

# 2014-15 Single Student Housing Agreement

I, \_\_\_\_\_, will accept an assignment in PWSCC Student Housing during the **ACADEMIC YEAR 2014-15**. I acknowledge my responsibility for and agree to uphold all terms of this agreement, including conditions of residency and I agree to pay any applicable charges or fees. I am responsible for all policies and procedures in the PWSCC Student Handbook, particularly the section designated for Residence Life policies and procedures.

**Instructions: Read document in its entirety, initial bottom of each page, and sign the last page before submitting to PWSCC.**

## I. ELIGIBILITY

### A. Student Status

Any student housing applicant must be a registered Prince William Sound Community College (PWSCC) student. Residents must **complete and earn** a minimum of 9 credits per semester as an undergraduate student, understanding that students enrolled in at least 12 semester credits will be given priority placement. Please acknowledge that:

1. Audited courses do not count toward credit total.
2. Failure to enroll for the minimum credit requirement, or dropping below the minimum credit requirement at any time during the semester may result in immediate ineligibility to remain in Student Housing. If minimum credit requirements are not met, the Housing Manager/Campus Life Coordinator must be notified immediately.
3. A cumulative and most recent semester GPA of 2.0 or above is required for eligibility to move into housing. A semester GPA of 2.0 must be maintained to remain eligible. A student with a GPA less than 2.0 may appeal, in writing, for one semester to remain in housing. The appeal must be made in writing and addressed to the Campus Life Coordinator. Students wishing to appeal with a semester GPA of 1.0 or lower must appeal to the Director of Student Services. Appeal granted may require additional requirements for the student during the semester of appeal/probation.
4. Eligibility under all other applicable PWSCC rules and regulations must be maintained.
5. Failing to attend class regularly and/or to maintain a passing grade may result in the student becoming immediately ineligible to remain in Student Housing.

### B. Exceptions

Considerations for exceptions to these eligibility requirements may be made through a written petition addressed to the Director of Student Services, PWSCC Student Services Office, PO Box 97, Valdez, AK 99686.

## II. RENTAL AGREEMENT PERIODS

This agreement may be applied toward fall 2014 semester residency, spring 2015 semester residency, or for the full 2014-15 academic year. Students who sign an agreement for a single semester and then decide to stay for the entire year will need to sign an additional agreement with the understanding that space restrictions may not make this request possible. Agreement periods are as follows:

- **Academic Year** (Aug 21, 2014 – May 4, 2015\*)
- **Fall Semester only** (Aug 21, 2014 – Dec 15, 2014)
- **Spring Semester only** (Jan 8, 2015 – May 4, 2015)

*\*Academic Year contracts permit students to leave their belongings secured in their apartment at no additional charge during the winter break closure, or to remain in the apartment during the closure at a greatly reduced monthly rate.*

- A. Rent charges do not include the winter break closure, and all residents are expected to vacate their unit when classes are not in session, beginning at 5:00pm on Monday, December 15, 2014. Housing reopens to returning and new spring semester residents at 9:00am on Thursday, January 8, 2015. Single students in a full academic year agreement wishing to stay for Winter Break (Dec 15, 2014 – Jan 8, 2015) will be charged an additional fee of \$275, which is less than half the standard monthly rent for any single student. This fee helps to cover increased utility bills and additional staffing that must be maintained to keep Student Housing operational during the holiday season. Students who have not signed an agreement for both academic terms are not eligible for Winter Break housing.
- B. Occupancy of a housing space beyond the agreement dates, except for the conditions outlined in section A, (i.e. early arrival or late stay) is subject to approval of the Housing Manager, and resident will be charged a pro-rated nightly rate for the first three nights prior to or following the agreement period only if this extension of the agreement period has been pre-approved. Beyond the three-night period, or if the extension has not been pre-approved, nightly rates will be charged at the current conference rate, typically more than double the standard academic student nightly rate.

- C. All students that move out of housing before the completion of this agreement will be responsible for the full semester charges of housing. Students that move out prior to September 6<sup>th</sup> (Fall) or January 24<sup>th</sup> (Spring) will be charged a \$500 housing agreement break fee, daily rate for days occupied in housing, and forfeit the \$200 security deposit in lieu of being held to the entire agreement amount. This includes those residents becoming ineligible for housing or who are evicted for conduct infractions and judicial reasons. Appeals to these charges must be addressed in *writing* to the Director of Student Services within 60 days of move-out.

### III. HOUSING OPTIONS (ROOM TYPES)

Applicants applying for student housing must submit a \$200 security deposit (refundable) and a \$200 initial payment (applied towards balance on housing account). The phrase "housing space" is referred to throughout this document to mean a bedroom and all shared space (i.e. kitchen, bathroom, living room, storage) in studio, 1-bedroom, 2-bedroom, or 3-bedroom shared apartment-style housing. Continuing residents with a deposit on file do not need to resubmit a deposit to hold their space.

**Single Student Options:** All single students who enter into this Rental Agreement are subject and agreeable to placement in double-occupancy rooms in which each student has a bed space in a shared room for two, but requests for private rooms and apartments may be granted as space is available. Room assignments and accommodation of room preferences are made based on 1) priority placement of returning residents and degree-seeking students, 2) priority placement of students enrolled in at least 12 credits, 3) priority placement of full academic year agreements over single-semester agreements, 4) order in which the completed Housing Application, signed Rental Agreement, and \$400 deposit were received by the college, and 5) availability of the requested space within designated sex-appropriate units.

- A. **Studio Apartments:** Resident occupies a private studio apartment that includes a large open space complete with full kitchen facilities and an ensuite bathroom. The unit is fully furnished with living and dining room furniture, multiple closets, twin bed & mattress, dresser, and desk/chair.
- B. **1-Bedroom Apartments:** Resident shares a two-person bedroom within a one-bedroom apartment that includes a living/dining common room complete with full kitchen facilities, an enclosed bedroom, and an ensuite bathroom. The unit is fully furnished with living and dining room furniture, kitchen appliances, and a separate closet, twin bed & mattress, dresser, and desk/chair for each student occupant. If space is available a private 1-bedroom apartment may be requested at an additional cost.
- C. **2-Bedroom Apartments:** Resident occupies a private single bedroom within a two-bedroom apartment that includes a living/dining common room complete with full kitchen facilities and an ensuite bathroom. The unit is fully furnished with living and dining room furniture, kitchen appliances, and a separate twin bed & mattress, dresser, and desk/chair for each student occupant.
- D. **3-Bedroom Apartments:** Resident occupies a private single bedroom within a three-bedroom apartment that includes a living/dining common room complete with full kitchen facilities and an ensuite bathroom. The unit is fully furnished with living and dining room furniture, kitchen appliances, and a separate twin bed & mattress, dresser, and desk/chair for each student occupant.

### IV. PLACEMENT REQUIREMENTS

Priority for placement is based on both the date of deposit and the completion of an applicant's housing file. A room will not be assigned until all of the following have been received: a \$400 deposit/initial payment, a completed Housing Application, a completed Single Student Placement Profile, and a signed Housing Agreement (all housing documents are available online at [www.pwsc.edu](http://www.pwsc.edu)). Additional terms must be met before a student will be permitted to assume occupancy of a reserved housing space, including proof of immunizations, proof of enrollment, a \$0 PWSCC student account balance, and additional housing registration paperwork that can be completed upon arrival at PWSCC in Valdez.

#### A. Deposit:

The \$400 deposit/initial payment will be considered confirmation of an applicant's intent to live in Student Housing. Spaces are assigned on a first come, first served basis, and a priority date for placement will not be assigned until \$400 payment is submitted. Deposits will be refunded if there are no charges incurred for cleaning, damages, or a balance on the PWSCC student account.

#### B. Immunizations:

Anyone born after 1956 will be required to provide proof of immunization record to live in single or double-occupancy student housing rooms.

**The required documents must be received before the applicant's file will be considered complete. Placements will begin after August 1, 2015.**

### V. SERVICES

The College provides water, sewer, power, heat, local telephone, snow removal, and garbage service. Laundry facilities are available within each apartment building for a charge, and a college computer lab is available in each building at no charge. Temporary failure or temporary lack of these utilities will not be considered to be a violation of this agreement. Each apartment is wired to receive either Cable or Satellite TV; students wishing to purchase these services may contact the local provider and will be responsible for monthly charges, activation, and deactivation. Each apartment building is staffed by a live-in Community Advisor (student position) who will provide general resident assistance and program for special student interests and community-building activities. The Housing Manager (Campus Life Coordinator) is a professional Student Services staff member who resides on-site as well to address emergency or safety issues. The Residence Life Staff provides rotating 24-hour on-call service to all residents.

**VI. HOUSING CHARGES**

A. Housing rates are subject to change between academic years but never during the agreement period. Though some options may be listed, their availability is not guaranteed. The rental amounts for the 2013-14 individual Fall and Spring semester are as follows:

Room Type	Semester Rate	Nightly Rate	Adjusted Monthly All-Inclusive Rate
Private Studio Apartment (single occupancy)	\$2,900	\$25.00	\$750.00
1-Bedroom Apartment Double (shared double-occupancy bedroom)	\$2,320	\$20.00	\$600.00
Private 1-Bedroom Apartment (single occupancy)	\$3,480	\$30.00	\$900.00
2- or 3-Bedroom Apartment Shared Bedroom (double-occupancy room in shared apartment)	\$2,465	\$21.25	\$637.50
2- or 3-Bedroom Apartment Single Bedroom (single-occupancy room in shared apartment)	\$2,117	\$18.25	\$547.50
Winter Break Fee (Valid only with Academic Year agreement)			\$275

B. Full semester charges will be applied to student accounts within 2 weeks of the first day of the semester rental term. New residents must pay the applicable semester rate in full prior to checking into a room. Residents currently residing in Housing must pay the applicable rate in full prior to the first day of classes each semester.

**VII. PAYMENT**

Payments may be made by cash, check, money order or credit card, and should be submitted to the PWSCC Business Office, PO Box 97, Valdez, AK 99686. Checks should be made payable to *Prince William Sound Community College*. Credit card payments may be made online or via phone at (907) 834-1620 or at the College Business Office on campus. Applicants must notify the housing office if they make the deposit directly through the College Business Office either via phone or online so it may be noted in the housing file and for the housing application to be processed.

**Payment Alternative**

Residents who cannot pay the entire semester rate in full may have the option of establishing an Easy Pay Plan with the PWSCC Business Office. The Easy Pay Plan application form can be found online at [www.pwsc.edu/business.shtml](http://www.pwsc.edu/business.shtml). Students opting to utilize this service must have the Business Office communicate establishment of a payment plan to the Housing Office so that their housing application can be processed.

**VIII. CANCELLATION FEES**

**Any cancellation of the agreement on or after July 17, 2014 (fall) or Dec 4, 2014 (spring) will have the following financial consequences. All notification of cancellations must be submitted to the Housing Office in writing.** Nightly rate penalty fees will continue to accrue until formal cancellation of the agreement has been received, in writing, by the college, or when the Housing Manager has deemed the space to be abandoned.

Fall 2013 Applicant Date of Cancellation	Spring 2014 Applicant Date of Cancellation	Financial Consequences
Before July 17	Before December 4	No charge, deposit refunded without penalty
July 17 – July 31	December 4 – December 15	Forfeit of deposit
August 1 – August 21	December 16 – January 17	Forfeit of deposit and \$300 agreement break fee
August 22 – September 6	January 8 – January 24	Forfeit of deposit, \$500 agreement break fee plus daily housing rate for days unit was unavailable
September 7 – December 15	January 25 – May 4	Full semester housing charges apply; eligible for return of security deposit

**Vacating after the academic year begins:**

Once the student has moved into an assigned unit he or she will be considered to have accepted full financial responsibility for the semester. With exception of marriage or divorce, active military duty, death in the immediate family, or validated long-term illness which precludes resident from attending classes, all full semester charges will apply. To be released without penalty from this Housing Agreement, proof of one of the above criterion must be submitted to the Director of Student Services.

**IX. MOVING IN AFTER THE AGREEMENT PERIOD BEGINS**

- A. Full semester charges are applied if the resident checks into a space after the beginning of the agreement period but prior to September 20, 2014 for fall semester, or prior to February 7, 2015 for spring semester.
- B. One half the current semester housing charges will be applied if the resident checks into a housing space on October 4, 2014 or later for fall semester, or March 1, 2015 or later for the spring semester.
- C. For residents assuming occupancy between these dates, a charge of one-half semester rate plus one month's adjusted rate will be applied.

**X. ADDITIONAL FEES**

**A. Forfeiture of Deposit**

The deposit may be forfeited for the following reasons: **1)** Failure to accept a housing space offered. **2)** Moving out of Student Housing without giving timely written notice or moving out during the agreement period while still enrolled at PWSCC. **3)** Incurring cleaning fees, damage charges, past due rent, College charges or penalties. Any such charges will be deducted from the deposit upon vacating. **4)** Failure to uphold the terms of this agreement in such a way that causes termination of agreement and eviction from Student Housing.

**B. Late Payment Fees**

Failure to pay rent according to the applicable payment schedule will result in a late. This agreement will be terminated if housing payments are past due over 30 days.

**C. Parking**

Single students are allowed a maximum of one vehicle and are expected to abide by the parking guidelines as set forth in the PWSCC Student Handbook for the current academic year. This vehicle must be registered with the Office of Student Services upon the student's arrival or the attainment of the vehicle. The annual parking fee is \$25 from September 1 to September 1. Parking fees are not pro-rated based on the date the vehicle is registered.

**D. Cleaning and Damage Fees**

Cleaning fees will be charged at a rate of \$40.00 per hour (one half-hour minimum). Damage fees will include the cost of labor and materials.

**E. Other**

The College reserves the right to recover, and the applicant agrees to pay, reasonable attorney fees, court costs, including collection agency fees, and reasonable moving and storage costs.

**XI. COLLEGE POLICIES AND DISCLAIMERS**

**Housing Residents must read and abide by all rules and regulations of the PWSCC Student Handbook, the PWSCC Residence Life Handbook, and follow all University of Alaska policies and regulations.**

**The College reserves the right to:**

- A. Close a residence, reassign or change room assignments when: **1)** Vacancies occur or when single occupants are residing in multiple capacity rooms. **2)** When less than the full occupancy number of students are living in an apartment the remaining residents must accept to move to another room/apt and/or accept roommates.
- B. Reassign students from a room/apartment/building if necessary for health, safety, financial or discipline purposes or when premises are unsuitable for occupancy. The college shall not be liable for failure or circumstances, which may

cause the premises to become unsuitable for occupancy. See Residence Life policies and procedures within the Student Handbook.

- C. Enter the premises to inspect the unit, complete preventative maintenance or agreed upon repairs, decorations, alterations or improvements, to supply necessary or agreed upon services, or exhibit the premises to laborers or contractors, or as otherwise necessary in the operation/protection of the persons therein. Housing space may be entered by College and/or security personnel for the purpose of policy enforcement or to protect the safety of persons or property.
- D. Enter the premises at any time without notice, in the event of an apparent or actual emergency, if there is a reason to believe that a college policy is being violated, or when other community member's rights are being violated.
- E. Refuse or terminate housing immediately if student is delinquent in payment of residential fees, who fails to comply with any rules of the college, or the terms and conditions of this agreement, or when they impact the community and/or student's personal safety, or who exhibits behavior which is incompatible with maintaining of order of the residence life community. Immediately if fire or other casualty makes the premises unsuitable. By giving the student 10 days advance written notice to vacate the premises, for any reason, at the sole discretion of the university.
- F. Assess fines, terminate housing, or criminally trespass residents and/or their unauthorized squatters and guests. Guests must follow college guest policies and may not be long-term visitors taking up residence in student housing. The above actions may also be imposed upon students who have passed their keys to, or otherwise give access to, unauthorized and/or unescorted persons.
- G. If resident is officially changing housing space, he/she must complete the move within 48 hours, following all proper checkout procedures. Beyond this time, they may be charged rent for both spaces until the key to the old space is turned in to the Housing Coordinator.
- H. Change housing rules and regulations. Changes will be updated and inserted into the Student Handbook and communicated in writing to students.

## **XII. ALTERATIONS AND DAMAGES**

- A. Upon move-in, residents must complete and return an accurate "Condition of Premises" form. Individuals will be held responsible for any changes in the described conditions, including damages to bedrooms or shared common areas, lock change charges, vandalism, or damage caused by guests. If residents do not turn in the form they may be held responsible for any damages present in the living space when they check out.
- B. Students shall report, in writing, in a timely manner, all maintenance problems to the Housing Staff. Forms for this purpose are available at the Student Services Office. **Students shall not attempt to make any repairs or alterations to the apartment, or tamper with other College property.**
- C. Students shall not paint, alter, change or remodel any part of the apartment, including the equipment/furnishings therein.
- D. PWSCC provides certain appliances (i.e. microwave, range, refrigerator) to be used in the assigned housing spaces. Residents shall not to operate any other appliance in my assigned housing space, including space heaters or freezers, without permission of the Housing Coordinator.
- E. Upon vacating the unit, students are expected to leave the housing space and all furnishings/equipment in good order and repair, and agree to pay the College the value of anything missing or damaged in the housing space or share the cost of anything missing or damaged from the common areas with roommates. The \$200 security deposit will be used to cover the cost of any damage; however, the resident must pay for any additional balance not covered by the deposit.

## **XIII. INJURY OR PROPERTY LOSS**

PWSCC takes no responsibility for any injury to me, or loss or damage to my property. The College will not compensate residents for any such injury, damage, or loss unless it was solely a result of the College's negligence. The College recommends that residents carry appropriate insurance against such injury, loss, or damage as well as health insurance.

## **XIV. MOVING OUT**

- A. Residents are expected to clean their assigned housing space before vacating, including bedrooms and shared public areas.
- B. Residents must follow all checkout procedures, including, but not limited to:
  - 1. Contacting a staff member at least 24 hours in advance to schedule a checkout appointment.
  - 2. Turning in my key(s) to the staff member at the time of the scheduled checkout appointment.
  - 3. Updating new contact information and a forwarding address in the student's UAOnline account, if applicable.
- C. Residents are expected to be completely checked out by the 5:00pm deadline of the last day of the rental period. Those who are not formally checked out by this time will be charged a \$40 improper checkout fee and any other applicable fees, and their belongings may be removed from the premises by staff members.

## **XV. TERMINATION OF AGREEMENT BY PWSCC**

PWSCC may terminate this agreement if a student materially violates this agreement. Termination of the housing agreement means the tenant must immediately move out of Student Housing.

**I have read and understand the terms of this 2014-15 Single Student Housing Rental Agreement. I show my acceptance of the terms by returning a signed copy of this agreement to the PWSCC Student Services Office, PO Box 97, Valdez, AK 99686. Fax: 907-834-1691. I acknowledge that signing this agreement does not confirm or guarantee my placement in housing.**

**Rental Agreement Period (check one):**

**Academic Year** (Aug 21, 2014 – May 4, 2015)\*

**Fall Semester only** (Aug 21, 2014 – Dec 15, 2014)

**Spring Semester only** (Jan 8, 2015 – May 4, 2015)

*\*Only the Academic Year agreement entitles students to leave belongings in Housing over the Winter Break Closure or to stay over the closure at a reduced rate.*

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Name (printed): \_\_\_\_\_ Student ID #: \_\_\_\_\_

Guardian Signature (if student is under 18): \_\_\_\_\_ Date: \_\_\_\_\_

Legal Guardian Name (printed): \_\_\_\_\_

**Room Preference: (*Rate top three choices in order of preference, with 1 = first choice*)**

Private studio apartment

1-Bedroom apartment shared double

Private 1-bedroom apartment

Private bedroom in shared 2- or 3-bedroom apartment

Shared (double occupancy) bedroom in shared 2-or 3-bedroom apartment

**Please note:** Choice of space is not guaranteed. Other preferences should be noted on the Placement Profile form.

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**For Office Use Only:**

Accepted and met criteria for housing eligibility: \_\_\_\_\_ (Initials)      Date: \_\_\_\_\_

For questions about student housing, please contact us at (907) 834-1600 or [housing@pwsc.edu](mailto:housing@pwsc.edu)

Please mail to: Housing Office • Prince William Sound Community College • PO Box 97 • Valdez, AK 99686 • USA

Fax to (907) 834-1691

Or email to [housing@pwsc.edu](mailto:housing@pwsc.edu)