



**NEOSHO COUNTY COMMUNITY COLLEGE
2009-2010 RESIDENCE HOUSING CONTRACT**

For Office Use Only: App Fee Paid \$ _____ Date _____
 Student ID # _____ Chg _____ SS _____
 New Student Returning Student Copy to Housing

Last Name _____ First Name _____ SSN# _____
 Address 801 W. 10th St. Apt. City Chanute State KS Zip 66720
 Email _____ Phone _____ Cell Phone _____
 Birth Date _____ Sport/Activity _____ Male Female
 Previous Address _____ City, ST ZIP _____
 Double Room Single Room (Check one) Name of Roommate Preference _____
 Vehicle Plate# & State _____ Vehicle Make & Model _____

Mail entire form & \$100 non-refundable application fee to:
 NCCC Business Office
 800 West 14th
 Chanute, KS 66720
 QUESTIONS or to provide credit card information call us at (620) 431-2820 ext. 514
 For Office Use Only:
 Permit # _____

This contract is the basic agreement that must be signed by any student wishing to contract for living quarters, meals, and services in the Neosho County Community College residence halls. When you have read and agreed to this contract, please return it signed, along with the appropriate payment to the Business Office. This contract is for both room and board and is **binding for the entire 2009-2010 school year**, beginning August 22, 2009, and ending May 15, 2010. A **non-refundable** housing application fee of \$100.00 must be submitted with a completed signature page for this contract to be valid. The \$100 fee is an **annual** fee to be paid with the student's housing contract. The signer is obligated to pay the full amount of fees and charges as set forth herein for both the fall and spring semesters upon receipt and acceptance of this contract by NCCC. **Students receiving financial aid must apply those funds to tuition, fees, bookstore charges, and college housing in that order. If financial aid does not cover the full amount of this housing contract after applying other costs, the student must pay the remaining contractual amount each semester. These payments may be paid in installments when arranged in advance with the Business Office.** Housing assignments are first provided to students enrolled in 12 or more credit hours. The Dean of Student Development will handle exceptions, on an individual basis. Housing assignments will be given on a first come, first serve basis. I understand that hall and room assignments are based on available space according to the date of the receipt of this contract along with the \$100.00 application fee by the Student Life Office. This contract is for living quarters in the residence hall system and not for a particular hall or room. The Student Life Office retains the right to assign rooms based on space available and to make room adjustments as needed during the year. Students are required to check in with residence life staff prior to moving in to the residence hall and to check out with residence life staff prior to moving out of the residence hall. **Students may be assessed additional damage charges if damages are incurred.** I understand that my space cannot be guaranteed if I fail to check into my assigned hall by noon of the first day of classes. The Dean of Student Development will handle exceptions on an individual basis. *Initial* _____

Room and Board Fees

The student agrees to pay Neosho County Community College \$4,600.00 (\$2,300.00 per semester) for residence halls (which include charges for residence in college housing and 19 meals per week.) Single rooms are available, as space allows, at the rate of \$6,000.00 (\$3,000.00 per semester). The contract provides three meals daily Monday through Friday. Two meals are served daily on Saturday and Sunday or on days where there are no classes or if the college is closed. Students residing in campus housing are required to purchase the meal plan, unless they have signed a NCCC Short-Term Housing Contract. Students will be notified of move-in and checkout dates as well as any holidays when the residence halls will be closed. Students must have written permission to stay in residence housing when residence housing is closed. No food service is available on campus when college housing is closed. **Fees may be changed at the discretion of the NCCC Board of Trustees. The students shall be notified of any change in fees by mail on or before July 30.** This contract is for the FULL academic year, August through May, excluding those periods during which residence halls and dining services will be closed.

Fall semester

Halls open – Aug. 22, 2009 (9:00 a.m.) *Initial* _____
Thanksgiving Break*
 Halls close – Nov. 20, 2009 (5:00 p.m.) * *Initial* _____
 Halls open – Nov. 29, 2009 (1:00 p.m.) *Initial* _____
 Halls close – Dec. 18, 2009 (5:00 p.m.) * *Initial* _____

Food Service

begins – Aug. 22, 2009 (dinner) *Initial* _____
 ends – Nov. 20, 2009 (lunch) *Initial* _____
 begins – Nov. 29, 2009 (dinner) *Initial* _____
 ends – Dec. 18, 2009 (lunch) *Initial* _____

Spring semester

Halls open – Jan. 18, 2010 (1:00 p.m.) *Initial* _____
Spring Break*
 Halls close – Mar. 12, 2010 (5:00 p.m.) * *Initial* _____
 Halls open – Mar. 21, 2010 (1:00 p.m.) *Initial* _____
 Halls close – May 15, 2010 (11:00 a.m.) * *Initial* _____

Food Service

begins – Jan. 18, 2010 (dinner) *Initial* _____
 ends – Mar. 12, 2010 (lunch) *Initial* _____
 begins – Mar. 21, 2010 (dinner) *Initial* _____
 ends – May 15, 2010 (breakfast) *Initial* _____

*Residents are not allowed access to the residence halls during these times.

Residents are not allowed in the halls before the official opening date of college housing for each semester. Special permission may be granted by the Coordinator of Residence and Student Life on a case by case basis for an early move-in at \$20 per night with no meals included. Residents must request early move-in and receive approval a minimum of one week prior from the Coordinator of Residence and Student Life. *Initial* _____

Payment Options

NCCC offers two payment options to students: payment in full by July 25 for the fall semester or January 2 for the spring semester OR participation in the installment payment plan. For more information about the installment payment plan, please contact the Business Office. There is an additional \$35 per semester fee to participate in the payment plan. A \$30 returned check fee will be assessed for any returned checks.

Housing Cancellation: Damages

1. The student may cancel this contract only if:
 - a. The student delivers written notice to NCCC to cancel this contract on or before move-in prior to the fall semester; or
 - b. Housing space is not available; or
 - c. This contract is not accepted by NCCC.
2. The student may cancel this contract for the spring semester if the student delivers written notice of cancellation to NCCC Dean of Student Development on or before December 15 and the student does not enroll at NCCC for the spring semester.
3. This contract is for both room and board and is **binding for the entire 2008-2009 school year. There is a \$400.00 liquidated damages assessment in addition to fees and charges due pursuant to this Residence Housing Contract in the event student vacates student housing early and fails to pay all fees and charges due hereunder for the Fall and Spring semesters, AND has not cancelled this contract pursuant to #1 or #2 above.** Youth for Understanding (YFU) students staying for less than one academic year are specifically excluded.

The undersigned has read and agrees to accept the terms of this contract (as outlined on both sides of this form) and to abide by all policies, rules, and regulations of NCCC including, but not limited to, those stated in the NCCC Student/Resident Handbook, incorporated herein by reference and available upon request and upon arrival to residence housing. The student acknowledges and agrees that the said policies, rules, and regulations may be modified at any time and changes shall be in force and in effect on the date such change is posted by the Coordinator of Residence and Student Life. This agreement is the personal obligation of the student and shall become legally binding upon the signing date. All terms and conditions will be fully enforced. Please read both sides before signing. **IMPORTANT: This is a legally binding document. I have read and understand this contract including the terms and conditions on the reverse side and agree to the provisions therein. A parent or legal guardian must also sign if student is under 18 years of age at the date of signing.**

 Student Signature Date _____ Parent or Guardian Signature Date _____
 (required if student is less than 18 years of age)

Neosho County Community College Official Policies and Regulations for Residence Housing

NCCC administrators and staff are available to assist students with financial needs or special circumstances. Although there are no guarantees, there are many channels that a student may work through in order to find financial assistance. Contact us if there are special financial needs that prohibit you from attending college or living in the residence housing.

Residents are held financially responsible for any damages they or their guests cause in either public or private areas of the residence halls. Although the college uses reasonable means to protect student property, the college can assume no liability for loss, theft, or damage to property belonging to residents. Janitorial services are provided daily in the public areas in each hall. Residents are expected not to litter corridors, other public areas, and grounds. They are responsible for the daily upkeep of their assigned room and shared bath. Residence hall furnishings are to remain in rooms as assigned and not to be relocated.

In accordance with the Rehabilitation Act of 1972 and the Americans with Disabilities Act, NCCC provides necessary services for students with disabilities. The college will provide reasonable accommodations for students with identified physical, mental, emotional, multiple and learning disability limitations. Students with a disability, which requires special consideration in housing accommodations, must identify the needs and work with the Dean of Student Development prior to entering this contract.

General Administration

In accordance with the basic policy of the college concerning human rights, no discrimination in assignments to college housing is made on the basis of race, color, national origin, sex, religion, disabilities, marital status, or status as a veteran. The college reserves the right to assign or reassign rooms in order to attain optimum occupancy or accommodate the occupants.

Students who sign a Residence Housing Contract agree to abide by the Resident's Handbook, the Student Handbook, College Board Policy and other college rules established by the Board of Trustees, Administration, and Dean of Student Development as published and amended. NCCC's designated staff are directly responsible for administration, policy, and programming in the college residence housing and they include the Coordinator of Residence and Student Life, the Assistant Coordinator of Residence and Student Life and Dean of Student Development.

General Occupancy Conditions

All students must officially check-in with a member of the designated staff upon initial occupancy. A student withdrawing from school, terminating the housing contract or having been removed from residence housing for disciplinary reasons must officially checkout within 24 hours of withdrawal, termination, or removal following checkout procedures and with the assistance of a NCCC designated staff.

Only a regularly enrolled student may occupy a room in College residence housing. Unmarried students, under 21 years of age, enrolled full-time, and not living with parent(s) are required to live in college housing when space is available. Unmarried students under 21 years of age with dependents who live with them are not required to live in campus housing.

Safety and Security

Residents and students may be asked to show proper college identification at any time to college security officers and/or staff and must comply with security rules concerning secured entrances at designated hours for residence housing. Visiting hours will be posted in the Resident Handbook and communicated to students each semester.

In the interest of health and safety campus-wide, possession and use of fireworks, firearms, ammunition, air and gas operated weapons, paint ball guns, bow and arrows, and other weapons or explosive devices are prohibited. Cereal malt and alcoholic beverages, as well as illegal drugs are prohibited. Fish are the only pets allowed in student housing. All other animals (except service animals for the disabled) are prohibited. All residents, visitors, and guests must immediately leave residence housing when the fire alarm is sounded. Tampering with the fire alarm or fire extinguisher or security equipment is prohibited. The burning of candles and incense is prohibited.

General Regulations

Acts contrary to federal, state, or local laws and college regulations, such as, but not limited to sex offenses, theft, and disruptions constitute violations of residence housing rules. Residents and students must abide by all housing rules and regulations as stated in the Resident Handbook and the Student Handbook. The Coordinator of Residence and Student Life, the Assistant Coordinator of Residence and Student Life and Dean of Student Development may enact any action necessary to ensure the proper safety and maintenance of residence life.

Recognition of the personal property rights of others is expected of residence hall occupants, visitors, and guests. Interference with the rights of other occupants in the use of their rooms constitutes a violation of residence housing rules. Unauthorized defacing or permanently altering residence housing facilities is prohibited. The use of popcorn poppers, toasters, hotplates, crock pots, frying pans, and other electrical devices used for cooking are prohibited. Space heaters are prohibited as well. Microwaves and refrigerators are allowed, but care must be taken not to overload electrical circuits.

The college reserves the right for college personnel to enter the student's room for any purpose connected with the interest of the college. Common decency and decorum are expected of housing residents, visitors, and guests. Adequate dress is required in public areas and hallways at all times.

Guests

All guests must be registered with a NCCC designated staff immediately. Members of the opposite sex must be housed in a suite for that gender. All guests must be accompanied by their hosts to and from public areas of the residence halls. It is the responsibility of the host to acquaint their guests with the residence housing rules and regulations. All guests and visitors must abide by all residence housing rules, regulations, and policies as outlined in the Resident Handbook and as set forth by the Dean of Student Development.

Violations of Housing Policy and Regulations

Violations of the above policies and those outlined in the Resident Handbook and the Student Handbook by residents, visitors, and guests will result in disciplinary actions, revocation of future guest privileges, and removal from residence housing. If a student is removed from residence housing for disciplinary reasons, then that student will be held liable for payment of the terms of the contract. Residents, visitors, and guests will be held liable for all charges incurred through the damage of residence housing facilities.

The failure of the college to insist upon a strict performance of any term or condition of this contract or to exercise any right conferred by this contract will not be considered a relinquishment of the right to do so. If any section or subsection of this contract becomes invalid, this will not affect the validity of the remainder of the contract.