



Department of Housing & Residence Life

OCCUPANCY & DINING AGREEMENT

This document and those referred to within it constitute Western Iowa Tech Community College's ("WITCC" or "College") Residence Hall Occupancy & Dining Agreement ("Agreement"). The services described in the Agreement are offered exclusively under the terms and conditions stated. *To indicate your acceptance of the Agreement:*

1. Complete and sign the enclosed Housing Application Form.
-AND-
2. Return the Housing Application Form to the Housing Office along with your \$270 combined application fee and occupancy deposit. **NOTE:** \$250 of the required fee is a deposit, the deposit will be returned to the payer at the end of the resident's occupancy period, subject to the conditions in provision 4 of this Agreement, *provided* the resident has no outstanding balance remaining on their student account. \$20 of the required fee for student housing is the application fee and is non-refundable.

Your signature on the Housing Application Form indicates that you have read the Agreement, understand it, and agree to all the provisions and conditions included in it. This Agreement becomes binding on the resident when WITCC receives your signed Agreement Acceptance Form with the \$270 combined application fee and occupancy deposit.

1. ELIGIBILITY

- A. To be eligible to live in the Residence Hall or Apartments the resident shall, during the term of this Agreement, be enrolled and attending Western Iowa Tech Community College and be a student in good standing. A student living in summer housing must be enrolled in a summer term class.
- B. Loss of student status at any time during the Agreement period will result in the termination of this Agreement and eviction from the residence halls within 72 hours of the loss of student status. Loss of student status can occur due to, but is not limited to, the following circumstances:
 1. Failure to pay the balance on your student account.
 2. Failure to register or remain registered for classes.
 3. Reductions in financial aid caused by withdrawing from classes or failing to earn grades required by financial aid conditions.

2. TERM OF OCCUPANCY

The term of this Agreement shall be the WITCC academic period as established by WITCC academic calendar. The term begins at the start of the fall semester and ends on the last day of classes in the spring semester. The last day of classes for each term shall be the date so designated by WITCC and that date may be earlier than the date anticipated at the time of the signing of this Agreement. The resident understands that other residents will be assigned by WITCC to said unit and that the resident will not have the sole and exclusive use thereof.

3. OCCUPANCY & DINING FEE

- A. **The occupancy fee must be paid, or a payment plan established, prior to obtaining keys to any unit.** The agreed fee to be paid by the resident to the College per semester is (Rates as currently charged are subject to change):

Sun Ridge Court

1 Bedroom Unit (2 occupants) - Room \$1975 + Board \$850

2 Bedroom Unit (4 occupants) - Room \$1975 + Board \$850

Bur Oak Suites

4 Bedroom Suite (4 occupants) - Room \$1975 + Board \$850

Prairie Place

4 Bedroom Suite (4 occupants) - Room \$1975 + Board \$850

Failure to pay the occupancy fee or establish a payment plan in a timely manner will result in termination of the occupancy agreement.

- B. Financial Aid awards will be applied to the room & board balance before any refund will be issued.
- C. Failure to pay in advance or establish a payment plan may result in termination of this Agreement. An automatic payment plan requires a down payment, followed with automatic monthly installments directly debited from a bank account or credit card.
- D. Special occupancy fees are paid in full by entering date.

4. OCCUPANCY DEPOSIT

At the time of execution of this Agreement, resident will deposit, with the College, \$250 as an Occupancy Deposit from which the College may withhold such amounts as are reasonably necessary to:

- A. remedy the resident's default for nonpayment of occupancy fees;
- B. restore the resident's unit to its condition at the commencement of the occupancy, ordinary wear and tear excepted;
- C. recover the expenses incurred in acquiring possession of the unit from the resident in the event that resident does not surrender possession pursuant to the terms of this Agreement;
- D. remedy any and all other losses which the College may suffer due to a breach of any of the terms and conditions of this Agreement by the resident.
- E. In cases of involuntary termination of this Agreement, the College will retain the Occupancy Deposit.
- F. In cases of extenuating circumstances, the College will determine whether the occupancy deposit will be refunded to the resident.

Subject to the foregoing, the College will return the Occupancy Deposit to the resident, less any deductions, within sixty (60) days of the date of termination of the occupancy and receipt of the resident's mailing address with delivery instructions, and a proper check-out by the resident which includes returning the key bundle, including key to the unit and to the assigned mailbox, any assigned bypass keys, and in the case of Bur Oak Suites and Prairie Place, the fob.

5. NONPAYMENT OF OCCUPANCY FEE

In addition to other remedies available to the College which are provided by law and without prejudice thereto, if occupancy fees are unpaid when due and resident fails to pay the occupancy fee within five (5) days after notice by the College of nonpayment and notice of intent to terminate, then the College may immediately terminate this Agreement at any time thereafter without further notice.

6. OCCUPANCY FEE REFUND

Any student who moves into Campus Housing will be charged the entirety of their Board charge (Comet Bucks Decline Balance Food Service Account). Students are then offered a refund on the following basis. If within the first 10 days of the semester, a student is eligible for a 75% refund of housing charges. After the first 10 days and before the first 30 days, a student is eligible for a 50% refund of housing charges. After 30 days the student is not eligible for any refund of housing changes. Student Federal Aid Refund Policy supersedes any refund clause in this Agreement.

7. TERMINATION OF OCCUPANCY AGREEMENT

If resident fails to fully comply in all respects with or breaches any of the terms and conditions of this Agreement, the College may

immediately terminate this Agreement. Prior to termination of this Agreement, the College will serve a written Notice of Termination of Occupancy upon the resident. The Notice will contain a brief explanation of the reason(s) for termination. Within twenty-four (24) hours after receipt of the Notice, resident may appeal the termination to the Dean of Students, or designee. The appeal must be made in writing. The Dean of Students, or designee, will make a decision regarding termination within twenty-four (24) hours following receipt of the resident's appeal. If the decision of the Dean of Students, or designee, is to terminate the occupancy of the resident, the resident shall immediately remove herself/himself and all of her/his personal belongings from the unit.

Charges and refunds following an involuntarily terminated Occupancy Agreement follow the same guidelines found in provision 6 of this Agreement. If the resident fails to immediately remove herself/himself and all of her/his personal belongings from the unit, the College will immediately remove the resident and her/his belongings by whatever means deemed appropriate. WITCC will store the resident's belongings for 30 days after termination of the Occupancy Agreement, then dispose of the belongings. In addition to termination of occupancy, the College may pursue any other remedies available to it under law, including, but not limited to, injunctive relief and money damages.

8. EFFECTIVE DATE

This occupancy agreement shall not be effective and binding on the College unless and until accepted by the College.

9. WITCC STUDENT HANDBOOK

Residents are encouraged to carefully read the WITCC Student Handbook before signing this Agreement. The Student Handbook is available online at http://www.witcc.edu/pdf/student_handbook.pdf. Resident is responsible for all of the information provided in the WITCC Handbook as there are further regulations and policies not included in this Agreement.

10. ROOM ASSIGNMENT & CONSOLIDATION

All decisions on room assignments or on the termination of any resident's Occupancy Agreement shall be made by the College. Units will be assigned on an availability basis according to the date and receipt of the Occupancy & Dining Agreement and the \$270 combined application fee and deposit. Room changes or change in occupants shall be made only with the approval of the College. If one of the occupants of a unit vacates, the remaining occupants will accept another occupant (roommate) as assigned by the College or move into another unit as directed by the College. The Department of Housing & Residence Life reserves the right to consolidate rooms and roommates at any time. Units cannot be assigned or sublet at any time. This Occupancy Agreement will be terminated if units or rooms within the unit are sublet by the resident.

11. COMET BUCKS DECLINING BALANCE FOOD SERVICE ACCOUNT

A Comet Bucks Declining Balance Food Service Account for WITCC Food Service is mandatory for all residents living in Campus Housing. The account consisting of a \$850 declining balance will be placed on the resident's student account each semester. The meal plan balance from the fall semester may be carried over to the spring semester. An additional \$850 will be added to the meal plan in the spring semester. Food Service will retain any balance remaining after the student has completed the spring semester and is not enrolled in the summer term, or if the student is enrolled in the summer term, upon completion of the summer term. Comet Bucks are not subject to refund.

12. STUDENT ID

It is essential that residents keep their access card on their person at all times. Residents are permitted possession of one student ID/access card at any time. Duplicate student IDs/access cards are not permitted. Replacement IDs/access cards can be obtained from Enrollment Services.

13. CHECKOUT PROCEDURE

When a unit or room is permanently vacated, either during the term or at the end of a term, the resident's keys bundle (and all keys) must be returned to the College, the unit must be thoroughly cleaned, and a proper check-out must be completed. No refunds will be made until this provision has been complied with. Furthermore, residents who fail to check-out of their assigned unit in a proper manner are considered to occupy the unit, will be charged for occupying the unit, and are deemed responsible for all campus policy violations occurring in the unit.

14. DAMAGE TO COLLEGE PROPERTY

The resident shall not damage or permit the premises to be damaged or depreciated in value in any way, ordinary wear and tear is excluded. The driving of objects into the woodwork, walls, ceilings, floors, and doors is prohibited. No tape or hangers with adhesive backing may be used on the walls. Thumb tacks or small "penny" nails can be used for hanging items. Resident agrees College property in common areas and individual units shall not be removed from the area where the property is located. Resident agrees not to modify College property in any manner. Any loss or damage to or malfunction of furniture, appliances, or equipment or any damage to the unit shall be reported to the College. The resident will keep the unit, appliances, furniture, and fixtures as clean as their condition allows at all times.

15. GARBAGE & WASTE DISPOSAL

The College will designate places for garbage and waste materials. Garbage and waste materials must be carried to the appropriate receptacle and disposed of properly. Garbage and waste materials are not to be left in the unit for extended periods of time or left outside of the unit door.

16. ROOM INSPECTIONS

The College shall have the right to inspect the unit for purposes of pest control and health/sanitation inspections, these inspections typically will occur the first Monday of every month in Bur Oak Suites and Prairie Place and the third Monday of the month in Sun Ridge Court, unless otherwise notified. This provision shall be construed as actual and constructive notice for the monthly inspections.

17. ROOM ENTRY – NO NOTICE REQUIRED

The College shall have the right to enter the unit without notice for the following situations: maintenance being performed, in the event of an emergency, health/sanitation inspections, imminent risk to the safety and/or health of a resident, to carry out routine College business, reasonable suspicion that a College and/or Housing policy is being or has been violated, a warrant being carried out by law enforcement, or if there is sufficient reason to believe that serious breach of this Agreement is occurring or has occurred.

18. ALCOHOL PROHIBITED

The possession of intoxicants is prohibited in all areas of the College and all areas of the residence halls, including the complex grounds, common areas, and parking lots. Possession of empty alcoholic beverage containers, including cans, bottles, kegs, boxes, etc., is not permitted for any purpose. If this policy is violated, disciplinary action will be administered through the College AND law enforcement, if the violation warrants such action.

19. TOBACCO USE PROHIBITED

In compliance with Iowa state law, WITCC is a smoke-free campus. Smoking cigarettes and use of other tobacco products is NOT PERMITTED in the residence hall rooms, common areas, parking lots, College property, or within 50 feet of the College campus at any time. Failure to comply will result in disciplinary action.

20. ILLEGAL DRUGS PROHIBITED

Possession, distribution, use and/or trafficking of illegal drugs are not allowed in the residence hall rooms, common areas, or premises. Any controlled substance or agent having the potential for abuse and/or possessing paraphernalia for drug use is also prohibited. The Department of Housing & Residence Life has a **Zero Tolerance**

Policy. Disciplinary action and termination of this Agreement will occur if this policy is violated.

assess additional utility charges to the resident's account if excessive usage is determined.

21. WEAPONS PROHIBITED

All firearms, explosives, fireworks, and/or other items capable of inflicting injury and/or harm to others and/or self under Iowa or Federal Law are not permitted on College and Student Housing property for any reason. Disciplinary action and/or termination of this Agreement may result if this policy is violated.

27. TERMS OF USE & CONSTRUCTION

Wherever possible, each provision of this Occupancy Agreement shall be interpreted in such a manner as to be effective and valid under applicable law, but if any provision of this Occupancy Agreement shall be prohibited by or be invalid under applicable law, such provision shall be ineffective to the extent of such prohibition or invalidity, without invalidating the remainder of such provision or the remaining provisions of this Occupancy Agreement.

Words and phrases herein shall be construed in the single or plural number, and as masculine, feminine, or neutral gender, according to the context.

22. PET POLICY

Pets, with the exception of fish in a tank not exceeding five gallons, are prohibited. Pets and/or animals found in the unit may be cause for disciplinary action. Service animals, as defined in the Americans with Disabilities Act, belonging to disabled residents are exempt from this policy.

28. NOTICE REQUIREMENTS

Any notice, except as otherwise herein provided, for which provision is made in this Occupancy Agreement, shall be in writing, and may be given by either party to another, in addition to and in any manner provided by law, in any of the following ways, by personal delivery; by service in the manner provided by law for the service of original notice; or by sending said notice by certified or registered mail, return receipt requested, to the last-known address.

For the purposes hereof, all notices to the College shall go to:

Western Iowa Tech Community College
Department of Housing & Residence Life
P.O. Box 5199
Sioux City, IA 51102-5199

23. PARKING & VEHICLE REGISTRATION

Adequate parking is made available for all the residents living on campus. Only one vehicle is allowed per resident and they must be parked according to College regulations; Family Housing may be approved for more than one vehicle. Motorcycles, mopeds, and motorized scooters are to be parked in the parking lot and are not to be taken into the units or in areas surrounding the units for any reason at any time. Automobile and/or motorcycle parts are not to be in the units unless they are in closed packages.

24. GUEST POLICY & GUEST REGISTRATION

Overnight non-resident guests are only permitted on weekends, Friday night to Saturday morning and Saturday night to Sunday morning. Guests present on College property between 11:00 PM and 8:00 AM are considered "overnight guests" for the purpose of this policy.

Overnight guests (and their vehicle) must be registered with the Department of Campus Housing. The resident must, prior to having an overnight guest on campus, send an email to the Housing Manager or Supervisor detailing the complete name of the overnight guest and any vehicle belonging to the guest. In addition, all roommates must send an email granting permission for a guest to stay overnight. All messages must be received no later than 6:00 p.m. the night of the planned stay.

The resident is responsible for his/her guest(s) at all times and shall be responsible for any damages to the premises or policy violations caused by that resident's guest(s). All guests must be escorted by the resident they are visiting at all times. Guests are not to be left in suites, apartments or bedrooms unaccompanied.

Overnight non-resident guests found lacking proper registration credentials will be removed from college property and may be issued a warning not to trespass. Individuals found in violation of trespassing will be subjected to sanctions determined at the discretion of local police authorities.

Residents may have other residents stay overnight on weekends, provided all roommates agree and sign an authorization form. Roommate permission regarding the presence of an overnight guest may be revoked at any time by a roommate.

25. COURTESY & MANDATORY QUIET HOURS

The resident and any guest(s) of the resident will conduct herself/himself in a manner that will not disturb another resident's peaceful enjoyment of the Residence Halls. As such, Courtesy Hours are to be in effect twenty-four hours a day, seven days a week. Mandatory Quiet Hours are in effect all week, 11:00 p.m. – 11:00 a.m. Failure to comply may result in disciplinary action.

26. SERVICES PROVIDED BY THE COLLEGE

Utilities, cable service, and internet service will be included in the occupancy fee. Utilities supplied to each occupant will include electric and water. The cost of normal utility usage is included as part of the occupancy fee based on full occupancy and the design of the unit. The Department of Housing & Residence Life reserves the right to

**If you have any questions
regarding the Occupancy &
Dining Agreement, please
contact:**

**WITCC Housing & Residence Life
(712) 274-6417**

Or Email Us:

**Steele Welcher
Residence Life Manager
Bur Oak Suites
Steele.welcher@witcc.edu**

**Luke Vanderzyden
Housing Supervisor
Prairie Place
Luke.vanderzyden@witcc.edu**

**Amber DeRocher
Housing Supervisor
Sun Ridge Court
Amber.derocher@witcc.edu**

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: _____

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 students identifies a roommate that they are requesting to live with or if shared Sun Ridge Court 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 2016-2017 academic year. Room rates for 2017-2018 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 different 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 ATTENDANCE 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 during the 2016-2017 school year will be charged \$850 to be applied to a declining balance supplemental spending plan for WITCC Food Service. 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.