate Assistant agrees to a 50% discounted rate of the room type for a room in Budleigh Hall or Winston Hall. GAs will be billed for the term through their student account.

The College agrees to furnish to the student a housing space in accordance with the terms of this agreement. It is the intention of the parties that the relationship between the College and the student be that of licensor and licensee and that the sole right of the student to use their assigned room as a living unit shall be based upon the license granted in this agreement.

In the sole discretion of the College, upon any violation of this License Agreement, College Housing Policies, College regulations, or other applicable law, or if, in the College's sole discretion, the health, safety, or general well-being of the resident or others is threatened in any way, the resident may be provided with the opportunity to remedy the violation, may be immediately evicted and/or may be referred for student conduct action. If a resident is provided the opportunity to remedy the violation and fails to do so to the College's satisfaction and within a reasonable period, the resident may be immediately evicted and/or referred for further student conduct action.

1. HOUSING GUIDELINES/ELIGIBILITY

Graduate Assistant Housing Eligibility

- A. To live in Nichols College housing, an individual must be a full-time, matriculated degree graduate student. A student who withdraws from the College, takes a leave of absence, is academically dismissed or dismissed for disciplinary reasons must vacate housing within seventy-two (72) hours of withdrawal or dismissal, unless otherwise directed by a College official.
- B. Part-time (less than 12 credit hours) students in good academic standing may petition for an exemption to policy by emailing Residence Life. Dropping to part-time status from full-time status can but does NOT automatically cancel a housing contract.

Housing Guidelines:

- A. Student occupancy in Nichols College Housing facilities is conditioned upon continued graduate registration in good standing as a student at the College, payment of all tuition, fees, charges, and assessments and compliance with all rules and regulations of the College, while in a Graduate Assistant role.
- B. All students must comply with the appropriate check-in procedures for each semester. Failure to properly check-in may result in room and board privileges being suspended or additional fees incurred.

- C. All students must comply with the appropriate check-out procedures for each closed break and close of semester. Failure to properly check-out may result in room and board privileges being suspended or additional fees incurred.
- D. The State of Massachusetts requires proof of immunization prior to registration. For details call Student Health Services on 508-213-2238 to ensure your medical records are up-to-date.
- E. A resident student contracts for a space in a residence hall, but not for a specific room or roommate(s) assignment. The College reserves the right to:
 1. Assign roommates unilaterally.
 2. Consolidate students who are without roommates.
 3. Use a room/room space when it is not occupied.
 4. Assign single rooms at an additional cost.
 5. Reassign students to different rooms or residence halls in the event such reassignments are determined necessary.
 6. Assign students to temporary, overflow accommodations, such as a floor lounge, at the beginning of a contract term. Students agree to move when a permanent unit becomes available. Assignment to temporary, overflow accommodations shall not constitute a breach of this contract.

Under no circumstances may a student sell, transfer, or sublet their contract to any other person, including another student.

2. ROOM & BOARD RATES

GA Housing Rates - Rate Per Semester

RESIDENCE HALL	Single by Design	Standard Double	Standard Triple/Quad	Single Buyout (Standard Double)
Budleigh Hall	\$2,843.50	\$2,350	\$2,256	\$3,206
Winston Hall (GA Only Hall)	\$2,843.50	\$2,350	\$2,256	\$3,206

Dining Plan Rates

Nichols College offers Graduate Assistants living on campus participate in one of the following Nichols College Meal Plan options, if they do not opt into the Staff Meal Plan through HR. Bison Bucks and Dining Dollars, which may be used in the Dining Hall or at approved off campus entities (Bison Bucks only), are nonrefundable and must be used within the semester purchased. Students must present their IDs to receive service. Nichols College reserves the right to change/alter meal plans and meal plan offerings.

Dining Meal Plan	Rate Per Semester	Minimum Requirement	Eligibility
Platinum Plan - 19 Meal swipes per week - 3 max per day - \$50 Bison Bucks per semester – used on/off campus - \$50 Dining Dollars per semester – used on campus only - 3 guest/bonus meals per semester	\$3,575	Minimum for first-year students in housing.	All residents in housing; first-years, sophomores, juniors, seniors, graduate students. All commuter students.

Gold Plan - 10 Meal swipes per week - 3 max per day - \$100 Bison Bucks per semester – used on/off campus - \$125 Dining Dollars per semester – used on campus only - 5 guest/bonus meals per semester	\$3,350	Minimum for sophomores, juniors, and seniors in non-apartment style housing	For sophomores, juniors, seniors, and graduate students in housing. All commuter students.
Silver Plan - 80 Meal swipes per semester - 3 max per day - \$250 Bison Bucks per semester – used on/off campus - \$100 Dining Dollars per semester – used on campus only - 2 guest/bonus meals per semester	\$2,400		For juniors and seniors in the copper beech apartments, or any graduate student. All commuter students.
Bronze Plan - 45 Meal swipes per semester - 3 max per day - \$75 Bison Bucks per semester – used on/off campus - \$75 Dining Dollars per semester – used on campus only - 3 guest/bonus meals per semester	\$950		For graduate students in housing. All commuter students.
Nickel Plan - 25 Meal swipes block - 3 max per day - \$50 Bison Bucks per semester – used on/off campus	\$350		All commuter students.

Break Housing Rates

Break	Cost Rate	Cost Waivers Offered
Thanksgiving Break	\$50 per night (\$250 for entire break)	<ul style="list-style-type: none"> Graduate Assistants working during the break period.
Winter Break	\$50 per night up to 2 nights OR \$150 per week	<ul style="list-style-type: none"> Graduate Assistants working during the break period.
Spring Break	\$50 per night (\$400 for entire break)	<ul style="list-style-type: none"> Graduate Assistants working during the break period.
Summer Break	\$50 per night up to 2 nights OR \$150 per week	<ul style="list-style-type: none"> Graduate Assistants working during the break period.

3. AGREEMENT PERIOD

- A. Students may not occupy or leave personal belongings in any student room or hall before scheduled move in times unless they are participating in a College scheduled program, have prior approval from the Residence Life Office, and pay an additional fee.
- B. Housing, if approved, should run concurrently with your Graduate Assistant responsibilities. Once your start and end date have been identified and approved, you are expected to:
 - a. Arrive no sooner than one week prior to your pre-determined start date
 - b. Vacate your assigned space within one week of your pre-determined end date
- C. All requests outside of this timeframe require advance notice and are evaluated by the Office of Residence Life in consultation with the division in which your Graduate Assistants position reports.

4. TERMINATION OF AGREEMENT

Acceptance of this Agreement by the College is contingent upon and subject to continuous review. Nichols College may terminate this Agreement and take possession of the room at any time for reasons deemed sufficient by any of the following College offices: the Office of Residence Life; the Office of the Dean of Students; the Office of Community Standards, or the President's Office. Requests from residents for termination of the agreement within the period covered (ordinarily the academic year) will be granted only for such reasons as withdrawal from the College or in emergency situations.

Graduate Assistants are held to the standard of both Student Life and Human Resources. Any residential misconduct will be handled through the Office of Community Standards. It is the student's responsibility to become familiar with College regulations, including, but not limited to, those in this Housing Agreement and Student Code of Conduct, and other rules and regulations promulgated by Residence Life. Graduate Assistants not abiding by College policies and regulations are subject to conduct action and may forfeit any opportunity to live on-campus, be assessed with a conduct violation, be re-assigned to an alternate location, and/or lose their privilege to live on campus.

5. GENERAL PROVISIONS

The College reserves the right to: (a) change any room assignment or rate, (b) use all rooms over the vacation periods if necessary, (c) control the room in the event of an epidemic, (d) inspect the students' rooms at times convenient to its staff, and (e) enter rooms for maintenance purposes, health and safety inspections or in response to a possible conduct violation. The College also reserves the right to make other rules as deemed necessary for the protection of property and the safety, health, comfort and convenience of residents.

6. TERMS & CONDITIONS OF OCCUPANCY

A. STUDENT CONDUCT AND COLLEGE POLICIES:

It is the student's responsibility to become familiar with College regulations, including, but not limited to, those in this License Agreement, the Residence Hall Policy Guide and Student Code of Conduct, and other rules and regulations promulgated by Residence Life. Students not abiding by College policies and regulations are subject to conduct action. Failure to identify yourself by Nichols College identification will result in conduct action. Any violations of policy during finals week will result in dismissal from the hall pending a review. Furthermore, should Residence Life Staff find unreasonable or excessive damage to the area, the individual(s) may forfeit any opportunity to live in an on-campus housing, be charged with a conduct violation, be re-assigned to an alternate location, and/or lose their privilege to live on campus.

B. ALCOHOL & DRUGS:

Students must abide by the Student Code of Conduct at all times. Alcohol is allowed in all halls if the entire room (Shamie, Olsen, Budleigh, North, Center, and Winston) or suite (Kuppenheimer, Copper Beech Apartments, and Remillard) of assigned residents and guests are of legal drinking age. All other policies are still in effect (i.e. noise, occupancy, limits on the amount and type of alcohol allowed). The possession or use of alcoholic beverages in common areas (hallways, lobbies,

etc.) by students of legal drinking age is also prohibited. Please refer to the Student Code of Conduct for further explanation and sanctions regarding these policies. The illegal use or possession of drugs, including, but not limited to, barbiturates, narcotics, marijuana or any other controlled substance is **strictly prohibited** under Federal laws, Commonwealth laws and College regulations. Please refer to the Student Code of Conduct for further explanation and sanctions regarding these policies.

C. FURNISHINGS AND RESPONSIBILITY FOR INSTITUTIONAL PROPERTY:

The College will not remove any furniture from a student's room. Students are responsible for all furniture issued to him/her at the beginning of the Fall/Spring semester. Students **may not** bring any furniture off campus that is the property of Nichols College. College furnishings may not be removed from students' rooms, nor moved from one hall to another. No furniture from lounges may be moved to students' rooms. Penalties for moving such furnishings may include fines and/or conduct action. Upon moving in, each student must sign a Room Condition Report (RCR) indicating receipt of the room key and conditions of room and furnishings. Students terminating residency must clear their departure with the Office of Residence Life before checking out. Upon checkout, the occupant(s) of the room will be charged if inspection by College staff reveals damage or uncleanliness beyond normal wear to the room and/or its furnishings. At any time, if individual responsibility for damage, loss, or defacement cannot be determined, charges may be assessed equally to floor residents for damage to their floor facilities or to all hall residents for damage to hall facilities.

Damage occurring in a residence hall will be repaired by Facilities Management. If the student responsible for the damage cannot be identified, the cost of repair will be assessed to the building, floor, or group of residents (at the discretion of Residence Life) and divided by the number of residents. **The destruction of property is not tolerated.** Individuals believed to be involved will be referred to the Office of Community Standards and may face conduct charges.

Personal property left behind by residents following checkout and contract termination is considered abandoned. The resident shall be charged for any costs incurred by moving or removing property from their room, floor, hall or college property/parking lots. Items will not be held or stored by the College.

1. Vandalism/Property Damage: Theft of, damage to, misuse of, or unauthorized possession of property of the College, other public property, or personal property of another could result in dismissal from the residence halls. All damages, vandalism either purposefully or through negligence, will be charged to the student(s) involved.
2. Repairs: **RESIDENTS ARE NOT PERMITTED TO MAKE THEIR OWN REPAIRS OR TO INSTALL FIXTURES, WHICH INCLUDES MOUNTED WALL BRACKETS FOR TELEVISIONS.**
3. Reporting Responsibility: All students are responsible for reporting issues in their spaces to the Office of Residence Life so it may be addressed in a timely and appropriate manner.

D. VISITATION POLICY AND OVERNIGHT GUEST POLICIES:

See complete policies in the Residence Life Policy Guide and Student Code of Conduct.

E. KEYS:

Keys will be issued at the beginning of the year at no charge. Students must promptly return the keys whenever their contract is terminated, or they change rooms during the academic year. If a room key is lost and the student promptly reports the loss to a Residence Life staff member, a new key/proximity card will be issued for a replacement fee. Room keys may not be duplicated or given to other students. A student who illegally possesses, uses, or duplicates a College key will be subject to conduct action. It is expected and strongly encouraged that you will lock your door whenever you are sleeping or leave your room, even if just for a short period of time.

Each student will be issued a key that opens their individual room. **A charge will be assessed for each lost key (as locks will have to be changed).**

F. NOTICES:

Any announcement from the College which is delivered personally, posted on your room door or in your hall, emailed to your Nichols College account or mailed to your campus unit number is considered sufficient notice as required by law.

G. PERSONAL PROPERTY:

The College will make every reasonable effort to protect the personal property of residents, but will not be liable for articles lost, stolen, or damaged by fire, water, heat, and/or other natural disasters. (STUDENTS SHOULD RECORD THE MAKE, MODEL AND SERIAL NUMBERS OF IMPORTANT ITEMS, CONSIDER THE PURCHASE OF INSURANCE TO COVER LOSS OF OR DAMAGE TO PERSONAL PROPERTY, OR THE EXTENSION OF PARENTS' INSURANCE FOR THIS PURPOSE.) Nichols College will not be responsible for damages due to power surges caused by individual room overloads or otherwise. Students must provide their own U.L. approved fuse-type multi-plug surge protector. The Office of Residence Life has the right to confiscate items if deemed necessary.

H. PETS:

Fish are the only pets allowed in student rooms. There is a 10-gallon limitation on tank size. ALL OTHER PETS ARE NOT ALLOWED IN RESIDENCE HALLS. A fine will be billed to the resident(s) violating this policy. Repeat violations could result in dismissal, in addition to a conduct action.

I. RIGHT OF PRIVACY:

Students are guaranteed the reasonable privacy of their room and belongings. However, under specific guidelines rooms may be entered and inspected by Nichols College staff members. These guidelines include, but are not limited to, cases of emergency, need for repairs, health and safety inspections, and when reasonable suspicion exists to indicate that a violation of College regulations, Federal, State or local laws may be taking place in the room.

J. ROOM ALTERATIONS:

Occupants are not allowed to paint, alter, or remodel any student room or public area in the residence hall without prior approval from Residence Life. Damages will be assessed to the residents concerned.

K. ROOM AND BOARD PAYMENT:

A student's registration for classes indicates that the student understands and agrees to accept the responsibility for and legal obligation to pay all costs incurred or to be incurred for the student's education. Such costs include, but are not limited to, tuition and general fees, room and board, fees required for certain specialized courses, and other special fees which may be assessed from time to time. Although the student's parents or legal guardian may serve as co-signer with the student, the student remains primarily responsible and legally obligated to Nichols.

The College, in turn, agrees to make available to the student certain educational programs and the use of certain College facilities, as applicable and described in the Catalog. A student's failure to pay college bills shall release the College from any obligation to continue to provide the applicable educational benefits and services. Such benefits and services include, but are not limited to: grade reports, transcripts of records, diplomas, letters of recommendation, preregistrations, and admittance to classes, housing in the residence halls, meal plans, and the use of College facilities. Students that are not in good financial standing and/or have financial holds will not be eligible to reside in on-campus housing.

L. ROOM CHANGES:

All room changes must be coordinated through the Office of Residence Life. Changes cannot be made during the first two weeks or the last two weeks of a semester. Please email reslife@nichols.edu to inquire about a room change.

Unauthorized room changes will result in administrative re-assignment, conduct action and fines.

M. ROOM AND BOARD REFUNDS:

- For students who wish to change from a resident student to a commuter student after the beginning of the Fall term:
 - Must notify The Office of Residence Life in writing with anticipated date of move-out to confirm vacancy of assigned space and turn in their room key.

- Students must vacate their room and remove all belongings within 24 hours of the effective date of the status change (or by the last day of the Fall term for students who are residents in the Fall term but change status for the Spring term). See section 6-T (vacating Residences) for additional terms.
 - Failure to do so will be considered an improper checkout and result in the per day charge for each day the belongings remain in the room or in storage.
- Your Room and Board charges are adjusted according to the withdrawal policy.
- Your financial assistance package will be adjusted to reflect commuter versus resident status.
- Students who are **dismissed** from the Residence Halls are **not** eligible for room or board refunds.
- Questions concerning billing charges or financial assistance package should be directed to Student Financial Services at SFS@nichols.edu.

N. SAFETY AND SECURITY:

All the halls are locked 24 hours a day. A Resident's keys and/or identification cards will let them into their room and building. An annual Safety and Security Report detailing safety and security procedures, and crime statistics is available from the Residence Life Office, on the College web site and through the Office of Public Safety.

For safety and damage reasons, removal of window screens is prohibited.

Fire Safety Equipment, Evacuation, and False Alarms: Tampering, damaging, or misuse of fire safety equipment, alarms, extinguishers, exit signs, and smoke detectors is not permitted. Failure to evacuate is prohibited and will result in a \$100.00 fine and possible dismissal from the residence halls. Falsely reporting, setting, or causing a false alarm is not permitted (see the Residence Life Policy Guide and Student Code of Conduct for sanctions). Any tampering or vandalism to fire sprinkler equipment and/or smoke alarms will result in a \$500.00 fine and all cost of damages will be charged to the resident(s) responsible, and possible dismissal from the residence halls.

O. CABLE T.V. HOOK-UP/INTERNET CONNECTION:

Students will be billed by the College for any necessary repairs due to tampering or improper use. Cable T.V. hook-up, and Internet connection are provided to student rooms at no additional charge. Although wireless internet is available in each residence hall room (with wireless card and configuration by Nichols College Computing Services), wireless routers, wireless printers, hubs, etc. are strictly prohibited.

P. WEAPONS:

The possession, use, or sale of weapons, ammunition, combustibles, fireworks, blowtorches, and explosive devices or any other substance or device designed to harm or incapacitate is prohibited on campus. "Weapons" are defined as revolvers, pistols, paintball and air-soft guns, BB guns, pellet guns, stun guns, shotguns, chemical weapons, knives over 8 inches in length, slingshots, bows and arrows, martial arts weapons, and other materials that can be used to intimidate, threaten, or be an endangerment to self or others are prohibited. Toy weapons (including NERF brand) and those that look like real weapons are similarly prohibited on campus.

Q. SMOKING IN RESIDENCE HALLS:

Smoking of any kind, including vaping, is prohibited in all campus buildings, **including residence halls (individual rooms, hallways, lounges, etc.)**. Furthermore, smoking is prohibited less than 25 feet from any structure on campus.

R. CARE OF ROOMS:

Each student is responsible for daily room care and is expected to preserve reasonable order and cleanliness in it.

Charges will be assessed against the occupant(s) of a room if custodial cleaning is required during the year or if extra cleaning is needed upon the closing of the residence halls. Residents are expected to cooperate in keeping public areas clean. For safety, sanitary, and maintenance reasons, the residence hall staff will inspect rooms periodically, through health and safety inspections.

All students are responsible for reporting issues in their spaces to the Office of Residence Life so it may be addressed in a timely and appropriate manner.

S. APARTMENTS WITH KITCHENS:

Residents agree to keep the kitchen area clean and all kitchen equipment in good repair. Each resident is expected to use the kitchen area in a careful manner and to ensure safety for all residents.

T. LOFTS/BARS:

Lofts, not provided by the College, are prohibited. Student-made bars are prohibited.

U. VACATING RESIDENCES:

At the close of the academic year, upon withdrawal, or termination of this Agreement, students must: a) remove all personal belongings from their rooms, b) return keys and c) check out with Residence Life Staff. In the case of withdrawal during the academic year, students may be asked to vacate any time up to, but not exceeding, 24 hours after the notice of withdrawal.

NOTE: Please refer to the Residence Life Policy Guide and Student Code of Conduct for additional information, policies and procedures.

By signing this document, I understand my responsibilities and obligations as a resident of Nichols College serving as a Graduate Assistant. I understand that this is an application for Housing, which is not guaranteed. I understand the conditions and requirements of campus housing as referenced in this Agreement, as well as in the Nichols College Student Handbook. Upon acceptance of an on-campus assignment and confirmation of availability, I agree to assume my responsibilities and obligations. I realize that failure to act in accordance with those responsibilities and obligations, with College regulations, and with referenced Terms and Conditions may result in my being subject to one or more penalties authorized by the College and described in the Nichols College Student Handbook.

I have read this Agreement and understand that I will be held responsible for all the information contained within.