



**DODGE CITY**  
COMMUNITY COLLEGE

DC3 Residence Life Office  
2501 North 14th Avenue  
Dodge City, KS 67801  
Res Life Email: [reslife@dc3.edu](mailto:reslife@dc3.edu)  
Res Life Phone: (620) 227-9304



## 2020-2021 RESIDENCE LIFE TERMS AND CONDITIONS

### General Conditions

- Students living in the Residence Halls are expected to conform to standards of conduct, which are consistent with the educational objectives and priorities of Dodge City Community College and the College Handbook. All students with an academic, activity, or athletic grant-in aid scholarship are required to live on campus unless they request and receive prior approval to live off campus or are commuting from the home of a parent/guardian. Respect and consideration for the rights of others and their needs for study time and rest must receive priority over other needs. Each student is expected to respond appropriately to requests from staff and fellow students concerning behavior, which does not honor this priority.
- When Residence Halls are at maximum capacity, preference for students to live off-campus is given to sophomore students who are in good standing academically and behaviorally.
- All students living in the Residence Halls must be enrolled as a full-time student (12 credit hours) unless they request and receive approval from the Vice President of Student Affairs & Risk Management.

### Housing Application Fee / Activity Fee

A non-refundable \$150 Application Fee must accompany the application for student housing. This Application Fee is used for the following:

- To reserve a room prior to student's arrival.
- This Application Fee is non-refundable. Once it has been paid it will not be returned, even if a student decides not to live on-campus or attend college at Dodge City Community College.

### Period of Contract

A student contracts to live in DCCC Residence Halls for the full (Fall & Spring semester) academic year. Contractual period begins when DCCC receives a completed housing contract and ends as stated in the contract. All academic year contracts automatically expire on the final day of spring semester exams. Housing for the summer or the following year requires completion of a new contract.

### Contract Authority

If the resident is under the age of 18, her/his parent(s) or legal guardian shall become a party to this contract and shall sign the contract as evidence of acceptance of all contractual responsibilities.

### Room & Board Charges & Refunds

- The student agrees to pay the duly prescribed semester charges during the terms of the contract at the time scheduled by DCCC. Failure to pay may cause a temporary hold to be placed on the student's meal plan, may result in the student's name being placed on the college debt file which prohibits further enrollment and/or issuance of transcripts, or may cause the student to be withdrawn from DCCC and evicted and/or trespassed from the Residence Halls. Meals denied due to non-payment are not refundable.
- Except as otherwise described in this contract, room and board charges are refundable on a pro-rated basis, based on a student's official withdrawal from the college or an action taken by the college officials.
- The initial room and board payment is due and payable for the semester either in advance or in equal payments as follows:

Fall 2020	19 meals - CW	19 meals - BH, JH, & SH
Due at Check In:	\$787.50	\$875.00
Due on 9/1/20	\$787.50	\$875.00
Due on 10/1/20	\$787.50	\$875.00
Due on 11/1/20	\$787.50	\$875.00
Semester Total	\$3150	\$3500
Spring 2021	19 meals - CW	19 meals - BH, JH, & SH
Due at Check In:	\$787.50	\$875.00
Due on 2/1/21	\$787.50	\$875.00
Due on 3/1/21	\$787.50	\$875.00
Due on 4/1/21	\$787.50	\$875.00
Semester Total	\$3150	\$3500

CW – Coleman Webb, SH – Shelden Hall, JH – Jackson Hall, BH – Becker Hall

- All payments or financial arrangements for room and board are made through the Residence Life Office and/or Business Office.
- DCCC reserves the right to turn over any unpaid room and board charges to a collection agency. The cost of such action is the responsibility of the student.
- Room and board charges are pro-rated until the last two (2) weeks of each semester.

### Cancellation of Contract - Before Moving In

- The \$150 Application Fee is non-refundable even if the contract is cancelled prior to move-in.
- Refunds of payments, excluding the non-refundable \$150 Application Fee, will be paid 4 to 6 weeks after written notification of cancellation is received.

### Cancellation of Contract - By Resident

- The Contract may be cancelled by the student for a fee of \$500: Room and board charges will be pro-rated to the day the student officially checks out (turns in keys and is inventoried out by a staff member) of the Residence Halls, then an additional \$500 fee will be applied.
- A resident may apply to Residence Life for consideration of a contract termination if any of the following situations arise: (A) Marriage as evidenced by an original marriage certificate, (B) Substantial, verifiable and unanticipated change in circumstances beyond the resident's control which occurred after the contract began, (C) Withdrawal from college, or (D) Graduating or transferring to another institution. Termination of the contract is not guaranteed. If granted, room rent will be pro-rated based on the official check-out date.
- The \$150 Application Fee is non-refundable. Additional charges based on room condition and receipt of keys upon formal checkout may apply.
- Formal check-out (turns in keys and is inventoried out by a staff member) is required in order to be avoid further charges. Persons who fail to properly check-out will be administratively checked-out and billed \$75, plus charges for room keys (\$15) and laundry cards (\$20) that are not returned and any other applicable cleaning and damage charges.

### Cancellation of Contract - By the College

This contract may be cancelled by the college and possession of the space taken by the college upon:

- student's failure to make payment
- student's failure to comply with the contract terms and/or with rules and regulations of DCCC, which results in disciplinary action by college officials.
- suspension of the student by either academic or disciplinary action.
- suspension from the cafeteria and/or dining areas due to inappropriate behavior.

If, in the opinion of college officials, a student is deemed a danger to themselves or to others, the college reserves the right to immediately remove the student from the Residence Halls until the situation can be assessed. Continuation or cancellation of the student's Residence Hall contract shall be determined by the Vice President of Student Affairs after a full assessment has been made.

### Food Service

All residents are required to purchase the 19 meal plan. Meal plan refunds may be pro-rated based on the date of official check-out from the Residence Halls, if done prior to the last two (2) weeks of the semester.

### Break Periods

The Residence Halls are closed during the break period between Fall and Spring semesters, the period between Spring and Summer sessions, and between Summer and Fall semester. The Residence Halls are open during Thanksgiving and Spring Breaks and no extra charge is assessed. Food Service is only provided during Thanksgiving and Spring Breaks for an additional cost if enough students sign up for a meal card.

### **Room Assignment**

- Requests for assignments to specific housing facilities, rooms, and roommates are honored according to the date the contract and Application Fee are received by DCCC. Assignments are not guaranteed in accordance with the request.
- DCCC reserves the right to refuse to give a housing assignment to any student. Examples of reasons for refusal include, but are not limited to: Individuals who have a criminal history, individuals who have behavioral problems which may, in the opinion of college officials, negatively impact the group living environment, individuals who have been previously evicted from campus housing, or individuals who have poor rental histories.
- Students will be notified of their Fall assignment at the address given on the contract. At this time there shall be a binding agreement between the student and DCCC.
- Single Rooms: Single rooms are extremely limited and are provided on a space available basis only. Waiting lists for single rooms are maintained by Residence Life staff and are assigned on a date priority basis. Students will pay an extra charge of \$500 in advance for a single room per semester.
- Reassignment: DCCC reserves the right to reassign individuals to different rooms at any time to use unleased space in the Residence Halls. At the beginning of each semester, students living alone in "double" rooms will be required to move to a new room, acquire a roommate, or pay for a double room as a single room, which will cost an additional \$500 per semester. DCCC also reserves the right to reassign residents within a building or between buildings for administrative or disciplinary reasons when such action is deemed necessary by college officials.
- Temporary Assignments: DCCC may make temporary housing assignments by placing extra residents in rooms. As regular occupancy becomes available, these residents will be moved to permanent accommodations only as offered by DCCC.
- Upon availability, a room will be reserved until noon Wednesday of the first full week of class. All room reservations unclaimed by noon Wednesday of the first full week of classes each semester will be cancelled and the non-refundable \$150 Application Fee forfeited unless the holder of the reservation notifies Residence Life that they will be late in arriving. Students failing to check-in by this deadline may be reassigned to an available space at that time.

### **Additional Conditions**

- Explosives of any nature are not permitted in the Residence Halls. Firearms, ammunition, and other weapons (or potentially dangerous articles) are not permitted in student rooms or Residence Halls.
- Students shall comply with state laws, city ordinances, and DCCC policies with regard to the possession or use of cereal malt beverages, alcoholic liquor, controlled substances and/or illegal drugs. Students also agree that their room shall not be used for any purpose contrary to the law. Students who are placed under what is commonly referred to as "house arrest" or who are assigned electronic monitoring devices or are placed under direct parole, probation, or community corrections supervision will not be permitted to reside in the Residence Halls.
- DCCC reserves the right to enter student rooms with Residence Life staff, security, or law enforcement personnel for the purpose of inspecting the premises when an authorized agent of the college has reasonable belief, including, but not limited to the following: (a) that an occupant of the room may be physically harmed or endangered; (b) that college property is being damaged; (c) that maintenance, sanitation, and/or repair is necessary; (d) that college rules are being violated; (e) for periodic room inspections; (f) that the room is being occupied by a non-contracted or unauthorized person. This right is exercised with discretion and advance notice is given only if deemed appropriate by college officials.
- The fire alarm system is a critical safety measure. Anytime the alarm sounds you are expected to vacate your room immediately and get away from the building. Know where your fire extinguisher is in your complex. Fire drills will be held at least once each semester.

- Students are expected to complete a maintenance work order or inform the Residence Life office of any damages or maintenance issues in order for the problem to be rectified. Not doing so may result in damages charges. A list of damage costs are available in the Residence Life Office.
- Tampering with or disabling of fire protection systems or security camera systems is strictly prohibited. The use of candles, incense, lanterns, candle/wax warmers, or similar devices is not permitted in any area of the Residence Halls.
- DCCC reserves the right to conduct room searches with a trained, chemical-sensitive canine.
- In the event that damage is done to a particular floor/area and the person(s) responsible are not identified, the entire floor/area may be held responsible and each individual may be billed appropriately.
- DCCC is not liable for the theft, loss of or damage to students' personal goods housed in college facilities (unless caused by gross negligence on the part of DCCC). Residents are encouraged to purchase private insurance for their personal possessions.
- DCCC assumes no liability if a student leaves any personal property in the Residence Halls for a period of two (2) weeks following the date a contract ends (excluding Christmas Break). Such property shall be considered "abandoned" and disposed of as determined by the College.
- No portion of this contract may be transferred to any other person or party.
- All students are held responsible for knowing DCCC regulations and information set forth in the Residence Hall Handbook, College Catalog and Student Handbook. All College Policies as well as Residence Hall regulations are specifically made a part of the contract by reference.
- Guests of the same gender are allowed overnight only with prior permission from roommate(s) and the Director of Residence Life, a Residence Hall Director, or the VP of Student Affairs. Visitation policies will be strictly enforced. Visitors must observe posted visiting hours, be at least 18 years of age and no longer in high school, and be the visitor of an authorized resident in good standing.
- Visitor/Guest Escort: All opposite sex visitors/guests are to enter the appropriate entry/exit doors and must be escorted at all times by their hosts. Violations of this policy may result in appropriate sanctions and/or a conduct review hearing. Residents are responsible for the actions and any damage incurred by their guests.
- Animals or pets, except for fish, are NOT allowed in any Residence Hall.
- Willful and/or malicious damaging, misuse, or theft of DCCC property is cause for contract cancellation.
- DCCC supports a tobacco-free environment. Smoking is strictly prohibited in all areas of the Residence Halls including student rooms. Smoking is only permitted in designated outside areas. The use of smokeless tobacco, including e-cigarettes, are also strictly prohibited.
- Residence Hall students are subject to assessments and sanctions for Code of Conduct and Housing violations. Assessment amounts and sanctions levied for violating the Student Code of Conduct and Housing Terms and Conditions can be located in the Student Handbook or Residence Life Office.
- Residence Hall students with vehicles must have valid parking stickers located in the lower left corner of the front window of their vehicle. All vehicles on campus must be operable and properly titled, tagged and insured in accordance with state and local laws.
- Quiet hours are 10:00pm-10:00am every day of the week. During quiet hours noise should not be heard outside of the door to your room. Courtesy hours are 24 hours a day. During courtesy hours noise should not be at a level that is detrimental to other students.

**NOTICE OF NON-DISCRIMINATION** – Dodge City Community College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. The following persons have been designated to handle inquiries regarding the non-discrimination policies: **Federal Compliance Administrator**, 2501 N. 14th Avenue, Dodge City, Kansas 67801, (620) 227-9119 (compliance@dc3.edu) or **Director of Human Resources**, 2501 N. 14th Avenue, Dodge City, Kansas 67801, (620) 227-9201 (compliance@dc3.edu)

**I understand that my agreement is for the entire academic year (Fall and Spring semesters). I hereby agree and acknowledge receipt of the attached Contract /Terms & Conditions which I have read and which are by this reference made a part of this agreement. The parties agree that this agreement is made in the State of Kansas and shall be interpreted in accordance with the laws of the State of Kansas. Completion of this contract does not guarantee availability of a residence hall space. I hereby authorize release of my name and address to my assigned roommate.**

***Student Signature***

***Co-signer/Parent Signature***

***Date***