ARON HALL SUITE/ROOM TRANSFER POLICY

ROOM/SUITE TRANSFERS

The Aron Hall Transfer Policy was created and implemented by the Student Council. Transfers are approved on the basis of room turnover schedule, availability, invitation, group size and seniority and date of request.

This Transfer Policy comprised of invitations, group applications, and individual room transfers, is only in effect during the time frame indicated below (Third Monday in November through Fourth Monday in February). The following transfer rules do not apply after the designated Transfer Periods. After the Transfer Period, room assignments for vacant rooms are made at the discretion of the Real Estate office.

Please be advised that your room transfer must take place during the dates scheduled by the Real Estate Office. Failure to transfer during your assigned date may result in forfeiture of your transfer.

1. Invitation Period

Resident(s) of a suite whose suitemate(s) is scheduled to move out have the option of inviting other students to join them in that suite. Only rooms listed on the “upcoming available rooms list” are eligible for Invitation(s).

Aron Hall residents should submit an Invitation Form to the Real Estate office. The form must have a list of all students who are invited and accepted into the suite. This form requires the signatures of all remaining suitemates (if applicable).

The invited student(s) must complete and attach a Transfer Form. This should be submitted with the Invitation Form.

Any number of students may be invited into a suite in this manner up to the total number of impending vacancies.

If all non-vacating tenants cannot agree on who should be invited, the vacancies will be opened up for others during the transfer application schedules below.

If an all-male or all-female suite is to become co-ed based on an invitation, existing suitemate(s) MUST submit written approval and all rooms in the suite MUST be filled. A suite may not turn co-ed and have any vacancies.

PLEASE NOTE: If you accept an Invitation to transfer to a new Suite/Room, your current room will immediately be listed as an available room for other transfer applicants.

A list of available rooms that will be vacated by graduating and other vacating students will be provided by the Real Estate office. Invitation Form and Transfer Form should be submitted to the Real Estate office starting on the Third Monday of November.

The Invitation Form submission deadline is on the First Monday of December. All received applications will be date/time stamped by the Real Estate office.
ARON HALL SUITE/ROOM TRANSFER POLICY

2. Group Application Period

Beginning the Second Monday of December, the Real Estate office will provide a revised list of impending vacancies. It will account for shifts that occurred as a result of the Invitation Period.

Groups of students (including "groups of 1") may submit a Transfer Form for specific rooms/suites they are interested in. Only rooms listed on the “available rooms list” are eligible for transfer.

Transfers will be approved using the following system of priority:

1. If several groups of students request the same suite, then the group with the largest number of students (up to the number of impending vacancies in that suite) will have priority.

2. If several groups of students request the same suite and are of the same size, then priority will be based upon seniority. Seniority will be determined by averaging the number of years the students in the group have lived in Aron Hall.

Note: Any occupancy in Aron Hall prior to full time MSSM enrollment (ex – HuMed, SURP or SEP summer programs) will not be considered when averaging seniority.

If an all-male or all-female suite is to become co-ed based on a group application, the existing suitemate(s) MUST submit written approval and all rooms in the suite MUST be filled. A suite may not turn co-ed and have vacancies.

All members of a group must submit their Transfer Form at the same time.

The application periods are as follows:

To apply for Rooms/Suites on Floors 14 – 10: Second Monday of January until the Third Friday of January.

To apply for Rooms/Suites on Floors 9 – 2: Third Monday of January until the Fourth Friday of January.

Group Applications will not be accepted after the above time frames. All received applications will be date/time stamped by the Real Estate office.

3. Transfer Application for Remaining Rooms

On the First Monday of February, the Real Estate office will provide another revised list of remaining vacancies. This list will take into account shifts that occurred as a result of the Invitation and Group periods.

After rooms are re-assigned based on invitation and group applications, further transfers will be considered based on individual requests by students. Transfers for these remaining rooms are
ARON HALL SUITE/ROOM TRANSFER POLICY

based on seniority and date of Transfer Form submission. Discretion is left to the Real Estate office. All received applications will be date/time stamped by the Real Estate office.

Applications for these rooms will be accepted starting the Third Monday of February through the Fourth Monday of February.

Please note the following:

There is no charge for your first transfer. A $250 fee is charged for subsequent transfers to defray some of the associated costs. This fee will be waived if two (2) or more years have passed since your previous transfer. If you accept your new room in “as is” condition, it will not be painted or cleaned and the transfer fee will not be waived. Time permitting, every effort will be made to paint and clean the new rooms before move in, but this may not be possible and may be rescheduled after occupancy begins.

Transfers are approved under the following conditions:

1. At least 72 hours (3 business days) must be available to prepare a vacated room for a new occupant.
2. The requested room has not been assigned to someone else.
3. The new room is available for move in on the scheduled date.
4. Student will complete his/her move and return the keys to the “old” room within two (2) days of the transfer date.

Please be advised that your room transfer must take place during the dates scheduled by the Real Estate Office. Failure to transfer during your assigned date may result in forfeiture of your transfer.

Due to the constraints imposed by graduation, the start and end of the School’s summer programs, and the arrival of first-year and transfer students, transfers cannot take place between July 1st and August 31st. Aron Hall is at highest occupancy and room turnover during the summer.

*************************** VACATING ARON HALL ***************************

Student occupancy agreements are written for the term of student enrollment.

A non-graduating student who wishes to permanently leave Mount Sinai housing may be released from the occupancy agreement as of June 30th by submitting a Vacate Notice to the Real Estate Office on or before April 30th. Please be advised that if you vacate Aron Hall, you will not be afforded another housing offer within Mount Sinai housing.

Non-graduating students who vacate their Mount Sinai housing prior to June 30, or without giving proper notice, will be responsible for their rent until June 30.

Graduating students must vacate Aron Hall on or before the weekend following graduation.