

COWLEY COLLEGE RESIDENCE HALL CONTRACT 2021-2022

This contract is the basic agreement that must be signed by any student wishing to contract for living quarters, meals, and services in the Cowley College residence hall system. When you have read and agreed to this contract, sign it and return it to the Housing Office with appropriate payment.

GENERAL CONDITION OF OCCUPANCY

The opening and closing of the Residence Halls as listed below will follow the Cowley College academic calendar in accordance with a schedule published and distributed to residents in the Housing Handbook. Cowley College reserves the right to modify this schedule in accordance with officially announced changes in the Cowley College calendar.

Fall semester	Food Service
Dorms open - Aug. 14, 2021	Begins - Aug. 14, 2021 (evening)
Dorms closed - Dec. 11, 2021	Dec. 11, 2021

Spring semester	Food Service
Dorms open - Jan. 17, 2022	Begins - Jan. 17, 2022 (evening)
Dorms closed - May 14, 2022	May 14, 2022

Semester Breaks	Food Service closed	Food Service resumes
Thanksgiving Break	Nov. 24, 2021	Nov. 28, 2021 (evening)
Spring Break	Mar. 12, 2022	Mar. 20, 2022 (evening)

****Special Dorm Closings (Dorms are closed – no residents allowed)**
Between fall & spring semester Dec. 11, 2021 through Jan. 16, 2022
Spring Break Mar. 12, 2022 through Mar. 19, 2022
**** Residents are not allowed access to dorms during these dates.**

Students with disabilities can be housed in the residence halls. A student may submit a request for reasonable accommodations through the Director of Housing and the Student Accessibility Coordinator prior to submitting a contract for housing.

HOUSING COSTS

PRICE REFLECTS A FULL ACADEMIC YEAR

GOLD PLAN (19 meal) Double Occupancy	\$5,550
SILVER PLAN (14 meal) Double Occupancy	\$5,450
GOLD PLAN (19 meal) Single Occupancy	\$6,050
Available at The Lodge; when available on-campus	
SILVER PLAN (14 meal) Single Occupancy	\$5,950
Available at The Lodge; when available on-campus	
NO MEAL OPTION; Double Occupancy	\$3,850
ONLY for non-athlete residents residing at The Lodge	
NO MEAL OPTION; Single Occupancy	\$4,150
ONLY for non-athlete residents residing at The Lodge.	

Gold Meal Plan: Provides three meals per day Monday-Friday and two meals per day on Saturday and Sunday.

Silver Meal Plan: Provides eating any 14 meals per week, Thursday-Wednesday.

No Meal Plan: Contract for room only.

All plans require a **\$200 non-refundable down payment** (amount goes towards total cost), which must accompany the dorm contract.

INSTALLMENT PAYMENTS DO NOT CONSTITUTE RENT; they are installments of a total contract cost. Students pay in advance of occupancy. Academic records at Cowley College will be withheld for non-payment as allowed by law. **This contract constitutes an agreement for the academic year OR the one-semester spring term.**

CONTRACT AGREEMENT

I have read and fully understand this document and accompanying materials. In signing, I agree to the following:

Confirmation of acceptance of this contract, properly signed, with a check or money order (payable to Cowley College), for the correct amount of money guarantees me living quarters, meals, and services in a residence hall at Cowley College for the academic year, provided there is space available.

I understand that hall and room assignments are based on available space according to the date of the receipt of this contract by the Housing Office. This contract is for living quarters in the residence hall system and not for a particular hall or room. The Housing Office retains the right to assign rooms based on space available and to make room adjustments as needed during the year. I understand that my space cannot be guaranteed if I fail to check into my assigned hall by noon of the first day of classes. Alternate arrangements can be made by contacting the Director of Housing.

I understand that my contract will be cancelled if I do not make payments according to the option I have chosen.

I may choose to cancel my contract at any time and I will be charged according to the Cancellation-Vacating Policies printed on the reverse side of this contract plus a fee of \$500.00.

The College through the Board of Trustees reserves the right to alter the quoted rates during the contract period with 60 days advance notice.

This contract may not be assigned or transferred and the living quarters assigned to me may not be sublet.

Students are held financially responsible for any damage they or their guest cause in either public or private areas of the residence halls. Although the College uses reasonable effort to protect student property, it is understood that the College can assume no liability for loss, theft, or damage to property belonging to residents. Janitorial services are provided daily in the public areas in each hall. Students are expected not to litter corridors, other public areas, and grounds.

Cowley College shall be immune from liability for negligence and other tort claims pursuant to the Kansas Tort Claim Act, K.S.A. 75-6101 et. seq. In accordance with the basic policy 128.00 of the College concerning human rights, no discrimination in assignments to College housing is made on the basis of race, color, sex, national origin, age or disability.

THERE IS A \$500.00 FEE FOR BREAKING THIS CONTRACT

Please review the back of this contract for additional policies and regulations.

Mail or deliver completed dorm contract and \$200 down payment to:

**Cowley College
 Housing Office
 125 South 2nd Street
 Arkansas City, KS 67005**

COMPLETE THE FOLLOWING:

I am a: **NEW** _____ **RETURNING** _____ dorm student

Rank plan by preference in order below:

On-Campus:

GOLD PLAN (19 meal) Double Occupancy _____
SILVER PLAN (14 meal) Double Occupancy _____

Off-Campus: The Lodge: (LODGE RESIDENTS ONLY)

GOLD PLAN (19 meal) Double Occupancy _____
SILVER PLAN (14 meal) Double Occupancy _____
GOLD PLAN (19 meal) Single Occupancy _____
SILVER PLAN (14 meal) Single Occupancy _____
NO MEAL OPTION; Double Occupancy _____
NO MEAL OPTION; Single Occupancy _____

PAYMENT METHOD (check any that apply):

\$200 non-refundable down payment must accompany contract

Balance Paid in Full prior to August 14th _____
Financial Aid to pay balance due _____
Payment Plan, Nelnet payment systems _____

I have been convicted of a felony. Yes _____ No _____

I UNDERSTAND MY CONTRACT WILL BE TERMINATED IF I FAIL TO MEET PAYMENT CONDITIONS.

Please Print Legibly:

Student ID _____

Student Name _____
(Mr.) (Ms.) Please Print

Home Address _____
number street apt. #

City state zip

Phone # _____

I agree to abide by the Official Policies for Residence Halls and to the Conditions of Occupancy described in this contract.

Student Signature _____ Date _____

ALL PAYMENTS DUE ACCORDING TO THE CONTRACT MUST BE INCLUDED WHEN THIS CONTRACT IS RETURNED TO THE HOUSING OFFICE.

FOR OFFICE USE ONLY

DATE RECEIVED: _____ INITIALS: _____

DATE PROCESSED: _____ INITIALS: _____

DOWNPAYMENT RECEIVED: YES / NO INITIALS: _____

PAYMENT TYPE: CASH _____ CHECK _____ CARD _____

COWLEY COLLEGE OFFICIAL POLICIES & REGULATIONS FOR RESIDENCE HALLS

Cowley College is dedicated to providing equal opportunities to all individuals regardless of race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, genetic information, marital status, political affiliation or other legally protected category.

The college will provide all qualified individuals reasonable accommodations in the work and educational environment and ensure equal access to all College programs, activities and facilities.

The College does not discriminate in admissions, educational programs, or employment on the basis of any factor outlined above or prohibited by applicable law.

This prohibition against discrimination applies to College employees, students, contractors, or agents of the College and to anyone participating in a College-sponsored event or activity. Inquiries concerning the college's compliance with its non-discrimination policies may be referred to the Executive Director of Student Affairs or the Director of Human Resources.

CONTRACT CANCELLATION-VACATING POLICY

TO CANCEL THIS CONTRACT:

Written notice of cancellation must be received by the Director of Housing. After occupying a room, the student must also officially vacate by contacting the Dorm Manager to complete checkout procedures.

Students who cancel their contract after August 17th will be charged a minimum of \$500.00 plus a daily rate of occupancy.

Students who notify the Director of Housing in writing prior to December 1st and fulfill the entire fall semester are eligible for a reduction in break fee.

Students who cancel their contract after March 1st will be charged the total contract amount for the plan chosen.

A dorm appeal is available for any student with a reasonable request of unjust charges.

A student leaving the hall system must pay all expenses incurred while in the residence hall system. Any amount paid in excess of the total due will be refunded. Students who have unmet financial obligations will be billed or any resident still occupying a room with an outstanding balance may be asked to vacate, terminating their contract.

GENERAL ADMINISTRATION OF HOUSING

Students who sign a residence hall contract agree to abide by all policies and regulations. The College has authority to establish and enforce rules and regulations, developed within the framework of the Board of Trustees policies and applicable laws, for all residence hall housing.

The offices directly responsible for administration, policy, and programming in the college residence hall are the Dorm Managers, the Director of Housing, the Executive Director of Student Affairs, and the Public Safety Office.

The status of Cowley College as a residential academic community and the student's position as a citizen in that community make

necessary regulations concerned with the protection and promotion of a learning environment, the maintenance of order, and the control of behavior that infringes upon the freedom and privacy of others. Students are expected to assume responsibility in supporting and abiding by these regulations.

The educational experience and learning environment on campus are supplemented by professional staff consisting of a registered nurse and licensed social worker, counseling, and drug and alcohol intervention programs as needed on an individual or group basis.

POLICIES GOVERNING OCCUPANCY

Every student must register with the dorm manager upon initial occupancy and when permanently vacating the room. A student withdrawing from school or terminating a contract must move from the hall within 24 hours of this withdrawal or termination. All students are required to be enrolled as full-time (12 Credit Hours), and remain in good academic standing for the entire semester in order to be admitted and to continue residence in the residence halls, exceptions may be made by the Director of Housing.

The College retains the right to assign, re-assign, and adjust occupancy of rooms as needed. Unoccupied space is reserved for use by the College. The College retains the right to conduct random searches of all residence hall rooms and common areas, and the right to enter rooms under certain conditions, including but not limited to those situations where there is evidence indicating danger to a person or property, a reasonable belief of the possession, use or consumption of alcohol or drugs, or other violations of College policy. A student's right to privacy will be respected while a resident is allowed by law. The College reserves the right to utilize drug sniffing dogs in random room searches. Security cameras and professional security staff will be used to assist the college in maintaining a safe and orderly environment in the residence hall.

An administrative fee of \$25.00 will be assessed for changes in meal plan options during the academic semester. A change of meal plan is available free of charge by written request during winter break.

VIOLATIONS OF POLICIES OR REGULATIONS

Violations of the policies or regulations by a student may result in termination of the housing contract, revocation of future guest privileges, and/or other disciplinary action including but not limited to monetary fines. Termination of a contract as the result of a policy or regulation violation, the student must pay for the full semester currently enrolled, including the dorm break fee if applicable. If amount paid is greater than expenses, a refund will be made.

The same obedience to the laws of the land and the conduct rules of the College are expected of general students and also expected of the students as residents, visitors, or guests. Therefore, acts contrary to federal, state, or local laws and College regulations, such as, but not limited to drugs, alcohol or sex offenses, gambling, theft, and disruption constitutes violations of residence hall rules and are prohibited.

Recognition of the personal property rights of others is expected of residence hall students, visitors, and guests. Interference with the rights of other occupants to the use of their rooms for study or sleep constitutes violation of residence hall rules. Room-to-room canvassing and defacing or permanently altering residence hall facilities or equipment is prohibited.

Common decency and decorum are expected of residence hall students, visitors, and guests. Adequate dress is required in the public areas of residence halls, and on floors and in student rooms when members of the opposite sex may be present.

In the interest of health and safety, students shall not possess, discharge or use weapons, firearms, knives, BB guns, pellet guns, explosives, explosive devices, fireworks of any type or items of a similar nature or purpose in student rooms or other locations on campus. Pets of any kind are prohibited. All students, visitors, and guests must immediately leave the residence hall when the fire alarm is sounded. Tampering with fire alarms or fire extinguishers is prohibited. Cereal malt and all alcoholic beverages are prohibited as are all illegal drugs.

GUESTS

Any invited guest may visit in the floor lounges or private room of a resident with the consent of the roommate, where applicable, and within the guest hours designated in the housing handbook. All guests must be accompanied by the student to and from the public areas of the hall. The responsibility of acquainting the guest with the hall's stated policies and regulations is that of the resident. A guest is required to abide by the Official Policies and Regulations for Residence Halls and those of the individual hall.

OVERNIGHT GUESTS

Residence halls are operated for the benefit of students having residence hall contracts. As a contract holder, but subject to the procedures set out immediately below, each student has the privilege of having meal guests and overnight guests as long as the guests do not infringe on the rights of other occupants. Guests staying overnight must be approved in writing by the Dorm Manager 24 hours in advance of stay. All guests must be 18 years or older.

For guest privileges, the following procedures will be used:

1. Overnight guests of the same sex are to be registered and approved by the Dorm Manager. Arrangements to register house guests of the opposite sex may be made with a friend on a floor or in a hall housing that sex. Arrangements are to be made 24 hours in advance.
2. All costs for meals of the guests will be the obligation of the student and payable when incurred.
3. Any damages caused by the guest will be the obligation of the student.

HOUSING HANDBOOK

A complete copy of the Student Housing Handbook is available online at http://www.cowley.edu/student_services/housing/index.html or by request through the Housing Office.