

2021-2022 Reservation & Housing Agreement

Room Occupancy

Rooms assigned to a Helena College student may be occupied by that resident beginning 8 a.m. on the day designated for check-in for the semester and must be vacated 24 hours following their last final test, or 12 noon on the day following the last final test of the semester, whichever comes first. Residents withdrawing from classes or removed from the college for disciplinary reasons have 24 hours from the time of notification to vacate the assigned room.

Check-in/Check-out

Prior to moving in personal items, the resident agrees to complete and sign a room condition form (RCF) with his or her Resident Assistant, which effectively becomes part of this agreement. This RCF describes the condition of the room, is used to reflect any damages to the room upon the time of check-in, and to determine charges to be made upon check-out. The resident is responsible for reviewing and comparing the condition of the room to that noted in the inventory. Discrepancies must be brought to the attention of the staff person checking the resident in and noted on the inventory. Students who fail to return their RCFs within 48 hours accept the RCFs as is and will not be able to dispute discrepancies. Rooms must be returned to the standard configuration prior to check out. The resident vacating a residence hall room must arrange to be officially checked out of the space. An appointment must be made at least 24 hours in advance with the appropriate personnel. The improper checkout fee is \$35.

Room Changes

Students who have reserved specific rooms or have been assigned rooms will be expected to reside in that room. The college reserves the right to make room changes prior to and during occupancy for the good of the resident or residential community. This includes consolidation of occupied rooms to better utilize the college's spaces or to fill empty beds in partially occupied rooms. Transfer and International students may be placed in empty beds at the discretion of the college at any point during the school year. Students who are approved to move rooms during the year will be charged an administrative fee of \$25. All moves must be approved by the AC in their area.

Right of Entry

The College reserves the right to enter any student room by Residential Life & Housing Staff or other agents of the college (including security) in the event of an emergency, for reasons of health and safety, to uphold community standards, and for normal maintenance. This includes entry to promote safety and conduct, to ensure compliance with Carroll College alcohol and drug policies and any other action that does not comply with federal, state, or local laws. Entry can also be made for inspection or inventory of necessary repairs to rooms, furnishings, or equipment. Safety and security checks are made of all rooms during the scheduled breaks of the academic year.

College Breaks

This housing agreement does not include the Winter Break. All residents must leave the residence halls during that time, but occupancy of the room will not be

cancelled. Residents who are unable to return home must apply for break housing. If granted, the resident will be allowed to stay at the break housing rates. Residents allowed to stay during the break must sign an interim contract, and all college policies and rules will remain in place for that resident, including the provisions provided in the housing agreement.

Community & Room Damages

Residents are financially responsible for damages or required repair to their rooms beyond normal wear and tear. In addition, resident communities are responsible for damage to hallways, community spaces, and furniture or equipment provided for use by the resident community. Community spaces include lobbies, lounges, bathrooms, recreation areas and kitchens. A share of the cost of damages to community spaces will be charged to each resident's student account. Common wear and tear occurrences will not be considered damage. Residents are responsible for any damage caused by his or her guest(s).

The college will not be liable for any damages or losses to person or property caused by other persons, theft, burglary, assault, vandalism or other crimes, fire, flood, water leaks, frozen pipes, rain, hail or snow, smoke, explosions, interruption of utilities or acts of God. The college strongly recommends that the resident secure his or her own renter's insurance to protect against loss from any of the above occurrences.

Agreement Termination

The Reservation and Housing Agreement will be terminated if the resident

Reservation & Housing Agreement continued

withdraws from Helena College during or at the end of the semester, or is suspended or dismissed from the college or the residence halls for disciplinary reasons. Persons not enrolled in classes may not reside in the residence halls. The student is still responsible for any financial obligations incurred in accordance with this agreement. Rooms are contracted and assigned on the expectation that the student will occupy the room for the Fall and Spring Semesters. Refund and penalties for cancellation or termination of this agreement are as follows:

A cancellation fee of \$600 will be posted to the student’s account (except in the case of full withdrawal from the college).

If the contract is not fulfilled the following applies:

1. Exceptions granted from Residential Life & Housing will result in a cancellation fee of \$600 posted to the student’s account.
2. After the first day of occupancy when a student withdraws from the college, room charges are refunded in accordance with the Carroll College tuition refund policy (see Carroll College Catalog). Students who leave the residence halls for other reasons will not receive a refund.

No refunds will be issued the last three weeks of any semester.

Meal Plans

Helena College students living in a residence hall at Carroll College must select a meal plan. Students are able to select a choice based on the number of meals per semester, the amount of flex dollars desired to use at other food options and the cost.

Plan	Meals	Flex	Semester
All-Access		\$175	\$2652
Block	240	\$325	\$2,472
Upperclassman 110		\$300	\$1,501

The STAC dining hall in the Campus Center offers food from 7 a.m. to 7:30 p.m. on weekdays as well as brunch and dinner on weekends. Meal counts available with each plan are per semester. Flex dollars can be used at Jazzman’s Café & Bakery and Tres Habaneros in the Campus Center, the Simple To Go food cart in Simperman Hall, or at athletic event concessions in Nelson Stadium or the PE Center.

Information Disclosure

Helena College students acknowledge as part of this Reservation & Housing Agreement that Carroll College and Helena College will exchange information regarding student enrollment verification, disciplinary action, accommodation requests, student needs and conduct matters.

Access to Events & Facilities

Helena College students will pay an annual fee of \$400 (\$200 per semester) for a student ID card to access:

- Athletic Events
- Campus Events
- Corette Library
- Hunthausen Activity Center

The replacement cost of a student ID card is \$190 (unless the card is defective). The student ID card provides key access to campus housing and to dining options on campus.

Parking

Helena College students parking on campus will be required to purchase a permit each year for \$100.00.

Payment

A \$500 deposit is required prior to occupying a room. The payment for housing, meals and fees is due by September 1 for the fall semester and by February 1 for the spring semester. If you are unable to pay in full by the deadline, you are required to enroll in a semester payment plan. A payment plan set-up fee of \$50 per semester will be assessed. Failure to pay by the semester deadline or according to the payment schedule will result in eviction. Should an eviction become necessary any unpaid balances will be turned over to collections immediately.

Immunization Records

Helena College students must complete the health questionnaire (PHQ-9 on the website) through the Carroll College Wellness Center and submit their immunization records prior to occupancy. You can find more information about immunization requirements at the Carroll College website, here: <https://www.carroll.edu/wellness-center/health-services>. Records will be kept confidential. Complete records can be emailed to wellnesscenter@carroll.edu.

For questions, please contact the Carroll College Wellness Center by calling 406-447-5441, they will be happy to assist you.

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Assigned Residence Hall:

Room/Suite #:

ID#:

OFFICE USE ONLY.

Reservation & Housing Agreement

The Reservation & Housing Agreement is a legally binding document. Read all sections of the Agreement carefully before signing. By signing you acknowledge that you have read, understand and agree to any and all terms as stated.

Name: _____ Gender: M F
LAST NAME FIRST NAME M.I.

Permanent Address: _____
STREET ADDRESS

CITY STATE ZIP

Home and Cell Phone #: _____
HOME PHONE CELL PHONE

Personal Email Address I: _____ Birthdate: / /

Emergency Contact: _____
NAME PHONE NUMBER RELATIONSHIP TO STUDENT

Social Security Number: _____

This semester will be my 1st 2nd 3rd 4th 5th+ year at Helena College

Academic Program: _____

Preferences/Designating a Roommate

Please share any preference you might have for residence hall, room type or additional roommate preferences. Students are allowed to choose a roommate if the choice is mutual. Your roommate must also designate you as his/her roommate. (Although the college attempts to accommodate requests, there is no guarantee the roommate you prefer will be housed with you.)

St. Charles Hall	Semester Cost	Academic Year Cost
Double room	\$2,556	\$5,112
Single room	\$2,935	\$5,870

Roommate Name if requested: _____

Meal Plan Selection

Helena College students living at Carroll College are required to have a meal plan. Please circle your selection below.

All-Access Plan

Block 240 Plan

Upperclassman Plan

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Animal tolerance

I understand that in order to accommodate the needs of other residents, there may be animals in some residence halls.

I am very tolerant somewhat tolerant neutral somewhat intolerant very intolerant of living in an area with animals Please provide any further specifics here (i.e., specific allergies, requests, etc.):

Roommate Survey

To help identify potential roommates with similar habits, please check ALL that apply.

I am a: night person day person smoker non-smoker

I like to: be an early riser sleep in stay up late go to bed early

I am: outgoing/social reserved/quiet

I prefer: large gatherings of people small gatherings of friends both

I: am very tidy am a little messy rarely pick up

The style(s) of music I like is: _____ The style(s) of music I don't like is: _____

When I study, I like music/TV: turned off turned on

Accommodations

If you need any accommodations that require special living arrangements or meal plan arrangements while living on campus (such as ADA access, unusual allergies, special equipment, ESA, etc.), please work directly with the Disability Resource Coordinator at Helena College, Kimberly Feig. Any approved accommodations will be communicated through Kimberly to the Director of Residential Life and Housing at Carroll College. Additional documentation may be required.

Agreement to Housing Terms

Having read and agreed to the terms of the Reservation & Housing Agreement and housing policies, the undersigned hereby makes application for residence space at Carroll College. The undersigned also agrees to reside in the residential living spaced assigned by the college for the entire academic year as indicated, or the portion still remaining, and to pay the charges regularly fixed by the college for the accommodations assigned. This document, together with the current Carroll College Catalog, Student Handbook, Community Living Housing Policies, Student Code of Conduct and the addendums provided, constitutes the entire agreement between the College and the student. Amendment to this contract is valid upon written notification to the student by the College. Verbal statements made by any Carroll College employee that contradicts the terms of the Reservation and Housing Agreement will be ruled by the written agreement. Any clause in this contract declared invalid by law shall not invalidate the remainder.

This is a legally binding document. Read carefully before signing. By signing, you acknowledge that you have read, understand and agree to any and all terms as stated.

Signature of Helena College Student: _____ Date: _____
(Or Parent/Guardian if student is under 18 years)

Signature of College Agent: _____ Date: _____