



## Founders Hall Application & Agreement- 2019-2020 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.

### FOUNDERS HALL APPLICATION & AGREEMENT INSTRUCTIONS

Carefully read the entire *Founders Hall Application & Agreement*. By signing this agreement, you are acknowledging that you have read and understand the entire *Founders Hall Application & Agreement*, which you agree to the provisions contained within, and you accept the accommodations to which you may be assigned.

#### First Time Resident

First time residents (at Founders Hall) must complete and submit a *Founders Hall Application & Agreement* along with a \$200 application fee before your application is considered complete.

#### Returning Resident (Contract Renewal for Founders Hall)

Returning residents are required to complete and submit an updated *Founders Hall Application & Agreement*.

For more details regarding the application deposit refund process please see pages 3-4

### COMPLETED AGREEMENTS

In order for your application to be considered complete, a student must submit a completed *Founders Hall Application & Agreement* as well as a \$200 application fee.

**In Person:** Business Services in Blake Hall, Room 132

**By Mail:** Residence Life, Flathead Valley Community College, 777 Grandview Dr., Kalispell, MT 59901

**By Email:** [reslife@fvcc.edu](mailto:reslife@fvcc.edu) plus call Business Services at 406-756-3831 to pay application fee

### QUESTIONS

Please visit the Student Housing homepage at: <https://www.fvcc.edu/campus-guide/student-housing/>

If your question is not answered on the website, please email [reslife@fvcc.edu](mailto:reslife@fvcc.edu) or call 406-756-4586.

### 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](mailto:TitleIXCoordinator@fvcc.edu) or Dean of Student Affairs, Blake Hall, Room 138, Phone: 406-756-3812



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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

### HOUSING RATES 2019-2020

This housing agreement is for the full academic year (Fall 2019 and Spring 2020) unless applying for Spring 2020 or Summer 2020 only. Indicate your desired move-in semester on the application portion of this agreement.

Single Studio Apartment	Shared Two- Bedroom Apartment
Fall 2018: \$3,304.80	Fall 2018: \$2,731.65
Spring 2019: \$3,304.80	Spring 2019: \$2,731.65
Summer 2019: \$2,203.20	Summer 2020: \$1,821.72

### 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 Founders Hall. Any damage beyond normal wear and tear to the apartment will be billed to the student and/or deducted from the deposit. 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 \$50 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.

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 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 fulltime academic status, and proper care of the apartment.



## **Founders Hall Application & Agreement- 2019-2020 ACADEMIC YEAR**

### **PAYMENT POLICY**

Initial semester rent is due 10 business days 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 11:00 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 in 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 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.

### **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 and wishes to cancel the housing application and agreement, he/she will receive the deposit only if the student completes the housing cancellation form by the posted student housing cancellation deadline.

Current residents who wish to terminate their contract for future semesters must complete an Intent to vacate form by the posted housing cancellation deadline.

All forms can be found in the Residence Life Office or on the Housing webpage.



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Failure to cancel this application by the stated housing cancellation 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 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.

	Housing Cancellation Deadline	Move-In Date	Move-Out Date
<i>Fall Semester 2019</i>	July 7, 5 p.m.	August 26, 11 a.m.	December 20, 11 a.m.
<i>Spring Semester 2020</i>	December 2, 5 p.m.	January 17, 11 a.m.	May 15, 11 a.m.
<i>Summer Semester 2020</i>	April 10, 5 p.m.	May 24, 11 a.m.	July 31, 11 a.m.

If a student violates the terms of this agreement, the Residence Life Handbook, College regulations, Code of Student Conduct, local, state, or federal laws, the College reserves the right to cancel this agreement with no refund of rent payment or deposit.

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



## Founders Hall Application & Agreement- 2019-2020 ACADEMIC YEAR

### Personal Information

Last Name:		First Name:		MI:
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	DOB	/	/	Age:
Current Physical Address:	Street	City	State	Zip
Mailing Address:	Street	City	State	Zip
Student Cell / Primary Phone:		Student Email:		

\*Email Address listed will be the main form of contact for new residents. Returning residents will be contacted via FVCC email.

### Resident Status:

<input type="checkbox"/> New Applicant	<input type="checkbox"/> Returning Resident
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### All Returning Residents Must Complete the Following Section

**Student Housing Choice: Select apartment type and Move-In Semester- See rent schedule on page 2 for details.**

<input type="checkbox"/> SAME Single Studio Apt	<input type="checkbox"/> SAME Two-Bedroom Apt	
<input type="checkbox"/> NEW Single Studio Apt	<input type="checkbox"/> NEW Two-Bedroom Apt	
<input type="checkbox"/> Waitlist for Single		
<input type="checkbox"/> Fall 2019	<input type="checkbox"/> Spring 2020	<input type="checkbox"/> Summer 2020

*\*If you selected a NEW apartment assignment you will be contacted about the sign up process in April.*

Are you comfortable living with someone who has an approved emotional support animal?  Yes  No

Roommate preference?

- I would like to stay with my current roommate, if they intend to return.
- I have a new 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: \_\_\_\_\_



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**All New Applicants Must Complete the Following Section**

When I move in, I will be a:

<input type="checkbox"/> Freshman (0-29 credits)	<input type="checkbox"/> Sophomore (30+ credits)
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**Referral** Please 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:
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**.Student Housing Choice: Select apartment type and Move -n Semester - See rent schedule on page 2 for details.**

<input type="checkbox"/> Single Studio Apt	<input type="checkbox"/> Two-Bedroom Apt	<input type="checkbox"/> Whatever is available
<input type="checkbox"/> Waitlist for Single	<input type="checkbox"/> Waitlist for first available space	
<input type="checkbox"/> Fall 2019	<input type="checkbox"/> Spring 2020	<input type="checkbox"/> Summer 2020

**Lifestyle Preferences:** Honest answers help create more positive/ successful roommate matches.

Do you prefer a roommate who smokes cigarettes?      Yes  No  No Preference

Do you prefer to study in your room?  Yes  No  No Preference

Do you watch TV or listen to music while studying?  Yes  No  No Preference

Are you a light sleeper?  Yes  No  No Preference

Do you prefer to get up early in the morning?  Yes  No  No Preference

Do you prefer to stay up late?  Yes  No  No Preference

Do you like to entertain friends in your room/ apartment?  Yes  No  No Preference

Do you like to entertain overnight guests?  Yes  No  No Preference

Do you plan to remain on campus during the weekends and on breaks?  Yes  No  No Preference

On a scale of 1-5, indicate the importance of each of the following with **(1) being very important** to you and **(5) being of little importance** to you: (check one number for each)

Cleanliness

1  2  3  4  5

Privacy

1  2  3  4  5

Quietness

1  2  3  4  5

What is your desired or intended major/ area of study:

Are you comfortable living with someone who has an approved emotional support animal?  Yes  No



## Founders Hall Application & Agreement- 2019-2020 ACADEMIC YEAR

Roommate preference?

- Please assign me a roommate based on my answers to my lifestyle 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: \_\_\_\_\_

### All Applicants (New & Returning Residents) Must Complete the Following Section

Special Accommodations Needed?  Yes  No

If yes, please describe:

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

#### 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.

#### CONTRACT UNDERSTANDING AND AGREEMENT

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 *Founders Hall Application & 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 is valid through the end of spring semester 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