

DO NOT WRITE HERE

Student ID _____
Deposit # _____ \$ _____ Date _____
Hall _____ Room # _____
Term _____ Semester _____
Meal Plan Double Single

RESIDENCE HALL ROOM & BOARD CONTRACT

Academic Year: Fall _____ Spring _____ Summer _____

INSTRUCTIONS:

1. READ THE ENTIRE CONTRACT CAREFULLY BEFORE SIGNING; ESPECIALLY REFER TO "TERMINATION BY STUDENT" CLAUSE ON THE BACK OF THIS DOCUMENT. PLEASE TYPE OR PRINT CLEARLY.

Last Name First Name Middle Name

Home Address: Street or P.O. Box City State Zip Code

This contract shall be binding for the entire academic year or the remaining portion thereof as specified, so long as the student is enrolled at Trinidad State Junior College as a full-time student. An advance deposit of \$150 is required to complete the contract, \$50 non refundable. All contracts not accompanied by the \$150 housing retainer deposit, will be returned to the student. Make all checks and/or money orders payable to: TSJC Housing.

GENERAL

All students who live in residence halls must sign a contract for the full academic year. NOTE: This contract will be binding for those students who enroll during the summer semester. All students living in residence halls are required to comply with College rules and regulations. The student will be assigned space and is entitled to use the facilities and services of the Residence Halls in accordance with the terms and conditions outlined below. THIS AGREEMENT IS FOR ROOM AND BOARD ONLY. ALL STUDENTS LIVING IN THE DORMITORY MUST PURCHASE A MEAL PLAN. A RESIDENT'S OCCUPANCY IN COLLEGE HOUSING MAY BE TERMINATED ONLY BY OFFICIAL CHECKOUT AT THE RESIDENCE HALL, OFFICE AND THE OFFICE OF THE STUDENT SERVICES.

ELIGIBILITY

Only full-time (12 hours in fall/spring, 6 hours for summer) enrolled students at Trinidad State Junior College may reside in the College Residence Halls, unless special permission is given by the Dean of Student Services and the Director of Housing.

LENGTH OF AGREEMENT

The terms of this agreement apply to the academic year in which the agreement was entered including fall, spring, and summer semesters, if applicable. The period of occupancy for the academic year will begin the day before the beginning of the Freshman Orientation of Fall Semester, as specified by the College and end the day after Commencement Exercises in the Spring Semester.

NOTE: Occupancy dates are subject to change in the academic calendar. Spring Break is not included as part of the Academic Contract.

ASSIGNMENT OF SPACE

The College agrees to assign accommodations and provide room & board only after student has: (1) completed a housing application; (2) returned a properly executed contract; (3) submitted the advance payment in accordance with the instructions contained herein. The College for the purpose of reserving space and insuring payment of possible damages and other residence hall costs keeps a sum of \$100 on deposit. It is returned to the student, minus any debts owed to the College.
THE COLLEGE WILL MAIL THE DEPOSIT BACK TO THE STUDENT.

The College is committed to Federal and State laws prohibiting discrimination practices on the basis of race, color, national origin, disability or gender. Students should note that Residence Hall space is reserved on a first-come, first-served basis. The College reserves the right to assign or reassign space (with a 48-hour notice) for the benefit of an individual student and/or living unit.

The College reserves the right to refuse housing to any student who is delinquent in the payment of housing bills. Who has demonstrated an unwillingness to abide by Housing Rules and Regulations (and is subject to disciplinary action by the college), or who exhibits behavior incompatible with the maintenance of order and propriety in the Residence Halls.

VACATION PERIODS

College housing will be available for students who remain in the residence hall(s) between semesters at the established rate. However, food service may not be available during these periods, or a portion thereof. If available, it will be at an established rate.

USE OF FACILITIES

Student rooms and the furnishings therein are to be used in the manner for which they were designed. No college property, including room and lounge area furnishings may be removed within the building or taken from the Residence Hall. The student agrees to maintain room and shared areas so as not to create safety, fire, and health hazards and further agree to health, safety and fire checks of rooms.

The College reserves the right to enter a student's room when there is a reason to believe: a) An occupant of the room is being physically harmed or endangered; b) College property is being damaged; c) College policy or terms are being violated; d) Federal, state, or local laws are being violated e) Health conditions warrant a check on the condition of the student; f) If Maintenance Department is to perform maintenance work. G) Routine cleanliness inspections.

The College expects depreciation through normal usage. However, each student will be charged for damage or other loss incurred to the building, furniture, and equipment that is the result of negligence or misconduct. Damage within the student's rooms is the joint responsibility of the students assigned to the room unless individual responsibility has been determined.

DRUG AND ALCOHOLIC BEVERAGES

Alcoholic beverages are NOT permitted in any state building or state property including the residence halls (Huggins, O'Connor, Johnson and Romero) and surrounding grounds. Any student or guest possessing or consuming alcohol, possessing empty alcohol containers in the residence halls or elsewhere on campus will be subject to residence hall disciplinary sanctions which could lead to suspension from residence halls or total expulsion from campus.

The sale, dispensing, use or possession of illegal drugs (including marijuana) in residence halls or on school grounds, is in violation of State and Federal Laws. Exceptions to the rule would be a medical physician's prescribed medication.

SMOKING

Effective July 2006, state law prohibits smoking in state buildings. Therefore smoking is not permitted in the residence halls. Smoking is not permitted in public gathering areas in or around the residence halls

COLLEGE LIABILITY

The College shall assume no responsibility for the theft, destruction, or loss of money, valuables, or other personal property belonging to or in the custody of the student for any cause whatsoever. Whether such loss occurs in the student's room, storage room, public areas, elsewhere in the dormitory or in baggage handling related to shipment or storage. Students are encouraged to carry their own personal property insurance, as neither the College, nor the state, will assume responsibility for the loss due to fire, theft, or mischief.

TERMINATION BY THE STUDENT

All enrolled students at Trinidad State Junior College who execute this contract are committed to the agreement for the full academic year subject to the following stipulations: The contract may be terminated without penalty, other than payment of charges, for the student's length of stay in the residence hall, if the student: A) Completes the requirements for graduation after the fall semester and applies for release of the contract at least two weeks prior to the end of the semester in which the student graduates; B) Withdraws from the College for family emergency reasons, which are confirmed with a written statement from the parent or guardian and confirmed by the Housing Office; C) Plans to marry at the end of the semester and applies for release at least two weeks prior to the end of the semester; D) Does not return to the College as a student the next semester.

ASSESSMENT OF PENALTY

Conditions which allow for the termination of the residence hall contract with extra assessment to the student include: A) If the student is; dismissed or suspended from the college and/or the residence hall for disciplinary reasons during the semester, the student will be assessed an additional penalty of 45 day's room and 15 day's board and forfeit of the \$100 occupancy deposit; B) If a student moves from the residence hall during the semester to off-campus housing, the student will be assessed an additional penalty of 45 day's room and 15 day's board and forfeit of the \$100 occupancy deposit.

By reference, the service, policies, and rules contained in the "Residence Hall Handbook" are made part of this agreement.

I HAVE READ & AGREE WITH THE STIPULATIONS & ASSUME RESPONSIBILITY FOR THE RULES & REGULATIONS PERTAINING TO ROOM & BOARD AS SET FORTH IN THIS CONTRACT & THE RESIDENCE HALL HANDBOOK.

Signature of Student

Date

Revised 08/06