



UNIVERSITY PLACE

NY Student Housing Residence Handbook

Welcome to University Place and New York City!

University Place requires all residents to be enrolled in a college or university program. Please familiarize yourself with our policies and procedures, as you are required to abide by them.

As a new resident, here's what you need to know....

ROOM ASSIGNMENTS

Room assignments will be made solely by NYSH. Should you request a particular roommate, we will make every effort to accommodate your request. Should we match you with a roommate, NYSH will attempt to give you information about your roommate at least a week prior to your arrival. In the event of a roommate conflict, NYSH reserves the right to relocate roommates to another room similar to the room to which they are currently assigned. In the event that NYSH determines that you do not fit into the NYSH environment, NYSH reserves the right, to terminate any resident's license, at its sole discretion.

NYSH offers living accommodations without regard to race, age, color, national origin, or disability. University Place is a 100% handicapped accessible building.

NYSH requests that all students arrive between 12:00 noon and 4:00pm on their check-in day. However University Place is open 24 hours a day, seven days a week, so should you be delayed, someone can always check you in.

WHAT TO BRING

Your room will fill up quickly, so only bring what you really need. Remember, you can always purchase extras in the neighborhood or have your family send them.

- Bring the basics such as soap, toothpaste, toothbrush, shampoo, deodorant and any other personal products
- Don't forget bath towels, regular twin size bed sheets, blankets, pillows and pillowcases. A 24-hour Laundromat offering self-service machines and drop-off service, as well as dry cleaning, are only steps from the building.
- Bring your own personal computers, printers, Ethernet cord (approximately 8 feet long), clock radio, iPod (or portable stereo system), batteries, chargers, blow dryer, UL tested surge protectors (at least two if you have many electronics), desk lamp and light bulbs.
- Remember New York has four seasons, so make sure you plan ahead and bring the right amount of clothing.
- Although your room comes equipped with a microwave, refrigerator, freezer and sink, we do not provide plates, glasses or utensils. There is, however, plenty of storage space in the kitchenette! A large supermarket is located directly across the street, so don't worry about bringing groceries. There are also numerous, reasonably priced restaurants just around the corner offering eat-in and delivery service. University Place also provides well stocked vending machines offering healthy snacks and beverages.

MAIL AND PACKAGES

To receive mail, use the following address and instructions:

Name of Resident
Room #
University Place
385 Mc Donald Avenue
Brooklyn, NY 11218

Incoming mail will be held for you at the front desk. Outgoing mail or packages should be taken to the Post Office, located directly next door to University Place. Registered/Express Mail, packages and other special deliveries will be accepted and held for you at the lobby Security Desk. Security will contact you either with a note in your mailbox or a phone call, informing you of your package arrival. You must bring your University Place I.D. to the Security Desk in order to have your package released to you. We do not accept any C.O.D. mail, packages, food, pharmacy or laundry deliveries.

CONTACT INFORMATION

All students receive their own telephone number upon move in. However, our reception desk is open 24 hours a day, 7 days a week and can be reached at 347-887-5300 or 718-844-5300 should you need to contact the building.

WHAT NOT TO BRING

The following items are prohibited and may be confiscated if found in your room:

- Hot plates, toasters, toaster ovens, BBQ grill or any other cooking appliances
- Electric or gas powered heaters
- Candles or incense
- Halogen lights
- Pets of any kind
- Illegal substances of any nature

WHAT YOU SHOULD KNOW ABOUT YOUR ROOM

Each room is outfitted with a standard size twin bed, a shared TV and remote control, nightstand, lamp, desk, desk chair and bureau for each resident, kitchenette with cabinetry, sink, refrigerator/freezer, microwave oven, bathroom with sink, vanity, toilet, shower,

ROOM CONDITION REPORT

On the day of your move-in, we ask you to fill out a Room Condition Report listing any pre-existing damage you may notice. Failure to document any existing damage within 24-hours may result in damage costs when you check out and may be deducted from your Damage Deposit.

TELEPHONE SYSTEM

University Place provides residents with a room telephone offering unlimited local phone service within the area codes (212/718/347/646) including the ability to call room to room and the security desk. All long distance calls must be placed either with a calling card or personal cell phone.

ROOM CONDITION AND SAFETY

Students are not permitted to paint, damage or make any changes to room walls, floors, bathroom or furniture. Residents violating this policy will be required to pay for the room to be restored. Do not put any nails, screws, hooks or any sticky substances in/on the wall. University Place provides putty upon check-in, which is to be used as a safe wall adhesive. For safety reasons, do not lean outside your window, climb outside your window, sit on the ledge or try to clean the outside of your windows. Do not tamper with your room's cable hookup, smoke detector, sprinkler systems, appliances, telephone, window treatment or heating/air conditioning unit. Do not put anything on top of heater/air conditioning unit or on windowsills.

TRASH AND RECYCLING

Residents are responsible for maintaining a reasonable level of cleanliness in their room and in the entire residence hall. NYSH does not provide the cleaning of resident rooms or room trash bags. Each University Place resident is expected to place their garbage in sturdy plastic bags which are securely tied shut to prevent spill and leakage. Each resident is expected to deposit their trash in the dumpster located on the side of the building in a designated location. No trash is to be left in any hallway, lounge, public area, and stairwell or on the exterior of the building except in the designated trash dumpster. Leaving trash in any unauthorized location will be grounds for trash removal charge of \$100 per incident. Three or more incidents may subject you to termination of your license agreement. NYSH reserves the right to enter student rooms to inspect and assess health and safety conditions. Scheduled health and safety inspections will occur each semester. Students will receive notice prior to the inspections.

MAINTENANCE PROCEDURES

If any maintenance is required in a room or to furniture or fixtures, residents should not attempt to repair it. Residents are requested to stop by the security desk and complete a maintenance request form to report any repairs that are needed in their unit. University Place's maintenance staff will respond to the request as soon as possible. General maintenance and routine repairs (such as a stuck toilet, a leaky faucet, a water leak, furniture/appliance maintenance, etc.) are performed without charge to students. If anything is damaged by the resident, the cost of repairs or replacement will be deducted from their security deposit. NYSH cannot service or repair any furnishings or equipment provided by students. Emergency repairs include major leaks and flooding, inoperative door locks and any problem that endangers property or safety. In case of an emergency, contact the University Place security officer immediately. NYSH building staff maintains the right to enter residents' rooms, without notice in the event of a problem involving plumbing, electrical, safety equipment or any other structural issue. In addition, NYSH personnel may enter a residents' premises at any time should personnel suspect a dangerous situation including smoking, which is prohibited within the building. . NYSH may conduct a health and safety inspections of a room in order to determine compliance with the rules or with federal, state and local laws.

STUDENT IDENTIFICATION CARDS AND KEYS

Upon check-in, each University Place resident will be issued:

- Personal Identification Key Card needed to enter the building. This card must be electronically swiped to enter the building and then presented to the security guard for verification. The replacement cost for the ID card is \$20.
- A Room Key: The resident will hold onto this room key throughout their stay at University Place. If this room key is lost, the resident will be charged \$50 for a replacement room key, if available, or \$150 for a new lock cylinder and key if a duplicate key is not available.

STUDENT LOUNGE

University Place has provided a special student lounge on the 4th Floor of the building. The lounge is provided for resident use and enjoyment, and we expect that you will respect this space, as we want to keep it open to all at all times. The Lounge has comfortable chairs and couches, a big-screen TV, a pool table and communal kitchen facilities. Students must clean up after themselves and understand that these spaces are offered for the enjoyment of all University Place residents. No furnishings or equipment may be tampered with or removed from these lounges. Food may not be left unattended

while cooking in kitchen. Please note that personal effects left in community areas will be removed by staff and may be discarded. Under no circumstances is smoking or drinking of alcoholic beverages allowed in the lounge. Lounge privileges may be revoked by NYSH at any time at their sole discretion.

Please note that smoking is not allowed anywhere in the building including student rooms. Should you choose to smoke outside the building, please discard your butts in the ashtray located on the front veranda. Please do not litter the property.

GUEST POLICIES

Any invited guests must also follow the same rules mandated for all University Place residents. All residents and their guests are expected to be considerate of all other residents.

The following general policies apply to all guests:

Guests are expected to abide by all University Place policies, procedures, regulations and standards. The host is responsible for the actions of his/her guests at all times. Any guest who violates any University Place policies will be asked to leave the residence hall. All residents and all guests are at all times subject to the laws of the State of New York. University Place operates 24-hour security in the lobby as well as surveillance cameras in hallways, common areas and around the outside perimeter of the building.

SHORT TERM GUESTS

A resident may have a maximum of two (2) short-term guests at any time and one overnight guest. It is the responsibility of the host to meet his/her guest in the lobby and to remain with that person at all times when the guest is in the residence hall. The host resident should inform their roommate of the expected guest.

University Place maintains the right to deny access to any guest who is intoxicated, suspected to be under the influence of drugs or unruly. NYSH reserves the right to expel such guest at NYSH's sole discretion. This decision is at the discretion of the security guard or Resident Advisor (RA) on duty.

All guests must register at the security desk. The guest of the resident will be required to leave a valid form of current identification (a valid, unexpired photo ID) with the security officer upon signing in. When the guest leaves the residence they must be escorted to the lobby by the host who must sign the guest out of the building. At that time, the Photo ID will be returned to the guest.

Short-term guests must leave the building by:

- 12:00AM - Sunday through Thursday

- 2:00AM - Friday and Saturday

OVERNIGHT GUESTS

An overnight guest must be considerate of the rights of roommates and other residents. All residents must submit a "Guest Request" form to the University Place front desk, 24 hours prior to their guest's arrival.

- Each resident may have a single overnight guest for no more than seven nights per calendar month, whether the same guest or different guests each night.
- No particular guest may stay longer than 7 consecutive nights whether with one or different resident hosts. A guest fee of \$30 per night will be charged for a guest who stays from 4 to 7 nights. There are no fees for an overnight guest the first three (3) nights. The remaining four (4) nights are \$30 per night. A "Guest Request" form must be completed and turned into the office, where the visitor fee will be collected prior to the arrival of the guest. A valid Photo ID of the guest must be left at the front desk during the duration of the visitor's stay.
- No room can have more than 2 overnight guests on any given night.
- Any guest staying beyond 12:00 AM of the second night that has not been properly authorized by UNIVERSITY PLACE, will be declared an UNAUTHORIZED GUEST and the resident will be charged an unauthorized guest fee of \$50 for every night the guest is unauthorized beginning with the 2nd night.
- All residents are legally and financially responsible for the conduct of their guests.
- Reminder: No guest will be allowed access to your room in a resident's absence or is to be left unescorted anywhere within the building while visiting.

FIRE AND EMERGENCY PROCEDURES

University Place has a fire warning system. During the course of the year, the Fire Department, or a private contractor, will test all fire-warning systems in accordance with New York City regulations. In the event of a fire drill, all residents must evacuate the building during any sounding of the fire alarm using the stairwells only. In the event of a fire or other emergency, notify security immediately.

Do not try to fight a fire!

Here is important fire emergency information provided by the New York City Fire Department:

If The Fire IS in Your Apartment

- Get everyone out. Stay low as you go out. Close but don't lock all doors in the apartment as you leave.

- Alert others on the floor by knocking on doors. Activate the fire alarm if there is one.
- Go down the nearest STAIRWAY, holding the railing.
- Call the Fire Department (911) from a floor **BELOW THE FIRE** or from a street fire alarm box outside.

If the Fire IS NOT in Your Apartment

- Stay inside rather than entering smoke-filled hallways, especially if the fire is on a floor **below** your apartment.
- Keep your door closed.
- Seal the door with duct tape or wet sheets and towels. Seal ventilators and any other openings where smoke may enter.
- Turn off air conditioners.
- Fill your bathtub with water. If the front door gets hot, wet it down.
- Unless flames or smoke are coming from below, open your windows a few inches at the top or bottom. Don't break the windows; they may need to be closed later.
- Call the Fire Department with your apartment number and a description of the conditions in your apartment. Firefighters will be directed to your location.
- If you feel you are in grave danger, open a window and wave a bed sheet for firefighters to spot you.

Planning Ahead Can Save Your Life

Things to know:

- The layout of your floor.
- The location of all stair exits from your floor.
- The number of doors between your apartment and the exit stairs. This is essential knowledge to find the exit in the dark.
- Where your apartment key is located. Take the key with you if you are forced to evacuate.
- The location of fire alarm boxes (if your building has them.)

Turning in a false fire alarm is against the law. Residents will be subject to punishment to the fullest extent of the law and face eviction.

MEDICAL EMERGENCY

In case of any medical or police-related emergency, call 911. After calling 911, contact the Security/Front Desk so they are aware of the situation. The security staff will locate the appropriate staff members to assist you in your emergency.

Insurance

As a resident you are strongly advised to maintain fire/theft insurance. You can usually add your possessions to your parents' homeowner's or tenant homeowner's insurance policy through a rider.

University Place strongly recommends that all students be covered under a health, as well as homeowner's, insurance policy. NYSH takes no responsibility whatsoever for loss or damage to any of a resident's personal property. Any such loss or damage will be at the resident's sole risk. If you receive treatment for an emergency situation, or if you are checked into a hospital, your medical insurance should cover the cost or you should make your own payment arrangements. NYSH shall not be responsible or liable for any costs incurred by you for any health or other matter whatsoever not caused by the gross negligence or willful misconduct of NYSH.

Students are advised to check for possible coverage of personal belongings and other items under their parents'/guardians' homeowners' or renters' insurance. Additional insurance for student property is recommended and is available from National Student Services, Inc., a commercial insurer. (800.256.6774 or <http://www.nssinc.com>). Please note that University Place is not affiliated with National Student Services, Inc., and we take no responsibility regarding the services they provide or offer.

HOUSE RULES

Alcohol

Students must abide by all federal, state and local laws and regulations and those of University Place regarding the use, sale, and distribution of alcoholic beverages. All persons under 21 years of age are prohibited from possessing **and consuming** any alcoholic beverages. Students over 21 may possess and consume alcohol within the privacy of their own rooms with the following restrictions:

- Drink responsibly.
- Open containers of alcohol beverages are not permitted outside of the resident's room.
- Kegs and other devices used for purchase, storage and distribution of alcoholic beverages in bulk are strictly prohibited.
- No alcoholic beverages should be offered or sold to anyone under 21 by anyone over 21.
- Students found to be in an intoxicated state may be subject to the appropriate

disciplinary action by University Place.

If the guest of a resident is intoxicated, the University Place Security staff has the right to deny that resident the right to sign in that guest. NYSH maintains the right to remove any intoxicated guest from the building.

Disruptive Behavior

Disorderly or aggressive behavior will not be tolerated. NYSH has the right to ask the perpetrator to leave or call authorities if necessary.

Loud Music or Instruments

Students, who wish to play music or practice their instruments, should wear headphones, or play at a low volume out of respect for their roommate and neighbors.

Bicycles & Rollerblades& Motorized and Non-Motorized Scooters

Motorized vehicles (scooters, motorcycles etc), are NOT permitted inside the residence. You are permitted to have bicycles, rollerblades or non-motorized scooters. These items may not be stored in a hallway or any other public space. In addition, neither bicycles, nor rollerblades, nor scooters may be used inside of the building. If NYSH finds any bicycles, rollerblades or scooters anywhere in the hallway or public areas, they will be impounded by security as they pose a safety hazard. NYSH is not responsible for any personal items left outside of the building either on the lawn, sidewalk, driveway or parking lot.

Common Area Bulletin Boards

A student bulletin board can be found both in the front lobby and Student Lounge. Residents may place items on the bulletin board. However, NYSH reserves the right to remove any inappropriate postings on any bulletin board or on any public place at its sole and absolute discretion.

Courtesy and Quiet Hour

Each resident is expected to be considerate towards other residents who choose to study or sleep.

Quiet Hours are Sunday through Thursday, 11:00 PM to 8:00 AM, and Friday and Saturdays, 1:00 AM to 8:00 AM.

During Quiet Hours, noise must be kept to a minimum. Radios, stereos, and televisions must be played at lower volume levels.

Delivery Services

All residents must pick up their food, laundry and other deliveries in the lobby. Do not ask a University Place staff person or any building staff person to provide this service for you. No delivery people will be allowed past the Security Desk.

Drugs

Students are required to abide by all federal, state and city laws and regulations regarding the use, sale, and distribution of controlled substances. If we find any student or visitor to be in possession of or using, selling or distributing marijuana or other controlled and/or illegal substances, (or in the case of prescription drugs, without a valid prescription) within the residence hall, we will contact the New York City Police Department. Your license agreement will be immediately terminated and all monies paid forfeited.

Gambling

Gambling anywhere in the building is not permitted.

Keys and Lockouts

Room keys are not permitted to be given to anyone, including an authorized guest. Installing additional locks on room doors is prohibited.

Lockouts

The first lockout is free of charge; thereafter there is a cost of \$25.00.

Parental Notification

NYSH reserves the right to contact the parent(s) or guardians(s) of students under the age of 21 involved in dangerous and/or inappropriate behavior.

Rooftops

Residents are strictly forbidden to be on the roof at any time for any reason (except by the request of a New York Fire Official).

Signage

Affixing any signs, flags or banners on any part of the outside of a resident room door, hallways, stairwells, student lounge, lobby, bathrooms, outside the windows, or outside the building is strictly prohibited.

Smoking

Smoking is not permitted anywhere in the building, including resident rooms and, stairwells. If a resident desires to smoke, they must go outside. Please do not stand directly in front of the building, and do not block the entrance. Please dispose of your butts in the containers located in front of the building.

Solicitation

Any unauthorized solicitation, recruitment or commercial sale of products, in the building is strictly forbidden. In addition, prostitution and escort services are not permitted.

Sports

Playing sports in the hallways, lobby, stairwells and student lounge is strictly prohibited.

Storage

There is no storage space available. Please bring only what you can keep inside your room.

Vandalism

Any student, who vandalizes public property in or out of the residence, will face disciplinary action.

Windows

Please do not sit on the windowsill or reach outside the window for any reason!

MOVE OUT & CHECK OUT PROCEDURES

CHECK IN TIME is anytime after 12:00 noon

CHECK OUT TIME IS 12:00 Noon

Two weeks prior to moving out of University Place, you MUST fill out a change of address form. This form is available either at the Post Office next door or online at www.changeofaddressform.com. Any mail received following your departure will be returned to sender.

Remove all personal belongings and refuse from your room. Be sure that all furniture provided is in its original place and in good condition. Schedule an inspection of your unit through the University Place front desk for the day before or morning of your departure. Return your University Place ID and room key to the University Place front desk and sign your check-out form. Not following the check-out procedure will result in an improper checkout and a fee of \$150 will be charged to the resident. Please note the schedule of costs for damaged furniture and items in your room is listed at the end of the Residence Guide.

Bulk Item Removal Fees

Residents who fail to remove their personal property prior to checkout will be charged a fee of \$150.00 for any personal items left behind. This is to include items that are discarded in and around the building, except as permitted in the trash dumpsters.

Cleaning Fees

Residents who fail to clean their rooms prior to the check-out inspection will be charged a fee of \$100. A "cleaned" room includes the following:

- Floors and carpets broom swept
- Garbage removed
- Refrigerator/Freezer cleaned (and emptied of food)
- All furnishings should be free of personal effects and wiped clean.
- Walls free of adhesive

Furniture Disassembly Fees

Any disassembly, alteration or rearrangement of the room configuration provided by University Place will result in a fee of \$125.00 per piece of furniture disassembled or moved. This fee applies for furniture items that were disassembled and reassembled incorrectly. Also, you are not permitted to remove or trade furniture with other students. If you need a piece of furniture replaced, please advise NYSH.

Miscellaneous Charges

If your room or room furnishings have been damaged beyond the usual wear and tear, the cost of the repairs and/or replacement of those items will be charged to you. Such damage includes any NYSH owned property including wall damage incurred by wall hangings causing damage due to nails, screws, thumbtacks, or anything causing the removal of paint. Below is a list of repair/replacement charges for items within your room and within the public spaces:

General Room

Room Door	\$1200 plus labor and material
Room Number Sign:	\$350.00
Door Lock Set	\$500.00
Peephole	\$150.00
Door Knob	\$400.00 bathroom/\$250
Fire Evacuation Sign	\$75.00
Smoke Detector Device	\$150.00 plus labor and material
Overhead Lighting Fixture (bathroom or foyer or over mirrors or under counter)	\$150.00 per fixture, plus labor and material
Wall Plastering & Painting	\$400.00 per wall, plus labor and material
Ceiling Plastering & Painting	\$400.00 plus labor and material
Base Molding	\$250.00 per wall, plus labor and material
Floor Tiling	\$50.00 per sq. yard, plus labor
Twin Sized Mattress	\$900.00

Bed Frame	\$400.00
Desk	\$300.00
Desk Chair	\$125.00
Refrigerator	\$300.00
Television	\$400.00
Microwave	\$250.00
Remote Control	\$75.00
Closet Door	\$350.00
Kitchen Cabinetry (including countertop)	\$1500.00
Faucets (bathroom or sink)	\$150.00 plus labor
Shower curtain	\$25.00
Bathroom Vanity	\$450.00
Bathroom Mirror	\$150.00
Toilet Roll Holder	\$75.00
Towel Bar	\$90.00
Internet/Cable/Phone Jacks	Repair cost to be determined upon inspection by technician
Carpet	Repair cost to be determined upon inspection of installer
Window Treatment	\$150.00 per blind set
Window Panes	\$250.00
Window Locks	\$40.00
Blind Cords (damaged/knotted)	\$50.00
Window Stopper (broken/missing)	\$100.00
AC Unit	\$400.00
Radiator Temp Control Knob	\$10.00 per knob

Miscellaneous

Door Lock	\$150.00 (includes key)
Room Key	\$50.00
UNIVERSITY PLACE Photo ID	\$20.00
Room lock-out fee	\$25.00
Failure to remove Bulk Garbage	\$150.00
Room Cleaning fee (if not cleaned)	\$100.00
Overnight Guest Fee(4,5,6,7 night)	\$30.00
Unauthorized Guest fee	\$50.00
Disassembled Furniture	\$125.00

IMPORTANT ROOM SAFETY INFORMATION

- Always lock your door behind you.
- Do not give out your keys to anyone!

- Recognize who belongs on your floor and who is a stranger
- Immediately report to security if you are uncomfortable with anyone's visitor.
- Always make sure you are familiar with whom you are inviting into University Place... Please don't sign in a guest who may prove to be a potential safety risk.
- Never allow your visitor to wander unescorted throughout the Building.

Traveling New York City

New York is one of the great cities of the world. However, like any big city, it's always smart to be aware and careful of your surroundings, no matter what time of day. Here are some tips provided by the New York City Police Department:

- Carry your wallet in an inside jacket pocket or side trouser pocket, never in the rear pocket.
- Carry pocketbooks in the bend of your elbow, held close to your body. If there is a long strap, wrap it around the bag. Carry credit cards and cash in your pockets.
- Keep pocketbooks on your lap when dining out, not dangling over the back of a chair. Avoid placing pocketbooks on hooks on the back of a fitting room or bathroom door, where someone can easily reach over and removed them.
- If you choose to use a car service, contact a specific company directly. Never enter an unsolicited "car service" vehicle offering to take you to your destination. Yellow medallion taxis are the only vehicles permitted to pick up fares on the street.
- If you have a cellular phone, carry it with you.
- Remember that no one will offer you something for nothing, so be aware of "con artists" and pick pockets. Some of the "scams" to be aware of:
 - Someone helping to "clean off" mustard or ketchup that has been squirted on your jacket as a distraction to remove your wallet or other valuable items.
 - Theater, music and sporting event tickets sold on street corners that may be counterfeit.
 - Three Card Monte sidewalk games that are "rigged" to make you lose and are illegal to play.
 - Persons pointing to money, that you have supposedly dropped, who take your briefcase and luggage when you bend down to pick up the money.
- Finally, if you are in need of immediate police assistance, Dial "911".

How to Protect Against a Purse Snatch

DO NOT....carry a bag that makes you a target. A bag that dangles from the shoulder can be easily yanked off your shoulder by someone coming up from behind.

DO NOT.... carry your bag in such a manner that you can't let it go if you have to. Many women have been injured because their own bags acted as handcuffs as a purse snatcher yanked it away.

DO.... be aware of your surroundings and carry your bag close to your body, tucked in the bend of your elbow.

DO....minimize the amount of money and credit cards that you carry with you on a daily basis. Divide your money between pockets and bags.

IF...you are the victim of a purse snatch do not fight to hold onto your bag, especially if there is a weapon involved.

Coming Home Late At Night:

- Avoid shortcuts that are not well traveled or well lit.
- Know what reputable stores are open in your neighborhood late at night. If you suspect that you are being followed stay away from lonely quiet blocks and head for the store you know to be open.
- When walking home, keep your keys in your hand until you are safely inside for added protection.
- If someone drops you off at home by auto, ask the driver to wait until you are safely inside.
- If a motorist bothers you while you are walking turn around and walk in the opposite direction of the car. Do this as often as necessary and he should get discouraged?
- Have your key ready before you get to the front door.
- Don't be polite and hold the lobby door open for a stranger who has been waiting.

Mass Transit

When traveling on the New York City transit system, try to purchase a Metro Card in advance in order to avoid using money when traveling late at night.

- While waiting for the subway, stand in the yellow area marked "Off Hours Waiting Area" or near token booth outside the turnstile until the train enters the station.
- Ride in a crowded car of the train, or ride in the car with the conductor.
- Be wary of people asking for money.

Cancellation Policy

All cancellations must be received in writing. If we receive your cancellation 30 days prior to the start date of the NYSH semester, we will refund 100% of your license fee minus the \$150 application fee. If your cancellation is received less than 30 days prior to the start date of the NYSH semester, we will refund 25% of your paid license fee minus the \$150 application fee. Any cancellation received on or after the start date of the NYSH semester will result in no refund.

RELATED INFORMATION FOR NEW YORK CITY

- [Freeality.com New York City](#) - Guide to New York City
- [Department of Transportation Homepage](#) - Information on ferries, buses, trains, and other mass transit sources
- [New York City Subway Map](#)
- [The New York SubwayFinder](#) - Find subway directions to any street in Manhattan
- [New York.com](#) - Guide to New York City restaurants, theaters, and shopping