

**Colby Community College
2012-2013 Residence Hall Contract**

Name: _____ Student ID: _____
Cell Phone: _____ E-Mail: _____
Home Mailing Address: _____
City: _____ State: _____ Zip Code: _____
Roommate Request: _____

Request must be mutual. Intended roommate must list your name on their contract.

If no roommate is specified, please complete the following questions:

Sex: Male ___ Female ___ Classification: Freshman ___ Sophomore ___
Major: _____ Do you want a roommate with the same major? Y ___ N ___
Are you an athlete? Y ___ N ___ If yes, what sport? _____
Additional Extracurricular Activities: _____

Choose the desired condition of your room:

Sloppy	_____	-OR-	Neat	_____
Warm	_____	-OR-	Cold	_____
Noisy/Loud	_____	-OR-	Quiet	_____
Night Owl	_____	-OR-	Early Riser	_____
Smoker	_____	-OR-	Non-Smoker	_____

The use of all tobacco products is prohibited on the CCC campus.

Do you have any physical/medical conditions that require special accommodations? Y ___ N ___
If yes, describe. _____

Please attach any supporting documents.

Housing Options Rank your preferences 1 to 4.

Apartment Style Housing (Living Centers East and North)

_____ Double	Annual Cost: \$2510
_____ Single	Annual Cost: \$3010

Traditional Style Housing (Living Center Northeast)

_____ Double	Annual Cost: \$3010
_____ Single	Annual Cost: \$3910

For Office Use Only:

_____ Date Received

_____ \$100 Res. Fee

_____ Applied to Account

Meal Plan Options You must select one of the following options.

_____ 18 meals per week	Annual Cost: \$2100
_____ 14 meals per week	Annual Cost: \$1950

Please read and review the policies on the back before signing the contract. This contract is for the entire academic year (fall and spring semester). **You must sign below for this contract to be valid.**

As the applicant for the College Living Centers, I agree to and understand all provisions of this agreement.

Student's Signature: _____ Date: _____
Parent's Signature: _____ Date: _____

If student is under age 18.

Equal Employment/Educational Opportunity Agency

Does not discriminate on the basis of race, national origin, sex, age or disability in its programs, activities and employment.

Colby Community College

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Living Center Policy Statement

Colby Community College, Colby, Kansas, herein called "College" hereby agrees to provide the "Student," defined as any person enrolled full-time at Colby Community College, a College Living Center space, free resident parking permit, and meal plan for the **FULL ACADEMIC YEAR**, excluding the Living Center and Student Union Food Service closed periods. In consideration for this agreement, the student promises to pay the College the appropriate annual cost and further agrees to the following policies and procedures set out in the Student Handbook.

Length of Contract

The student entering the Living Center at the beginning of the Fall Semester is obligated to the contract through the end of the Spring Semester, including the enrollment period, but excluding the Semester Break vacation and break periods as listed in the school calendar.

Payment

The Living Centers are owned and operated by the College on a self-supporting basis, and are not tax supported. Room charges are used to cover facilities, heat, lights, maintenance, repair services, and personnel. Included in your Contract is internet and cable service. You or your roommate will be responsible for providing a television set. You must provide your own computer if you want internet service. All monthly basic cable charges have been paid for you.

In order to contract space in a CCC Living Center, the **\$100.00** reservation fee is due upon submission of a signed contract. If the student is unable to submit the reservation fee, it will be applied to the student's account and listed on the billing statement. Payment for the living center contract may be made in one payment or a series of payments through the FACTS Payment plan. To enroll in the FACTS Payment Plan go to www.colbycc.edu, select current students, then select FACTS e-cashier payment center.

- One payment option: Payment is due August 1, 2012 and is to be mailed to CCC Student Accounts. All checks should be made payable to Colby Community College.
- Students will be evicted immediately if housing is not paid in full by October 1 or March 1.

Students who are required to spend intern time away from the college will have rent charges assessed but no meals charged. It is the student's responsibility to notify Student Accounts before they leave on the internship.

Cancellation Policy

The contract is either a two-semester agreement for the academic year or a one-semester agreement for the Spring semester. There are substantial penalties for early termination—refer to cancellation policy below. Written notice of cancellation must be received by the Housing Director and Student Accounts Office. A written cancellation initiated by the student is automatically approved until the day the Living Centers open. Since the contract is for the full academic year, cancellation approval after the Living Centers open must be approved by the Student Accounts Office. Students who graduate or transfer at the end of the first semester will not be penalized and their contract period will be a one-semester agreement.

- **Written cancellation after occupying a room:** The student must officially notify the Housing Director and Student Accounts Office in writing that he/she is moving out of the living center. The student must then vacate the room and complete the checkout procedures. The student will be responsible for paying the full room rate for the length of the contract. The board (meals) portion of the contract will be prorated for only the first 90 days of each semester.
- The student will be responsible for any damage done to living center property.

Basic Contract Details

The Living Centers will open for the 2012-2013 Academic Year on August 18, 2012, and will close on December 14, 2012. They will re-open on January 6, 2013, and will remain open through March 8, 2013, then re-open on March 17, 2013 with the final date of occupancy on May 10, 2013. **(All residents shall vacate Living Centers during Thanksgiving, Winter and Spring Break unless approved by the Resident Director.)** Generally, only three reasons are accepted for remaining in the living centers during these three break times: 1) Directly involved in an athletic season, 2) Employed by the college or 3) Classified as an international student. All other students staying in Colby during these times must find alternate living arrangements. Food Service will commence with the evening meal on Sunday, August 19, 2012. The following are closed dates for Food Service: November 21-23, December 14-January 9, March 9-16, and March 29-April 1. The last day of contract food service is May 10, 2013.

CHECK-OUT PROCEDURE: The student agrees to check-in and out of the Living Center through the Living Center Coordinator. Residents who are checking out at the close of the school year, or at any time when leaving the Living Centers permanently, agree to follow this procedure:

- Clear through the Student Accounts Office for release from your contract (if leaving the Living Centers prior to the end of the school year);
- Clean room and completely remove all personal belongings. Personal property not removed at this time will be disposed of without liability to the College or its personnel;
- Contact the Coordinator for a room inspection;
- Check in your room keys and other college-owned property. There is a \$25 charge for the replacement of a lost key;
- Complete and sign a forwarding address.

DISCIPLINARY ACTION, including removal from the Living Center, may be taken for one or more of the following reasons:

- Conduct which substantially disrupts, impedes or interferes with the rights of or endangers the safety of other Living Center residents;
- Conduct which constitutes the commission of a felony or misdemeanor on campus;
- Possession of tobacco, alcoholic or cereal malt beverages and/or drugs, or other substances controlled by federal or state law;
- Possession of weapons, explosives or fireworks;
- Repeated and willful violations of Living Center rules for this agreement.

Pets or animals of any kind are not allowed in the Living Centers. Unauthorized cooking via any open flame, Foreman Grill, etc. is not permitted in the residence halls. A refrigerator not exceeding 5 ft. tall is allowed. The College maintains the right to enter a student's room or unit for health, safety or maintenance reasons, or when violation of the College policies is apparent. Any damages to the facility or its furnishings should be reported immediately to the Coordinator of the Living Center. Each resident will be held responsible for all breakage and damage that is beyond the expected normal wear of the facility and its furnishings. Damage to student rooms and furnishings will be assessed to the occupants. The cost of the repair or replacement of damages in public areas may be assessed to all occupants of the unit. College is not liable for the loss or damage from any cause to the personal property of a student. The protection of personal property is the individual's responsibility. Students are encouraged to obtain renter's insurance on property and possessions.

Vaccination/Immunization

Residents must complete the health history information including immunizations. State law requires residents to provide written documentation that they have taken the meningitis vaccine or sign a statement refusing to do so. All residents are required by law to have a current tuberculosis test. This should be taken prior to arrival at the Living Center. You will be required to have written documentation of your test results at the time of move-in.

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