

Housing Reservation

Upon acceptance of this Housing Application form by Carroll College Residential Life and Housing, the applicant will be notified of the ability to pay a Housing Damage deposit. Payment of the Housing Damage Deposit will reserve placement in Carroll College Housing, and the applicant will be notified of their access to eRezLife Housing Software, and their ability to complete the Housing Application for final placement.

The Housing Agreement and Lease is for the **full academic year** (fall and spring semesters and cannot be terminated except under the conditions identified in the Housing Lease which would include, but is not limited to, full withdrawal from Helena College.

Room Occupancy

Rooms assigned to a Helena College student may be occupied by that resident beginning 9 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:

- **Pay their Semester Fees in full, including the one time damage deposit, semester room and meal costs, and \$200 per semester access fee.**
- Semester fees will be assessed prior to the start of each term.
- Complete a review of their digital room condition report (RCR) through their eRezLife profile within 10 business days. This form effectively becomes part of this agreement upon move in.
- This RCR 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 report. Discrepancies must be brought to Residential Life and Housing through eRezLife, and noted on the inventory.

- Students who fail to return their RCR's within 5 business days accept the RCRs 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 by a Carroll College Housing Staff Member. An appointment must be made at least 24 hours in advance with the appropriate personnel. Failure to check-out with a staff member will result in a \$150.00 improper checkout fee, and will be either deducted from the damage deposit, or billed to the residents Carroll College student account.

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. Approved student requests for room changes will be charged an administrative fee of \$25. All moves must be approved by the Area Coordinator (AC) of their Residence Hall.

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 canceled. 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. 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 their 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 their 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 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. Approvals for cancellation, granted from Residential Life & Housing, will result in a cancellation fee of \$600 posted to the student’s account.

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, and they will be happy to assist you.

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 have a meal plan. Currently, only Carroll’s “Silver” anytime meal plan is available to HCOT students (barring exception):

<u>Plan</u>	<u>Per Semester</u>
Anytime Dining “Silver” Plan	\$2,758

Information Disclosure

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

To receive a housing assignment, Helena College students must be in good standing with both Carroll College, and Helena College.

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 \$15 (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 through the Office of Campus Safety and Security..

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.

Housing Application

continued

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: _____

Summary of Total Costs

Residence Hall	Semester Cost (billed prior to the start of each term)	Academic Year Cost
St. Charles Residence Hall - Double Room	\$2,556.00	\$5,112.00
Refundable Damage Deposit		\$500.00
Access Fees	\$200.00	\$400.00
Dining Plan		
Anytime Dining - Silver Plan	\$2,758.00	\$5,516.00
Total Costs	\$5, 514.00 + One time damage deposit	\$11,528.00

Preferences/Designating a Roommate

Please share any information you might have for roommate preferences. Students are allowed to choose a roommate if the choice is mutual. Your roommate must also designate you as their roommate. (Although the college attempts to accommodate requests, there is no guarantee the roommate you prefer will be housed with you.) Helena College students may only room with Helena College Students.

Name of Roommate Preference: _____

Roommate Preference Email: _____

Roommate Preference Phone Number: _____

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.):

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

Should the undersigned be approved, the undersigned 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 Helena College Residence Hall Lease, 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. 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: _____