MISSION STATEMENT
The Office of Residence Life is dedicated to serving the students of Yavapai College, by providing a safe and positive living/learning environment which enhances student learning. Our goals are:

1. To create a community where residents feel welcome, are safe, and feel like they are home.
2. To teach life-long lessons on safe, legal, responsible behavior in relation to adult behaviors such as alcohol use, sexual activity, drug use, and bystander intervention.
3. To foster an environment where residents are comfortable conversing with staff and holding each other accountable.
4. To teach the RA’s how to effectively manage a variety of situations including: mental health crises, emergency response, policy enforcement, and community building.

We accomplish this mission and that of the College by applying these principles:
- Provide a safe and secure campus environment for all students.
- Work with students to create a community which enhances academic success and personal growth.
- Plan an array of programs and activities that foster community and student interaction.
- Provide quality service and well-maintained facilities.
- Operate as a fiscally responsible department.
- Work in conjunction with other departments to support the College’s mission.

1. CONTRACT PERIOD OPTIONS
The priority deadline for applying for campus housing is May 15, 2015 for the following Fall Semester of 2015-16. The option you choose is binding. First year freshman residents are not eligible for Fall Only contracts.

a) Academic Year Contract: This contract is for a full academic year (both fall and spring semesters) August 21 – May 8.
b) Fall Only Contract: This contract is for Fall only (August 21–December 13).
c) Spring Only Contract: This contract is for Spring only (January 18 – May 8).

2. CONDITIONS OF CONTRACT
a) This is a binding agreement between Yavapai College and the student signing the contract. Rates for room rent and meal plans are available at www.yc.edu/residencelife.
b) Food services are not available during Thanksgiving Break or any dates the residence halls are closed.
c) 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 only eligible for a prorated refund of the student’s meal plan, should he or she request (prorated amount is calculated on a bi-monthly basis and will be considered from the date the request is received).
d) A student who wishes to move out but remains enrolled in classes (including on-line courses) will be billed the entire contract amount.
e) This contract is not transferable to any other person, organization, or department of Yavapai College. Subletting arrangements of any kind are not permitted.
f) 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, may consider exceptions to this policy.
g) The student agrees to pay the fees of any collection agency, which may be based on a percentage at a maximum of 33.3% of the debt, and all cost and expenses, including reasonable attorney’s fees, incurred in such collection efforts of amounts due under this agreement.
h) A student’s residence hall contract may be terminated upon that student’s failure to meet payment plan payments when due. Yavapai College reserves the right to restrict a student’s access to services until acceptable payment arrangements have been made.
i) 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 consideration. Parental approval is required before Residence Life will review housing applications for students who are under 18 years of age.

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

In submitting the application, 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.

3. DEPOSIT REQUIREMENTS
a) Students must submit a $50 non-refundable processing fee and a $250 deposit with the application for housing. The $300 must be received by the Office of Residence Life in the form of check, money order, or cash or may be paid online through My Bills and Services on the YC website. The processing fee and deposit will not be waived for any reason.
b) The housing deposit is refundable only upon completion of a satisfactory proper check out by the resident at the end of the contract period. Satisfactory means if upon checkout, no damage has been done to the room and extra cleaning is not required and there is no contract on file for the following contract period.

c) If a student fails to complete the advertised check-out process when moving out of the hall, the deposit is forfeited.

d) The $250 housing deposit is refundable if notification is received in writing prior to July 1st for Academic Year and Fall Only contracts and December 1st for Spring Only contracts. If cancelation is received after these dates, the student fails to move into the hall, the deposit is forfeited. The $50 processing fee is non-refundable. Residents who officially check-in and check-out during a contract period will receive a deposit refund only if the move-out process is completed accurately and there is no need for damage repair or additional cleaning.

4. RENT AND MEAL PLAN PAYMENTS

a) Housing and meal plan charges must be paid in full or the student must be enrolled in a payment plan prior to 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 $250 deposit. The prices for various room and meal plan options will be available on the Residence Life website after the Board approves the rates for the upcoming year. The average cost for a traditional double room was $2400 per semester and the average meal plan was $1680 per semester during the 2014-15 academic year.

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. Payment must be made through the Business Office or online through My Bills and Services on the YC website.

d) Upgrades to a larger meal plan may be made during the first two weeks of each semester (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) Rent refunds, when applicable, will be credited to the student’s college account to pay outstanding college charges or refunded to the student.

g) All Roughrider dollars expire on the last day of each semester. All unused balances are forfeited.

h) The College reserves the right to terminate the contract if payments on the payment plan are not made when due.

5. CONDITIONS OF RESIDENCE

a) Residents must be registered for class during the current term.

b) All students are required to choose a meal plan for the academic year. New students will receive assignments based on space availability and the date their completed applications are received by the Office of Residence Life. Continuing on-campus residents participate in the reapplication process during the spring semester.

c) 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.

d) 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.

e) Room transfers: There will be no room changes during the first three weeks of any semester. A transfer process exists for students who wish to transfer rooms during the contract period after the first three weeks. Information regarding this policy is available through the Office of Residence Life or the Residence Hall Director.

f) A student who fails to register for classes, withdraws, or is not attending classes may not live in the residence halls. This student will be held financially responsible for rental charges for space in the residence halls for the duration of the semester. 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.

g) 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 day of 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 semester and can be found on the YC Residence Life Office webpage or through the Residence Life Office. Each resident is responsible for completing an official check-out process with a Residence Life staff member or will face an improper check-out fee or loss of deposit. A list of common fees can be found in the Residence Life office.

g) Residence entry: The College reserves the right to enter rooms to inspect for health, maintenance, repair, policy violations, or safety purposes.

h) 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. Please see the Housing Handbook on the Yavapai College website for more information on this.

i) 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.
j) Common damage: Damage to public areas and furnishings within a residence hall is considered to be the responsibility of the residents of that building, unit, or floor. If individuals responsible for damage cannot be identified, the residents of the building, unit, or floor will become collectively responsible for the cost of repair, cleaning, and/or replacement.

k) Rules and regulations: The resident agrees to be bound by the rules and regulations as printed in the Housing Handbook, the Student Code of Conduct, and the Student Conduct Procedures found at www.yc.edu/residencelife and www.yc.edu/conduct. Any information printed therein supersedes other printed publications.

l) 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 or seek an addendum to parents’ homeowner policy. Items remaining in the hall after a resident completes the check-out process or leaves will be considered abandoned and become property of Yavapai College.

m) 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 Disability Resources Office (928.776.2085 or disabilityresources@yc.edu) to obtain and provide appropriate documentation.

n) All residents are required to successfully complete the online AlcoholEDU and Haven courses available through the YC portal. Residents must complete Part 1 of each course prior to moving into the hall. Failure to complete the course could result in contract termination.

6. CANCELLATION OF RESERVATION

a) Students wishing to cancel their on-campus housing must formally cancel their reservation in writing with the Office of Residence Life prior to the first day of the contract period, which is confirmed in the Assignment Letter.

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 contract. 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. Students who do not check-in by this time will be considered a no show and will be subject to the full contract amount if enrolled and forfeiture of the housing deposit.

d) Cancellation of campus housing does not automatically cancel a Food Service meal plan. You must contact the YC Residence Life Office to make an official cancellation. Cancellation of a meal plan does not cancel campus housing.

7. Dates and Deadlines

Please view the Residence Life website at http://www.yc.edu/v5content/residence-life/ for important dates, deadlines, policies, and other information.