

Beatrice Residence Life
4771 W. Scott Rd.
Beatrice, NE 68310-7042
402-228-8291

Milford Residence Life
621 State Street
Milford, NE 68405-8498
402-761-7398

(SELECT INITIAL TERM)

- Fall (Aug.-Dec.) – Full Semester** 20__
 Co-Op 1st 8-week Co-Op 2nd 8-week 20__
 Spring (Jan.-May) – Full Semester 20__
 Co-Op 1st 8-week Co-Op 2nd 8-week 20__
 Summer (May-Aug.) 20__
 Full session (10-weeks) 8-week session
 3-week pre-session 1st 5-week 2nd 5-week

Only students registered for Co-Op/Internship can sign up for an 8-week session in the fall/spring semesters.

FOR OFFICE USE ONLY

CONTRACT _____ Date Received: _____ Time: _____
 DEPOSIT _____ Date Received: _____ Receipt # _____

STUDENT INFORMATION (PLEASE PRINT)

Last Name		First Name		Middle Name		Student ID#	
Cell phone #		Date of Birth		<input type="checkbox"/> New Student <input type="checkbox"/> Returning Housing Resident		I identify my gender as <input type="checkbox"/> Male <input type="checkbox"/> Female	
Roommate Request (must be mutual)			Additional Requests				
Program of Study			Athletic Team			<input type="checkbox"/> I request gender-inclusive housing. (include and accept people of all genders)	

HOME MAILING ADDRESS (PLEASE PRINT)

Street Address	
City/State/ZIP	Country
Email Address	

EMERGENCY CONTACT (PLEASE PRINT)

Primary Emergency Contact		Relationship	
Address/City/State/ZIP		Country	
Day Phone Number (include area code)	Evening Phone Number (include area code)		
Second Emergency Contact (encouraged)		Relationship	
Address/City/State/ZIP		Country	
Day Phone Number (include area code)	Evening Phone Number (include area code)		

I choose to opt out of providing emergency contact information.

BEATRICE: (Put a 1, 2, 3 in order of preference)

Homestead Hall (4 occupants) ____ Single Bedroom ____ Double Bedroom	Roosevelt Hall (Double bedroom) ____ Two Occupants ____ Four Occupants
Eisenhower Hall (Double bedroom) ____ Two Occupants ____ Four Occupants	Washington Hall (Double bedroom) ____ Two Occupants ____ Four Occupants

All halls are co-ed. Two-occupant rooms are limited. Rooms are reserved on a first-come basis by both application and deposit received date.

All contracts include a 14-meal per week dining plan.
 Beatrice residents can upgrade to a 17-meal per week dining plan for an additional charge.
 Check here ____ for the 17-meal per week plan.

MILFORD: (Put a 1, 2, 3 in order of preference)CE

Prairie Hall (4 occupants) ____ Single Bedroom ____ Double Bedroom	Pioneer Hall (Double bedroom) ____ Four Occupants (Note: Pioneer will be used as overflow only)
NEW! Meadow Hall (4 occupants) ____ Single Bedroom ____ Double Bedroom	

All halls are co-ed. Rooms are reserved on a first-come basis by both application and deposit received date.

This contract is binding from the initial term selected above through the remainder of the academic year unless student provides proper notification of cancellation. Contracts are not transferable from one academic year to another. **This contract can only be discontinued according to the terms stated on the back of this contract.** My signature acknowledges that I have read and fully understand the terms of this housing reservation contract at Southeast Community College, and that I am obligated to abide by all aspects of this contract and related documents.

Resident's Signature **X** _____ Date _____

✓ **Return this form with your \$150 security/damage deposit.**
 Cancellations must be made 30 days prior to the beginning of the term. (See details on page 2.)

- Check (must be included) Cash (must be included) Credit/Debit (complete below)
 Mastercard American Express Discover Visa

Name as it appears on card: _____

Exp. Date _____ Credit card # _____ V Code _____

For security, credit card info cannot be submitted via email. If mailing, please print and fill in credit card info or enclose a check prior to mailing. If emailing your form, call the Business Office at 402-437-2669 to pay the deposit. Reservation is complete when deposit is received.

TERMS OF HOUSING RESERVATION CONTRACT

1. Parties:

This contract is made by and between Southeast Community College Residence Life and the student, referred to as Resident, signing the contract.

2. Eligibility:

Any person who is enrolled as a full time student (12 hour credits) at SCC may enter into this contract. Students with less than full time standing will be considered on an individual basis. SCC does not currently provide family housing on campus. SCC-Beatrice has an off-site apartment complex for participants enrolled in the Parents of All Ages program.

NOTE: Any person required by the State of Nebraska to register as a sex offender is prohibited from residing, working or volunteering in any student residence facility. (Registered Sex Offenders on Campus, College Policy E-2)).

3. Duration:

- A. This contract is binding from the initial term selected through the remainder of the academic year unless the student provides proper notification of cancellation.
- B. SCC may immediately terminate this contract upon the Resident's failure to make payments as required under this contract, for any violations of the terms of this contract, any violation of College or Residence Life rules and regulations, or upon closure of the residence hall facilities on campus.
- C. Term Breaks: Residents must get approval from the Residence Life Manager or Campus Dean of Students to stay in housing over term breaks (approval requires exceptional circumstance based on work status, athletic requirements, and distance from campus). An additional fee will be charged to Residents who wish to stay over term breaks. Residents whose permanent home address is more than 1,000 miles one way from the College may stay during term breaks at no additional charge. Exception: a daily rate will apply during breaks following the spring and summer terms.
- D. If the Resident is a continuing enrolled student, Residents may leave personal belongings in their assigned room during break periods at no charge. SCC is not responsible for loss, theft, or damage. Exception: All items must be moved out at check out of spring term. No items may be left in rooms over summer break.
- F. If the Resident elects to remain in the residence halls during any of the break periods, all policies and regulations as outlined in the Residence Hall contract and Residence Life Handbook will apply, and Residents will be held responsible for adhering to all such policies and regulations.

4. Contract Cancellation:

- A. Resident may cancel this contract prior to beginning of the first term of occupancy.
Written notice of the cancellation must be provided to the Residence Life Office according to the following terms:
 - 1) If written notice of cancellation of contract is provided to the Residence Life Office more than 30 calendar days prior to the start date of the term in which housing is requested, the full deposit will be refunded.
 - 2) If written cancellation is provided to the Residence Life Office office 30 calendar days or less prior to the start date of the term, the deposit will **not** be refunded.
- B. All cancellations must be in writing to the Residence Life Manager. Residents may email reslife@southeast.edu.
Notice of cancellation to any other office, including admissions, financial aid, business or registrar's office, **does not** constitute notice of cancellation of this contract.

RESIDENCE LIFE OFFICES:

Beatrice Campus	4771 W. Scott Rd.	Beatrice, NE 68310	402-228-8291
Milford Campus	621 State Street	Milford, NE 68405	402-761-7398
Email: reslife@southeast.edu			

5. Contract Releases:

- A. Residents can request, in writing, a release from the contract during any academic term. Such releases are subject to the approval of the Residence Life Manager. Releases for extenuating circumstances will be considered for the following reasons:
 - 1) Non-admission, withdrawal, or graduation from SCC.
 - 2) Serious medical or health problems which interfere with Resident's ability to live in housing.
 - 3) Marriage during the contract term.
- B. Refunds for approved releases for housing payments are calculated from the first day of the term. They are:
 - 1) 1-7 calendar days 80% will be refunded.
 - 2) 8-14 calendar days 60% will be refunded.
 - 3) 15-21 calendar days 40% will be refunded.
 - 4) 22 calendar days or later no refund.

For 8-week Co-op sessions, the calendar days begin at the start of semester in which the Co-op session is included, regardless of whether it is a 1st 8-week or 2nd 8-week Co-op session since the room arrangements for all Co-op students must be made prior to the beginning of the semester.

For 5-week or 3-week summer sessions, the calendar days begin at the start of the summer term since room arrangements are made prior to the beginning of the first day of the summer term.

Exceptional circumstances, such as no longer being eligible for coursework in a second 8-week session, may be considered for an approved release by the Residence Life Manager or Campus Dean of Students.
- C. After Resident Housing Check-In/Out form (A0200) is complete, any refund for approved releases for the security/damage deposit will be automatically refunded by the Business Office. Refunds, when applicable, will be credited to the resident's student account.
- D. If a student is suspended/expelled from the residence hall due to disciplinary actions, there will be no refunds.

6. Contract Assignment:

- A. Roommate assignments are made on a non-discriminatory basis without regard to race, color, ethnicity, religion, sex, age, marital status, national origin, veteran status, sexual orientation, disability, or other factors prohibited by law.
- B. The date that both the contract and the deposit are received determines eligibility for assignments on a first-come, first-served basis. Hall preferences are not guaranteed. Specific requests cannot be guaranteed. Roommate preferences must be mutually agreed upon on all roommate contract forms. If demand is sufficient, the Residence Life Office reserves the right to place additional students in a room.
- C. Residents cannot transfer this contract, nor sublet any part of the rental premises.
- D. Contracts are not transferable from one academic year to another.
- E. Residents are required to live in the room to which they have been assigned.
- F. Students who fail to appear for occupancy by the first three days of class will forfeit their deposit and have the space assigned to another student unless written notification is provided of intended late arrival.

7. Contract Payments:

Room rates are established by the SCC Board of Governors and are available from the Residence Life Office or the Business Office. Rates do not include break periods when the facilities are closed. Contract payments are due and payable in accordance with College policy before the beginning of the term. Failure to pay any incurred debts for contract changes, damages, fines, or any other assessed charges during the term of this contract will result in ineligibility of the student to process registration for subsequent terms and withholding of student records until all fees and charges are paid in full. Residents failing to pay costs within a reasonable time will have their accounts turned over to a collection agency.

8. Contract Signature:

By signing this contract, the Resident agrees to abide by all policies found in the contract and the Southeast Community College Residence Life Handbook.

9. Amendment:

The College reserves the right to amend this contract as needed. All amendments will be posted prior to enforcement and will have the prior approval of the Residence Life Manager, Dean of Students and the Campus Director.

Information below this dotted line is removed and shredded.