

Jorgenson Hall Family Unit Contract



ROCKY
MOUNTAIN
COLLEGE

Rocky Mountain College (RMC) and the undersigned student (student) enter into this Jorgenson Hall Family Unit Contract upon the following terms and conditions:

Premises: Students who are married and/or students with dependent children living with them are eligible to live in Jorgenson Hall under this Jorgenson Family Unit Contract. Execution of this agreement does not guarantee that students will be assigned to a space in Jorgenson Hall. Students whose conduct is not conducive to a group living and learning environment may be denied an assignment to on-campus housing. Qualified students for whom space is not available will be placed on a waiting list and notified as a vacancy exists.

Assignment: RMC will assign a space (based on availability) only after the student has submitted a completed *Housing and Meal Plan Application/Roommate Preference Application* or *Returning Student On-Campus Housing and Meal Plan Application*, a signed *Jorgenson Hall Family Unit Contract*, and a \$250 enrollment deposit. Student housing preferences are not guaranteed. The student must reside in the space assigned to them and may not reassign or sublet the space. Students who are assigned a unit in Jorgenson Hall under a *Jorgenson Hall Family Unit Contract* must pay a \$450 housing deposit prior to check-in.

Eligibility and Priority: The student must be enrolled as a student of RMC. If the student withdraws from RMC, this contract will be terminated and the student and registered occupants of their assigned unit will be required to vacate the apartment within 24 hours, unless an exception has been made in writing by the Director of Residence Life.

To remain eligible for a Jorgenson Hall Family Unit Contract, the student must continue to meet the eligibility requirements stated herein. If there is a change in marital status, residence or dependency of children, or the occupant's change in student enrollment status the Director of Residence Life must be notified in writing.

Registered Occupants: The student must register all occupants with the Office of Residence Life that will be living in the unit prior to their arrival. Occupants must have a legal relation to the student. Rocky Mountain College reserves the right to limit the amount of registered occupants based on the assigned unit.

Registered Occupants (including lease holder):

Name: _____

Relation to student: _____

Name: _____

Relation to student: _____

Name: _____

Relation to student: _____

Name: _____

Relation to student: _____

Contract Period: This contract begins (MM/DD/YYYY) and will end on (MM/DD/YYYY). Students or other registered occupants may not move in earlier or move out later than the established dates of this contract without prior written authorization from the Director of Residence Life. Additional charges may be assessed for approved early and late occupancy.

Check In: All Jorgenson Hall Family Unit assignments will be held until the 5th day of the contract period, after which time will be reassigned. If a student must take occupancy after the 5th day of the contract period, he/she must submit notice to the Office of Residence Life and specify the date the student will check-in, in which case assignments will be held at the student's expense.

Food Service: Students residing in Jorgenson Hall have the option to contract for a meal plan at any point during the academic year. Food service may be closed or have varied hours of operation during the established

vacation period(s). Meal plans are not transferable. Meal plans may be reduced or canceled up to the 5th day of classes each academic semester. A new meal plan may be added or an existing plan may be increased at any time during the semester. In the case of meal plan changes, meal plan rates will not be prorated regardless of the time of change. No refunds for meal plans after the 5th day of classes each semester will be awarded regardless of cancellation request circumstances.

Payment of Room and Board Charges: The student agrees to pay (\$AMOUNT). All Jorgenson Hall Family Unit contract and board fees for each semester must be paid by the deadline for payment of RMC fees. Jorgenson Hall Family Unit Contract holders can elect to make monthly installments of (\$AMOUNT) for their assigned Jorgenson Hall Family Unit on or before the first day of the month. Payments shall be paid at the Business Office located in Eaton Hall on the Rocky Mountain College Campus.

- A. Room and board rates for this contract will be those rates approved by the Vice President for Student Life.
- B. Board charges begin the first day the residence halls open, regardless of the date of occupancy.
- C. If monthly installments will be deemed late if not received by the 5th day of the month the student will be assessed a \$25 late fee per month.

RMC Regulations: The student and registered occupant(s) agree to observe all published RMC policies and regulations. Failure to do so may result in disciplinary action up to removal from campus housing and/or suspension/dismissal from RMC. All published RMC policies and regulations are specifically made a part of this contract by this reference.

RMC Authority: RMC has the right to:

- a. Change apartment assignments when vacancies occur.
- b. Move students apartment, floor, hall, or the residence hall system if necessary for order, sanitation, health, safety, or disciplinary purposes.
- c. Inspect all apartments, in the presence of the student if possible, for purposes of inventory, fire protection, sanitation, safety, maintenance, and policy enforcement. Students may not block or restrict RMC officials from access to their apartments or any area within the apartment.
- d. Enter any apartment without notice in cases of emergency or when attempts to provide notice by phone or in person fail.

RMC's Responsibility for Student's Personal Property: RMC assumes no responsibility for the theft, destruction, or loss of money, valuables, or other personal property belonging to or in the custody of the student or registered occupant(s), no matter the cause or location of the property. RMC does not carry insurance against the loss or damage of individually owned personal property; students are encouraged to provide their own personal property insurance coverage.

Student's Responsibility for Damage and Loss of RMC Property: The student's signature on the condition report is the student's acceptance of the condition of the apartment and its contents at the start of occupancy. The condition report is the standard for determining the condition of the apartment and contents at the termination of occupancy. The student is responsible for any damage or loss caused to the building, apartment, furniture, and equipment; ordinary wear and tear is expected. Damage or loss within student apartments will be charged to the assigned student's deposit; in the cases of charges exceeding the deposit, balance charges will be assessed to the student's account. The student agrees to pay such charges to RMC upon demand.

Termination: Students who wish to be released from this contract for any reason before the end of the contract period must file a [Contract Cancellation Request Form](#) with the Office of Residence Life. The student will be released from the contract only if he or she meets the criteria for release stated in the [Contract Cancellation Request Form](#). The Director of Residence Life will make the final decision regarding contract releases.

Regardless of reasons for the release or termination of this contract prior to the expiration of the term other than immediate withdrawal from Rocky Mountain College*, a \$250 cancellation fee and pro-rated room charges

may be assessed as of the date of final check out if completed before the 5th day of classes. If final check out is completed after the 5th day of classes, full room charges will be assessed. Refunds will not be processed until the final checkout is complete, cleaning and/or damage fees are assessed, furnishings/keys accounted for, and outstanding debt to RMC has been resolved. Any remaining deposit balance will be refunded to the student the semester following the date of termination.

*In cases of immediate withdrawal from Rocky Mountain College, room charges will be prorated and assessed based on the Federal Title IV and Institutional Funds Policy as stated in the Rocky Mountain College catalog and the \$250 cancellation fee will be assessed. Refunds will not be processed until the final checkout is complete, cleaning and/or damage fees are assessed, furnishings/keys accounted for, and outstanding debt to RMC has been resolved. Any remaining deposit balance will be refunded to the student the semester following the date of termination.

A student whose [Contract Cancellation Request Form](#) is denied must pay the full amount of the room and board charges for the full contract period and will not be checked out until the expiration of the contracted term.

This contract may be terminated by the Office of Residence Life at any time for violation of the terms and conditions of this contract. If the contract is terminated, RMC may assess a \$250 contract cancellation fee, retain all payments made under the contract, and may seek any other remedy in law or equity. If this contract is terminated, the student agrees to vacate the residence hall within 24 hours, unless written permission has been obtained from the Director of Residence Life. The student agrees to pay all reasonable costs, attorney's fees, and expenses made or incurred by RMC in enforcing this contract.

Check-Out: The student must use the established check-out procedures upon termination of this contract. Students and registered occupants who fail to return their issued key(s) will be charged for the lock change(s). Students and registered occupants who fail to clean and/or cause damage to the apartment and its contents will be charged a fee for RMC personnel to clean and repair the apartment, furnishings and equipment. Students who fail to properly check-out of their assigned space will be charged an improper check-out fee of \$150.

Abandoned Property: If personal property is left by the student or registered occupants on RMC property after termination of occupancy, the property shall be deemed abandoned. RMC will dispose of the property if not removed by the student. Any charges incurred to remove, store, or dispose of the property will be assessed to the student.

This contract becomes effective upon submission of a [Housing and Meal Plan Application/Roommate Preference Application](#) or [Returning Student On-Campus Housing and Meal Plan Application](#).

I hereby accept the terms of this contract and an assignment to an apartment in Jorgenson Hall. I agree to all stipulations in effect during the term of this contract and understand failure to observe these stipulations may result in fines, termination of contract, removal from campus housing, and forfeiture of deposit and any paid room and board fees.

Print Student Name

Student Signature

Date