



SOUTHERN UNION

RESIDENCE HALL HOUSING AGREEMENT

Southern Union State Community College · Wadley, Alabama · 256/395-2211

Dear Student and Parents:

Welcome to Residence Hall Life at Southern Union! Living on campus offers you the opportunity to achieve and grow as an individual. The residence hall is a center of fun, friendship and fulfillment. It also provides you access to a variety of services, facilities and programs offered at the college.

Living in a residence hall means living in a community of students; a place composed of various ideas, backgrounds, and attitudes. As in every community, policies and procedures are necessary to protect the rights of individuals and to keep our community a safe and healthy environment for all. In keeping with the purpose of Southern Union, these policies and procedures include the values and standards of conduct expected of residents. They also express the individual and shared responsibilities that are linked to the rights and privileges of resident students.

Please read the terms and conditions included in this housing agreement. Complete the agreement and medical form and return these documents to the Business Office. If you have further questions about this agreement or housing in general, feel free to contact our residence hall staff.

We believe living on campus at Southern Union will provide you a memorable educational experience. It is our goal to provide a living environment that will be conducive to the continued growth and realization of the potential of our students. At Southern Union, you will find an experience that will "last a lifetime." Again, welcome to our residence hall.

Sincerely,

*Amelia Pearson
President*

SOUTHERN UNION STATE COMMUNITY COLLEGE

Residence Hall Agreement

Return this form along with a \$200.00 room reservation/damage deposit fee to:

Business Office
Southern Union State Community College
P.O. Box 1000
Wadley, AL 36276

The reservation/damage deposit is held when rooms are available; refunded, less applicable damages, when vacating.

This section to be completed by student

PLEASE PRINT

Name: _____ email _____

Home _____ Address _____

City _____ State _____ Zip _____
Home Phone () _____ Cell # _____ Ethnic Group (Optional) _____

Age _____ Date of Birth _____ Gender _____ Last Four Digits Social Security # _____

I plan to enter Southern Union State Community College:

Fall _____ Spring _____ Summer _____ of Year 20 _____

Roommate Preference: _____ (leave blank if you do not have a preference).

Are you on scholarship? _____ Type _____

Hobbies and special interests: _____

Any individual seeking accommodations under Section 504/ADA should notify the ADA coordinator at 256-395-2211 ext 5151.

The College is not responsible for loss or damage to the personal property of the residents.

Residents are strongly encouraged to maintain some form of personal property/renters insurance.

This section to be completed by Parent or Guardian

Name: _____

Address: _____

Day Phone () _____ Evening Phone () _____ City _____ State _____ Zip _____
Cell Phone () _____

I (we) have read the terms and conditions of the Residence Hall Housing Agreement and hereby accept them as policy.

Parent's/Guardian's Signature: _____ Date: _____

Parent/Guardian's Signature: _____ Date: _____

THIS SECTION IS FOR BUSINESS OFFICE ONLY:

Date Received _____ **Deposit Amount Received \$** _____

RESIDENCE HALL HOUSING AGREEMENT TERMS AND CONDITIONS

THIS AGREEMENT is made between Southern Union State Community College and _____ (student's name) for use of College housing under the terms and conditions set forth in this agreement. Policies and procedures contained in the College Catalog /Student Handbook are also considered to be included as part of this agreement.

OCCUPANCY PROCEDURES:

1. The Housing Contract with the appropriate signatures applies to Fall, Spring and Summer Semesters.
2. Applications are accepted on first-come, first-served basis.
3. Students should check in at the residence hall on the date and hours indicated for the residence hall to open. The College is not able to accommodate students arriving ahead of published opening dates or remaining after published College closing dates.
4. While living in the residence hall, an individual must be enrolled as a full-time student (minimum of 12 credit hours) at Southern Union State Community College. Students that fall below full-time status during a term may continue to reside in the residence hall with approval from the Dean of Students.
5. A \$200.00 security deposit is required with each housing application. The deposit remains on file with the College during the resident's period of occupancy. The deposit also constitutes a deposit against charges or other indebtedness incurred by the student in the course of occupancy. The deposit may be carried over to the following academic year. **FORFEITURE OF ALL OR PART OF THE DEPOSIT MAY RESULT FROM CANCELLATION OF THIS CONTRACT, FAILURE TO CHECK OUT PROPERLY, OR HAVING FACILITY DAMAGES AND/OR MISSING FURNITURE.**
6. The following rate per semester includes a semi-private room, cable television service, wireless internet, and a meal ticket which entitles the student to three meals a day, Monday through Friday, and Saturday and Sunday breakfast. Meals are not transferable under any conditions. *The rate is subject to change without notice.* Rooms are equipped with a telephone jack. However, students must arrange telephone service with a telephone company.
7. The rent and meals total is \$1,600.00 for each semester, Fall and Spring, and \$1,200.00 for Summer semester. The total amount for the semester is due prior to moving into the residence hall.
No student will be allowed to move into the residence hall until a receipt is provided verifying full payment of tuition and fees and full payment of rent and meals for the semester.
8. If a resident prepays his/her residence hall fees and does not enroll in classes, he/she is entitled to a full refund of rent and meals.

I have read the terms and conditions of the Residence Hall Agreement and hereby accept them and agree to abide by the rules and regulations. Student's Signature: _____ Date: _____

9. A resident may cancel his/her contract after the beginning of the semester and receive a refund of rent and meals as follows:
 1. Withdrawal prior to announced first day of class: full refund.
 2. Withdrawal prior to the end of first week of class: 75% less 5% administrative fee.
 3. Withdrawal prior to the end of second week of class: 50% less 5% administrative fee.
 4. Withdrawal prior to the end of third week of class: 25% less 5% administrative fee.
 5. Withdrawal after the end of the third week of class. No refunds will be issued for rent and meals.
10. A resident moving out during the semester must complete a Move Out Request form provided by the Residence Hall Coordinator. **Move-out is not considered complete until the residence coordinator has the approved move-out and room check documents.** If the student is withdrawing from the College, they must also fill out a Withdrawal Form in Admissions.
11. If a resident is suspended for disciplinary reasons from college housing and/or classes, he/she is **NOT** entitled to any refund of rent and meals. If a student is suspended from the residence hall and maintains full-time enrollment at the college, he or she may continue to eat in the cafeteria during the remaining contract period.
12. Rooms will be inspected periodically during a semester and when students move out of the residence hall. Students will be assessed for any damages to the rooms. Damage costs must be paid or will be deducted from deposit.
13. The Residence hall is closed and no food service is available during published college closed dates (see college calendar).

ROOM ASSIGNMENT POLICY:

1. Every effort is made to honor roommate requests. However, the requests must be jointly agreed upon.
2. All other students will be assigned a room and roommate on a random basis.
3. During the second week of classes, there will be a designated day for room changes. The Residence Coordinator must approve room changes.
4. Returning students must complete a room reservation form at the end of each semester.
5. The College reserves the right to change a student's room assignment in the best interest of the College and/or the students involved.
6. Unauthorized room changes/occupancy is a violation of policy and is subject to disciplinary actions.

QUIET HOURS: Residence hall, **QUIET HOURS.** Sunday – Thursday 7:00 p.m. to 7:00 a.m. and Friday and Saturday 12:00 midnight to 10:00 a.m.

FACILITIES:

1. Students are responsible for the regular cleaning and general condition of their own room and bathroom.
2. Furniture in the residence rooms and public areas of each hall may not be removed or altered.
3. Students accept responsibility for their room and furnishings as of the date of occupancy and are responsible for any damages subsequent to that date including damage caused by guests. Charges will be assessed and placed on the student's account and must be paid prior to the release of transcripts for the current term or enrollment for the next term.

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4. Where individual liability cannot be determined, students sharing common facilities (rooms, hallways, bathrooms, etc.) will share equally in the cost of any damage.

5. Students must place trash in designated receptacles.

6. Mattress covers are **required**.

SAFETY, SECURITY AND LIABILITY:

1. Student rooms are subject to a periodic health, safety and maintenance inspection by members of the Residence Life staff.

2. Individual student rooms may be searched without, prior notification, when there is evidence of a potential health, safety, security or policy violation related to that room or occupants and the search is approved by the Dean of Students and/or the Coordinator of Student Life.

3. Students are responsible for keeping their **rooms locked at all times** and for security of their key card. Loss of a room key card will result in a key replacement cost to the student.

4. Propping open exterior doors to the residence hall is strictly forbidden. All residents share in the responsibility for security of their residence hall and should close and report any doors found propped open at any hour.

5. Policies and procedures of the College are intended to provide security for students and their personal property.

However, Southern Union does not assume any responsibility for loss or damage to personal property. Students are urged to consider insuring personal property.

VISITATION: Open Visitation is allowed **only** under the following guidelines:

1. Open visitation hours are from 6:00 p.m. until 9:00 p.m. daily.

2. Visitors and host are required to sign-in and leave identification with residence assistant at the lobby desk.

3. Visitors must be at least 18 years of age or a Southern Union student or a member of the student's immediate family.

4. The student or roommate has the right to refuse visitation.

5. Visitors must be escorted by the host at all times.

6. Overnight guests must obtain written approval from the Residence Coordinator and pay the \$10.00 per night fee. Approval is based upon availability of room space. **The host student is responsible for actions/behavior of their guest. All guests are expected to abide by the College policies and procedures.**

7. No loitering on campus after 11:00 p.m.

RULES AND REGULATIONS:

The following rules (1-16) apply to all College property including residence hall and off-campus activities. Discovery of an offense will result in disciplinary action, which will typically be probation for the remainder of the academic year. The second violation of any rule (1-16) will result in suspension and/or expulsion from the College and/or the residence hall. If, in the opinion of the Dean of Students, the violation of rules 1-16 is sufficiently serious, then suspension from the College/residence hall is possible on the first offense.

1. Gambling in any form.

2. Pets

3. Open element electrical appliances and microwave ovens.

4. No Solicitation and sales.

5. Weight-lifting apparatus.

I have read the terms and conditions of the Residence Hall Agreement and hereby accept them and agree to abide by the rules and regulations. Student's Signature: _____ Date: _____

6. Excessive noise.

7. Dartboards, darts, or any type of throwing knives.

8. Smoking in designated areas only (pool patio, gazebo at dining hall, gazebo at science building).
9. Use of profane language or verbal abuse toward any College employee.
10. Violation of residence hall visitation rules as published in College Catalog, residence application, and student agreement form.
11. Candles, incense, or other flame-emitting articles in the residence hall.
12. Alter, damage or modify existing electrical wiring in the residence hall.
13. Misuse of residence hall keys or outside entrance keys by loaning personal keys to another person or by duplicating keys.
14. The display of alcohol or drug-related materials including pictures, posters, or empty containers.
15. Lewd, indecent, obscene behavior or expression. (This offense includes pornography, the use of verbal or symbolic expressions, which could be interpreted as insulting to one's race, gender, religion, national origin or disability.)
16. Unauthorized possession of College, state or federal property or supplies.

The following rules (17-27) will merit **automatic disciplinary suspension or expulsion** from the College and the residence hall.

17. **Intentional misuse of any College fire alarm or fire-fighting equipment or failure to comply with fire/safety drills.**
18. Possession or use of alcoholic beverages in the residence hall, all other areas of the campus, or at any off-campus function sponsored by the College.
19. Failure to promptly comply with directions of College officials or law enforcement officers acting in the performance of their duties as such officials and officers (including fire, health and safety drills).
20. Theft or intentional damage to property of the College or to the property of any members or visitors of the College community.
21. Actual or threatened physical abuse of any person, including hazing or any other act, that endangers the health or safety of any such person.
22. Use, possession, sale or distribution of drugs, as outlined by the statutes of the State of Alabama, except as expressly prescribed by a physician. **In an effort to ensure a drug-free campus, the College reserves the right to use trained dogs to search for contraband substances.**
23. Use, possession, or distribution of firearms (including pellet guns, paint ball guns, air rifles), ammunition, fireworks, and incendiary or any type of explosive device or material.
24. Disorderly or disruptive conduct, including rioting, inciting to riot, assembling to riot, raiding, inciting to raid and assembling to raid College properties. This includes unauthorized interference with the use of or access to College facilities.
This offence also includes in-class behavior which unduly disrupts the order of the respective class or any behavior determined to be disruptive to the educational process.
Participants are defined as those persons actively engaged in the action.
25. Violation on campus of any federal, state, or local laws.

I have read the terms and conditions of the Residence Hall Agreement and hereby accept them and agree to abide by the rules and regulations. Student's Signature: _____ Date: _____

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26. All forms of dishonesty including cheating, plagiarism, and furnishing false information to the

College.

- 27. Forgery, alteration or misuse of College documents, records or identification.
- 28. Unauthorized entry to or use of any College facility.

Smoking is permitted outside in the pool patio area only. Violation of the rule will result in immediate disciplinary actions.

It is the official policy of the Alabama State Board of Education and Southern Union State Community College that no person shall, on the grounds of race, color, disability, gender, religion, creed, national origin, marital status, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. Persons requiring reasonable accommodations under the Americans with Disabilities Act (ADA) should contact the Southern Union State Community College ADA Coordinator at (256)395-2211 extension 5151

Although every reasonable effort has been made to be factually accurate, no responsibility is assumed for editorial or clerical errors or error occasioned by honest mistake. All information contained in this document is subject to change by the appropriate officials of Southern Union State Community College without prior notice.

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SOUTHERN UNION STATE COMMUNITY COLLEGE STUDENT MEDICAL REPORT

Name _____

Address: _____

Gender _____ Height _____ Weight _____ City _____ State _____ Zip _____

Date of Birth _____ Ethnic Group (optional) _____

This Student Medical Report is part of your application for housing to Southern Union State Community College and should be completed and returned to the Residence Life Director. Your Housing Application cannot be cleared until this form is received. The information contained on this form is kept on file for your protection. You are expected to report fully on the state of your physical condition.

Do you or have you ever had: (if yes, explain)

High Blood Pressure	_____	_____
Stomach Ulcers	_____	_____
Diabetes	_____	_____
Hernia	_____	_____
Nervous or emotional Illness	_____	_____
Epilepsy or fainting spells	_____	_____
Psychiatric treatment	_____	_____
Asthma	_____	_____
Tuberculosis or lung Disease	_____	_____

Date of your last immunization: _____

Have you had any serious accident or injury? _____

Are you presently under the care of a physician? _____

Do you take medication on a regular basis? _____

Are you allergic to any types of medication? _____

Do you have any communicable disease or condition that would pose a threat to others with whom you may come into contact?

(To Be Used In Case of Emergency)

Please list name, relationship, and telephone number of nearest relatives not living in your household.

Name: _____ Relationship _____

Day Phone () _____ Evening Phone () _____ Cell _____

Name: _____ Relationship _____

Day Phone () _____ Evening Phone () _____ Cell _____

Name: _____ Relationship _____

Day Phone () _____ Evening Phone () _____ Cell _____

Please list any other pertinent information regarding your health status: _____

Name of Family Physician: _____

Address _____

City

State

Zip

Telephone number _____

TO BE COMPLETED BY PARENT OR GUARDIAN OF A STUDENT UNDER THE AGE OF 19:

In the case of an emergency and/or upon recommendation of a local physician that hospitalization is necessary to the welfare of my son/daughter; the College has my permission to admit him/her to the nearest hospital. The attending physician also has my permission to contact my son's/daughter's physician about his/her medical history and to administer any medical aid deemed necessary.

Parent's/Guardian's Signature: _____ Date: _____

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