

VCSU Residence Hall Room & Board Contract

Academic Year: 20__-20__ Fall Spring
(Check one or both)

Student ID: _____

Part One:

Name: _____
Last First MI

VCSU Student Classification: Fr So Jr Sr
(Check One)

Address: _____
Mailing Address

Gender: __Female __Male

City State Zip Code

Social Security Number*: _____

Parent/Guardian Name: _____

Birth Date: _____

Address (if different from above): _____
Mailing Address

Email: _____

City State Zip Code

Home Phone: _____

Student Cell Phone: _____

Part Two:

Please indicate a first and second choice:

- Kolstoe Hall: Suite Style 114 bed Co-ed residence hall-upperclassmen have priority
- Snoeyenbos Hall: Suite Style 131 bed Co-ed
- McCoy Hall: 58 room residence hall for women
- Robertson Hall: 40 room residence hall for men

Please indicate a first and second choice.

- Single Room
- Double Room (Roommate)
- Suite Single (Snoeyenbos)
- Suite Double (Kolstoe & Snoeyenbos)

We will do our best to accommodate roommate preference requests. Indicate roommate preference below:

NOTE: If you have special needs that may affect your housing assignment, you must send documentation and a statement of need to the VCSU Housing Office, 230 Viking Dr. SW, Valley City, ND 58072.

Room Changes: Applications for room changes will be taken during the third week of the first semester free of charge. A \$25 processing fee will be assessed to students who change rooms before or after this date.

Part Three: Select one of the four board plans listed below.

Meals must be used in the Cafeteria during the week, and can be used in the Viking I restaurant on the weekends. Flex dollars can be used in any dining location.

- 5/\$400 Plan: Designed for light eaters that typically eat one meal per day, as well as those who frequently leave campus on the weekends.
- 10/\$300 Plan: Meets the needs of students who eat an average of two meals per day and occasionally snack.
- 15/\$150 Plan: This plan accommodates students who eat an average of three meals per day during the week and seldom snack.
- 19/\$100 Plan: Intended for those students who eat all meals on a regular basis and remain on campus during weekends.

Housing Policy

All full-time (12 semester hours) first-year freshman students will be required to reside on campus and be on a board plan for a period of one full academic year or two full semesters. The only exceptions to this policy are as follows:

1. **The student is living at home, provided the home residence is within 35 miles of Valley City.**
2. **The student is 21 years of age.**
3. **The student is married or the single head of a household.**

Students and parents will be asked to provide written verification of any off-campus residence. Students determined to be in violation of this policy will be considered in violation of the VCSU Student Code of Conduct and will be subject to disciplinary action. Rooms are provided with bed, desk, chair, closet, and dresser. Students must provide their own linens, blankets, and towels.

This is a legal and binding contract for the entire academic year. Students not returning to the residence hall for second semester must be approved for cancellations by filing a room and board contract change form at the Housing Office by **December 15**. **There will be no room and board refunds to students moving off campus within a semester.** The room and board contract is required of all resident hall students. Room and board charges are due by the designated due date of each semester. Refer to this web page for dates, refund and repayment policy, and additional information: www.vcsu.edu/businessoffice/

I have read, understand, and agree to abide by the *General Conditions and Requirements of the Board Contract Program and the Residence Hall Room Contract*.

Signature: _____ **Date:** _____

*NOTE: Social Security Number disclosure is voluntary and is used as an individual ID number for record-keeping and administrative purposes only.

GENERAL CONDITIONS AND REQUIREMENTS OF THE BOARD CONTRACT PROGRAM

- A. Students pay for their board contract at the VCSU Business Office. Students will be issued an identification card and must present the ID card for payment of purchases made in either the cafeteria or "Viking I" snack bar. Lost or stolen ID cards should be reported to the Student Center Information Desk immediately. Illegal or fraudulent use of the ID card will result in the appropriate disciplinary action.
- B. Students requesting board contract plan changes for a subsequent semester must complete the necessary form with the Housing Office, located in the Student Center, prior to the end of the semester.
- C. The board contract does not include regular University vacations such as Veteran's Day, Thanksgiving, Christmas, President's Day, Spring Break, Easter, and other days designated as national or state holidays. The board contract begins with the first day of classes and ends on the last day of final exams for that semester. Any changes in the normal board contract schedule will be posted at the entrance of the cafeteria.
- D. In the event that food service credit remains at the end of the semester, refunds will not be given or applied to the next semester. Refunds for students who cancel enrollment will follow the regular University refund policy. The University refund/repayment policy is available at the VCSU Financial Aid Office.
- E. Any questions regarding the board contract program should be referred to the Food Service Director.

GENERAL CONDITIONS AND REQUIREMENTS FOR THE RESIDENCE HALL ROOM CONTRACT

- A. If an occupant vacates a double room, the remaining occupant will have the option of paying the single rate (providing the room is not needed by the Housing Office) or being assigned to an occupied room.
 - 1. Single rooms are assigned on the basis of prioritized availability.
 - 2. The University reserves the right to transfer students from one room and/or hall to another if deemed necessary either prior to the opening of the University semester or during the year.
 - 3. The University reserves the right to enter rooms to aid in our basic responsibility regarding maintenance, student conduct, and in our role as an educational institution. A complete description of the Room Entry policy can be found in the Residence Hall Handbook.
- B. The University is not responsible for the personal belongings of any resident at any time. If these items are not covered by your families present homeowners policy; it is suggested that personal property insurance be obtained if expensive items are to be kept in your room.
- C. Personal refrigerators up to 4.5 cubic feet are allowed in the residence halls. Waterbeds are not permitted.
- D. Pets are not allowed in the residence halls.
- E. The residence halls will be closed during extended vacation periods, i.e. Christmas/Semester Break & Spring Break. A special charge will be assessed to those students who must stay. Approved arrangements must be made 7 days in advance with the housing office.
- F. Any damage beyond normal wear or loss of furniture or equipment will be charged against the responsible person or persons. We expect a certain amount of wear to occur to your room, however, you will be charged for damage or loss which is a result of negligence or misconduct. Damage within your room will be the joint responsibility of the residents assigned to the room, unless individual responsibility is determined. Any damage to the public areas in the residence halls, i.e., lounge, restrooms, hallways, elevators, stairwells, lighting units, fire extinguishers, etc., will be charged to the individual's responsible for the damage. If the party responsible is not determined or reported, the charges will be assessed to each resident of the floor or the entire residence hall, whichever is appropriate.
- G. Residence Hall Cancellations/Withdrawal: Students will be billed for the residence hall room until all personal property is removed and a proper checkout has been conducted, even if he/she has ceased attending classes or withdrawn from school. Students leaving as a result of academic suspension, disciplinary sanctions, or withdrawal must check out of the residence hall within 24 hours from the date notified. Refer to the following website for the drop and withdrawal refund schedule: www.vcsu.edu/businessoffice/vp.htm?p=1036. The Housing Department reserves the right to remove items left in rooms beyond the 24 hour time period and to sell or dispose of any property held in storage for one year or more.
- H. By signing this contract the student agrees to abide by the rules and regulations outlined in the VCSU Residence Life Handbook and the VCSU Student Code of Conduct, listed in the VCSU Student Handbook.
- I. VCSU prohibits the use of alcohol and tobacco on campus.

Roommate Compatibility Survey

To increase the probability of you having a compatible roommate, we've designed a list of characteristics that we will use in matching roommates. If you know of someone you would like to have as a roommate, be sure to indicate that student's name on the contract and have that student indicate your name on his/her contract. Otherwise, complete the following personal profile and we will do our best to match you with someone who possesses the characteristics you desire in a roommate. *Be sure to be honest when completing the Student Personal Profile to ensure that you and your roommate are as compatible as possible. Completion of this profile is optional.*

Check the Characteristics that apply to you:

Characteristic

- | | | |
|---|---|--|
| <input type="checkbox"/> Get up Early | <input type="checkbox"/> Go to bed late | <input type="checkbox"/> Prefer a neat room |
| <input type="checkbox"/> Get up Late | <input type="checkbox"/> Go to bed early | <input type="checkbox"/> I don't mind a messy room |
| <input type="checkbox"/> Smoke | <input type="checkbox"/> Like to Socialize | <input type="checkbox"/> Prefer to keep to myself |
| <input type="checkbox"/> Require it quiet to study | <input type="checkbox"/> Like to Listen to Music (<i>circle those that apply</i>)
(Christian, country, heavy metal, rap, rock, R&B, other:_____) | |
| <input type="checkbox"/> Special interests & abilities: _____ (athletics, music, theatre, etc.) | | |
| <input type="checkbox"/> I would welcome the opportunity to share a room with a student from a different ethnic or national background. | | |
| If so, my ethnic origin is: <input type="checkbox"/> African American/Black <input type="checkbox"/> Asian/Pacific Islander | | |
| <input type="checkbox"/> Hispanic/Non-Black <input type="checkbox"/> Native American/Native Alaskan | | |
| <input type="checkbox"/> White <input type="checkbox"/> International Student | | |

Before submitting this contract and optional personal profile, did you?

- Complete all of the questions on the contract side of this form
- Sign the bottom of the contract side of this form
- Include the \$50 check or money order
- Include proof of Meningitis vaccine
- Complete the personal profile (optional)

SUBMIT THE COMPLETED CONTRACT, SURVEY, AND \$50 ROOM RESERVATION FEE TO:

Housing Office
Valley City State University
230 Viking Drive SW
Valley City, ND 58072