

VERMONT TECH

Randolph Center Housing Card

RETURN PRIOR TO May 1st

Name: _____ Date of Birth: ____/____/____ Sex: M F
(Last) (First)

Home Address: _____
(Address) (City) (State) (Zip Code)

Home Phone: _____ Intended Major: _____ Transfer Student: ___No ___Yes

ASSIGNMENT INFORMATION

Please tell us about yourself. To be completed by the **student**. Please be candid with your answers to ensure we have the correct information in order to find the best possible roommate match!

Your current age: _____ Your typical bedtime: _____ Do you smoke? ___NO ___YES

Building Preference: ___Keenan Hall ___Morey Hall ___Old Dorm ("Traditional" first-year students live in Nutting Hall)

Floor Preference: ___Community Set ___Alcohol/Substance-Free ___Co-Ed ___Single-Sex ___No Preference

Roommate Preference: ___Same Major ___Different Major ___Non-Smoker ___Smoker ___No Preference

Your music preferences: _____

Sports/Athletics/Activity preferences: _____

Medical Concerns: ___No ___Yes

(If you have any medical concerns which may require special consideration in determining your room assignment, attach an explanation on a separate sheet of paper which will be sent to the College health Center)

All students are normally assigned to a "double" room with a roommate and are expected to continue in a double room for the year. In the event one's roommate leaves the college, a new roommate or reassignment to another room option will be given. "Single" rooms are available to upper classmen and are subject to space availability, or with documented need. There is an additional charge if a "single" room is granted.

Vermont Technical College Room Contract

It is a condition of enrollment at Vermont Technical College that all full-time students who are not living in the immediate area of the College with their immediate families, live in College housing. Other students who wish to live in College housing may contract to do so, to the extent space is available. All students who reside in College housing must take their meals in the designated College dining facility under approved meal plans. Students who would like to request off-campus status due to extenuating circumstances must do so in writing to the Student Affairs and Residence Life office; attn.: Terrie Ashford

This contract for College housing is for one academic year. By signing below, I acknowledge receipt of the terms and conditions of the Vermont Technical College Room Contract.

Student's Signature: _____ Date _____

Parent/Guardian Signature (If under 18): _____ Date _____

**NOTE: A \$100.00 DEPOSIT MUST ACCOMPANY THIS CONTRACT (All Deposits are non-refundable after May 1) DO NOT send cash. Make check payable to: "VTC"
MAIL HOUSING CONTRACT WITH DEPOSIT to: VTC Admissions, PO Box 500, Randolph Center, VT 05061-0500**

Please read and sign "TERMS AND CONDITIONS" on back side of this contract

VERMONT TECHNICAL COLLEGE TERMS AND CONDITIONS

Period of Occupancy

All Room and Board Contracts include both room and meal plans and are legally binding for the academic year. Room and meal plan charges are effective from the opening of the residence halls at the start of each semester. The residence halls are not available for occupancy during Thanksgiving recess, semester break, winter break, spring recess and other scheduled times as shown in the College's academic calendar unless individual arrangements for use are made with a Student Affairs or Residence Life official. Students shall vacate the premises: (1) 24 hours after their last scheduled exam, or sooner, upon official closing of the residence halls as specified in the College academic calendar; (2) within 24 hours following termination of this contract by the College; or (3) within 48 hours following mutual consent of the student and the College. Students are not permitted to return to their residence hall after a break until the date and time published on the Academic Calendar in the Student Handbook.

Fees

Each occupant is liable for the yearly rental. Room and board charges are due and payable as billed in accordance with standard College billing schedules. Rates are established by the Board of Trustees annually and are available upon inquiry at the Vermont Technical College Business Office.

Room Changes

The College reserves the right to change or cancel specific room assignments in the interest of health, discipline, security, energy conservation or the general welfare of the students; and reserves the right to change or alter the living and/or recreational arrangements in the residence halls when deemed appropriate. **Students interested in changing rooms must obtain approval from a Residence Life or Student Affairs official.**

Room Entry

While the College recognizes students' rights to privacy in their rooms and personal effects, students should be on notice that there are times when authorized College representatives may, without specific consent, enter their rooms unannounced and/or check for conditions or articles causing concern, even in closed spaces. Room entry may occur for purpose of housekeeping, repairs and maintenance, or when there is reasonable basis for legitimate concern about the health, welfare, or safety of any of those who occupy the room or other persons, or when there is reasonable basis to believe that there may be a violation of College policies, rules or regulations. An inspection or search of closed spaces may occur when there is a reasonable basis, either existing beforehand or resulting from room entry, to justify the inspection or search because of legitimate concern about the health, welfare or safety of those who occupy the room or other persons.

Examples of such reasonable basis may include but are not limited to; a leak that requires inspection of a closed space such as a cabinet or drawer; or the discovery upon room entry of evidence of violation of the law or College rules, including rules on drugs, alcohol or weapons. There are numerous other situations which could constitute reasonable basis to justify an inspection or search.

Responsibility for College Property

Students will be held responsible for the conditions of their rooms. Damage to, or theft of, furnishings will be charged to the occupants assigned to the affected rooms. Occupants of a room, suite, floor, hall, landing or building may be held jointly responsible for losses or damages where Lounge furniture is considered common property for use by all residents and students may not remove it from common areas. Students found to have lounge furniture or other unauthorized College furniture or equipment in their rooms will be charged a furniture removal fee. The furniture will be removed, and disciplinary action may be taken. Residents will also be held responsible for their guests and their actions.

Responsibility for Personal Property

The College shall not be liable, directly or indirectly, for any loss due to theft of personal property of students or their guests, or damage or destruction of such property by fire, water, vandalism or other cause. Occupants of all residence halls are advised to procure personal insurance against such eventualities since the College cannot purchase this protection for students. For safety reasons, personal effects may not be placed in hallways, stairwells or other common areas of the residence halls. Personal property left in the residence halls after the approved period of occupancy will be removed and disposed of after reasonable opportunities have been afforded for owners to claim such property.

Conduct

Each student is required to abide by the rules of the College, including those stated in College publications, e.g., catalog, student handbook, etc. The College may take appropriate action, including termination of this contract, for conduct which is found by the College to be in violation of College rules and regulations, or which is otherwise detrimental to the welfare of the residence hall environment. Students facing possible removal from the residence halls for violations are subject to published College disciplinary procedures including immediate expulsion in cases of emergency or violation of the Code of Conduct which constitutes a threat to others.

Release from Contract

- The contract for College housing and dining is for one academic year unless otherwise specified. For those not required to reside on campus, deposits paid to reserve College housing will be applied to the students' outstanding balance.
- Student may, with written permission from a Student Affairs official, be released from this contract or any portion thereof for any of the following reasons: withdrawal from the College, academic dismissal from the College, completion of a degree program, marriage, or leave of absence. Student's written request for termination of the contract should be addressed to the Director of Student Life and should include appropriate supporting documentation. Receipt of the request does not imply automatic release from the contract.
- Release from the contract may be granted for reasons other than those specified above only under extraordinary circumstances. The process for requesting release under this section is the same as specified above. **Release from the contract may be subject to a \$100 cancellation fee.**
- Residents are advised not to sign contracts or leases for non-college housing until they have been formally notified of their release by the College.

Refunds

Students released from their contract for the foregoing reasons may receive a prorated refund of room and board charges in accordance with the refund policy stated in the College catalog. Students moving from the residence halls for personal reasons without College approval will be required to pay the full terms of the contract. Students removed from residences for disciplinary reasons, suspended, or dismissed are not eligible for refunds.

Termination and Suspension

The College may terminate, alter or temporarily suspend performance of any part of this contract without advance notice: (1) In the event of calamity or catastrophe which would make continued operation of student housing not feasible; (2) due to ineligibility to continue enrollment resulting from failure to meet academic requirements; or (3) as a result of disciplinary circumstances.

(Print Name)

(Signature)

(Date)