Student Policy on Temporary Occupancy for Approved Leave of Absence and Electives

POLICY STATEMENT

The WCM Housing Office is responsible for the review and approval/denial of all requests for temporary occupancy. Temporary occupancy requests are limited to WCM matriculated students who reside in Lasdon House, 77th Street, or Stahl apartments, and who will be away due to official academic/medical leaves or electives. Because of the specialized nature of our housing, temporary occupancy can be authorized only on a limited basis. A variety of factors—including the timing of temporary occupancy, current need, roommates involved, building, etc.—may result in the denial of a temporary occupancy request.

RESTRICTIONS

1. Applications must be submitted at least 30 days in advance of the requested temporary occupancy start date. Applications submitted less than 30 days in advance will not be accepted.
2. All information submitted on the WCM Student Temporary Occupancy Application must be complete and accurate. Failure to provide complete and accurate information may result in denial of the Temporary Occupant request and/or future Temporary Occupant privileges.
3. Primary residents who live in shared housing must have the approval of their roommate(s) prior to submitting a temporary occupancy request. (The “Roommate Authorization” section of their application must be completed.)
4. The Temporary Occupant must be in New York on an approved leave of absence or elective from an institution outside of the New York Metropolitan Area.
5. The WCM Housing Office has sole discretion in approving Temporary Occupant requests. No Temporary Occupant may occupy a room at WCM without the prior written approval of the WCM Housing Office.
6. Requestors may not use outside agencies or place an ad or announcement in any publication, website, or off-campus location except those intended for the WMC community or those sites specifically intended for medical students at other institutions.
7. The duration a temporary occupancy must be no less than four (4) weeks and no more than four (4) months. Students leaving WCM Housing for more than four (4) months must officially check out and be re-assigned through normal assignment procedures upon their return.
8. No pets are allowed in WCM Housing. Primary Resident will be fined $500.00 and Temporary Occupants will be terminated if pets are found in an apartment.

PROCEDURES

1. The Primary Resident must review this policy. The Primary Resident is also responsible for forwarding a copy of this policy to a prospective Temporary Occupant. Questions regarding this policy should be referred to the Housing Office.
2. The Primary Resident must complete the Student Temporary Occupancy Application.
3. The Primary Resident must submit the completed application to the WCM Housing Office, along with:
   a. A copy of the Primary Resident’s approved leave of absence letter or approval of an elective outside of the NY metropolitan area from the institution granting the elective.
   b. A copy of the Temporary Occupant’s approved leave of absence letter or approval of an elective in the NY metropolitan area from the institution granting the elective.
   c. A copy of a clear official Photo ID (driver’s license, passport, military ID, or school) of the
Temporary Occupant.

d. A Release and Hold Harmless Agreement completed by the Temporary Occupant.

Submitting an application does not guarantee approval. The Housing Office will NOT accept applications less than 30 days before the requested temporary occupancy date.

4. The Housing Office will respond to temporary occupancy applications within five (5) business days of receipt. Further information may be requested, or if the Temporary Occupant is approved, additional instructions and procedural clarification will be provided at that time.

CONDITIONS OF APPROVED TEMPORARY OCCUPANCY

All parties to an approved temporary occupancy are subject to special conditions including, but not limited to, the following:

1. Temporary Occupant is responsible for all Terms & Conditions specified in the WCM Housing License Agreement. Privileges and access to building services do not apply to Temporary Occupants (gym, squash court, etc.).
2. WCM reserves the right to remove Temporary Occupants from Housing for any reason at any time.
3. Temporary Occupant and their guests must adhere to stated building access procedures and security policies.
4. Temporary Occupant pays all fees directly to the Primary Resident; Primary Resident continues to pay all housing fees to WCM during his/her absence. Primary Resident cannot charge Temporary Occupant a higher fee than the rate that WCM Housing has established for that apartment/apartment space.
5. Primary Resident may request a refundable security deposit from Temporary Occupant. WCM is not responsible for any loss or damage to personal property of the Primary Resident or his/her roommate(s), or to that of the Temporary Occupant. Apartment damage or losses caused by Temporary Occupant will be charged to the Primary Resident.
6. Temporary Occupant must obtain and return keys and directly to and from Primary Occupant. Housing personnel will not be responsible for holding or issuing keys to Temporary Occupant.
7. Temporary Occupant must obtain and return an ID Badge/Access Card directly to and from the WCM Housing Office at the WCM Housing Service Desk located at Olin Hall.
8. There will be a $50 fee to replace lost or stolen access cards.
9. Temporary Occupant must have a photo ID at all times while in WCM Housing.