



The Department of Residential Living
at
ITASCA COMMUNITY COLLEGE

Housing/Meal Contract Application
2008-2009 Academic Year

The Department of Residential Living
Itasca Hall
1851 East Highway 169
Grand Rapids, Minnesota 55744
Email: housing@itascacc.edu
Phone: 218-327-5952
Fax: 218-327-5952

An Equal Opportunity Educator and Employer
This document is available in alternate formats 218-327-4167 Voice/TTY
Member of the Minnesota State Colleges and Universities System

Itasca Community College policies and procedures are subject to revision by the Minnesota State Colleges and Universities (MNSCU), state, and federal agencies, which are beyond the jurisdiction of the College. Changes in rules, regulations, policies, and procedures made by higher levels and agencies of government supersede College policy.

Housing Check List:

- Applied & accepted to Itasca Community College
- COMPLETED (3 pages)** housing application and returned a \$200 pre-payment to the Department of Residential Living
- 2008/2009 FAFSA completed and submitted to Itasca Community College Financial Aid Office (if not completing FAFSA please attach 1040 Federal tax return to housing application)
- Registered for 12 or more credits per semester

Frequently Asked Questions

Q: What happens to my \$200 prepayment?

Unless the deposit is forfeited under any of the terms of this agreement, the \$200 deposit will be applied to the students housing costs the last semester residing in the Itasca Community College residence halls. The student agrees to be responsible for any cost of defacement or damage to the room or rooms, common areas and all College furnishings or property that are damaged or destroyed.

Q: Can I be released from my housing contract if I totally withdraw from Itasca Community College?

If a student completely withdraws from all classes, the student will be liable for a certain percentage of both housing and tuition per the date of withdrawal. All total withdrawal students must move out of resident hall within 24 hours.

1st – 5 th business day of school term:	100% refund
6 th – 10 th business day of school term:	75% refund
11 th – 15 th business day of school term:	50% refund
16 th – 20 th business day of school term:	25% refund
After 20 th business day of school term:	0 refund

Q: What if I can't pay my bill?

If after the 21st business day of the school term the student is not receiving additional funding for a balance due or is not on an Itasca Community College certified payment plan, the eviction process will begin. It is in the best interest of the student to visit with the Financial Aid Office to secure funding for the academic year.

Q: What if I do not wish to live in the residence hall anymore and want to move off campus?

This is not an option for students unless there are extenuating circumstances. If the student feels they have extenuating circumstances, please see the Director of Residential Living for further information.

Q: Do I have to pay for my dorm and meal plan if I get evicted?

Yes, and the student will be responsible for all costs. The \$200 prepayment is not refundable.

Q: How does being on academic probation or suspension affect my annual housing contract?

Students who are on an academic probation need to continue to show academic progress from semester to semester. Residential students returning to Itasca Community College in any given Fall Semester, who are on a suspension appeal contract, must successfully meet their suspension appeal contract stipulations in order to return to Itasca Community College the following Spring Semester. If they fail to fulfill their suspension appeal obligations, they will not be allowed to attend Itasca Community College in the Spring Semester, and therefore will not be responsible for their Spring Semester charges in the dorms. The \$200 pre-payment will not be refunded.

Q: What if I graduate, transfer or am no longer a student at ICC at the end of Fall Semester?

Students have the right to petition for release of Spring Semester. THE DEADLINE FOR PETITIONS IS DECEMBER 1, 2008. If the petition is accepted, Itasca Community College has the right to fine you up to \$200. If the petition is declined, the student will be responsible for the entire housing and meal plan cost. Students who do not petition by December 1, 2008, may be charged up to \$500. In each case the \$200 pre-payment will not be refunded. Students must be an enrolled student at Itasca Community College to reside in Itasca or Wenger Hall.

Q: If I want to participate in the Spring Semester ICC International Exchange Program to Denmark, is there an exception to the housing contract?

Yes, students who participate in the Itasca Community College International Exchange Program will have their housing prorated for the first half of the Spring Semester prior to departure to Denmark. Students under this arrangement will be notified at the beginning of Spring Semester of the move out date.

Itasca Hall:

This 75 bed co-ed Residence Hall was completed in the fall of 2005. Eleven suites accommodate six students while three accommodate three students. The six person suites are comprised of triples, doubles and singles. Each suite comes equipped with a bathroom, kitchen area and bedroom space with a bed, desk, and wardrobe. The suite also comes with internet, cable TV, and local phone service. Students will need a long distance calling card for long distance calls. The first floor of Itasca Hall also provides a commons area with public restrooms and easy access to the hall office where the Director of Residential Living and the Resident Assistants are available during office hours. The laundry room is located on the third floor for all students' use.

IMPORTANT: *Housing and redevelopment revenue bonds require income verification for students who wish to reside here.* Itasca Community College requires proof of income with every housing application in order to meet these guidelines. In order to fulfill these bonds only a percentage of the students living in Itasca Hall can be over a specific adjusted gross income (AGI). This proof of income can either be done by filling out the 2008-2009 FAFSA application or by sending last year's tax information, including AGI, to the Director of Residential Living.

Wenger Hall:

This 11 suite, co-ed Residence Hall is located on the third floor of Wenger Engineering Center and has the capacity to house 33 students / 3 students per room. Each suite has a bathroom, and each student is provided with their own bed, desk, and wardrobe. These suites are internet ready with basic cable and local phone service. Students will need to bring a long distance calling card. The third floor also has shared laundry facilities, a TV lounge area, and fully equipped community kitchen for students' use.

IMPORTANT: Itasca Community College is a tobacco, alcohol and drug free campus. Use of these substances is strictly prohibited on Itasca Community College's campus including in the Residence Halls.

Priority:

All on campus housing facilities are reserved for engineering students, although non-engineering students will be accepted into housing if space is available.

- Priority Deadlines:**
- | | |
|--|-----------------------|
| 1. Current Residents | January 21 |
| 2. Current ICC Engineering Non-Residents | January 31 |
| 3. New engineering students | May 30 |
| 4. Non-engineering students | "As Available" |

2008-2009 Housing and Meal Plan Costs

Meals are not served on evenings or weekends.

All residential students are required to have a meal plan.

2 meal plan, Monday-Friday – breakfast and lunch will be served (10 meals per week / Price equates to \$6.10/day)

	<u>Triple</u>	<u>Double</u>	<u>Single</u>
Room (semester)	\$1500	\$1600	\$1700
Meals (semester)	\$500	\$500	\$500
Total:	\$2000	\$2100	\$2200

(prices are subject to change)

Housing/Meal Plan Cancellation Policy: Students signing Itasca Community College Housing/Meal Plan Application Contracts are bound for the entire academic year. Under extenuating circumstances students may petition for contract release. Please reference the Director of Residential Living for Housing Contract Release form.

IMPORTANT: The entire semester housing and meal plan charges are payable in full by the 5th class day of each semester. If full payment is not received or satisfactory payment arrangements (payment plan or financial aid) made by this date, students will be charged a \$30 late fee. If full payment is not received or satisfactory payment arrangements made by the 21st class day of the semester, Itasca Community College reserves the right to evict the student from college housing and deny dining privileges. If eviction or dining privilege denial occurs, full housing and meal plan charges remain as a receivable on the student's account.

Terms of Agreement

1. **License not a lease:** This agreement is a license and not a lease. It creates no exclusive right on the part of the student to occupy any particular portion of Itasca Community College property. The College may assign and reassign the student to specific student housing when, in the College's sole discretion, it deems such action necessary or desirable. As a licensee hereunder, the student may not assign any rights or obligations created by this license agreement.
2. **Eligibility:** To be eligible to occupy Itasca Community College residence halls, the student must be enrolled at Itasca Community College and carry twelve or more credits per semester.
3. **Term:** The term of this agreement is for an ENTIRE ACADEMIC YEAR or for the remainder of an academic year if entered into subsequent to the beginning of the academic year. The academic year consists of fall and spring semesters and does not include the summer sessions.
 - a. Student housing may be occupied and must be vacated in accordance with the schedule issued by the Department of Residential Living. The student agrees to comply with the aforesaid schedule. Student housing will be closed during breaks and vacation periods. Housing students must apply to reside in assigned space during scheduled breaks and vacation periods. The Department of Residential Living reserves the right to deny any and all applications.
 - b. Failure to occupy assigned housing by 8:00 a.m. on the second day of classes of either semester will constitute cancellation of this agreement during that year, and the student hereby agrees to be bound by and to comply with the cancellation provisions set forth in paragraph 10 herein.
4. **Assignments:** The College will attempt to honor the preferences expressed by the student for a room assignment and reserves the right to (re)assign the student to other rooms or halls when necessary.
5. **Requesting Reasonable Accommodations:** A student with a disability who wishes to request a reasonable accommodation in housing must contact Office for Students with Disabilities and the Department of Residential Living for assistance. Medical documentation may be requested.
6. **Housing Fees:** The student agrees to pay housing and board fees (all students are required to have an appropriate meal plan) as established by the Board of Trustees of the Minnesota State Colleges and Universities. Student housing facilities are operated on a non-profit basis by the College, and the rates are established at the level Itasca Community College, in its sole discretion, believes is required to meet current and long range expenses. Should the income from student occupancy be less than that required to meet such expenses, the College reserves the right to increase the established rate for the year by up to, but no more than, 15% effective Spring Semester.
7. **Itasca Community College Right to Terminate:** Itasca Community College may immediately terminate this agreement for failure to make payments as required under this agreement, or for any other violation of the terms of this agreement or any violation of Itasca Community College policies or regulations, which may be amended from time to time.
8. **Personal Property:** The student hereby agrees that any and all of the student's personal property or property of third parties in the student's custody or possession which may be present upon the College's premises shall be the sole responsibility of the student. The student does hereby waive any and all claims against and does hereby agree to indemnify, defend and hold harmless Itasca Community College, its officers, agents and employees for loss, damage or destruction of any cause whatsoever. Students are advised to procure their own insurance against such eventualities. All personal property must be removed from the student's room no later than the last day of occupancy, and the student hereby surrenders all claims to and abandons any property remaining on the premises after such date.

9. Pre-payments: A \$200 pre-payment is required to accompany all applications for Itasca Community College residence halls and will be retained by Itasca Community College for so long as the student resides in any Itasca Community College residence hall. Unless the deposit is forfeited under any of the terms of this agreement, the \$200 deposit will be applied to the students housing costs the last semester residing in the Itasca Community College residence halls. The student agrees to be responsible for any cost of defacement or damage to the room or rooms, common areas and all College furnishings or property that are damaged or destroyed during the term hereof.

10. Cancellation and Termination: (please read entire section)

- a. Prior to the agreement period: A written request for cancellation of this agreement by the student which is received and approved by the Department of Residential Living postmarked on or before July 1, 2008, for Fall Semester will result in a refund of the prepayment. A student signing an agreement beginning with the 2008 Spring Semester will have until December 1, 2008, to request the cancellation and refund of the deposit. A request received after these dates will result in the forfeiture of the prepayment by the student. Should the agreement be signed after July 1, 2008 (for fall) or December 1, 2008 (for spring) and the student decides to cancel, the student will forfeit the pre-payment.
- b. Graduate, non-enrollment, student teaching, internship, marriage: The student may request cancellation of this agreement for spring without forfeiture of the prepayment for reasons of non-enrollment, non-admission, student teaching, internship (six credit hours or more), study abroad, military service, serious health or medical concerns, graduation, or marriage, by filing a written request with the Department of Residential Living by December 1, 2008. Students who are academically suspended/dismissed from Itasca Community College will not be eligible to receive their pre-payment.
- c. Withdrawal from Itasca Community College:

Eligibility for refund of room and board: If the student withdraws from Itasca Community College during the term of this agreement, the student will forfeit the prepayment and will only be refunded if documented withdraw date allows a refund. This includes room rate as well as meal plan (the student will be responsible for meals served to the time of withdrawal)

Withdrawal Period	Refund %
1 st – 5 th business day of term	100
6 th – 10 th business day of term	75
11 th – 15 th business day of term	50
16 th – 20 th business day of term	25
After 20 th business day of term	0

Should the student voluntarily withdraw from the College prior to 5:00 p.m. the first class day, the student will forfeit the pre-payment and will only be responsible for meals served and room occupancy to the date of withdrawal.

Cancellation if student remains enrolled at Itasca Community College: The student hereby consents and agrees to obey and abide by all Itasca Community College policies and regulations governing occupants of housing facilities and recognizes the right of the Itasca Community College to terminate this agreement for breach of any such policies and regulations. If the student voluntarily requests cancellation of this agreement or is removed from the housing facility for disciplinary reasons and remains enrolled at Itasca Community College, he/she shall follow the same refund policy as stated above in “Withdrawal from Itasca Community College.”

11. Vacating of Premises: In the event of cancellation or termination of this agreement, the student hereby agrees to vacate all Itasca Community College housing facilities within 24 hours of notification of such cancellation or termination. The student further agrees to vacate all Itasca Community College housing facilities prior to the date and time of closing of such facilities as stated in the schedule issued by the Department of Residential Living. This includes vacation/break periods. If student is declared a No-Show (as stated in 3-b), the prepayment will be forfeited with no other penalty as long as the student is not enrolled at Itasca Community College.
12. Right of Entry: Itasca Community College, its officers, employees and agents shall have the right to enter student rooms at reasonable times for the purpose of routine inspection and repair, preservation of health, safety and quietude, and when there are reasonable grounds to suspect that laws or Itasca Community College policies are being violated.
13. Unavailability of Student Housing: In the event that any of the premises which are the subject of this agreement which for the purpose of this provision shall include any and all areas in and about student housing should be partially or totally lost, destroyed or otherwise unavailable because of fires, strikes, acts of God, pandemics or other events so as to render them unfit or unavailable in whole or in part, then Itasca Community College shall have the right to immediately terminate this agreement. Itasca Community College shall not be liable to the student for any damage occurring as the result of such termination.
14. Minnesota Agreement: This agreement shall be construed and interpreted in accordance with the laws of the State of Minnesota.

The Department of Residential Living Housing / Meal Contract 2008-2009 Academic Year
Return to: Itasca Hall, 1851 East Highway 169, Grand Rapids, MN 55744

Please print clearly and fill out in ink

Name (First) (Last) (M.I.) Sex

Social Security Number ICC Student ID Birthdate

Permanent Address City State Zip Code

() ()
Telephone Number Alternative Telephone Number Email Address

Semester of Entry: _____ Fall 2008 _____ Spring 2009

Classification: _____ Freshman _____ Sophomore _____ PSEO _____ Other

Have you completed a FAFSA? _____ Yes _____ No
(If no, please attach a 1041 tax return for parent and student)

Have you resided in ICC on-campus housing before? _____ Yes _____ No
If yes, please list date, hall and room number: _____

Using 1-2-3-4 please rank your room/hall preference (1 = high / 4 = low)
You will have until July 1, 2008 to change your room / hall / roommate preference

Itasca Hall: _____ Triple \$1500 _____ Double \$1600 _____ Single \$1700

Wenger Hall: _____ Triple \$1500

Roommate Preferences:
(Names must be mutual on all contracts submitted)

Name ICC Student ID

Name ICC Student ID

Name ICC Student ID

Are you an ICC student Athlete? _____ Yes _____ No
If yes please list what sport(s) you are involved in: _____

Please include any accommodations you may need due to health concerns or physical disabilities:

Housing Contract

I have received, read and agree to the Itasca Community College Housing / Meal Plan Contract and Terms of Agreement that accompany this Contract Acceptance Form. I further agree to payment of the contract rates as they have been announced or as they may be adjusted. I understand that when this Contract Acceptance Form is signed and returned to The Department of Residential Living with the \$200 prepayment, it becomes a binding contract between me and Itasca Community College. Parent or guardian's signature below for student under the age of 18 constitutes approval

Student Signature Date Print Students Name

Parent or Guardian Signature Date Print Parent or Guardians Name

Send this application form and a \$200 check or credit card payable to:
ITASCA COMMUNITY COLLEGE
DEPARTMENT OF RESIDENTIAL LIVING
 Itasca Hall, 1851 E Hwy 169, Grand Rapids, MN 55744

Note: Itasca Community College is asking you to provide information which includes private and / or confidential information under state and federal law. Itasca is asking for this information in order to process your application.

You are not legally required to provide the information which Itasca is requesting; however, the College may not be able to effectively process your application if you do not provide sufficient information. With some exceptions unless you consent to further release of private information, access to this information will be limited to school officials including faculty who have legitimate educational interests in the information. Under certain circumstances, federal and state laws authorize release of private information without your consent:

- To other schools in which you seek or intend to enroll or are enrolled if you are first notified of the release;
- To federal, state or local officials for purposes of program compliance, audit or evaluation;
- As appropriate in connection with your application for, or receipt of, financial aid;
- To your parents, if your parents claim you as a dependent student for tax purposes;
- If the information is sought with a subpoena, court order, or otherwise permitted by other state or federal law; and/or
- To an institution engaged in educational research or to an accrediting agency.

Please fill out the following information concerning the payment type you would like to use for the prepayment.

Check # _____ Cash _____ Credit Card # _____ Exp. Date ____/____

Signature for Credit Card authorization _____ Date _____

For Department of Residential Life use only. Please do not mark below this line. Thank you.

Student ID:	
Date Received:	
Prepayment Received:	
Priority Number:	
HRA Information:	
Room Assignment:	

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Please return to: Department of Residential Living

We have found that the following characteristics are important when matching roommates.

Please try to answer as accurately and honestly as possible.

Feel free to add comments in the space provided at the end of the form.

Current Housing Student

New Housing Student

How would you describe yourself?

	A lot		In-between		A lot	
Talkative						Quiet
Study with noise						Study in quiet
Competitive						Non-competitive
Athletic						Non-athletic
Clean						Messy
TV-Watcher						Never turn it on
Religious						Agnostic
Intense						Laid back
On Time						Late
Drink alcohol						Don't drink alcohol
Use Tobacco						Don't use tobacco
						I do not wish to live with a tobacco user

I like to go to sleep at:

I like to wake up at:

Are you an undecided major?:

Yes No

Intended major:

Favorite music/TV show:

Favorite movie:

Favorite food:

Best studying atmosphere:

Favorite sports/outdoor activities:

Hobbies and activities:

Additional Comments: