



Office use only
\$100 deposit required
Date Paid:
Check #:
Receipt #:

CONTRACT for STUDENT HOUSING - 2015-16

The first 100 students to complete and return all housing paperwork will receive a free t-shirt. Please mark size: S M L XL XXL

(Please Print)

Name Student ID#

Home phone Cell phone

Email Home address

City State Zip

Birth Date Double or Single room Roommate Request

(Must be designated by both parties)

Check one Male Female Other requests

Do you keep your room clean? sloppy 1 2 3 4 5 neat What noise level do you prefer? quiet 1 2 3 4 5 loud

What time do you prefer to go to sleep? before 10 p.m. between 10 p.m.-12 midnight after midnight

What is your intended major/program? Activities/Athletics?

Have you ever been convicted of a felony? Yes No

THIS CONTRACT IS FOR THE ENTIRE ACADEMIC YEAR AUG. 15, 2015-MAY 14, 2016 AND INCLUDES 19 MEALS/WEEK. SUMMER CONTRACTS WILL BE AVAILABLE FOR HOUSING AFTER MAY 14, 2016.

PAYMENT: To reserve and contract space in SCCC/ATS Student Housing, you must submit a \$100 reservation/damage deposit with this contract. Returning students have first priority. This deposit is refundable only upon satisfactory completion of your housing commitment. No student will be allowed to move into college facilities until a completed contract and \$100 reservation/damage deposit has been made.

CHOICE OF DORMITORIES: All rooms are assigned on a first-come, first-served basis. To live in the dorm you must take at least 12 credit hours/sem. Rank choices as 1, 2 & 3.

Student Living Center*
Full year, \$4,680 double occupancy **single, \$5,680
Semester, \$2,340 double occupancy

traditional dormitory-style (co-ed)
one bathroom shared by 2 bedrooms, 2 per room
computer lab, game room, laundry facilities
local telephone, basic cable and internet provided

Hale Court* located at technical school site
Full year, \$4,480 double occupancy **single, \$5,480
Semester, \$2,240 double occupancy

4 bedrooms in each building
1 bathroom per 2 bedrooms
2 people per bedroom, laundry facilities available
local telephone, basic cable and internet provided

Mansion Suites* (2 buildings)
Full year, \$4,680 double occupancy **single, \$5,680
Semester, \$2,340 double occupancy

4-bedroom suites, 2 bathrooms shared by four bedrooms,
2 people per bedroom
small commons area in each suite
local telephone, basic cable and internet provided

* Includes 19 meals per week plan: 3 meals per day, Monday through Friday; 2 meals per day, Saturday and Sunday. ** Single occupancy; based on availability only
ANY STUDENT OCCUPYING A SINGLE ROOM WILL BE CHARGED THE SINGLE RATE.

Room assignments in Student Housing are made without regard to race, color, creed or national origin. SCCC/ATS, through the manager of Student Housing, reserves the right to change student room assignments as necessary. The manager must approve all requests for changes in room assignments.

ACADEMIC YEAR CALENDAR Student Housing will open for the 2015-16 academic year on Aug. 15, 2015 and will remain open through May 14, 2016. The housing facilities will be closed during semester break, Dec. 10, 2015 through Jan. 18, 2016. Contracted Food Service will open Aug. 15, 2015 through May 14, 2016, but will close on the following dates during the 2015-16 academic year:

Table with 2 columns: Date, Event. Rows include Sept. 5, 6, 7 (Labor Day weekend), Oct. 12-13 (Fall break), Nov. 25-29 (Thanksgiving holiday), Dec. 17, 2015-Jan. 14, 2016 (Semester break), March 12-20 (Spring break), March 25-28 (Easter break), May 14 (Closed/end of semester).

LIABILITY: The College is not liable for the theft/loss/damage from any cause to the personal property of the student. The College does not insure a student's personal property; it is recommended that students obtain insurance on personal property. The protection of personal property is the student's responsibility and can be enhanced by keeping doors locked. SCCC/ATS security personnel monitor the Student Housing area and assist with security issues. Although a campus security staff is maintained 24/7 and a video surveillance camera system is used in the Student Living Center, students are expected to follow published guidelines and accepted safety practices. Security officers and surveillance cameras do not replace responsible behavior by students, nor do they totally prevent crime from occurring. (See Student Housing Handbook)

CANCELLATION OF CONTRACT

Termination by student

- A. Students may cancel their annual contract at any time subject to appropriate cancellation fees (outlined as follows).
Notification Date: 08/10/2013 to 05/17/2014 Prorate for time occupied plus 25% of remaining annual contract
All notification regarding cancellation must be submitted in writing and approved by the Housing Director. After check-in, the official cancellation date will be determined when all of the following are completed: signed cancellation request submitted to the Housing Director, proper checkout with dorm staff, personal items removed, and all keys returned. This date serves as the ending date for prorate and other property billing charges.
- B. Cancellation fees may be waived for a student who
1. Graduates from SCCC/ATS
 2. 9Marries (copy of marriage license required)
 3. Suffers a catastrophic loss resulting from events beyond the control of the student (approval from the Dean of Students is required for this criteria)

Termination by College

- A. The College may terminate this contract if the student fails to fulfill financial obligations specified in this contract or if the student violates any of the terms of this contract or College policy. In such cases, the student will be charged a cancellation fee of prorate for the time occupied and 25% of the remainder of the annual contract and will forfeit deposit.
- B. The College may terminate this contract if the student is charged or convicted of a crime or crimes against persons and/or conduct that may threaten the safety or security of the student or of other residents. In such cases, the student will be charged a cancellation fee of prorate for the time occupied plus 25% of the remainder of the annual contract price.
- C. The College may terminate this contract if the room or dorm should become uninhabitable because of damage or destruction by fire or other casualty or if the student loses status as an enrolled student for any reason. In such case, the resident will be charged room and board fees for the time occupied in residence and cancellation fees (if applicable).

BEHAVIOR AND EXPECTATIONS

- A resident of student housing is expected to read and follow all provisions of the Student Housing Handbook, which in part says that students are
- * expected to act responsibly. Failure to act responsibly may result in verbal/written warnings, monetary fines, suspension/expulsion from student housing, suspension/expulsion from College.
 - * expected to avoid possession, use, or sale of alcoholic and cereal malt beverages or illegal drugs in student housing or on any College property as a violation of College policy and the laws of the state of Kansas. Violation may result in expulsion from Student Housing and arrest by law enforcement.
 - * prohibited from possessing flammable liquids, burning incense or candles or possessing any weapon or firearm or explosive on the SCCC/ATS campus, which is a violation of Federal Law Title 18, U.S.C., Section 922 and may result in prosecution in federal court and dismissal from the College.
 - * prohibited from tampering with fire/smoke warning devices, sprinkling systems, or fire extinguishers, which is a violation of SCCC/ATS policy and laws of the State of Kansas and will result in disciplinary action including possible suspension/expulsion from Student Housing.
 - * responsible for all damage to the facility and furnishings. If individual responsibility cannot be determined, the cost of repair or replacement, along with possible monetary fines, will be assessed to all implicated occupants in the hall or unit.
 - * expected to maintain a clean room/unit. College maintenance personnel clean rest rooms/showers periodically. The manager of Student Housing and/or Student Services personnel will inspect rooms at least weekly for cleanliness. Violations may result in monetary fines and/or disciplinary action.
 - * expected to comply with the visitation hours.
 - * expected to vacate and remove personal possessions within 24 hours upon withdrawal from College, upon termination of the Housing Contract, or after the end of the spring semester. Students are required to complete a Check-Out Procedure.

The College maintains the right to enter a student's room for health or safety reasons or when suspicion of violations of SCCC/ATS policy or local, state, federal laws exists. Room inspections may include searches for contraband, firearms, alcohol, drugs, or other illegal substances, searches of luggage, backpacks, clothing cubicles/drawers or any other container or location within the room, hall, or unit or provide legal consent to any law enforcement official to search the student's room. Additional information is available in the Student Housing Handbook.

If, due to psychological or medical reasons, a student is a danger to themselves or to others, in the opinion of college officials, SCCC/ATS reserves the right to immediately remove the student from any of the student housing facilities until the situation is assessed.

IMMUNIZATION

The Immunization Program of the Kansas Department of Health and Environment recommends that all College students be immunized against tetanus-diphtheria, hepatitis B, varicella (chickenpox), influenza, and measles, mumps and rubella; students in the health professions should have additional protection against polio. Students/parents should also be aware of the disease, meningococcal meningitis and the increased risk of contracting this deadly disease by living in close proximity in College housing. It is recommended that all students living in College student housing consult with personal family physicians and/or parents before making a decision on receiving a meningitis vaccination. Students residing in the student housing will be asked to complete a Health History form that includes information about immunizations and any special medical conditions.

I acknowledge and accept full financial responsibility for the residential accommodations for both room and board. I agree that the account must be paid in full by the end of each semester. I have read this contract and the Student Housing Handbook and agree to comply with and abide by all terms and conditions of this contract and the Student Housing Handbook regulations and agree that failure to abide by housing regulations may result in dismissal from Student Housing. I also understand that the College may notify a parent or legal guardian in case of an emergency or in a situation which they deem to be potentially life threatening or a risk to my health/safety.

I give SCCC/ATS written permission to apply any Title IV funding I may receive towards my room and board charges.

Student's Signature _____ Date _____

Parent's Signature (If student is under 18 years of age) _____ Date _____

Return all copies of this contract and the \$100 deposit to: Dean of Administrative Services, Seward County Community College/Area Technical School PO Box 1137, Liberal, KS 67905-1137

The College reserves the right to terminate and cancel this contract at any time when it is determined that the student has violated any policy, rule, or regulation applicable to students and conduct in Student Housing.

POLICY ON NONDISCRIMINATION—Applicants for admission and employment, students, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with Seward County Community College/Area Technical School are hereby notified that this institution does not discriminate on the basis of race, religion, color, national origin, gender, age, or disability in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning Seward County Community College/Area Technical School's compliance with the regulations implementing Title VI, Title IX or Section 504 is directed to contact Mr. Dennis Sander, PO Box 1137, 1801 North Kansas, Liberal, Kansas telephone: 620-417-1018, fax number: 620-417-1179, dennis.sander@sccc.edu. His office is located in the Hobbie Academic Building.