

WITCC CAMPUS HOUSING OCCUPANCY & DINING APPLICATION FORM

Please complete this form and return it to Campus Housing with your \$270 combined application fee (\$20, non-refundable) and deposit (\$250, refundable with proper check-out)

Please mark the semester that you will be moving into Housing: Fall Spring Summer Year: _____

NOTE: YOU WILL NOT BE ASSIGNED HOUSING UNTIL YOU HAVE REGISTERED FOR CLASSES FOR THE TERM INDICATED ABOVE.

Today's Date: _____ WITCC ID Number: _____

First Name: _____ Middle Name: _____ Last Name: _____

Current Address: _____
Number/Street/PO Box City State Zip Code/Country (If different than United States)

Parent's/Guardian's address if different than above:

_____ Number/Street/PO Box City State Zip Code/Country (If different than United States)

Birthdate: _____ Age: _____ Educational Program: _____

Phone Number: _____ Email Address: _____
Be sure to also check your my.witcc.edu email

Gender: _____

RESIDENCE HALL PREFERENCE (RATE 1st THROUGH 3rd)

Please note: This is your preference only. We cannot guarantee placement in any particular building.

_____ Bur Oak Suites Four Bedroom (Private Bedroom, 4 Students in Unit) \$1975 per semester plus \$850 Comet Bucks

_____ Prairie Place Four Bedroom (Private Bedroom, 4 Students in Unit) \$1975 per semester plus \$850 Comet Bucks

_____ Sun Ridge Court (Private Bedroom, 2-3 Students in Unit) \$2375 per semester plus \$850 Comet Bucks

Private Bedrooms are the standard for Sun Ridge Court apartments. Students have the option to request a shared Sun Ridge Court bedroom at a rate of \$1975 per semester plus \$850 Comet Bucks, however, the request will only be granted if the student specifically requests a shared bedroom and identifies a roommate that they are requesting to share the bedroom with. The requested roommate and the preference to share a bedroom should be indicated in the Roommate Matching Information section on the next page. Shared bedrooms may also be granted if Sun Ridge Court shared bedrooms are the only spots available in housing.

If a student is assigned a shared bedroom and their roommate either moves out early or does not move in then the student will be charged the private bedroom rate. The shared bedroom rate is only available to students actively sharing the bedroom.

Room rates are from the 2017-2018 academic year. Room rates for 2018-2019 have not been set yet.

EMERGENCY CONTACT

First Name: _____ Last Name: _____

Address: _____
Number/Street/PO Box City State Zip Code/Country (If different than United States)

Primary Phone Number: _____ Relationship: _____

ROOMMATE MATCHING INFORMATION

Be sure to provide as much information as possible in order to help us match you with compatible roommates.

While we attempt to match roommates with similar housing characteristics roommate matching is not an exact science. We will make attempts to place you with roommates that we believe will provide you with a positive experience. Should you have issues with any of your roommates, you are encouraged to speak to your roommates and make agreements to address the issues. If after speaking to your roommates the concerns persist, then you are encouraged to speak to an RA or one of the Housing Supervisors.

Do you have a special medical or physical need that may require a specific room placement?: Yes No
If yes, please list any accommodations needed:

Names of Preferred Roommates (must be mutual): _____

Choose the ONE cleaning frequency that best describes you:

- _____ 1. Every day I work to make sure that my space is clean and organized
- _____ 2. Every couple of days I work to make sure that my space is clean and organized
- _____ 3. Once a week I work to make sure that my space is clean and organized
- _____ 4. Once a month I will work to make sure my space is clean and organized prior to room inspection (typically 1st Monday of the month in BOS/PP, typically 3rd Monday of the month in SRC)

Choose the ONE balance of socializing & studying & studying that best describes you:

- _____ 1. I prefer my housing environment to be almost exclusively calm & quiet, with very few instances of loud & active
- _____ 2. I prefer my housing environment to be mostly calm & quiet, but with occasional instances of loud & active
- _____ 3. I prefer an my housing environment to be calm & quiet half the time & loud & active half the time
- _____ 4. I prefer my housing environment to be mostly loud & active, but with occasional instances of calm & quiet
- _____ 5. I prefer my housing environment to be almost exclusively loud & active, with very few instances of calm & quiet

Choose AS MANY other options necessary to best describe you:

- _____ 1. I am a smoker (smoking and/or use of tobacco, including chewing tobacco, e-cigarettes, advanced personal vaporizers, etc. is not permitted on campus.)
- _____ 2. I prefer a roommate who does not use tobacco products
- _____ 3. I am interested in living with an international student
- _____ 4. I am interested in living in a LGBT/Ally inclusive apartment
- _____ 5. I am interested in living in a 24 hour quiet study zone living/learning community
- _____ 6. It is important for me to live with students within my major, even if we differ in other ways such as cleaning frequency or balance of socializing and studying.

PLEASE NOTE: Western Iowa Tech is an alcohol free, drug free, smoke free, and tobacco free campus
CANCELLATION & EARLY MOVE OUT INFORMATION

To help visualize how much a student would be charged for the Fall Semester school year, consult the following chart:

If a student cancels their housing (or moves out) prior to the following date:	The student would be charged the following for BOS/PP/or SRC Shared Bedroom:	The student would be charged the following for SRC Private Bedroom:	The student would be charged to following for their Comet Bucks:	The student's Housing Deposit (minus any charges) will be:
3 Weeks Before Move In	\$0	\$0	\$0	Returned
Prior to Moving In	\$0	\$0	\$0	Not Returned
Within First 10 Days of Term	\$493.75	\$593.75	\$850	Not Returned
Within First 30 Days of Term	\$937.50	\$1,187.50	\$850	Not Returned
After 30 th Day of Term	\$1,975	\$2,375	\$850	Returned

If you choose to cancel your housing request prior to moving in you must do so in writing (email is accepted). If, after moving into Campus Housing, you decide to move out of housing, you must officially check out with a member of Campus Housing Staff. If you do not officially check out with a member of Campus Housing Staff, then you will continue to be charged as per the chart above.

CLASS REGISTRATION AND ATTENDENCE REQUIREMENT

In order to be eligible for campus housing, you must be registered for at least one credit for throughout the semester for which you are applying. **You will not be assigned campus housing until you are registered for classes for the term which you are applying to move in.** Students are required to attend classes while living in campus housing. Extended absences may result in eviction from campus housing.

COMET BUCKS DECLINING BALANCE FOOD SERVICE ACCOUNT

Every semester that a student chooses to live in Campus Housing they will be charged an amount to be applied to a declining balance supplemental spending plan for WITCC Food Service (in 2017-2018 that amount was \$850 per semester, the amount for 2018-2019 is not yet set). This is not intended to be a comprehensive meal plan and it will likely not cover all of the student's food needs. These funds can be used at any of the three Food Service locations on campus: The Overlook Café, the Coffee Spot, and the Comet Convenience Store (located in Prairie Place). Students who withdraw from Campus Housing prior to the end of the semester will not see a change in their charges associated with the Comet Bucks, since the student would still be able to use the funds at WITCC Food Service locations even if the student is no longer living in Campus Housing. There is no refund of Comet Bucks if the student chooses not to use them. As stated above, this is a supplemental spending plan and NOT INTENDED TO BE A COMPREHENSIVE MEAL PLAN.

NOTE ABOUT STAGGERED CLASSES (Month Long Classes)

If a student's schedule includes staggered classes, please note that the student must maintain a continued class load to remain in housing. For example, if a student have a class that meets the month of February and another class that meets the month of April, then that student is not eligible to live in campus housing during March and must move out. However, if that student has a class that meets the month of February and a class that meets in the month of April, but also has a class that meets continuously throughout the entire semester, then the student is able to remain in housing. If you are seeking short term housing due to staggered classes, please contact the Campus Housing office as you may qualify for a housing rate that is lower than the semester rate.

CAMPUS HOUSING PAYMENT INFORMATION

You will not be permitted to move into you Campus Housing assignment until you have determined how you will pay for Campus Housing and classes. To do this you must do at least one of the following:

1. Be paid in full for your classes and housing prior to move-ins.
2. Have set up a F.A.C.T.S. tuition payment plan prior to move-in. A late payment while on a F.A.C.T.S. payment plan may result in eviction from Campus Housing.
3. Have FAFSA completed, submitted to WITCC, and complete all necessary FAFSA steps as requested by the Department of Financial Aid.

HOUSING APPLICATION PAYMENT INFORMATION

The combined application fee (\$20) and deposit (\$250) totaling \$270 must be enclosed with this form. Please make check or money order payable to WITCC and return this form to:

WITCC Campus Housing
4647 Stone Ave, PO Box 5199
Sioux City, IA 51102-5199

YOUR APPLICATION IS NOT CONSIDERED SUBMITTED UNTIL HOUSING DEPOSIT HAS BEEN PAID.

FINAL NOTE

Please note that your application is not considered active until you have completed the entire application form, paid the \$20 application fee, and \$250 Housing Deposit.

Please note that you will not be provided with a housing assignment until you have registered for classes for the semester for which you are requesting Campus Housing, as explained in the CLASS REGISTRATION AND ATTENDANCE REQUIREMENT section.

Please note you will not be permitted to move into Campus Housing until you have determined how you will pay for Campus Housing and classes, as explained in the CAMPUS HOUSING PAYMENT INFORMATION section.

OCCUPANCY & DINING AGREEMENT

I certify that I have read the terms and conditions of the Occupancy and Dining Agreement, understand it, and agree to all the provisions and conditions included in it. I further acknowledge that the Western Iowa Tech Community College Student Handbook is also part of the Agreement, and upon receiving access to the Student Handbook online, I will retain it as part of the Agreement. I also certify that representations made on this form are true and correct. Upon acceptance by the Western Iowa Tech Community College Department of Housing & Residence Life, this Agreement is binding upon me unless otherwise cancelled per the stipulations of the Agreement. An inability to accommodate my requests or preferences does not void the Agreement.

Signature of Student: _____

Date: _____

If the student is under the age of 18 years old at the time the agreement is signed, the parent/guardian must sign below. I, the parent or guardian of the above named student, agree to pay charges due if default is made by said student in the payment of Campus Housing, Comet Bucks, or other related charges. This only applies when the student is under the age of 18 years old.

Signature of Parent/Guardian: _____

Date: _____

WITCC does not discriminate on the basis of race, creed, color, gender, national origin, religion, age, disability, sexual orientation, or other protected basis in its educational programs, activities, admission procedures, or employment practice; including room assignments.

You will be notified of your room/roommate assignment in July when housing assignments are emailed. Housing assignments will be emailed to your my.witcc.edu email address and, if possible, to your email address list above.

Building preferences will be used as a guide to place students. There are no guarantees that you will receive your preferred building. The Department of Housing & Residence Life reserves the right to change student's room assignments at any time.

Campus Safety Western Iowa Tech takes the safety and protection of our students and staff very seriously. Our Campus Safety & Security team is on site 24 hours a day, every day of the year. With emergency phones and a multitude of security cameras throughout housing, parking lots, the student center and each building, we are able to keep an eye on the entire campus and respond quickly. **Title IX / Violence Against Women's Act (VAWA)** covers a great deal regarding gender discrimination, sexual harassment, sexual assault, dating and domestic violence, stalking, and other gender-related crimes. WITCC makes a commitment for ALL students and staff, male or female, to provide the same protection and security regardless of who you are. If you need to talk to someone, whether it be how to take precautions, how to defend yourself, or how to report an incident, the contact names and numbers can be found at https://www.witcc.edu/security/title_ix.cfm.