



## STUDENT HOUSING APPLICATION & AGREEMENT

2017-2018 ACADEMIC YEAR

### WELCOME

There is no substitute for life on campus. Residence life positively influences academic and personal growth by offering a variety of programs, both social and educational. Residents are an active part of the on-campus community. Through your involvement, you will build relationships with neighbors and classmates to develop life-long skills. We are excited for you to experience the convenience care and social growth the Residence Hall has to offer.

### STUDENT HOUSING APPLICATION & AGREEMENT INSTRUCTIONS

Carefully read the entire Student Housing Application and Agreement and initial each page. By signing the Student Housing Agreement, you are acknowledging that you have read and understand the entire Residence Hall Student Housing Agreement, that you agree to the provisions contained within and you accept the accommodations to which you may be assigned.

#### **First Time Residents (New to the Flathead Valley Community College Residence Hall)**

First time residents must complete and submit a Residence Hall Student Housing Application and Agreement before room assignments will be considered.

#### **Returning Students (Contract Renewal for the Flathead Valley Community College Residence Hall)**

Returning residents are required to complete and submit and updated Student Housing Application and Agreement.

### COMPLETED AGREEMENTS

Submit the completed Student Housing Application and Agreement.

#### **In person:**

The Admissions Office in Blake Hall, Room 111.

#### **By Mail:**

Residence Life, Flathead Valley Community College, 777 Grandview Dr., Kalispell, MT 59901

### QUESTIONS

Please email [reslife@fvcc.edu](mailto:reslife@fvcc.edu) or call 406-756-4586.

Answers to frequently asked questions are also available at <https://www.fvcc.edu/campus-guide/student-housing/>.

### NOTICE OF NON-DISCRIMINATION

FVCC does not discriminate on the basis of race, color, national origin, sex, age or handicap in admission or access to, or treatment or employment in, educational programs or activities. Inquiries concerning Title VI, IX and Section 504 may be referred to:

**TitleIXCoordinator@fvcc.edu or Executive Director of Human Resources**

Blake Hall, Room 152

Phone: 406-756-3841



## STUDENT HOUSING APPLICATION & AGREEMENT

Any person with disabilities concerned about accessibility and/or accommodation issues should contact:

**Disability Services Coordinator**

Learning Resource Center, Room 147

Phone: 406-756-3376

For any individual that identifies as Transgender, Residence Life strives to have positive, inclusive, and respectful community for all students. We are committed to working individually and with discretion for students in transition to ensure their housing placement meets their needs.

**Director of Residence Life, Kelly Murphy**

Email: [kmurphy@fvcc.edu](mailto:kmurphy@fvcc.edu)

Phone: 406-756-4586



**STUDENT HOUSING APPLICATION & AGREEMENT**

All applications are considered incomplete and will not be processed until FVCC receives the \$200 deposit and signed acknowledgement statement found at the end of the application.

**Personal Information**

<b>Last Name:</b>	<b>First Name:</b>	<b>MI:</b>		
<b>Gender:</b> <input type="checkbox"/> Male <input type="checkbox"/> Female	<b>DOB:</b>	<b>Age:</b>		
<b>Current Physical Address:</b>	<b>Street</b>	<b>City</b>	<b>State</b>	<b>Zip</b>
<b>Current Physical Address:</b>	<b>Street</b>	<b>City</b>	<b>State</b>	<b>Zip</b>
<b>Home Phone:</b>	<b>Cell Phone:</b>	<b>Email:</b>		
<b>Emergency Contact:</b>	<b>Cell Phone :</b>	<b>Relationship:</b>		

**Student Status:**

<input type="checkbox"/> New Student	<input type="checkbox"/> Transfer Student	<input type="checkbox"/> Current Student
--------------------------------------	---	--

**When I move in, I will be a:**

<input type="checkbox"/> Freshman (0-29 credits)	<input type="checkbox"/> Sophomore (30+ credits)
--	--

**Referral** *Let us know how you found out about our residence hall*

<input type="checkbox"/> College Representative	<input type="checkbox"/> Website	<input type="checkbox"/> Family/ Friend	<input type="checkbox"/> Other:
---	----------------------------------	---	---------------------------------

**Student Housing Choice: Select apartment type and package- See rent schedule addendum for package details**

<input type="checkbox"/> Single Studio Apt	<input type="checkbox"/> Two-Bedroom Apt	<input type="checkbox"/> No preference		
<input type="checkbox"/> Package A	<input type="checkbox"/> Package B	<input type="checkbox"/> Package C	<input type="checkbox"/> Package D	<input type="checkbox"/> Package E

**Personal Preferences for Shared Two-Bedroom Apartment Applicants:**

- A. Do you smoke?  Yes  No (Note: FVCC is a smoke-free/tobacco-free, e-cigarette-free campus.)
- B. Are you generally a day or night person?  Day (I go to bed before 11p.m.)  
 Night (I go to bed after 11p.m.)
- C. Your social lifestyle?  I will spend most of my time studying.  
 I would like quiet time at least part of each day.  
 Studying is important to me, and I like to be social.  
 I like to study while listening to music.  
 I am very social and like to have friends over frequently.
- D. Cleaning preference (including dishes)?  Daily  Weekly  Monthly



**STUDENT HOUSING APPLICATION & AGREEMENT**

E. Major?  Undecided/General Studies  Other:

F. Roommate preference?

- Please assign me a roommate based on my answers to my personal preferences.
- I have a roommate in mind. **Note:** *Your intended roommate must also list your name on his/her application in order to accommodate your request, permitting space is available.*

Roommate: \_\_\_\_\_ Phone: \_\_\_\_\_

**Special Accommodations Needed?**  Yes  No

If yes, please describe:  
[Click here to enter text.](#)

**I have been designated a violent or sexual offender (check one):**  No  Yes

By signing below, I certify that I have read and agree to abide by all terms of this agreement and will follow all FVCC policies and procedures in addition to those outlined in the *FVCC Student Housing Agreement, FVCC Residence Life Handbook, and FVCC Code of Student Conduct*. Failure to abide by this agreement is cause for action by FVCC. I understand that this Agreement will be renewed automatically each semester (including summer), regardless of package choice, unless an *Intent to Vacate* form indicating otherwise is submitted to the Director of Residence Life by the designated deadlines, or I no longer meet the criteria to remain in student housing. I also understand that FVCC reserves the right to terminate this Agreement upon review of conduct issues, poor academic progress, failure to maintain a minimum of 12 credits per semester (except during the summer), or improper care of the apartment or residence hall.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Parent/Guardian Signature, if under 18**

\_\_\_\_\_  
**Date**

Office Use Only:
<input type="checkbox"/> Application Complete
<input type="checkbox"/> Deposit Received
Date Received:



**RENT SCHEDULE ADDENDUM**

Students have several options when it comes to housing arrangements and costs. Please review the following and select the one that fits your needs. It is understood that the package you select will become part of your Residence Hall Housing Agreement and is subject to all terms and conditions of the entire agreement.

**Package A**

Full Academic year (12 months)

Single Studio Apartment	Shared Two- Bedroom Apartment
Fall 2017 - \$3,240	Fall 2017 - \$2,678
Spring 2018- \$3,240	Spring 2018 - \$2,678
Summer 2018 - \$2,160	Summer 2018 - \$1,786

**Package B**

Fall and Spring semesters

Single Studio Apartment	Shared Two- Bedroom Apartment
Fall 2017 - \$3,240	Fall 2017 - \$2,678
Spring 2018- \$3,240	Spring 2018 - \$2,678

**Package C**

Fall Semester

Single Studio Apartment	Shared Two- Bedroom Apartment
Fall 2017 - \$3,240	Fall 2017 - \$2,678

**Package D**

Spring Semester

Single Studio Apartment	Shared Two- Bedroom Apartment
Spring 2018- \$3,240	Spring 2018 - \$2,678

**Package E**

Summer Semester

Single Studio Apartment	Shared Two- Bedroom Apartment
Summer 2018 - \$2,160	Summer 2018 - \$1,786



By accepting assignment in FVCC (College) student housing, the student agrees to live in the residence hall for the remainder of the semester and to comply with the terms and conditions of residence as outlined in this agreement. Under no circumstance may a student sell, transfer, or sublet his/her apartment to another person, including another student.

In the sole discretion of FVCC upon any violation of this agreement, College housing policies, College regulations, or other applicable law, or if, in the College’s sole discretion, the health, safety or general well-being of the resident or others is threatened in any way, the resident may be provided with the opportunity to remedy the violation, may be immediately evicted, and/or may be referred for disciplinary action. In the event that a resident is provided the opportunity to remedy the violation and fails to do so to the College’s satisfaction and within a reasonable time period, the resident may be immediately evicted and/or referred for disciplinary action.

FVCC Residence Life reserves the right to refuse housing to any student. Occupancy is a privilege and continuation of this privilege is dependent upon reasonable and acceptable personal conduct, satisfactory academic progress and full-time academic status, and proper care of the apartment.

**APARTMENT DESCRIPTION**

FVCC student housing features studio and two-bedroom apartments for full-time, degree-seeking students. All apartments are furnished with a stove, refrigerator, dishwasher, microwave, standard size twin bed, dresser, and a private bathroom. Two bedroom apartments also include a desk with a chair, a night stand, and a love seat. Throughout the residence hall there is a student lounge, two laundry facilities, and areas to study.

**RENTAL COSTS, FEES, DEPOSITS**

Rent includes all utilities and Wi-Fi internet. The application includes a \$200 application fee, which will convert to a \$150 deposit and \$50 application processing fee once a student moves into the residence hall. Any damage beyond normal wear and tear to the apartment will be billed to the student and/or deducted from the deposit.

<b>2017-2018 Rental Rates</b>	<b>Single Studio Apartment</b>	<b>Shared Two-Bedroom Apartment</b>
Fall Semester 2017	\$3,240	\$2,678
Spring Semester 2018	\$3,240	\$2,678
Summer Semester 2018	\$2,160	\$1,786

*FVCC is not responsible for lost, stolen or damaged items within the property, regardless of the cause. Residents should consider purchasing renter’s insurance.*

The \$150 deposit will be refunded if the student submits an *Intent to Vacate* form by the posted housing cancellation deadline or when a student successfully completes his/her contractual obligation of this agreement and corresponding check-out paperwork with Residence Life staff, and if no damage charges are assessed. If charges are assessed, a proportional part of the deposit will be returned. There is a \$20 charge if a student fails to officially check-out with Residence Life staff and a \$150 room key charge if a student doesn’t turn in the keys. Damage or outstanding debts owed to the College may also be assessed to the student’s account. The deposit will be refunded by mail 30-45 days after fulfillment of the above conditions.



## **PAYMENT POLICY**

Initial semester rent is due one business day prior to check-in. Once the posted cancellation deadline has passed, students are financially obligated for the remainder of that semester. All pricing is on a semester basis and will be assessed to the student's account automatically after the posted housing commitment deadline. Rent is due by the posted deadline.

All fees for the first semester are to be paid in full prior to move-in unless payment by installments is selected. All installment payments are to be paid by the time indicated on the payment schedule. No reduction in housing fees are made for late arrival at the beginning of a semester, and no housing fee refund will be given for early departure at any time during the semester.

The residence hall will be open to receive new students beginning at 9 a.m. on the posted move-in date. Students may not occupy or leave personal belongings in the residence hall before this time unless they are participating in a College scheduled program, have prior approval from the Director of Residence Life, and pay an additional fee. Students who are not continuing their residence per the student housing agreement must vacate the premise by 11 a.m. on the posted move-out date.

## **ROOM ASSIGNMENTS**

Priority for student housing is given to students enrolled for a minimum of 12 credits per semester (except for summer). Part-time students are eligible to live in the residence hall as space permits. Dropping to or below part-time status from full-time status does NOT automatically cancel a housing contract. Failure to cancel this application by the stated housing commitment deadline will result in forfeiture of the \$200 application fee and will also require the student pay the entire semester's rent (unless Residence Life and can fill the apartment with another student).

FVCC reserves the right to assign roommates, consolidate students who are without roommates, and/or reassign students to different rooms in the event such reassignments are deemed necessary.

## **KEYS**

Keys will be issued at the beginning of the year at no charge. Students must promptly return the keys when their contract is terminated or they change rooms. Keys may not be duplicated or given to other students. A student who illegally possesses, uses, or duplicates a College key will be subject to disciplinary action.

*Students should lock their door whenever they are sleeping or leaving their apartment, even if just for a short period of time.*

Students are required to report lost keys to the Director of Residence Life immediately. A \$150 fee will be assessed to replace lost or stolen keys.

## **CAMPUS SAFETY**

The College's Annual Security Report and safety information is available at [www.fvcc.edu/campus-safety](http://www.fvcc.edu/campus-safety). Our building is locked 24/7 with restricted access and security cameras throughout the premise. Residence Life staff is available at all times



## **MAIL**

Mail will be placed in boxes daily, Monday-Friday. Mailing addresses will be sent to students with the housing acceptance letter. Packages will be able to be picked up at the community center during business hours.

## **NOTIFICATIONS**

All rules and regulations are subject to change at the option of FVCC. Any announcement from the College which is delivered personally, posted on students' doors or next to the mailboxes, mailed to students' campus or home address is considered sufficient notice.

The College reserves the right to send housing/residence life correspondence to students' home address.

## **INSPECTION, MAINTENANCE, AND REPAIRS**

The College reserves the right to access apartments to perform maintenance, conduct life safety/health inspections, assess the condition of the property, determine when emergency conditions exist, or determine when state and/or federal laws are being violated. All residents are subject to local, state, and federal laws. Consequently, any violation of such laws could result in prosecution by local, state, and federal authorities.

## **ALTERATIONS TO APARTMENTS**

Residents are not permitted to paint, make alterations, additions, or repairs to the apartments. Residents may use Command brand products to hang pictures, etc. in the apartment. Residents are responsible for prompt reporting of any damages or necessary repairs to an RA or the Director of Residence Life.

Furnishings belonging to FVCC cannot be moved from their assigned area. Penalties for moving such furnishings (e.g. moving chairs from the study areas to an apartment) may include fines and/or disciplinary action.

Upon moving in, each student is required to sign a room condition report indicating receipt of the room key and conditions of the apartment and furnishings. Students terminating residency must clear their departure with a Residence Life staff member before checking out. Upon checkout, the occupant(s) of the room will be charged if inspection by College staff reveals damage or uncleanliness beyond normal wear to the room and/or its furnishings. At any time, if individual responsibility for damage, loss, or defacement cannot be determined, charges may be assessed equally to all residents. Personal property left behind by residents following checkout and contract termination is considered abandoned. The resident may be charged for any costs incurred by moving or removing property from their room or the College parking lot.

## **ITEMS NOT PERMISSABLE**

Air conditioners, electric heaters, candles/incense, barbecues, hot plates (or other open-element appliances), waterbeds, futons, live Christmas trees, scooters, hover boards, and weapons are not permitted in the residence hall. Neither residents nor their guests are allowed to have pets, except for documented service animals. A \$150 fine **per occurrence** will be billed to any resident violating the no-pet rule.





### **STORAGE AND PARKING**

Outdoor storage buildings are not available or allowed. Parking is available next to the residence hall. However, no inoperable vehicles, boats, trailers, over-sized vehicles, etc. are to be stored or kept at or on the premises.

### **ALCOHOL, TOBACCO AND ILLEGAL DRUGS**

The use or possession of alcoholic beverages, tobacco products, e-cigarettes, illegal drugs, and drug paraphernalia is prohibited on campus, which includes the residence hall. (Please review FVCC's policies at [www.fvcc.edu/current-students](http://www.fvcc.edu/current-students)) Alcohol bottle/can collections are also prohibited in student housing.

### **NOISE AND DISTURBANCE**

Residents have a right to enjoy their apartments and are expected to be considerate of noise levels of conversations, music, etc. Please keep noise to a minimum, especially during the designated quiet hours, between 11:00 p.m. and 9:00 a.m. daily.

### **FIRE AND SAFETY**

Residents are prohibited from tampering with the smoke alarms/carbon monoxide detectors installed in each apartment as well fire alarms, fire extinguishers and the fire suppression system throughout the residence hall.

### **TEMPORARY VACANT UNITS AND APARTMENT GUESTS**

Students are encouraged to notify an RA when leaving the apartment for more than 48 hours. The person(s) listed on the contract are the only occupants of the apartment. A resident must accompany guests at all times. Residents must adhere to the guest policy outlined in the student housing handbook.

### **VIOLENT OR SEXUAL OFFENDERS**

Any student who has been designated as a violent or sexual offender by the county, state or federal court requesting student housing must notify the Director of Residence Life of this information on the application. The Director of Residence Life must also be notified within 24 hours when a resident is designated as a violent or sexual offender. FVCC reserves the right to review the offender's status and the potential risk to the community due to the tenant's residence in FVCC student housing. After such review, FVCC may deny occupancy to the tenant based on the designation status.

### **APPLICATION AND CANCELLATION OF HOUSING RESERVATION**

Mail or submit the housing application to FVCC Residence Life along with the \$200 application fee. Complete applications will be processed on a first-come, first-served basis. The Director of Residence Life will retain applications for six months.

The entire \$200 application fee will be returned to the student if at the end of six months, the student is not offered an apartment or if the student requests in writing to rescind his/her application prior to being offered an apartment. If the student turns down an offer, he/she will receive the deposit only if the student notifies the Director of Residence Life, in writing, by the posted student housing commitment deadline.



Failure to cancel this application by the stated housing commitment deadline will result in forfeiture of the \$200 application fee and will also require the student pay the entire semester's rent (unless Residence Life and can fill the apartment with another student).

If a student is not accepted to FVCC or Residence Life is unable to fill the student's housing request, the full deposit will be refunded.

	<b>Housing Commitment/Cancellation Deadline</b>	<b>Move In Date</b>	<b>Move Out Date</b>
<i>Fall Semester 2017</i>	July 14, 5 p.m.	August 25, 9 a.m.	December 16, 11 a.m.
<i>Spring Semester 2018</i>	December 8, 5 p.m.	January 19, 9 a.m.	May 19, 11 a.m.
<i>Summer Semester 2018</i>	April 13, 5 p.m.	May 25, 9 a.m.	August 5, 11 a.m.

If a student violates the terms of this agreement, the student handbook, College regulations, code of conduct, local, state, or federal laws, the College reserves the right to cancel this agreement with no refund of rent payment or deposit.