

COFFEYVILLE COMMUNITY COLLEGE
RESIDENCE HALL CONTRACT
2012-2013

DO NOT WRITE IN THIS SPACE	
Student ID#: _____	Date: _____
Rcvd Housing: _____	Rcvd Busn. Office: _____
Deposit Rcvd: _____	Check #: _____

Date: _____
Name: _____ Birthdate: _____
Legal Home Address: _____
City/State/Zip: _____
Home Telephone: _____ Cell Phone: _____
Name of Parent/Guardian: _____
Home Telephone: _____ Cell Phone: _____

RESIDENCE HALL DEPOSIT (Required Each Academic Year):

\$100 Non-Refundable Reservation Deposit
- Must accompany contract to secure a room
- Refundable *ONLY* by July 20, 2012 for the Fall Semester and December 7, 2012 for the Spring Semester.
*Refunds are granted by written request only postmarked by above dates or if the College is unable to provide housing based on capacity.
****If occupant does not arrive by the official start date of the semester, Coffeyville Community College WILL NOT guarantee residence.**

RESIDENCE HALL APPLYING FOR:

Raven Hall (Men) \$4550 per Academic Year
 Walker Hall (Women) \$5100 per Academic Year
 Raven Apartments (Sophomore Men in Good Standing) \$5100 per Academic Year
 Fall Camp (Required for Early Arriving Students) \$150

Have you ever entered a guilty plea to a felony offense, been placed on probation for or entered into a diversion program for a felony offense or been convicted of a felony? Yes No

****Individuals who have a criminal record involving a felony offense are not eligible for College housing.**

IMMUNIZATION INFORMATION

Tuberculosis evaluations are required prior to residing in the Residence Hall if you were born in, lived, or traveled outside the United States within twelve (12) months prior to arriving at CCC.

Yes I have traveled/lived abroad.
 No I have **NOT** traveled/lived abroad.

If you answered **YES** to the above question, provide documentation of the PPD Mantoux Skin Test performed in the US.

The Kansas Department of Health and Environment recommends that all college students be immunized against various vaccine preventable diseases. Below is the list of the recommended vaccinations for students at Coffeyville Community College.

- | | | |
|---------------------------------|--------------------------------------|--------------------------------|
| Hepatitis B | **Meningococcal | Influenza |
| Tetanus, Diphtheria (TD) | Measles, Mumps, Rubella (MMR) | Varicella (Chicken Pox) |

**Meningococcal Disease, a potentially life-threatening bacterial infection, among teenagers and young adults have more than doubled since 1991. Of the 3000 Americans who annually contract the bacterial infection, commonly referred to as meningitis, 100 to 125 are college students. Meningitis is fatal in 10 to 15 percent of the cases and causes life-long disabilities in others. According to the American College Health Association college students, particularly freshman, living in dormitories are at a higher risk than peers the same age and who are not attending college. For specific information about meningitis, contact your family physician or the websites of the Center for Disease Control and Prevention, www.cdc.gov/nip and the American College Health Association, www.acha.org.

My signature below signifies that I have been informed of the recommended immunizations and have enclosed documentation to Coffeyville Community College or have made the choice (waived) NOT to be immunized, specifically for meningococcal.

Signature Date

****Must complete both sides or contract is null and void.**

Tell us about yourself...

The following information will be used to assist in making room and roommate assignments.

Do you have a roommate preference? Yes No Name: _____
- Preferred roommate must also request you.
Permission to share my name, address and phone number with my assigned roommate. Yes No
Awarded Activity/Sport Scholarship: Yes No Please list: _____
Do you smoke? Yes No

RESIDENCE HALL REGULATIONS

CCC LIABILITY

The College is not responsible for the theft or damage of personal property. The College does not insure a student's personal property. Students are encouraged to make insurance arrangements through their parent/guardian's homeowner/renter's insurance policy. Further, CCC will not be liable for property left in the building after a student vacates or is expected to vacate. CCC reserves the right to dispose of such property through sale, donation, or in any other manner it deems appropriate.

REFUND POLICY

In the event the applicant moves out of the Residence Hall or is removed from the Residence Hall for disciplinary purposes during a semester, the housing room balance for the semester will not be refunded. The applicant will receive a prorated refund of his/her food service contract. It is the resident's responsibility to follow official College checkout procedures. All charges will continue to be assessed until checkout procedures have been completed. Charges will be assessed to the student's account for improper checkout.

ROOM ENTRY

CCC reserves the right for authorized CCC personnel to enter a student's room in the interest of health, safety, and maintenance or when a violation of College policy, housing policy or law is apparent or suspected. Also, the College may inspect Residence Hall rooms on a periodic basis.

CCC FACILITIES AND PROPERTY

Upkeep. The student is responsible for keeping the assigned room and its furnishings clean and orderly, for cooperating with roommates in the common protection of property, and for advising CCC of any deterioration or malfunction of facilities. Further, the student agrees to utilize public areas of the Residence Hall and Residence Hall equipment and furnishings in a careful and proper manner and to contribute to their cleanliness and orderliness. **Damage.** The student is responsible for the assigned room and its contents and will be charged for any and all damage occurring during the term of occupancy. Students who damage CCC property through negligence and willful actions will be financially liable and subject to disciplinary and legal action. All damage charges are due immediately upon receipt of bill. Failure to pay charges will result in enrollment being blocked, meal privileges suspended, and official records being held. Each student is responsible for any damage to the commons area and his/her own room. Damage charges for a unit commons area will be assessed to all unit residents. Damage charges for a student room will be assessed to occupants of that room.

I acknowledge and accept full financial responsibility for the Residential accommodations for both room and board. I agree that the account must be paid in full by the end of each semester. I have read this contract and agree to comply with and abide by all terms and conditions of this contract and the Residence Hall regulations and agree that failure to abide by Residence Hall regulations may result in dismissal from the Residence Hall. I also understand, CCC may notify a parent or legal guardian in case of an emergency or in a situation which they deem to be potentially life threatening or a risk to my health/safety.

Signature: _____ Date: _____

Parent/Guardian: _____ Date: _____

****Required if student is a minor, 17 years or younger**

Mail Completed Contract and \$100.00 Non Refundable Reservation Deposit To:

Coffeyville Community College
Attention: Housing
400 West 11th
Coffeyville, KS 67337

IMPORTANT: Housing reservation is not official until you receive written confirmation from Coffeyville Community College.

Coffeyville Community College is committed to a policy of educational equity. Accordingly, the College admits students, grants financial aid and scholarships, conducts all educational program activities and employment practices without regard to race, color, religion, sex, national origin, age, marital status, ancestry or disabilities.