

ARON HALL SUITE/ROOM TRANSFER POLICY

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 is comprised of (1) Invitations, (2) Group applications, and (3) Individual or Remaining room transfers. The Transfer Policy is only in effect during the timeframes indicated below (Second Monday in January through April 30 of each year). 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 Services Office. Failure to transfer during your assigned date may result in forfeiture of your transfer. Applicants must be in good standing and any/all outstanding balances must be paid in full before the application is considered

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. Rooms listed on the "Available Rooms List" are primarily eligible for Invitation(s); however residents may also submit a provisional Invitation for a room that is not on the list which will be filled **ONLY IF** the room does become vacant before the preceding month of May (e.g., due to a suitemate anticipating moving out of Aron into couples housing, depositing their dissertation, etc.)

Aron Hall residents should submit the **Invitation Form** to the Real Estate office starting at **9:00 a.m.** on the first day of submissions (no email submissions will be accepted). 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, and the new Suite/Room was on the Upcoming Available Rooms List (i.e. the Invitation was not provisional), your current room will immediately be listed as an available room for other transfer applicants.

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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 at 9:00 a.m. on the second Monday of January for 2019.** [January 14, 2019]

The **Invitation Form** submission deadline is on the **fourth Monday of January.** [January 28, 2019] All received applications will be date/time stamped by the Real Estate office.

2. Group Application Period

On the first Friday of February, 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 a "group 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 ISMMS enrollment (ex – 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 or one member of the group can submit on behalf of all in person (no email submissions will be accepted).

The application periods are as follows:

To apply for Rooms/Suites on **Floors 14 – 10:** At **9:00 a.m. on the First Monday of February until the Third Monday of February.** [February 4-18, 2019]

To apply for Rooms/Suites on **Floors 9 – 2:** At **9:00 a.m. on the Last Monday of February until the Second Monday of March.** [February 25 – March 11, 2019]

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

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3. Transfer Application for Remaining Rooms

On the Third Monday of March, 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 based on seniority and date of **Transfer Form** submission. Discretion is left to the Real Estate office as to the ability to fulfill requests. All received applications will be date/time stamped by the Real Estate office - - no email submissions will be accepted.

Applications for these rooms will be accepted starting at 9:00 a.m. on the last Monday of March through April 30th (no email submissions will be accepted). [March 25 – April 30, 2019]

Please note the following:

There is no charge for your first transfer. However, your account must be in good standing and any/all outstanding balances must be paid in full before your application is considered. 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. Your account is in good standing and any/all outstanding balances are paid before consideration (or ‘the transfer occurs’).
2. At least 72 hours (3 business days) must be available to prepare a vacated room for a new occupant.
3. The requested room has not been assigned to someone else.
4. The new room is available for move in on the scheduled date.
5. 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. NO REQUESTS CAN BE ACCEPTED UNDER ANY CIRCUMSTANCES AFTER MAY 31st. Aron Hall is at its highest occupancy and room turnover during the summer and Aron Hall staff must be dedicated to facilitating move-in dates for new students.

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

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

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.

Non-graduating students who vacate their Mount Sinai housing prior to June 30 without submitting proper notice or receiving advance approval may be responsible for their rent until June 30.