

# Copy of Residence Hall Contract

This document and the Residence Hall Handbook set forth the terms and conditions upon which room in North Central Michigan College's Residence Hall is leased to a person (herein called RESIDENT) by the College's Board of Trustees (herein called COLLEGE).

## I. Contract Requirements

A. All RESIDENTS are required to sign a contract to live in College-owned housing units for the number of semesters indicated on the front of the contract. Students already in the Residence Hall have preference for renewal.

**B. A non-refundable application fee of \$100.00 to be paid to North Central Michigan College is required to reserve a room.**

## II. Fees, Conditions of Assignment and Contract Termination:

A. All room assignments are made in priority of receipt of application and application fee. If space is not available, all payments will be refunded.

B. Full payment or proof of enrollment in NELNET payment plan is required two weeks before check-in. All checks and money orders are to be made payable to North Central Michigan College and mailed to the Cashier's Office.

C. The COLLEGE reserves the right to change room rates if, in its opinion, such change is necessary.

D. RESIDENT is required to purchase a meal plan **each semester** for use at NCMC's Cafeteria or in the Halfway Café. **Unused balances for the fall semester carry over to winter semester. Winter semester balances do not carry over to subsequent semesters.** There are varying meal plans to choose from in order to suit your dining needs.

E. Housing Cancellation Policy – This contract becomes effective on the day the student moves into the Residence Hall and may not be broken without the approval of the Vice President of Student Affairs.

Housing refund and withdrawal dates will coincide with the class withdrawal and refund dates.

F. Applicable room rates will be prorated on a weekly basis for students who move in after the second week of each semester. Service weeks begin on Sunday or the first day of a period and end on a Saturday.

G. The residency and financial conditions of this agreement shall not be terminated for a RESIDENT to move to a private home or other housing, or to commute during the period of this agreement.

H. It is considered a breach of this contract to move from the assigned room to another room without the Housing Director's approval.

I. The COLLEGE reserves the absolute right to change room assignments or to require a student to move to a different room. The right is also reserved to assign or reassign rooms in any way that will best utilize the facilities available.

J. Whenever the room falls below the designated occupancy, the resident may be required to move to another room or pay for a private room.

K. The COLLEGE reserves the right to terminate this contract and take possession of a room for violation of this contract or College policies or regulations.

L. In the case of a pandemic illness that causes campus housing to close the resident will receive a room and board refund of 50% of their balance, prorated for the number of weeks left upon moving out.

## III. Room Availability

A. Submission of this contract does not guarantee accommodations in the residence halls if the contract and damage deposit are received after residence hall capacity has been reached.

B. The COLLEGE has the right to reassign a confirmed room assignment if the RESIDENT fails to move in or contact the Housing Office before the end of the first full day of classes. This is not a condition for which the RESIDENT is released from the obligations of the contract.

C. The Residence Hall is open for student occupancy only when the COLLEGE is in session.

## GENERAL CONDITIONS

A. The RESIDENT agrees to comply with the rules and regulations which may be adopted by the COLLEGE for the residence hall program and with the terms of the COLLEGE'S Student Code of Conduct.

B. The RESIDENT agrees to comply with all fire safety regulations, including the prohibition of open flames and halogen lamps.

C. No RESIDENT shall sublet or assign his or her assignment to another person. No unauthorized persons are allowed to reside in the rooms. No pets are allowed in the residence hall.

D. RESIDENT shall not use the residence hall rooms or public areas in a manner which is detrimental to the best interest and welfare of the hall community.

E. The COLLEGE will not condone cohabitation in the residence hall and will refer such cases to the Vice President of Student Affairs for appropriate disciplinary action. (Cohabitation is the use of a residence hall room for purposes other than academic, education, or social experiences. Specifically, the COLLEGE will not tolerate or condone unlawful sexual activities).

F. The COLLEGE has the right to inspect rooms for health, maintenance and security reasons according to the Entry and Search Procedures, and reassign rooms as necessary.

G. The COLLEGE is not liable for the loss and/or damage to money, property, or other valuables belonging to the RESIDENT or any other person. RESIDENT is responsible for acquiring any insurance the RESIDENT may desire for the RESIDENT'S protection from liability and property damages.

H. Liability charges for damages done in the corridors, stairs, washrooms, etc., will be levied equally against all RESIDENTS on the floor, or building, unless the responsibility is found to not be equal. These terms and conditions apply to all RESIDENTS and their guests while in the residence hall.

I. The COLLEGE does not assume financial responsibility for medical care. Student health and accident insurance is encouraged for RESIDENT.

J. The RESIDENT shall keep the leased premises clean and free from dirt, garbage and trash, and is to be responsible for repair or replacement of any item damaged because of the acts or omissions of the RESIDENT or the RESIDENT'S guest, invitee, or agents. Any necessary repairs or replacement will be made by the COLLEGE and be paid for by the RESIDENT.

K. It is the policy of the COLLEGE not to discriminate in the selection and/or assignment of residence hall rooms.

L. The COLLEGE requires that all students living in the Residence Hall be registered for and actively attending a minimum of 12 credit hours.

M. Definition of a returning RESIDENT: A RESIDENT who has resided in the Residence Hall at North Central Michigan College the previous semester.

I have read, understand and agree to abide by all the terms and conditions set forth, or incorporated by reference in the Campus Residence Contract. I further agree to make timely payments of the fees to North Central Michigan College as set forth in this document.

I understand this contract is in effect from the time of acceptance by the COLLEGE until the end of the academic year, or until contract is terminated by cancellation or special contract release; or at the option of the COLLEGE under II.J.

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Signature

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Parent (also required if student is under 18 years old on the date of application)