



The Department of Residential Living
At
ITASCA COMMUNITY COLLEGE

Housing/Meal Contract Application
2010-2011 Academic Year

The Department of Residential Living
Itasca Hall

1851 East Highway 169
Grand Rapids, Minnesota 55744
Email: housing@itascacc.edu
Phone: 218-322-2380
Fax: 218-322-2332

An Equal Opportunity Educator and Employer
this document is available in alternate formats 218-322-2438 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 to Itasca Community College
- COMPLETED (2 pages)** housing application and returned a \$200 pre-payment to the Department of Residential Living (be sure to indicate intended major while at ICC on housing application) (The most current information can be found at www.itascacc.edu/studentservices/housing.cfm.)
- Intention of completing the current FAFSA and submitting it to Itasca Community College Financial Aid Office (if not completing FAFSA please attach the most current federal tax return of parent/guardian and student to housing application)
- Intention of registering for 12 or more credits per semester
- Reviewed the current Terms of Agreement, Itasca Community College Student Handbook as well as the Department of Residential Living Housing Handbook (The most current information can be found at www.itascacc.edu/studentservices/housing.cfm.)

**Send completed application and a
\$200 check, money order or credit card information 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/guardians, if your parents/guardians 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.

✂✂✂ **Detach here and attach to application** ✂✂✂

**Please fill out the following information for the \$200.00 pre-payment
DO NOT SEND CASH**

Student Name _____ Student ID or SSN _____

Please circle one of the following: Returning Housing Resident or New Housing Resident

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

Signature for Credit Card Authorization _____ Date _____

IMPORTANT: Itasca Community College abides by the Minnesota State College and University system policies on data collection, information containing private financial data will be properly destroyed.

The Department of Residential Living Housing / Meal Contract 2010-2011 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	Current Age
Permanent Address	City	State	Zip Code
()	()		
Primary Telephone Number	Alternative Telephone Number	Email Address	
Please Circle: Semester of Entry: Fall 2010 Spring 2011 Intended Major: _____			
Please Circle: Classification: Freshman Sophomore PSEO Other: _____			
Do you intend to complete a current FAFSA? _____ Yes _____ No (If no, please attach a copy of the most current federal tax return for parent and student)			
Using 1-2-3-4 please rank your room/hall preference (1 = high / 4 = low) You will have until July 1, 2010 to change your room / hall / roommate preference			
Itasca Hall:	_____ Triple \$1650	_____ Double \$1700	_____ Single \$1825
Wenger Hall:	_____ Triple \$1650		
Choose ONE MEAL PLAN: _____ #1 - \$580 (DEFAULT) _____ #2 - \$650			
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:			
<i>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</i>			
Student Signature		Date	Print Students Name
Parent or Guardian Signature		Date	Print Parent or Guardians Name

Please return to: The Department of Residential Living
ATTENTION POTENTIAL RESIDENT: Please answer accurately and honestly

Returning Housing Resident Name: _____

New Housing Resident

How would you describe yourself?

	Extremely	In-between	Extremely	
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: _____ Best studying atmosphere: _____

Are you an undecided major?: _____ Intended major: _____
 Yes No

Favorite music: _____

Favorite movie/ TV show: _____

Favorite foods: _____

Favorite sports/outdoor activities/hobbies: _____

Additional Comments: _____

In what way would you like your future room/suite-mates contact you:

- Phone:** _____
- Email:** _____
- US Postal Mail(address if different than on application):**

For Department of Residential Life use only - please DO NOT mark below this line. Thank you.

Student ID:	
Date Received:	
Pre-payment Received:	
Priority Number:	
HRA Information:	

Please keep the following pages of information for your records and review

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.

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 current FAFSA application or by sending the most current federal tax returns of both the parent/guardian and student.

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.

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 22 |
| 2. Current ICC Engineering Non-Residents | January 29 |
| 3. New engineering students | May 31 |
| 4. Non-engineering students | As Available |

2010 - 2011 Housing and Meal Plan Costs

Meals are served Monday – Friday

Meals are not served on evenings or weekends

The meal plan is not intended for bulk purchases

All residential students are required to have a meal plan

Housing Option #1 – Per Semester				Housing Option #2 – Per Semester			
	<u>Triple</u>	<u>Double</u>	<u>Single</u>		<u>Triple</u>	<u>Double</u>	<u>Single</u>
<u>Room</u>	1650	1700	1825	<u>Room</u>	1650	1700	1825
<u>Meal</u>	580	580	580	<u>Meal</u>	650	650	650
<u>Total</u>	2230	2280	2405	<u>Total</u>	2300	2350	2475

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.

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 am. 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 pre-payment is forfeited under any of the terms of this agreement, the \$200 pre-payment 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, 2010, for Fall Semester will result in a refund of the pre-payment. A student signing an agreement beginning with the 2011 Spring Semester will have until December 1, 2010, to request the cancellation and refund of the pre-payment. A request received after these dates will result in the forfeiture of the pre-payment by the student. Should the agreement be signed after July 1, 2010 (for fall) or December 1, 2010 (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 pre-payment 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, 2010. 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 pre-payment 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 pm. 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. Campus Community Conduct: All Itasca Community College Students and Residents are required to become familiar with as well as abide by the Itasca Community College Student Handbook and the Department of Residential Living Housing Handbook. Copies of these documents may be obtained from the Department of Residential Living as well as Itasca Community Colleges’ information representatives, as well as on the Itasca Community College website.

12. 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 pre-payment will be forfeited with no other penalty as long as the student is not enrolled at Itasca Community College.

13. 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.

14. 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.

15. Minnesota Agreement: This agreement shall be construed and interpreted in accordance with the laws of the State of Minnesota.