

COWLEY COUNTY COMMUNITY COLLEGE RESIDENCE HALL CONTRACT 2009 - 2010

This contract is the basic agreement that must be signed by any student wishing to contract for living quarters, meals, and services in the Cowley College residence hall system. When you have read and agreed to this contract, you may return it to the Housing Office with appropriate payment.

GENERAL CONDITION OF OCCUPANCY

The opening and closing of the Residence Halls as listed below will follow the Cowley College academic calendar in accordance with a schedule published and distributed to residents in the Housing Handbook. Cowley College reserves the right to modify this schedule in accordance with officially announced changes in the Cowley College calendar.

Fall semester	Food Service	
Dorms open - Aug. 18, 2009	begins - Aug. 18, 2009 (evening)	
Dorms close - Dec. 19, 2009	ends - Dec. 18, 2009	

Spring semester	Food Service	
Dorms open - Jan. 13, 2010	begins - Jan. 13, 2010 (evening)	
Dorms close - May 15, 2010	ends - May 14, 2010	

Semester Breaks	Food Service closed	Food Service resumes
Thanksgiving Break	Nov. 25, 2009	Nov. 29, 2009 (evening)
** Spring Break	Mar. 12, 2010	Mar. 21, 2010 (evening)

Special Dorm Closings (Dorms are closed – no residents allowed)
 Between fall & spring semester - Dec. 19, 2009 through Jan. 13, 2010
 ** **Spring Break** - Mar. 13, 2010 through Mar. 21, 2010

**** Residents are not allowed access to dorms during these dates.**

Students with disabilities can be housed in the residence halls. A student who requires accommodations in their housing unit must meet with the Director of Housing and the Disability Services Coordinator prior to submitting a contract for living quarters.

FINANCIAL INFORMATION

GOLD PLAN (19) = \$4,300 + \$75 non-refundable down payment
 Provides for three meals per day, Monday through Friday and two meals per day on Saturday and Sunday

SILVER PLAN (14) = \$4,200 + \$75 non-refundable down payment.
 Provides for eating any 14 meals, Monday through Sunday

AMOUNT DUE with contract = \$75 Non-Refundable Down Payment

Both plans require a \$75 non-refundable down payment, which must accompany the dorm contract.

* Payment Plan options are available for students. Students wishing to participate in a payment plan option must complete the FACTS Management application on-line. There is a \$30 per semester processing fee upon enrollment in this program.

INSTALLMENT PAYMENTS DO NOT CONSTITUTE RENT; they are installments of a total contract cost. Students pay in advance of occupancy. Academic records at CCCC will be withheld for non-payment as allowed by law. **This contract constitutes an agreement for one academic year.**

CONTRACT AGREEMENT

I have read and fully understand this document and accompanying materials. In signing, I agree to the following:

Confirmation of acceptance of this contract, properly signed, with a check or money order (payable to Cowley College), for the correct amount of money guarantees me living quarters, meals, and services in a residence hall at Cowley College for the academic year, provided there is space available.

I understand that hall and room assignments are based on available space according to the date of the receipt of this contract by the Housing Office. This contract is for living quarters in the residence hall system and not for a particular hall or room. The Housing Office retains the right to assign rooms based on space available and to make room adjustments as needed during the year. 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. Alternate arrangements can be made by contacting the Director of Housing.

I understand that my contract will be cancelled if I do not make payments according to the option I have chosen.

I may choose to cancel my contract at any time and I will be charged according to the Cancellation-Vacating Policies printed on the reverse side of this contract plus a fee of \$400.00.

The College through the Board of Trustees reserves the right to alter the quoted rates during the contract period with 60 days advance notice.

This contract may not be assigned or transferred and the living quarters assigned to me may not be sublet.

Residents are held financially responsible for any damage they cause in either public or private areas of the residence halls. Although the College uses reasonable effort to protect student property, it is understood that 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.

Cowley College shall be immune from liability for negligence and other tort claims pursuant to the Kansas Tort Claim Act, K.S.A. 75-6101 et. sq. 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, sex, national origin, age or disability.

THERE IS A \$400.00 FEE FOR BREAKING THIS CONTRACT

THERE IS A \$25.00 FEE FOR CHANGING MEAL OPTIONS.

Please review the back of this contract for additional policies and regulation.

Mail or deliver completed dorm contract and down payment:

**Cowley County Community College
 Housing Office
 Central Ave 100
 125 South 2nd Street
 Arkansas City, KS 67005**

STUDENTS, PLEASE COMPLETE THE FOLLOWING:

I am a: _____NEW _____ RETURNING dorm student.

I elect: GOLD PLAN _____ SILVER PLAN _____

I will be using the following payment method:

Balance Paid in Full prior to August 20th _____
 (* Online payment is available at no extra cost)

Financial Aid to pay balance due _____

Payment Plan through FACTS Management* system _____
 (* A \$30 per semester processing fee will be charged upon enrollment in this plan)

I have been convicted of a felony. Yes _____ No _____

I understand that I must submit my \$75 non-refundable down payment with my contract.

I UNDERSTAND MY CONTRACT WILL BE CANCELLED IF I FAIL TO MEET PAYMENT CONDITIONS.

Please Print Legibly:

Student Name _____
(Mr.) (Ms.) Please Print

Home Address _____
number street apt.#

city state zip

Home Phone _____

I am applying for housing for the _____2009-2010_____ school year

Requested accommodations: _____

I agree to abide by the Official Policies for Residence Halls and to Conditions of Occupancy described in this contract.

Student Signature _____ Date _____

ALL PAYMENTS DUE ACCORDING TO THE CONTRACT MUST BE INCLUDED WHEN THIS CONTRACT IS RETURNED TO THE HOUSING OFFICE.

FOR OFFICE USE ONLY

STUDENT ID: _____

DATE RECEIVED: _____ INITIALS _____

PROCESSED: _____ INITIALS _____

SPECIAL BILLING INFORMATION: _____

PAYMENT RECEIVED: YES / NO INITIALS _____

COWLEY COUNTY COMMUNITY COLLEGE

OFFICIAL POLICIES & REGULATIONS FOR RESIDENCE HALLS

Cowley County Community College is committed to a policy of nondiscrimination involving equal access to on-campus housing opportunities regardless of gender, race, age, religion, color, national origin, handicap, or veteran status. A student who has special needs must contact the Director of Housing and the Disability Services Coordinator to arrange appropriate accommodations.

CONTRACT CANCELLATION

TO CANCEL THIS CONTRACT:

Written notice of cancellation must be received by the Director of Housing. After occupying a room, the student must also officially vacate by contacting the Dorm Manager to complete checkout procedures.

Students who cancel their contract after August 1 will be charged a minimum of \$400.00 plus a daily rate of occupancy.

Students who cancel their contract after March 10 will be charged the total contract amount for the plan chosen.

A student leaving the hall system must pay all expenses incurred while in the residence hall system. Any amount paid in excess of the total due will be refunded. Students who have unmet financial obligations will be billed and will be subject to an annual interest charge of 18%.

GENERAL ADMINISTRATION OF HOUSING

Students who sign a residence hall contract agree to abide by all policies and regulations. The College has authority to establish and enforce rules and regulations, developed within the framework of the Board of Trustees policies and applicable laws, for all residence hall housing.

The offices directly responsible for administration, policy, and programming in the college residence hall are the Dorm Managers and the Director of Housing.

The status of the Cowley County Community College as a residential academic community and the student's position as a citizen in that community make necessary regulations concerned with the protection and promotion of learning activity, the maintenance of order, and the control of behavior that infringes upon the freedom and privacy of others. Students are expected to assume responsibility in supporting and abiding by these regulations.

The educational experience and learning environment on campus are supplemented by professional staff consisting of a registered nurse and licensed mental health counselor, with therapy, counseling, and drug and alcohol intervention programs as needed on an individual or group basis.

POLICIES GOVERNING OCCUPANCY

Every occupant must register with the Dorm Manager upon initial occupancy, and when permanently vacating the room. A student withdrawing from school or terminating a contract must move from the hall within 24 hours of this withdrawal or termination. Normally, full-time status as a student is required, but exceptions to full-time status may be made for good cause shown by a student.

The College retains the right to assign, re-assign, and adjust occupancy of rooms as needed. The College retains the right to conduct random searches of all residence hall rooms and common areas, and the right to enter rooms under certain conditions, including but not limited to those situations where there is evidence indicating danger to a person or property, a reasonable belief of the possession, use or consumption of alcohol or drugs, or other violations of College policy. A student's right to privacy will be respected while a resident as allowed by law. The College reserves the right to utilize drug sniffing dogs in random room searches. Security cameras and professional security staff will be used to assist the college in maintaining a safe and orderly environment in the residence hall.

An administrative fee of \$25.00 will be assessed for changes in meal plan options.

A fee of \$400.00 will be assessed for breaking this contract.

Character references may be requested by the Director of Housing.

Unoccupied space is reserved for use by the College.

VIOLATIONS OF POLICIES OR REGULATIONS

Violations of the policies or regulations by an occupant may result in cancellation of the housing contract, revocation of future guest privileges, and/or other disciplinary action. If a contract is canceled as the result of a policy or regulation violation, the student must pay all expenses incurred, including the dorm break fee if applicable. If amount paid is greater than expenses, a refund will be made.

The same obedience to the laws of the land and the conduct rules of the College expected of students generally is also expected of the students as resident hall residents, visitors, or guests. Therefore, acts contrary to federal, state, or local laws and College regulations, such as, but not limited to drugs, alcohol or sex offenses, gambling, theft, and disruption constitutes violations of residence hall rules and are prohibited.

Recognition of the personal property rights of others is expected of residence hall occupants, visitors, and guests. Interference with the rights of other occupants to the use of their rooms for study or sleep constitutes violation of residence hall rules. Room-to-room canvassing and defacing or permanently altering residence hall facilities or equipment is prohibited.

Common decency and decorum are expected of residence hall residents, visitors, and guests. Adequate dress is required in the public areas of residence halls, and on floors and in student rooms when members of the opposite sex may be present.

In the interest of health and safety, fireworks of any kind are prohibited. Possession of firearms, ammunition, or other weapons in student rooms or other locations on campus is also prohibited. Live animals of any kind are prohibited. All occupants, visitors, and guests must immediately leave the residence hall when the fire alarm is sounded. Tampering with fire alarms or fire extinguishers is prohibited. Cereal malt and all alcoholic beverages are prohibited as are all illegal drugs.

GUESTS

Any invited guest may visit in the floor lounges or private room of a resident student with the consent of the roommate, where applicable, and within the guest hours designated in the condition of occupancy for each hall. All guests must be accompanied by their student to and from the public areas of the hall. The responsibility of acquainting the guest with the hall's stated policies and regulations is that of the student. A guest is required to abide by the Official Policies and Regulations for Residence Halls and those of the individual hall.

OVERNIGHT GUESTS

Residence halls are operated for the benefit of students having residence hall contracts. As a contract holder, but subject to the procedures set out immediately below, each resident has the privilege of having meal guests and overnight guests as long as the guests do not infringe on the rights of other residents. Guests staying overnight must be approved by the Dorm Manager.

For guest privileges, the following procedures will be used:

1. Overnight guests of the same sex are to be registered and approved by the Dorm Manager. Arrangements to register house guests of the opposite sex may be made with a friend on a floor or in a hall housing that sex. Arrangements are to be made in advance.
2. All costs for meals of the guests will be the obligation of the resident and payable when incurred.
3. Any damages caused by the guest will be the obligation of the resident.

HOUSING HANDBOOK

A complete copy of the Student Housing Handbook is available online at: <http://www.cowley.edu/student/housing/index.html> or through the Director of Housing office.