

On-Campus Housing and Dining Contract

I. Contract

- A. Room assignments are made on the assumption that the space is to be occupied for the entire period stated on the contract. This contract is a binding agreement which may be canceled only under certain conditions.
- B. Assignments are made electronically. Room requests can be made after the application/contract has been completed, the deposit has been paid, and the student is registered for 12 credit hours or more for the term to be occupied. Reservations will be held only until noon of the first day of classes, unless arrangements are made in advance.
- C. Students residing in District residence halls are required to purchase a dining/meal plan.
- D. The housing deposit reserves a room and also serves as a damage deposit which may be refundable if the contract is fulfilled. The District will deduct from the deposit any necessary cleaning or other charges for damage to, or loss of District property for which the student is responsible. The student is also responsible for costs of damages that exceeds the amount of the deposit. Deposits for rooms reserved but unoccupied will be forfeited.
- E. Room and board charges are on a semester basis.
- F. Housing reservations are recognized only after students have been accepted for admission to the District. Students living in residence halls must be registered for at least 12 credit hours per semester through NWCCD. Students who need to take fewer credit hours may petition Campus Life and Housing.
- G. The District reserves the right to make room assignments or reassignments as needed.
- H. The District also reserves the right to make periodic inspections of residence hall rooms and suites.
- I. When available, single occupancy rooms will be provided at an extra cost. Priority is given to returning students and rooms are assigned on a first-come, first-served basis.
- J. Students are provided keys to their rooms. The District does not assume responsibility for loss or damage of personal property. Renters insurance is encouraged.
- K. The District reserves the right to adjust prices charged for room and board at any time should changing conditions warrant such action.
- L. Occupants of residence halls are required to provide certain supplies of their own including, but not limited to blankets, pillows, linens, towels, wastebaskets and reading lamps.
- M. Waterbeds are not allowed in the residence halls.
- N. The use of hot-plates and other appliances that have exposed heating elements are prohibited.

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- O. Animals are not allowed in the residence halls except in accordance with the American Disabilities Act, Fair Housing Act of 1968, and Housing Urban Development (HUD). Refer to *Procedure 5330.3: Emotional Support Animals* and *Procedure 5075.9: Service Animals on Campus*.
- P. Students are responsible for common living areas in their residence hall and may be held collectively liable for damages.
- Q. Residence halls have 24 hour visitation. Residents are responsible for the conduct of their guests. Resident will be held accountable through *Procedure 5075.2: Student Code of Conduct* if visitors violate the Code. Visitation rights may be terminated for disciplinary reasons.
- R. The termination of the housing contract is a disciplinary sanction that can be imposed if a student is found responsible under *Procedure 5075.2: Student Code of Conduct*. Students are responsible for the balance due if the contract is terminated as a disciplinary sanction.
- S. When conditions warrant the termination or cancellation of a housing contract, room and board fees may be recalculated, and a refund may be processed. Refunds are traditionally not given on contracts that are terminated or canceled after the start of the 3rd week of the semester (*Procedure 5041.5: Refunds*). In all cases the deposit will be forfeited.
- T. Residence halls are closed between the fall and spring semesters, unless otherwise designated. Students who are returning to the halls in the spring semester need not remove their belongings over winter break, and will not be charged a storage fee. Rooms are to be vacated on the day following the last final exams of the student, and no later than the day after commencement for the spring semester. Students who remain longer than closing dates will be charged a daily fee until the room is vacated. Any individual occupying a room longer than four days past the closing dates may face eviction. Students who have been given permission to remain on campus over semester break will be charged a daily fee.
- U. Failure to complete all check-out procedures will result in the loss of the deposit. A fee will be charged for each key not returned. Students who terminate their housing contract during a semester forfeit their refund privileges.
- V. Students who reside on campus are required to show proof of vaccinations for measles, mumps, and rubella before room assignments are made. Religious or medical exceptions apply.
- W. Student's behavior (e.g. criminal or conduct violations), either during or prior to occupancy, may preclude them from living in the residence halls.

II. Cancellation or Termination of Housing and Board Contract/Lease:

- A. Room assignments are made on the assumption that the space is to be occupied for the entire period stated on the contract, similar to an apartment lease. Housing and Dining Refunds Procedures and fees are found in *Procedure 5041.5: Refunds*.

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- B. The contract/lease agreement is a legal and binding agreement which may be cancelled only under the following conditions:
1. Before Occupancy begins: The applicant may cancel the contract/lease agreement for a room reserved but not occupied.
 2. After Occupancy: A student may be released from the contract/lease agreement for compelling unanticipated medical, personal or financial issues that arise after entering into the lease/contract. Only changes in circumstances over which the student has had no control since signing the contract will be considered.
 3. Cancellations between semesters: A contract may be cancelled at the end of the first semester provided the room is vacated by the published closing date for that semester.
 4. Disciplinary action: Students whose housing and dining contracts are terminated due to disciplinary action will be subject to the Housing and Dining Refunds Procedure in *Procedure 5041.5 – Refund Procedure*.

III. Contract Release

- A. Requests for Housing and Dining contract release are available in Campus Life and Housing. If the request is not granted, an appeal can be filed through the Student Appeals Committee. Contract releases granted for any reason result in the forfeiture of the deposit.

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