



WILLISTON STATE COLLEGE

HOUSING SUMMER APPLICATION 2017 [MAY 22 - AUG 6]



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 # _____

Are you a current WSC student? Yes No

If yes, what is your class status? Freshman Sophomore

Have you previously resided in WSC campus housing? Yes No

Name of college attending _____

Verification letter attached? (not applicable to WSC students) Yes No

Contact name _____ Contact phone number (_____) _____

Place of employment (internship) _____

Verification letter attached? (not applicable to WSC students) Yes No

Contact name _____ Contact phone number (_____) _____

Dates of intended stay _____ to _____

Make & model of vehicle _____ State license issued _____

License number _____

Emergency contact for missing student notification: _____
name phone number

Allergies or medical conditions (please list) _____

All residents making application must answer the following questions. An affirmative response to any of these questions will not automatically prevent qualification, but you will be asked to provide additional information. The information will be reviewed by a campus officer or committee charged with that responsibility. Fabrications or omission of information may result in a denial of qualification, revocation of admission, dismissal, or other appropriate sanction.



WILLISTON STATE COLLEGE

HOUSING SUMMER APP 2017 [MAY 22 - AUG 6] (CONT)

1. Have you ever pled guilty (or no contest) to or been convicted of any felony? Yes No
2. Within the past 10 years, have you pled guilty (or no contest) to or otherwise been convicted of a misdemeanor crime involving violence or the threat of violence in any court? "Crime of violence" means an offense that involves substantial risk that physical force may be used against a person or property of another. Examples of crimes of violence include, but are not limited to, abuse, arson, assault (including sexual assault or domestic violence), battery, breaking and entering, burglary, criminal mischief or vandalism, harassment, homicide, menacing, reckless endangerment, stalking, terrorizing and unlawful restraint or imprisonment.
 Yes No
3. Are you currently required to register as a sex offender in any state? Yes No
4. Have you been dismissed or suspended from a college or university for disciplinary reasons within the past 5 years? ("Dismissed for disciplinary reasons" means a permanent separation from an institution due to conduct or behavior. "Suspended for disciplinary reasons" means a sanction imposed for disciplinary reasons that results in a student leaving school for a fixed period but not permanently.) Yes No

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

ROOM PREFERENCE: Single Double

Name of preferred roommate: _____

(Roommates must request each other and submit applications together. Requests are not guaranteed.)

- 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)
- Hall/room assignments are made on a first-come, first-served basis, depending on availability.

I hereby apply for a room contract for Summer 2017. I have read and agree to abide by the general conditions of the WSC Housing Contract and Williston State College Student Code of Conduct. 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. In signing this, I also acknowledge that I understand and agree to the zero tolerance summer rule as stated in the contract. 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 BY MAY 1, 2017, WITH PAYMENT 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 _____

WILLISTON STATE COLLEGE HOUSING CONTRACT SUMMER 2017

Williston State College housing offers a safe and convenient home base in Williston, North Dakota for all summer interns and college students, whether they are affiliated with Williston State College or with other colleges and universities to be able to participate in the many internship opportunities in the region.

Summer residents will be housed in Frontier Hall. The building stands four stories and can house up to 170 students in four bedroom suites. Each suite has modern furnishings and the building has wireless internet, cable TV, and on-site laundry facilities. Further, every floor has common areas that have high top tables and TVs for student use; in addition, the common area on third floor has a full kitchen and the common area on the first floor has a fire place.

Frontier Hall is also the home of the **Livdahl Lounge**, the newest student common area on campus. The lounge has state-of-the-art desktops and an onsite printer/copier for use. There are also couches and 47" televisions ready to meet the students need to relax.

SUMMER 2017 HOUSING AVAILABILITY & COST

For 2016, summer intern housing at Williston State College starts May 16, 2016 and extends to August 8, 2016. All residences offer the option of single or shared rooms for the summer.

- Single room in a suite - \$30 per night, \$210 per week
- Double room in a suite - \$20 per night, \$140 per week

*All money is due up front upon arrival, with both room options requiring an eight (8) week minimum stay. Payment arrangements can be made prior to arrival.

FACILITIES & AMENITIES

Williston State College offers the following facilities and amenities to meet your needs as a summer intern in Williston, North Dakota:

- Fully furnished bedrooms
- Wireless internet
- Cable television
- Air conditioning throughout
- Shared kitchenette
- Coin-operated laundry facilities
- Security
- Live-in professional and student staff (on call 24 hrs/day)
- On-site mailboxes
- Large-screen TV lounges, game room, and other common rooms for interns to meet

CONTRACT

1. The Residence Hall Contract creates a license for the resident to use campus housing and is not a lease. The relationship between WSC and the resident is that of licensor-licensee and not that of landlord-tenant. A license creates a privilege for residents to use residential housing subject to the conditions of this contract and university regulations. The Contract is made for Summer 2017; May 22, 2017 through August 6, 2017.
2. 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. Residents 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, roommates will be jointly responsible, and fees accessed accordingly.

ELIGIBILITY/REQUIREMENTS

1. Resident must be 18 years of age or older at the time of move-in.
2. Enrolled as a matriculated student at an accredited college or university (Enrollment verification is required).
3. Employed in an internship or supervised research program in the Williston, North Dakota area (Written verification is required).
4. Williston State College reserves the right to refuse assignment to any applicant, and to make all final room assignment decisions.
5. Residents must occupy the assigned unit and may not sublet.
6. No resident is to permit their unit to be used for a commercial purpose. Soliciting on campus property is forbidden.
7. No non-WSC students can stay for a duration longer than 100 days unless requested in writing by the resident and approved by the Director for Residence Life.

APPLICATION AND ASSIGNMENT PROCEDURES

1. Complete the housing application with the \$40 application fee and the \$100 first installment to Williston State College, 1410 University Avenue, Williston, ND 58801.

2. Room assignments are not made unless there is receipt of the \$100 first installment. A room assignment is not guaranteed until the student has been so notified. Assignment priority is determined according to date first installment is received.
3. Roommate preferences are honored when possible, but are not guaranteed. If students request each other as roommates, both applications must be returned together.
4. Final confirmation of housing is subject to admission to the college.
5. WSC reserves the right to make changes in room assignments.

CANCELLATION & REFUND POLICY

1. Your application may be cancelled with a refund of first installment as follows: \$200 before May 1, \$125 from May 1 to May 31; No refunds will be issued after May 31.
2. Release of contract if requested and approved, or due to conduct reasons during the contract period will result in a \$150 breach of contract fee.
3. If a student vacates before the end of the summer without the approval of the Director for Residence Life, he/she will be held responsible for all charges for the remainder of the contract period.
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 (cost of labor and materials), missing keys and cleaning.

ACCOMMODATIONS FOR RESIDENTS WITH DISABILITIES

1. Residents with documented disabilities who need residence hall accommodations must contact Disability Support Services, 701-774-4221. Accommodations will only be considered after recommendation is received from Disability Support Services.
2. Every effort will be made to provide reasonable accommodations for residents with a documented disability, based on availability.
3. Room assignment is based on accommodations required, and the date the deposit and application are received.

PAYMENT PLANS & PROCEDURE

1. Housing payment in full upon arrival. Unless alternative arrangements are approved prior to arrival. Please make payment to Williston State College, 1410 University Avenue, Williston, ND 58801 or contact Student Finance at 701-774-4258.
2. Registrations may be cancelled or a late payment fee may be assessed if payment is not received within one week of move-in date (May 16, 2016).

OCCUPANCY

1. Residents that are participating in the WSC Intern Housing Program must occupy assigned rooms and may not sublet or re-assign rooms.
2. If a resident fails to check in to his/her assigned room within one week, the reservation will be cancelled.
3. Director for Residence Life reserves the right to transfer residents from one room or hall to another in the interest of health, safety, and resident conduct or consolidation purposes.
4. The college reserves the right to determine what constitutes occupancy, and may reassign residents accordingly.
5. Any termination of occupancy or exceptions to this contract will be subject to the approval of the Director for Residence Life.

GUESTS AND VISITORS

1. Residents are responsible for the behavior of their guests.
2. Residence hall visitation hours are:
 - Sunday through Thursday - 10:00 a.m. to 11:00 p.m.
 - Friday and Saturday - 10:00 a.m. to 2:00 a.m.
3. Guests must always be escorted by resident.
4. Any overnight guest stay must be approved by the Director for Residence Life or their 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.

HALL / ROOM USES

1. Residents provide their own linens, blankets, pillows, towels and toilet articles.
2. Residents are responsible for cleaning their rooms, removing waste materials, and maintaining sanitation and safety conditions acceptable to the Housing Guidelines. Residents will be billed for labor and material costs if cleaning is required by the college.
3. Small appliances permitted in residence halls include: Microwave ovens under 800 watts, refrigerators not exceeding 800 watts and not exceeding 4 cu ft. inside storage space, hair dryers, radios, stereo and television sets. Any other items must be approved by the Director for Residence Life.

4. Residents 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 the Director for Residence Life. College property may not be transferred between rooms or removed from rooms, lounges or residence halls.
5. Use or possession of the following is prohibited in or around residence halls and/or rooms:
 - a. Alcoholic beverages or alcohol containers (regardless of resident's age);
 - b. Narcotics or other illicit drugs;
 - 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 #3 above; equipment such as electric frying pans, electric grills, hot plates, toasters, air conditioners, space heaters, electric cords outside of the room or building, or halogen lamps;
 - e. Antennas, dishes or aerials for radios or TVs;
 - f. Battery chargers or engine heater cords;
 - g. Open fires, candles, incense, potpourri pots or halogen light bulbs;
 - h. Weight lifting or exercise equipment;
 - i. Pets (not including service animals approved by Disability Support Services);
 - j. Other items deemed inappropriate by campus housing staff.
6. **Zero Tolerance Rule:** Alcohol and drug violations will result in eviction from summer housing. Residents who are evicted for misconduct under the zero tolerance rule also remain responsible for the full charge of their intended stay.
7. 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.
8. 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.
9. No motor vehicles may be used in the residence halls.
10. 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.
11. Gambling, including internet gambling is prohibited.

ROOM CHANGE

1. Room changes, hall transfers and vacating rooms require the filing of requests with, and approval, of the Director for Residence Life.
2. Unauthorized room changes or failure to move out of a room at a designated time may result in an administrative charge of \$25, being required to move back to the original room, applicable charges for assignment and occupancy of more than one room and/or disciplinary action.

SERVICES

1. Coin-operated washers and dryers are furnished in the residence hall.
2. Televisions and cable service are provided in student common areas, cable service is provided in suites, however, own television must be provided.
3. Mail service is provided at the respective residence hall.
4. Wireless internet service is provided in the residence hall.

SAFETY AND SECURITY

1. Emergencies – dial 911.
2. Residents 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 security camera, fire alarm mechanism or fire extinguisher is strictly prohibited will result in a fine and may result in immediate dismissal from campus housing.
4. Residents and guests must vacate the building during a fire drill or actual fire. Windows and doors should be closed and lights left on.
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 resident'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 assessed 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's Emergency Preparedness Plan can be found online at willistonstate.edu.

STANDARDS, REGULATIONS, AND EXPECTATIONS

1. Residents are expected to know and agree to the terms and conditions of this contract and to the rules and regulations outlined in the WSC Code of Student Life, which can be found at: <http://www.willistonstate.edu/Documents/Student%20Life/Student%20Code%20of%20Conduct%202013-2014.pdf>. Violation of these rules or other inappropriate conduct is handled through the disciplinary processes outlined in the WSC Code of Student Life and may result in termination of this contract. Termination of contract for conduct reasons will result in a breach of contract (see #3 Cancellation and Refund Policy).
2. No resident 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.
3. 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.
4. Residents 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 for the remaining unclaimed damages.
5. Residents 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 held responsible. Willful damage of college property shall be cause for disciplinary action, which can result in loss of housing privileges.
6. After termination of this contract, the Director for Residence Life 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 department can keep the proceeds.
7. Residents are responsible to be aware of information posted in residential facilities.
8. All residence halls are designated as non-smoking. No smoking is allowed in any area of a building, nor is it allowed on campus.

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 resident 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 College policy expressed in the WSC Code of Student Life.

TERMINATION OF 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 employed as an intern or is 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 and/or additional charges.
3. 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 causes concern for 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.

CHECKOUT

1. Residents 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 charged a \$100 fine and will be charged for damages and fees. Residents who fail to turn in their keys during check-out will be charged the full cost of re-keying.
3. Residents who abandon property will be charged for costs associated with removing the abandoned property.