

Where the people make [the difference].



WILLISTON STATE COLLEGE
HOUSING CONTRACT & APPLICATION 2018-2019



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Williston State College provides a home-away-from-home for over two hundred students. WSC Residence Life offers many benefits including: Easy access to the college, a great chance to meet new people and make new friends, opportunities for learning to live with others, and a better chance to be involved in social activities.

FRONTIER HALL

\$2000 /semester/double occupancy co-ed

- Suite-style living: 4 double occupancy bedrooms per suite with 2 bathrooms, including shower and toilet in every suite
- Common lounge and study areas are located on each floor
- Livdahl Lounge provides televisions, computers and printer, laundry facilities and vending machines
- Built-in wardrobe, twin size bed, dresser, desk and chair are provided for each resident per room
- **Dining plan is required**
- Free wireless internet and cable TV access
- Shared kitchenette area
- Single occupancy may be provided based on availability, at an additional 50% of the double occupancy rates

NELSON HALL

\$1600 /semester/double occupancy co-ed

- 4 two-bedroom suites, each suite has a double-sink bathroom
- Two living room areas, a kitchen, and laundry facilities
- Built-in wardrobe, twin size bed, dresser, desk and chair are provided for each resident per room
- **Dining plan is required**
- Free wireless internet and cable TV access
- Single occupancy may be provided based on availability, at an additional 50% of the double occupancy rate

A \$100 first installment is required of each student at time of application this will be applied to the 1st semesters rent.

ABRAMSON & MANGER HALLS

1 bed \$600 /month | 2 bed \$685 /month | 2 bed renovated \$735 /month Apartment-style housing

- Contracts are 1 semester minimum
- Each apartment has a living room, an efficiency kitchen, and a two-sink bathroom.
- On-site laundry facilities
- Apartments are unfurnished
- Free wireless internet
- Free cable TV access

A \$100 first installment is required of each student at time of application this will be applied to the 1st semesters rent.

MEAL PLAN OPTIONS

Residents in Frontier Hall and Nelson Hall are required to purchase a meal plan.

If you fail to select one, you will be assigned the 14/week plan. The last day to add or change a meal plan option is the 10th day of fall term and the 11th day of spring term. Meals per week reset weekly on Sunday evening.

Purchase of any meal plan includes WSC flex dollars that may be used at the WSC Bookstore or Teton Grill in addition to two guest meals per semester. Meal plan flex dollars do not carry over to a subsequent semester. Additional flex dollars can be purchased at WSC Student Accounts. Purchased flex dollars carry over and unused balances are refundable upon request.

MEAL PLAN RATES

Room and meal plan rates for the 2017-18 academic year are currently available at willistonstate.edu/housingmealrates. Final 2018-2019 rates will be posted online, when available at willistonstate.edu/housingmealrates. Rates do not include any other additional fees.

For more information, contact:

Director for Residence Life at 701.774.4528 or wsc.housing@willistonstate.edu

Frontier and Nelson

1. CONTRACT

1. The Residence Hall Contract creates a license for the student to use campus housing and is not a lease. The relationship between WSC and the student is that of licensor-licensee and not that of landlord-tenant. A license creates a privilege for students to use residential housing subject to the conditions of this contract and university regulations. The Contract is made for the academic year (August – May) or balance thereof if signed after the beginning of the term.
2. Residence halls close during Thanksgiving and Spring Break and students may stay for no additional cost. Contract rates do not cover housing costs over Winter Break between semesters, students will be charged \$12 per night for the duration of the break. Students requiring interim housing over Winter Break must contact the Director for Residence Life for approval. Housing during Winter Breaks is not guaranteed. During breaks there is a zero tolerance behavior policy in place and no guests including non-resident students are permitted during these times.
3. Meal Plans are not in effect during breaks. Mail is not distributed.
4. Williston State College, its employees, or agents assume no responsibility for loss, theft, or damage to your personal property. Purchase of insurance or an extension of your family's insurance to cover loss or damage of personal property is strongly recommended. Students are financially responsible to the college and other residents for damage, loss or injury sustained by the college, its employee and agents, as a result of student or guests' acts or omissions. Damage charges will include cost of labor and materials for all repairs and/or cleaning. When responsibility for damage cannot be determined, the roommates will be jointly responsible.
5. If a shared aspect of the building becomes damaged by shared misuse or unknown individual misuse a community damage charge will be equally distributed to all residents unless a singular individual or individuals takes ownership.
6. Williston State College has the right to refund any payment, to refuse assignments to any applicant, and to make all final decisions as to assignments for room or room and board. Contact Residence Life for information and current prices (701.774.4528).

2. ELIGIBILITY/REQUIREMENTS

All first year students who do not meet a live on requirement exception listed in the WSC live on requirement policy are required to live on campus their first year.

1. Students who are enrolled part-time in on-campus classes at WSC are eligible to live in campus housing, minimum credits of 6 per semester constitute a part-time study load. Full time students will be given priority for any vacancies on campus.
2. Housing may be refused to any student based on their current or past conduct, where the student may pose a safety or security risk to persons or property. Housing may also be refused to students who have outstanding debts to the college.
3. Newly admitted students ages 21 and younger residing in campus housing, must provide documentation of immunity against meningococcal disease. Documentation means (a) evidence of at least one dose of meningococcal conjugate vaccine in the five years prior to enrollment or (b) evidence of two doses of meningococcal conjugate vaccine administered at age 10 or older and at least 8 weeks apart. The Housing Office may refuse to assign a room to a student until verification for meningococcal immunization is received.
4. Students must occupy the assigned unit and may not sublet.
5. No student is to permit his/her unit to be used for a commercial purpose. Soliciting on campus property is forbidden.

3. APPLICATION AND ASSIGNMENT PROCEDURES

1. Students desiring residence hall accommodations are required to complete a housing application with a \$40 one-time, non-refundable application fee to Williston State College Housing Office, 1410 University Avenue, Williston, ND 58801. This fee is waived for re-contracting residents from previous semesters.
2. Room assignments are typically sent to students August 1st Assignment priority is determined according to the date of each completed application and only after the \$100 holding fee has been paid. This holding fee is applied toward semesters rent.
3. Roommate preferences are honored when possible, but are not guaranteed.
4. Final confirmation of housing and meal plan are subject to admission to the college.
5. WSC reserves the right to make changes in room assignments.

4. CHECK IN

Residents are expected to check in during designated check in times. If individual accommodations are required for special date or time to check in, approval must be granted from the Director of Residence Life or the Head Resident. Failure to check in properly will result in a minimum \$100 fine. Students are responsible for checking the condition of their room upon check-in. A signature on the room inventory and condition form is confirmation of the room condition at check-in. The Director for Residence Life may make a final inspection of the room and may adjust the damage assessment as necessary. Roommates are encouraged to discuss damages with each other and take responsibility for their respective charges before check out. The last roommate to check out is responsible of the remaining unclaimed damages. Failure to complete room condition form may result in additional charges.

5. CANCELLATION & REFUND POLICY

1. Your application may be cancelled with a deposit refund as follows:
2. Fall semester: \$75 if cancelled before May 1st, 2018; \$50 from May 1st to June 30th, 2018. No refunds will be issued after July 1st, 2018 for Fall Semester.
3. Spring semester: \$75 if cancelled before October 1st 2018; \$50 from October 1st to November 30th 2018. No refunds will be issued after 1st December 2018.
4. Students who are denied admission to the college will receive a full refund.
5. Release of contract due to conduct reasons, during the contract period will result in breach of contract and forfeiture of room rent for the remainder of the agreement period. Board charges will be refunded in accordance with the North Dakota University System Procedure; Section 830.2- Refunds. This can be found at: <http://www.ndus.edu/makers/procedures/ndus/default.asp?PID=296&SID=60>
6. If a student vacates before the end of the school year without approval of the Director for Residence Life, he/she will be held responsible for all charges for the remainder of the contract period.
7. If you move out of the residence hall during the term of this contract and you are not entitled to a refund as provided under SBHE Policy 830.2, you will forfeit the rent for the entire contract term, EXCEPT those covered in SBHE Policy 830.2. Students are not entitled to a refund if they choose to move out of the Residence Hall during the term of this contract. Students will forfeit rent for the entire term, EXCEPT those covered in SBHE Policy 830.2. Student will be responsible for rent until the unit has been re-rented or until the end of the term, whichever comes first. The Director for Residence Life will fill each vacant unit based on the reasons for the cancellation which led to that vacancy. For example, vacancies created by individuals withdrawing from college and by individuals who are graduating will be given first priority and will be filled first. Individuals applying for a contract cancellation, but maintaining enrollment in the college will have their vacancies filled chronologically when possible. WSC reserves the right to reassign the vacancy created by the request for early contract termination. This ensures WSC's ability to accommodate incoming students with specific requests or special needs. This means that even if the particular unit you previously resided in but vacated with early termination of contract becomes occupied by an incoming student, may not result in your ability to be released from liability.

6. WITHDRAWAL FROM COLLEGE

1. On or after the first day of classes of each semester, authorized room and board payment refunds are calculated on a percentage basis in accordance with the North Dakota University System Procedure; Section 830.2- Refunds. This can be found at: <http://www.ndus.edu/makers/procedures/ndus/default.asp?PID=296&SID=60>
2. Refunds will be issued by mail, provided all payment obligations to the college have been met.
3. In order to complete the withdrawal process, a student must properly check out of his/her room within 24 hours of initiating the withdrawal process.

7. ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

1. Students with documented disabilities who need accommodations in their residence hall room must contact Disability Services, 701-774-4221. Assignments cannot be processed without a documented recommendation from Disability Services.
2. Every effort will be made to provide reasonable accommodation for students with a documented disability who apply no less than 30 days prior to the beginning of the semester.
3. Room assignment is based on the accommodations required and the date the first installment and application are received.

8. PAYMENT PLANS & PROCEDURE

Charges will be posted to student finance accounts in campus connection.

1. Housing and Dining Plan fees are payable in full by the scheduled tuition and fee payment date of each semester.
2. If financial aid is pending you are required to pay the anticipated additional costs not covered by your financial aid.
3. Housing contract may be cancelled if payment is not received within 7 days of the tuition and fee payment date, unless arrangements for a payment plan have been made with the Business office prior.

9. OCCUPANCY

1. Residents must be an enrolled student at WSC, must occupy the assigned room and may not sublet or re-assign the room.
2. If a student fails to check in his/her assigned room within one week after the start of classes, the reservation will be cancelled and deposit forfeited.
3. If a student occupies a room that falls below its designed capacity, he/she may request to keep a double room as a single after the first week of each semester for an additional fee by contacting the Director for Residence Life. Single room requests are honored depending on space availability. If a student does not wish to keep a double room as a single, they will be required to move to another room with double occupancy.
4. The Director for Residence Life reserves the right to transfer students from one room or hall to another in the interest of health, safety, student conduct or consolidation purposes.

5. The college reserves the right to determine what constitutes occupancy and may reassign residents accordingly.
6. Any termination of occupancy or exceptions to this contract will be subject to the approval of the Director for Residence Life.
7. Students may occupy their rooms no later than 24 hours after their last exam, unless participating in graduation ceremony or arrangements have been made with Director for Residence Life.

10. GUESTS AND VISITORS

1. Visitors in the building must be invited guests of residents.
2. Residents are responsible for the behavior of guests and liable for loss or damage to property caused by their guests.
3. Residence hall visitation hours are
 4. 10:00 a.m. to 12:00 a.m. Sunday through Thursday
 5. 10:00 a.m. to 2:00 a.m. Friday and Saturday
6. Guests must be escorted by a student resident at all times.
7. No guests are permitted during break periods specified in Section 1. 2 of contract
8. All guests must be signed in at time of entrance.
9. Any overnight guest stay must be approved by the Director for Residence Life or his/her designee prior to the guest stay and shall not exceed 72 hours without written permission. Allowing an un-contracted individual to reside in a residence hall room is grounds for eviction from college housing. The college reserves the right to deny access to non-residents at any time.

11. HALL / ROOM USES

1. Students provide their own linens, blankets, pillows, towels and toilet articles.
2. Students are responsible for cleaning their rooms, removing waste materials and maintaining sanitation and safety conditions acceptable to the Housing Department. Students will be billed for labor and material costs if cleaning is required by the college. Limited supplies for cleaning are available in each hall upon request.
3. Permitted in residence halls are: microwave ovens under 800 watts, refrigerators not exceeding 800 watts, refrigerators not exceeding 4 cu ft. inside storage space, sewing machines, hair dryers, radios, stereo and television sets. Any other items must be approved by the Director for Residence Life.
4. Students are not permitted to make alterations, install equipment, paint or make repairs in any part of the building. Additional furniture may not be brought into rooms without approval from Head Resident. College property may not be transferred between rooms or removed from rooms, lounges or residence halls. A \$100 fine will be imposed for misplacement of college property; including community garbage cans.
5. The use or possession of the following is prohibited in or around residence halls and/or rooms:
 - A. Alcoholic beverages, alcohol containers and advertising or promotion of alcoholic beverages (regardless of age);
 - B. Narcotics or other drugs when their use or possession is prohibited by law;
 - C. Weapons including but not limited to: firearms, ammunition, fire crackers, explosives, knives, bows and arrows, air-soft guns, paintball guns.
 - D. Cooking or heating appliances except those listed in Section 11.3 above; equipment such as electric frying pans, electric grills, hot plates, toasters, toaster ovens, hot plates, air conditioners, space heaters, electric cords outside of the room or overloaded electrical receptacles, faulty or old extension cords, or halogen lamps;
 - E. Antennas, dishes or aerials for radios or TV's;
 - F. Battery chargers or engine heater cords;
 - G. Open fires, candles, incense, potpourri pots or halogen light bulbs;
 - H. Weight lifting or exercise equipment, portable washers, dryers, and dishwashers.
 - I. Pets (other than fish in a tank no larger than 10 gallons)
 - J. Skateboards, roller blades, roller skates, and hoverboards are not to be used in hall at any time.
 - K. Other items deemed inappropriate by campus housing staff.
 - L. Pictures or other wall hangings should be suspended only from items that will not damage walls, ceilings or doors. Students will be charged for damaged walls and ceilings.
6. Fire safety and sanitation requirements prohibit cooking within the residence hall room. Limited kitchenette space off the commons area is specifically designed for light snacks. Residents must clean kitchenette space. All food must be kept in closed containers. At each semester break the community fridge will be thawed and food left over break disposed of.
7. No motor vehicles/scooters may be used in the residence halls.
8. No person or organization, whether or not affiliated with the college, may advertise, sell, conduct a business or raise funds in the residence halls without registering and receiving permission from the Director for Residence Life.
9. Gambling, including Internet gambling, is prohibited.

12. ROOM CHANGE/HALL TRANSFER

10. Room changes, hall transfers and vacating rooms require the filing of requests with and the approval of the Director for Residence Life.
11. Unauthorized room changes or failure to move out of a room at a designated time may result in an administrative charge of \$100, being required to move back to the original room, applicable charges for assignment and occupancy of more

than one room and/or disciplinary action.

13. SERVICES

1. Coin operated washers and dryers are furnished in the residence halls.
2. Cable TV is provided in student lounges and suite areas.
3. Mail service is provided at the respective residence halls on weekdays excluding holidays and breaks.
4. Wireless Internet service is provided.
5. Vacuum cleaners are available from the residence hall staff. Generally, each hall will have a designated area where there items are kept.
6. A reserved parking lot with free parking is provided for residents of each hall. A parking permit will be provided at move in and is require to be visible in the vehicle while parked at all times.

14. SAFETY AND SECURITY

1. Emergencies – dial 911
2. Students are required to comply with safety and security procedures and may not tamper with locked doors or admit unauthorized people into residential facilities.
3. Tampering with any fire alarm mechanism or fire extinguisher is strictly prohibited and may result in immediate dismissal from campus housing.
4. Residents and guests must vacate the building during a fire drill or actual fire. Doors should be closed and left unlocked.
5. Possession of fireworks or any other explosive material is not allowed.
6. Each resident is issued keys to gain access to their hall, suite/apartment, and room. Access to halls is limited to residents and their authorized guests. College keys are the property of the college and may not be duplicated. A student's keys may not be loaned to others. Room key loss requires a cylinder change or possibly a new doorknob and issuance of new keys. The student will be responsible for all replacement costs.
7. For personal safety it is recommended that doors remain locked and the identity of anyone entering a room/apartment be made known before opening the door.
8. WSC Emergency Preparedness Plan is posted on the website. It is each student's responsibility to become familiar with this plan.

15. STANDARDS REGULATIONS AND EXPECTATIONS

1. The student signature on this contract is an acknowledgement that he or she agrees to the terms and conditions of this contract and the rules and regulations outlined in the WSC Student Code of Conduct. Violation of these rules or other inappropriate conduct is handled through the disciplinary processes outlined in the WSC Student Code of Conduct and may result in termination of this contract. Termination of contract for conduct reasons will result in a breach of contract (see *section 5.5*).
2. No student may create excessive noise, disturb or infringe on the rights of others, harass, haze, or in any way lessen the educational effectiveness of the college. This includes behavior that attempts to force a roommate to move out of the room and/or attempts to prevent a new roommate from moving into the room.
 - a. The college will not tolerate verbally or physically threatening behavior toward staff members or students. Verbal or physical threats to staff members or students may result in eviction from residential and dining facilities and/or suspension or expulsion from the college.
 - b. Students are responsible for damages and loss to college property resulting from negligence or misuse. When responsibility within a room or suite cannot be determined, all roommates will be jointly responsible. Willful damage of college property shall be cause for disciplinary action, which can result in loss of housing privileges or dismissal from the college.
 - c. All campus including residence halls and surrounding college grounds are designated as tobacco free. No tobacco use of any kind is allowed in any area of the campus.
 - d. Students are responsible for information provided during hall/floor meetings, via WSC email as well as materials posted in residential facilities.

16. SEARCH AND INSPECTION

1. The right to inspect rooms without notice is reserved by the college for purposes of maintenance, cleaning, fire and personal safety and for purposes of administering provisions of this contract. Such entry by the college shall not be regarded as a search but is separately agreed to and authorized by the student party to this contract. Entry and search of rooms by college or law enforcement officials for the purpose of discovering violations of college regulations, local, state or federal law will be subject to the college policy expressed in the WSC Student Code of Conduct.
2. Housing department personnel has the authority and responsibility to enter a resident's room or apartment when there is sufficient reason to suspect a probable violation of college policy and/or state or federal laws is occurring therein. Suites are deemed common areas and do not require permission for entry.

17. TERMINATION OF LICENSE CONTRACT BY COLLEGE

1. This contract may be terminated by the college for student's violation of college and/or WSC Student Code of Conduct including, but not limited to, nonpayment of debt owed by the student to the college, conduct violations, or if he/she is no

- longer enrolled as a student or has been suspended or expelled.
2. Student agrees to vacate his/her room by the date provided student. Failure to vacate may result in denial of access to room.
3. The Director for Residence Life or designee may temporarily suspend, restrict or reassign a resident from his/her room or residence hall pending an investigation and/or hearing whenever, in the Director for Residence Life's judgment, the continued presence of the resident or the safety of persons or property in the residence halls. The Director for Residence Life or designee shall grant immediate review by the end of the next business day on request of any resident so suspended, reassigned or restricted.

18. CHECKOUT

1. Students must contact a hall staff member no less than 24 hours in advance to schedule a time for a formal check-out with a hall staff member.
2. Residents leaving the residence halls or making a room change without completing the formal check-out process with a residence hall staff member will be fined \$100 and will be charged for any damages and fees. Residents who fail to turn in their keys during check-out will be charged the full cost of re-keying.
3. Students who abandon property will be charged costs associated with processing the abandoned property.
4. Students are responsible for properly checking out of residence halls according to established procedure. Failure to do so will result in a \$100 fine. Additional charges may be assessed for damages, including cost of labor and materials, and missing keys and cleaning.
5. After termination of this contract, the Head Resident may dispose of abandoned or unclaimed property held in storage for more than 30 days by way of public or private sale or can otherwise dispose of such property. The Housing department can keep the proceeds.

WILLISTON STATE COLLEGE HOUSING CONTRACT & APPLICATION 2018-2019

Legal Name _____ Gender _____
last middle first

E-mail Address _____

Home Address _____
street city state zip country (if not USA)

Home Phone (_____) _____ Cell Phone (_____) _____

Vehicle Make _____ Model _____ Color _____ License Plate # _____

Will enroll as: Fr So Major/Anticipated Major: _____ Semester Intended: Fall Spring Summer Year: 20____

Accommodations: If you require accommodations with your room or dining plan due to a documented disability please list them below:

HALL PREFERENCE (Rank 1-2)

Residence Hall ___ Frontier ___ Nelson

ROOM PREFERENCE

First Choice Double Single* **Second Choice** Double Single*

*Based on availability and charged at an additional 50% of the double occupancy rate

Name of Preferred Roommate: _____
(Roommates must request each other and submit applications together. Requests are not guaranteed.)

Will you be participating in Varsity Athletics? Yes No If yes, which sport? _____

___ **MEAL PLAN** (if no selection is made, meal plan will default to 14 meals/week if required for assigned hall)

10 meals/week 14 meals/week 19 meals/week

Emergency Contact For Missing Student Notification: _____
Name Phone Number

- In order to receive a room assignment, the first installment of \$100 **must** be included along with a \$40 non-refundable application fee. (Housing application fee waived for students in WSC housing during most recent term)
- You must also have applied for admission or be a current, full-time student at WSC.
- Hall/room assignments are made on a first-come, first-served basis, depending on availability.
- **If you are under the age of 21 you must submit documentation of immunity against meningococcal disease.**

I hereby apply for a room contract for the 2018-2019 academic year (August to May). I have read and agree to abide by the general conditions of the WSC Housing Contract. I have submitted with this application my \$40 application fee and \$100 first installment. I have read the contract and understand the financial implications of cancelling or withdrawing my application. I hereby certify the above information is complete and accurate. Further, I hereby consent to the release of any and all information by law enforcement officials, education officials, and others relative to any criminal convictions, criminal pleas, or education nonacademic disciplinary action. I give this consent to Williston State College to fully evaluate my application for admission, and acknowledge the information provided will be used for that purpose.

Full Legal Signature of Student

Date

Williston State College does not discriminate because of race, color, creed, gender, disability, or national origin.

RETURN THIS APPLICATION (with payment & proof of meningococcal immunity (if applicable)) to:

Williston State College Housing Office, 1410 University Avenue, Williston, ND 58801

FOR COLLEGE USE ONLY

Student ID# _____ Receipt# _____ Amount \$ _____ Date ____/____/____

Student Imported Custom Attributes Set Roommate Preference Set Dining Plan Set Room Assigned

Hall/Apt. _____ Room _____ Date ____/____/____ Room Type _____

Application Letter Sent _____ Assignment Letter Sent _____

Cancellation Date _____ Refund Amount _____ Refund Process Date _____