

Yavapai College Office of Residence Life

Residence Hall Application

Last Name	First	Middle	Y number	Male/Female
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Address	City	State	Zip
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Home Phone	Alternate Phone Number /Cell
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Age/ Date of Birth (Students must be 18 at time of move in)

* Email: once assigned all correspondence will be sent to you via e-mail. It is the students responsibility to update and check your e-mail account on a regular basis to ensure your account is in good standing and all deadlines for notification has been met.

Are you participating in the NARTA (Northern Arizona Regional Training Academy)? Circle One: NO YES

If Yes please list your representing organization: _____

Are you an athlete with Yavapai College? Circle one: NO YES

If yes, please list the sport you will be representing: _____

Vaccination Information: Please provide the date of each vaccination below and submit a copy of your records with this application.

MMR (measles, mumps, rubella) _____ Meningococcal _____

All students must submit a \$150 damage deposit with this application in the form of a check, money order or credit card. Failure to do so will result in an incomplete application and will be returned to you.

Check #: _____ Please make out to Yavapai College/ in the memo line write Housing Damage Deposit

Money Order#: _____ Please make out to Yavapai College 1100 E. Sheldon St. Prescott, AZ 86301

Desired Housing Dates: Fall 20____ Spring 20____ *No Summer Housing

Break Housing: Thanksgiving: _____ \$200.00 will be applied to your account upon assignment
Spring Break: _____ \$450.00 will be applied to your account upon assignment

Kachina Hall: this building is reserved for sophomores and students over the age of 20

Supai Hall: this building is for incoming freshmen and caters to the first year experience

Marapai Hall: this building is for incoming freshmen and caters to the first year experience

Although we cannot guarantee your assignment, please indicate your building preference: _____

All students living on campus are required to purchase a meal plan please indicate your preference below:

- 19 meals and \$100 Roughrider Dollars (meal count rolls over every Friday morning)
- 15 meals and \$75 Roughrider Dollars (meal count rolls over every Friday morning)
- 10 meals and \$125 Roughrider Dollars (meal count rolls over every Friday morning)
- 100 meals and \$175 Roughrider Dollars (meal count declines over course of semester)

Please tell us a little about yourself so we can assign you with another student with the same preferences:

- Freshman; never attended college
- Freshman; transferred from another college
- Sophomore; transferred from another college

Area of Study or Degree Plan: _____

Circle one of the following in each category:

- | | | |
|--|---|---------------|
| Early Riser | Late Riser | No Preference |
| Neat house keeper | Messy house keeper | No Preference |
| Quiet Studier | Noisy Studier (like to listen to music or TV) | No Preference |
| Female Wing; no male guest allowed overnight | No Preference | |
| Smoker | Non Smoker | No Preference |

If you have a roommate preference please list their name/ names: _____

Will you need any ADA accommodations? _____
We encourage you to meet with our ADA coordinator to ensure your service/needs will be met according to state/federal regulations.

* In the event of an emergency Yavapai College would like to know who we should contact, please list:

Name	Relationship to student	Phone #
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Do you have any medical needs Yavapai College Residence Life Staff should be aware of, i.e. asthma, allergies or taking any medications: No Yes: _____

Have you ever been convicted of (or plea bargained to) a felony? NO YES
If yes, please state the nature, resolution and date of the case(s). A conviction will not necessarily disqualify and applicant from housing.

Yavapai College Office of Residence Life

Residence Hall Contract and Terms of Agreement.

Contract Acceptance: This Contract becomes effective when the student has paid the required \$150 damage deposit and the student has been mailed written notice of the housing assignment confirmation from the Office of Residence Life. *All payments must be made in full before a student will be permitted to move into the residence halls.* This contract constitutes an application by the student for a space, not a particular room or hall. Students must adhere to the terms and conditions of this contract. All residence hall students are required to show proof of immunization for *measles, rubella and meningitis*. The housing application and contract will not be processed without this information.

By signing this contract, the student agrees to observe all rules and regulations as outlined in the Residence Hall Handbook and Student Code of Conduct. We recommend you review the Residence Hall Handbook and Student Code of Conduct on-line prior to submitting your application. *Students required to leave housing due to discipline sanctions will not be granted a refund of their deposit or room fees.*

Academic Year Contract: This contract is binding for the entire academic year (fall and spring). The residence halls will open the weekend prior to classes beginning each semester and close at 10 a.m. the Saturday concluding finals week. Cancellations made during the contract year will be subject to forfeiture of the damage deposit and loss of housing fees in accordance with our college refund policy.

Orientation: All residence hall students are required to attend and successfully complete the Residence Hall Orientation. Please refer to your assignment letter for more information.

Eligibility: Students who meet full time standards of 12 or more credit hours are eligible to live in Yavapai College housing. Students enrolled in less than 12 credit hours must have permission from the Office of Residence Life. *Failure to obtain permission below the 12 credit limit will warrant eviction from housing without refund.*

Assignment of Space: Space in College housing will be assigned on the basis of student preference, subject to the availability of space and the reasonable ability of the College to match the request with available space. Yavapai College does not discriminate on the grounds of race, color, national origin, ethnic identification, sexual preference, age or disability in any of its policies or practices. It is the responsibility of each student to respect the rights of any resident in College Housing. Yavapai College reserves the right to reassign any room occupied by the student during the first two weeks of each semester. Special arrangements for physically disabled students are available. We cannot guarantee handicapped accessible rooms after June 1 (for Fall semester) and after December 1 (for Spring semester). Contact the Office of Residence Life to provide documentation.

Room Changes: Rooms may be occupied ONLY by students to whom they are assigned. Rooms may not be sublet to another person. Students requesting a room change must seek approval from their building Hall Director. Unauthorized room changes will result in disciplinary action and an improper check out fine of \$25 and cleaning fee of \$25.

Right to Reassign/Terminate Agreement: Room and facility assignments may be changed or cancelled by the College in the interest of order, health, discipline, maximum utilization of facilities, or disaster after due notice to the student. Cost of housing is based on double occupancy.

Food Service: All resident students must participate in one of the College offered meal plans. Students requiring special diets for health or religious reasons should check with the Director of Residence Life to determine whether these needs can be met before signing this contract. Cooking is limited in student rooms due to fire hazards.

Check-in: Upon move in, each resident will be issued room keys. Each resident will also complete and sign a room inventory form which will be an accurate and complete record of the contents and conditions of the assigned room. The student is responsible for ensuring the accuracy of inventory data upon check-in. A student's signature on the inventory indicates agreement with the inventory's assessment of room conditions. The inventory will be verified and collected by the Housing staff and will serve as the basis for any check-out charges.

Check out: Check out, whether a student is changing rooms or leaving College housing altogether, includes returning the room key, removing all personal belongings and debris, and leaving the room in an acceptable, clean and undamaged condition. It is the occupant's responsibility to set up a check out time with someone in residence life so that the room inventory can be referenced for damages and keys may be returned. Failure to check out properly may result in an additional check out charge and will result in losing the right to protest billing. Students withdrawing from housing must also be sure to cancel their meal plan on the check-out process form.

Break Periods: The residence halls will be open on a limited basis during the Thanksgiving and Spring break. Students will need to indicate their need for break housing on the application. The cost for break housing is \$50 per night. Students are responsible for their own meals.

Refund of Room/Damage Deposit: The \$150 room deposit reserves a space in the residence halls until occupancy and is applied to the subsequent semesters. This deposit is refundable if the Office of Residence Life is notified in writing 30 days prior to move in for the fall semester. Within 30 days of move in, half the deposit will be refundable. If Residence Life is notified beginning the first day of classes or thereafter, of the intent to cancel the contract, the entire deposit is forfeited. Spring cancellation will result in forfeit of housing deposit.

Room/Damage Deposit: Any damages that are found upon termination of occupancy will be assessed against the damage deposit. Damage of common areas within the residence hall will be pro-rated among the residents of that building or a specific area within the building. The deposit, or the remainder, will be refunded upon termination of residence status. Damages occurring during occupancy will be billed directly to the student and may not be applied to the damage deposit.

Care/Cleanliness of Student Room: The student assumes the responsibility for the cleanliness and care of the room and its furnishings. Reasonable safety and sanitation standards must be maintained. Occupants may not dismantle, refinish, paint, dye or in any way alter the room or its furnishings without specific permission from the Office of Residence Life.

Alcohol/Drugs: The possession, sale or consumption of alcoholic beverages or illegal drugs and/or paraphernalia on Yavapai College property or at Yavapai College events is prohibited. Violations will result in sanctions that may include dismissal from housing without refund. For students 21 or older, intoxicated/impaired behavior which is deemed disruptive to the College community and/or requires a welfare check is a violation and sanctions will be imposed.

Weapons/Flammable Materials: Use of guns, and or other weapons are prohibited on campus. Possession of these items in the residence halls will result in immediate dismissal from College housing, without refund. Candles, incense, oil lamps and other flammable materials, including but not limited to fireworks present a fire danger and are not allowed.

Right to Entry: The College recognizes and respects the students' right to privacy and desire to control his/her own living environment. However, Yavapai College is also responsible for seeing that students maintain their rooms in a safe and sanitary manner and for making necessary repairs to the rooms and their furnishings. Therefore, the College reserves the right to enter student's rooms without prior notice for the purpose of safety and maintenance (emergency or student requested). Whenever feasible, the College will attempt to provide the resident with advance notice.

Unauthorized Use and Possession of Keys: Only residents and authorized staff are permitted to have access to the residence halls. Any non-resident, non-student or unauthorized person found having an unauthorized key will be referred to the discipline system. There is a fee for lock changes and/or replacement keys and access cards.

Insurance: The College is not responsible for loss or damage from any cause to the personal property of the resident. Students are encouraged to see that their own insurance policies cover such a loss. Further, the College cannot and does not guarantee against failure of mechanical equipment or interruption of utilities, or against voltage surges in electrical currents.

Cancellations: This contract may be cancelled under the conditions as outlined in the Residence Hall Student Handbook. All cancellations must be made in writing to the Office of Residence Life.

Refund Policy: All refunds will be issued following the college's official withdrawal process. Refund for housing fees will be available according to the following schedule:

Beginning move in day to calendar day six the student is entitled to 75% of the rent fees.

Beginning calendar day seven to calendar day fourteen the student is entitled to 25% of the rent fees.

Beginning calendar day fifteen the student is entitled to no refund of the rent fees.

By signing this application/ contract I verify I have read the Residence Life Handbook and Student Code of Conduct (located on the web) and accept all terms and conditions that apply therein. I certify the information I have provided is true and accurate to the best of my ability and will contact the Office of Residence Life should I need to update any portion of this application/ contract.

Signature of Student *(Must be 18 to live on campus)* Date

Below portion for Office of Residence Life

Application/ Contract: ____ Deposit #: ____ Vaccinations: ____
Date Received: _____/ Staff Initials: _____
Room/ Meal Assignment: _____/ Date Posted: _____