



Contract/Application for Housing

Instructions:

1. Read the Iḷisaġvik College Residential Center Agreement.
2. Complete the Contract/Application for Housing.
3. Return the Contract/Application for Housing along with your deposit to:

Iḷisaġvik College Student Success Center
 P.O. Box 749
 Barrow, Alaska 99723

PLEASE PRINT ALL INFORMATION

Name: _____

Student ID/(SSN): _____

Current Mailing Address: _____

Phone: _____

Permanent Mailing Address: _____

Phone: _____

All applicants must answer the following: Circle one**Have you ever been convicted of a felony? YES / NO****If yes, you must attach an explanation in detail.**
 Family Housing Residential Housing

Applying for Housing for the following semesters:

Fall 20 _____ Spring 20 _____ Summer 20 _____

 I have previously lived on campus.

Birth Date: _____

Gender: Male Female

Please mark appropriate categories below:

 Non-Smoker Neat and Clean Early Riser Smoker Less Tidy Night Owl

*Roommate requests are granted when space is available,
 when the requests are mutual, and when both applications
 are received on or about the same date.

Name of preferred roommate _____

Iḷisaġvik College provides equal housing opportunity and assigns units without discrimination on the basis of race, religion, color, sex, physical or mental disability, or national origin. Please read this agreement carefully before signing. All correspondence must be in writing from the Student and shall be mailed to Iḷisaġvik College at the above address. The Student is responsible for all terms of the Iḷisaġvik College Residential Center Agreement and agrees to comply with all Iḷisaġvik College rules, regulations, policies, procedures, and community living standards contained in Iḷisaġvik College publications, including, but not limited to the Student Handbook.

I have read, understand and accept the terms and conditions of the Iḷisaġvik College Residential Center Agreement. I understand that by signing this agreement, I am personally responsible for compliance with all the terms of this agreement. I hereby declare that my statements on this application are true and correct to the best of my knowledge. I acknowledge and agree that providing false information may result in the termination of my housing contract. I authorize Iḷisaġvik College to verify the information I have submitted. As a legal and binding document, this agreement cannot be considered unless accompanied by the damage deposit (\$270.00 for Residential; \$1000.00 for Family Housing). Note: Application for and confirmation of admission to Iḷisaġvik College and application for Residential Housing are separate transactions, acted upon separately by Iḷisaġvik College. Return of this agreement does not guarantee that housing will be available in the Residential Center. A room will be guaranteed only when you receive written verification of such from the Student Success Center. Room reservations are guaranteed until 5:00 P.M. on the first day of classes. Any questions you have about the terms and conditions of this agreement should be directed to the Student Success Center prior to signing it. Iḷisaġvik College shall be entitled to all remedies provided by law or this agreement.

Signature of Student: _____ Date: _____

FOR STUDENT SUCCESS CENTER USE ONLYAccepted into eligible program Yes NoFelony Convictions Yes NoReceived Damage Deposit Yes No

Receipt Number _____

Comments: _____

Accepted/Declined _____

Date: _____

Room/House Number: _____

Signature: _____

Meningitis Information

To all new residents of Ilisaġvik Housing:

The State of Alaska requires, effective May, 2005, all post-secondary educational institutions to provide information about meningitis and meningitis vaccine to all students who intend to reside in campus housing and requires all students sign a form indicating that they have either been vaccinated against meningitis or have received information about meningitis. See text of law, including required information about meningitis, and the signature blocks below:

Sec. 14.48.165: Of the Alaska Statutes reads as follows:

Immunizations of post-secondary students:

- A. A postsecondary educational institution in this state shall provide written notice to each student who intends to reside in campus housing before the student's initial period of residents that includes the following information:
 - 1. Meningococcal Disease
 - a. Is a serious illness that can cause death within a few hours of onset; one in 10 cases is fatal, and one in seven survivors of the illness is left with severe disability.
 - b. Is a contagious but also largely preventable infection of the spinal cord fluid and the fluid surrounding the brain;
 - 2. Scientific evidence suggests that college students living on campus housing are at a moderately increased risk of contracting Meningococcal Disease.
 - 3. An immunization against Meningococcal Disease decreases the risk of contracting the illness.

- B. A student attending a post-secondary educational institution shall sign a document provided by the institution indicating that the student has received:
 - 1. An immunization against Meningococcal Disease.
 - 2. The information provided under (a) of this section (see above).

I have received information from Ilisaġvik College regarding the Meningococcal Disease.

Signature: _____
Date: _____
Print Full Name: _____
Date of Birth: _____

I have received the Meningococcal vaccination.

Signature: _____
Date: _____
Print Full Name: _____
Date of Birth: _____

Ilisagvik College Conviction Disclosure Form

You are required to sign and return this form even if you answer (NO) to these questions.

Name: _____

Student ID/Last Four of Social Security Number: _____

I authorize the Ilisagvik College Student Success Center to conduct a detailed criminal background check of my past. Non-disclosure and incomplete or inaccurate information are grounds for immediate termination of housing.

Student Signature: _____

Date: _____

Yes No Do you presently have felony charges pending against you or have ever been convicted of a felony?

Yes No Do you presently have misdemeanor charges pending against you, or have you been convicted of a misdemeanor in the past five years?

Yes No Do you presently have sexual offense charges pending against you or have you ever been charged or convicted of a sexual offense crime or attempt to commit such a crime, as defined by Title 11 of the Alaska Statutes? The Alaska Statutes are viewable online at www.legis.state.ak.us/basis/folio.asp.

If you answer (YES) to any of these questions, please provide information about the charges and convictions.

1) Date on Conviction: _____

2) Information about crime convicted of:

Please list any other criminal information below:

Signature of Student: _____

Date: _____



Residential Center Agreement

I. TERM

The Term of this agreement shall be for the entire academic year or for the remainder of the academic year, if entered into after the start of the academic year. The academic year consists of Fall and Spring semesters and does not include summer sessions. Any student who continues to be enrolled at Iḷisaġvik College shall honor the terms of this Agreement for both the Fall and Spring semesters and shall be charged the full amount of the fall and spring housing fees. Student's graduating in December or not enrolling for Spring semester must provide notice of cancellation by December 1, and must complete proper check out. (See "Termination/Forfeits" section)

II. ELIGIBILITY

- (a) The Student must be accepted into an endorsement, certificate, or associates program, or participating in a training session eligible for student housing.
- (b) The Student must be enrolled in a minimum of 12 credits per semester, or for the minimum credits in a training session eligible for student housing.
- (c) The Student must indicate YES or NO to felony convictions on the Contract/Application for Housing. Convictions for sexual offenses will result in the applicant being ineligible for housing. All other felony convictions will be reviewed on a case-by-case basis.
- (d) The Student must submit a damage deposit with Contract/Application for Housing.
- (e) The Student must remain eligible under all applicable College rules and regulations including academic and conduct standards.

III FINANCIALS

The Student must pay the appropriate fees as listed in this agreement or provide proof of financial assistance prior to occupying the Residential Center.

IV. INDEMNITY

The College and its agents, servants, and employees shall not be liable for the following:

- (a) Injury to or death of any person, including the Student or any guests or invitees of the Student, or for any loss of or damage to property belonging to any person, occurring on or about the Residential Center facilities or other areas of the campus, unless the same is caused by gross negligence or willful misconduct of the College.
- (b) The loss, theft, or damage to all personal belongings in the custody of, belonging to, or stored by the Student regardless of cause. This includes the losses that occur in the Student's room, storage room, public area, or in other areas of the Residential Center or campus.

The College does not insure student's private property and strongly recommends that students secure insurance for personal property with private insurance companies.

V. OCCUPANCY

- (a) The College provides equal housing opportunity and assigns units without discrimination on the basis of race, religion, color, sex, physical or mental disability, or national origin. The Student is responsible for all terms of the Iḷisaġvik College Residential Center Agreement and agrees to comply with all College rules, regulations, policies, procedures, and community living standards contained in Iḷisaġvik College publications, including, but not limited to the Student Handbook.

- (b) This Agreement does not guarantee a room assignment. The Student will be notified by the Student Success Center of confirmed room reservations. (See "Eligibility" section)
- (c) If the Student fails to check into his/her reserved room by 5:00 P.M. on the first day of semester instruction, the room reservation will be forfeited. (See "Termination/Forfeit" section)
- (d) If the Student fails to attend the Residential/Family Housing Orientation, the room reservation will be forfeited.
- (e) Occupancy will not begin until the official opening day of the Residential Center unless preapproved arrangements are confirmed by the Student Success Center. Occupancy will end at the end of the Spring semester. Students must complete official check out on or before the Residential Center closing date. Occupancy dates are subject to changes in the academic calendar.
- (f) Students will be issued a key upon arriving at the College and completing the Residential Center check in.
- (g) Failure to complete course registration and payment of fees constitutes a breach of this agreement. Persons breaching their Agreement will be assessed room and board costs as defined in the "Refunds/Costs" section.

VI. ILISAGVIK COLLEGE AUTHORITY

The College reserves the right to:

- (a) Assign or reassign the Student to specific housing when, in the sole discretion of the College, it deems such action necessary. This Agreement is not a lease. It provides no exclusive right on the part of the student to occupy any portion of College property.
- (b) Assign or reassign rooms and buildings as coeducational, all female, or all male.
- (c) Assign or reassign students for financial, safety, or disciplinary reasons, or without cause.
- (d) Enter the premises in order to inspect the same; make essential, preventive, routine, or agreed upon repairs, decorations, alterations, or improvements; supply necessary or agreed upon services; or exhibit the premises to laborers or contractors, or as otherwise necessary in the operation/protection of the premises or persons within.
- (e) Make temporary assignment of rooms to accommodate maintenance schedules.
- (f) Enter the premise at any time without notice, in the event of an apparent or actual emergency, if there is reason to believe that a College policy is being violated or when other community members' rights are being violated.
- (g) Conduct regularly scheduled room inspections for maintenance, safety, health, and sanitation purposes.
- (h) Refuse or terminate housing. See "Termination/Forfeits" section.
- (i) Change Residential Center policies and procedures. Changes will be updated and inserted into the Student Handbook.

VII. ILISAGVIK COLLEGE POLICIES AND PROCEDURES

These are printed below for your convenience, but are not to take the place of the Student Handbook, which should be referred to for more specific information on Residential Center policies and procedures.

- (a) The Student agrees to be jointly responsible with other residents of that room for preservation of the room. The College shall hold the Student financially responsible for all losses and damages to College property caused by the Student and for all losses and damage to furnishings and equipment, except for normal wear and aging. If responsibility for room damage cannot be determined, all roommates will be jointly held financially responsible.
- (b) The Student will be billed for entire damage or replacement costs.
- (c) The Student will not attach any object to College property by nails, screws, tape, or otherwise alter College property in any manner. Tacks are recommended.
- (d) The Student shall not paint, install antennas, nor alter, change, repair, or remodel the room/apartment or the furnishings and equipment therein.
- (e) The Student shall not bring or maintain a waterbed in any College facilities.
- (f) The Student shall not remove College property, including furnishings and appliances from the rooms/apartments under any circumstances.

- (g) A room/apartment is to be occupied only by the Student(s) for whom it is reserved. Rooms/apartments may not be sublet or used by non-residents for any purpose.
- (h) Students shall not keep any pets.
- (i) Prohibited items in rooms/apartments include corrosive, combustible, hazardous or other dangerous substances, firearms, ammunition, or other weapons. The Student will not use any device for heating/cooking in the room, except those provided by the College. The Student agrees not to install privately owned ranges or refrigerators in any College room/apartment. Iñisaġvik College reserves the right to remove all prohibited items.
- (j) Prohibited activities include, but are not limited to possession or use of illegal drugs or substances, possession or use of alcoholic beverages, or public display of offensive materials.
- (k) Smoking is prohibited inside the Residential Center.
- (l) The College assumes no financial responsibility for medical care. Such costs are the responsibility of the Student and his or her parents. Students are urged to provide their own medical and health insurance.
- (m) College personnel may, in the event of sickness or injury, contract for ambulance services on behalf of the student.
- (n) The College shall not abuse its rights of access or use it to harass the Student.

VIII. GUESTS

- (a) The Student is responsible for the behavior of his or her guests while in the Residential Center or in Family Housing and are responsible for any damages such guests may cause.
- (b) All guests must check in at the RA station.
- (c) All guests must be age eighteen or older or must be accompanied by a legal guardian.
- (d) All guests may visit only during established visiting hours and must vacate College property when visiting hours end.

IX. TERMINATION/FORFEITS

- (a) Voluntary Termination - Agreement may be terminated by the Student as follows:
 - ❖ The Student may cancel this agreement at any time prior to August 1, without any penalty, by filing a written notice to the Student Success Center.
 - ❖ The Student may cancel this agreement for the Spring semester without forfeiture of the deposit for reasons of graduation or marriage by filing a written notice and supporting documentation with the Student Success Center prior to the last day of the Fall semester.
 - ❖ The Student may petition for release from this Agreement for medical or hardship reasons by filing a written request with the Student Success Center at any time.
- (b) Involuntary Termination - Agreement may be terminated by the College as follows:
 - ❖ The College may immediately terminate the Student's residency for cause. Such cause includes, but is not limited to, violations of federal, state, or local laws and ordinances, violation of College policies and regulations or standards of conduct and behavior.
 - ❖ The College may revoke this agreement for any reason or for no reason upon thirty days written notice to the Student. Such notice shall be served personally upon the student, or shall be posted in some visible place within the Residence Center.
- (c) Vacating Terms – The Student shall complete proper check out procedures and vacate his or her room promptly upon expiration of this agreement, or upon termination under the provisions of this agreement. Upon vacating his or her room, the Student agrees to leave such room and all of its furnishings and equipment clean and in good order and repair, and pay the College the replacement value of anything missing from the room or damages to the room.
- (d) Forfeits – Damage and reservation deposits will be held by the College and may be carried forward to subsequent academic years until the termination of this agreement. At the time of termination, the deposit may be used to cover any loss or damage caused by occupancy and not otherwise paid or provided for by the Student. The deposit may be applied to pay for other obligations owed by the Student to the College.

Any portion of such deposit not applied as provided herein will be mailed to the Student within 30 working days after proper check out. The student will forfeit his or her deposit when the following occurs:

- ❖ The Student fails to complete official check out procedures as outlined in the “Vacating/Check Out” section.
- ❖ The Student fails to leave the room and all of its furnishings and equipment clean and in good repair.

X. REFUNDS/COSTS

- (a) All room and board costs are subject to change. The current rate is \$2000 per semester. If rates increase after student application, students with accepted agreements will be given the opportunity to withdraw their application without penalty.
- (b) Students arriving late into Residential or Family Housing will have their housing charge prorated based on the arrival date.
- (c) A \$270.00 damage deposit (Residential) or \$1000.00 damage deposit (Family Housing) is to be submitted prior to check in. Returning students (upon an acceptable check out) will be allowed to carry forward the deposit to the next semester. Deposits will be forfeited if the check out is not acceptable. Students in that case will have to submit another damage deposit before entering either Residential or Family Housing for the next semester.
- (d) Lost keys will require changing of locks in order to maintain security. The student agrees to bear the cost of \$20.00 per key, for such rekeying. Students will be permitted a total of three lock outs, at which point, a new replacement key will be issued at the \$20.00 per key cost to the student and disciplinary action may be involved.
- (e) Should pets be found in the room, residents will be charged a \$35.00 fumigation fee, and disciplinary action may be involved.
- (f) For students officially withdrawing from Residential or Family Housing, refunds will be made according to the following schedule:

<u>Withdrawal Period</u>	<u>Refund Amount</u>
Days 1-5 of the semester	75% of semester housing charge.
Days 6-15 of the semester	50% of semester housing charge.
Days 16-30 of the semester	25% of semester housing charge.
Over 30 days into the semester	No refund.

XI. VACATING/CHECK OUT

- (a) A student’s occupancy in Residential or Family housing is terminated by the College by official check out with a Residential Center Staff Member. Students failing to complete an official check out will forfeit their deposit and be assessed all appropriate cleaning, damage, and check out fees or housing charges.
- (b) The Student must return all keys issued to the Student.
- (c) The Student must provide written notice of cancellation as outlined in the “Termination/Forfeits” section above.
- (d) On or before the date of hall closing or termination, Student must remove himself or herself and all personal property from the premises. Upon termination of the Agreement, the College shall have, and is hereby granted, full and free right to remove property of the Student or others from the Premises without being guilty of trespass, eviction, or forcible entry and detainer and without relinquishing any of the College’s legal right. Any and all property which may be removed from the Premises by the College pursuant to the authority of this Agreement or of law, to which the Student or others may be entitled, shall be handled or removed by the College at the risk, cost, and expense of the Student.
- (e) The Premises, including equipment, furniture, and fixtures shall be clean and in as good as order and condition as when received, reasonable wear and tear expected.

