

(Print) Last Name First Middle Y Number Female/Male

Address City State Zip Code

() ()
Home Phone Alternate Phone/Mobile

____/____/____ Age: _____ _____ Smoker _____ Non-smoker
Date of Birth *(All students must be 18 at the time of move in)*

____@scholar.yc.edu Alternate Email _____

YC Email Address *(all correspondence from Residence Life will be sent to you via your scholar email account. It is the responsibility of the student to check his/her email account on a regular basis to ensure his/her account is in good standing and all deadlines have been met)*

Contract for: ____ Fall and Spring semesters OR ____ Spring semester only

Class status:

Freshman; first year Freshman; transfer Sophomore; continuing student Sophomore; transfer NARTA

Have you signed with Yavapai College Athletics? Circle: NO YES (If yes, which team) _____

Vaccination Information:

MMR (measles, mumps, rubella) _____ Meningococcal _____

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

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

Kachina Hall: this building is reserved for returning students and students over the age of 21

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

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

Roommate/Suitemate request:

1. _____ 2. _____ 3. _____

All students living on campus must purchase a college meal plan. Please indicate your choice:

____ 19 meals/week and \$75.00 Roughrider Dollars

____ 15 meals/week and \$100.00 Roughrider Dollars

____ 10 meals/week and \$125.00 Roughrider Dollars

Weekly meal counts reset each Friday.

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. All needed documentation should be given to the Office of Disability Resources.

Emergency Contact: _____
Name Relationship to Student Phone #

Do you have any medical needs Yavapai College Residence Life Staff should be aware of (i.e. asthma, allergies, or taking medications, etc.)? _____

Yavapai College cannot and will not handle or distribute students' medications. This is the responsibility of the individual student.

Have you ever been convicted of (or plea bargained to) a felony? Circle: YES NO

A conviction will not necessarily disqualify an applicant from housing.

Are you interested in a Paid Vacancy? Circle: YES NO

A paid vacancy is a single occupant in a double occupancy room. Paid vacancies will be granted if space is available and in the order requests are received. Paid vacancies will require additional payment.

All students must submit a \$300.00 housing/damage deposit with this application in the form of a check or money order. Failure to do so will result in an incomplete application that will not be processed.

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

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

By signing this application/contract I verify I have read the Standards of Residence (www.yc.edu/residencelife) and Student Code of Conduct (www.yc.edu/studentaffairs) and accept and understand all terms and conditions that apply therein. I also have read and agree to the contractual conditions. I certify that 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 the application. I understand that in order for my application to be complete, the Yavapai College Office of Residence Life must receive a complete and signed application, vaccine records and a deposit.

Signature of Student (*must be 18*)

Date of Birth

Date

IF UNDER 18:

In accordance with Arizona State law, Yavapai College may admit a person who is under the age of 18, if granted special approval. Residence Life will review housing applications for students who are 17 years of age that meet the following requirements:

- The student must reach 18 years of age by the end of the first semester of enrollment at Yavapai College
- The student must be registered for a minimum of 12 credit hours
- The student must be in good standing with Yavapai College (one alcohol or drug violation will result in eviction)

The college environment is one of adult interaction where students will likely be exposed to concepts, educational activities and materials that are generally focused toward adults and adult audiences, including unrestricted internet access.

In signing this form, you are affirming that you understand the learning community and environment in which this student would be living and that s/he is subject to all the requirements, policies and regulations of Yavapai College and the Office of Residence Life.

Parent or Guardian

I acknowledge that I have read and understand the previous information. I give permission for my student to live in a residence hall at Yavapai College.

Parent/Guardian Last Name

First Name

Date

Parent/Guardian Signature

Return above application portion only; keep contractual conditions (below) for your records.

YAVAPAI COLLEGE – OFFICE OF RESIDENCE LIFE AND FOOD SERVICES
RESIDENCE HALL AND MEAL PLAN CONTRACTUAL CONDITIONS: REVISED 4/2011

1. CONDITIONS OF CONTRACT

- a) This is a binding agreement between Yavapai College, Office of Residence Life, Food Services, and the student signing the contract. Rates for room rent and dining charges will be available at www.yc.edu/residencelife. For meal plans, this contract is binding for the full term of the chosen meal plan.
- b) All residence halls are closed during the winter break between the fall and spring semester.
- c) During Spring Break, residence halls are only available for residents with special permission requested by the deadline. A request for break housing is not a guarantee.
- d) Food services are not available during Spring Break and Thanksgiving Break.
- e) The residence halls are available only for registered students; therefore, once the student is no longer registered, he or she agrees to vacate within twenty-four hours of his or her withdrawal. A student withdrawing from the college is eligible for a prorated refund of the student's meal plan, should he or she request to cancel the meal plan.
- f) This contract is not transferable to any other person, organization, or department of Yavapai College. Subletting arrangements of any kind are not permitted.
- g) Students living in the residence halls must be registered for a minimum of twelve credit hours of coursework per semester. The Office of Residence Life, provided space has been made available to all full-time students, will consider exceptions to this policy.
- h) The student agrees that if the college uses legal counsel, a collection or other agency to enforce this agreement, the student will pay the collection costs, attorney's fees, and court costs in obtaining payment of amounts due under this agreement.
- i) A continuing student's residence hall application/contract may be terminated upon that student's failure to meet payment plan payments when due. YC Food Service reserves the right to suspend a student's meal plan until payment or acceptable payment arrangements have been made.

2. DEPOSIT REQUIREMENTS

- a) New Yavapai College students must submit a \$300 deposit with the application for housing. The deposit must be received by the Office of Residence Life in the form of check, money order, or cash. The deposit will not be waived for any reason.
- b) Reapplication students will not need to pay an additional deposit between contract periods unless there has been a lapse between contract periods.
- c) The housing deposit is refundable upon completion of a proper check out by the resident at the end of the contract period and, if upon checkout, no damage has been done to the room and extra cleaning is not required.

- d) The housing deposit is only refundable prior to occupancy if housing cancellation is received in writing by the Office of Residence Life 30 calendar days before the beginning of the contract period: full year contract- July 20, 2011; Spring only- December 18, 2011. If cancellation is received after these dates, the deposit is forfeited.

3. RENT AND MEAL PLAN PAYMENTS

- a). Housing and meal plan charges must be paid in full or student must be enrolled in a payment plan before the first day of the contract period each semester for the student to be eligible to move in. For the fall semester, students with unpaid balances for housing and meal plans by the deferred payment deadline (published by Yavapai College) will lose their housing assignment and forfeit the \$300 deposit.
- b) Students receiving sufficient financial aid to cover tuition and residence hall rent, as confirmed by the Financial Aid Office, may delay full payment until financial aid is disbursed at the beginning of the semester. When possible, financial aid recipient's full semester rent will be deducted automatically upon disbursement. The availability of financial aid, however, does not relieve the student of financial responsibility for all sums due under the contract.
- c) All housing charges are posted to the student's college account at www.yc.edu. Payment must be made through the Business Office or on-line through the YC portal.
- d) Changes to meal plans may be made during the first two weeks of each semester only to upgrade to a larger meal plan (this will also decrease the amount of available Roughrider Dollars).
- e) Yavapai College reserves the right to change room rental rates without notice if circumstances require rent adjustment(s).
- f) Request for a contract release is considered only for the following reasons: official withdrawal, not registered for classes, or graduation. It is the student's responsibility to supply all required documentation for a contract release request.
- g) Rent refunds, when applicable, will be credited to the student's college account to pay outstanding college charges or refunded to the student.
- h) The college reserves the right to terminate the contract if payments on the payment plan are not made when due.

4. CONDITIONS OF RESIDENCE

- a) Incoming freshman students are prioritized into freshman halls and all students are required to choose an academic year meal plan. New students will receive assignments based on space availability and the date their applications are received in the Office of Residence Life. Continuing on-campus residents participate in the reapplication process during the spring semester.

- b) Assignment requests will be granted when space is available. This contract is for space only and the college reserves the right to make changes in room assignments when the college deems it necessary.
- c) Assignment denial: Room and/or hall assignment may be denied, changed, or cancelled by the college in the interest of health, safety, discipline, or maximum use of space.
- d) Room and hall transfers: A transfer policy exists for students who wish to make room or hall transfers during the contract period. Information regarding this policy is available through the Office of Residence Life or the Residence Hall Director.
- e) Periods of occupancy: Each resident must check out of the residence hall with an authorized staff member on the last day of his or her contract period or within twenty-four hours of his or her last final examination, whichever comes first. The residence halls will close no later than noon following the last exams for any academic term. Dates of occupancy may vary to accommodate changes in the academic calendar of the college. Official dates will be published by the Office of Residence Life each year and can be found on the contract, on the Residence Life website or through the Residence Life Office.
- f) Residence entry: The College reserves the right to enter rooms to inspect for health, maintenance, repair, or safety purposes.
- g) Health and safety: For reasons of health and safety, pets, candles, incense, explosives, weapons, halogen lamps, water furnishings, and some appliances are not permitted in student living units. Cooking is not permitted in residence hall rooms. Students are responsible for abiding by college fire and safety regulations.
- h) Personal damage: Each resident is responsible for keeping his or her residence clean and for preventing damage beyond reasonable wear. Damage charges will be billed to the resident when damage occurs or after the resident checks out of his or her residence.
- i) Rules and regulations: The resident agrees to be bound by the rules and regulations as printed in the Standards of Residence, the Student Code of Conduct, and the Student Conduct Procedures found at www.yc.edu/residencelife and www.yc.edu/studentaffairs. Any information printed therein supersedes other printed publications.
- j) Personal property: The College will not assume responsibility for the loss or damage of personal property of residents. Students are encouraged to obtain renter insurance.
- k) Special arrangements for physically disabled students are available. Yavapai College cannot guarantee ADA accessible rooms after June 1 (for Fall semester) and December 1 (for Spring Semester). It is the responsibility of the student to contact the Office of Disability Resources (928.717.7605 or robb.ferguson@yc.edu) to obtain and provide appropriate documentation.
- l) All new residents are required to successfully complete the online AlcoholEDU course available through the YC portal.

The resident must complete the course during the first semester of occupancy. Failure to successfully complete the course could result in contract termination.

5. CANCELLATION OF RESERVATION

- a) Students wishing to cancel their on campus housing must formally cancel their contract in writing with the Office of Residence Life to prior to the first day of the contract period. The first day of the contract period is the published opening day of the residence halls.
- b) A registered student who fails to cancel his/her contract prior to the first day of the contract period and is not living in the residence halls will be held financially responsible for rental charges for space in the residence halls for the duration of the contract period. The full amount of rent due under the terms of this contract shall constitute a debt owed to the college and, if unpaid, may be collected in any lawful manner and may prevent registration at the college.
- c) The Office of Residence Life reserves the right to use space not claimed by 4 pm on the first day of classes.
- d) Cancellation of campus housing does not automatically cancel a Food Service meal plan. You must contact YC Residence Life Office to make an official cancellation. Cancellation of a Food Service plan does not cancel campus housing.

6. CONTRACT PERIOD

- a) **This contract is for a full academic year (both fall and spring semesters) or spring only.** Registered students checking out of the hall prior to the end of the contract period are financially obligated for the entire contract amount unless the student withdraws or is no longer a registered student.
- b) All Roughrider dollars expire on the last day of each semester. All unused balances are forfeited.