



DEPARTMENT OF RESIDENCE LIFE & HOUSING

Residence Hall Application / Agreement for Campus Housing

Please indicate the term you plan to enter campus housing at SGC: Fall 20__ Spring 20__ Summer 20__

NAME: _____
First Middle Last

ADDRESS: _____
Street/Box # City State Zip County

PHONE: _____ MALE: _____ FEMALE: _____ BIRTH DATE: _____
month day year

CELL: _____ SSN: _____ - _____ - _____ (if known) 928 _____

E-MAIL: _____ EXPECTED MAJOR: _____

I plan to play intercollegiate sports. Yes No If so, which sport: _____

NAME OF PARENT/GUARDIAN: _____ PHONE: _____

PARENT/GUARDIAN ADDRESS: _____
(if different from above)

2 bedroom suite: _____ Tiger Village I (Male Hall)	19 meals per week: _____
4 bedroom suite: _____ Tiger Village I (Male Hall)	Move in for Summer 2012: Tuesday, May 29, 2012
2 bedroom suite: _____ Tiger Village II (Female Hall)	Move in for Fall 2012: Saturday, August 11, 2012
	Move in for Spring 2013: Wednesday, January 2, 2013

I choose to pay the \$200.00 non-refundable Room Reservation Fee out of pocket to reserve my room, or
 I choose to have Financial Aid cover my \$200.00 non-refundable Room Reservation Fee. I understand that my room will not be reserved until I have completed the Financial Aid process.
 I have enclosed the \$30.00 non-refundable Housing Application Fee. I understand my application will not be processed until this fee is paid. Any applications with payment received **after** June 30, 2012, for Fall 2012 semester **OR** after November 15, 2012 for Spring 2013, semester will have a \$20 Late Fee assessed. If the application is received, but payment is not, after stated dates, you may be assessed a \$20 late fee.

South Georgia College Residence Life & Housing Contract

Campus housing for students has long been an important part of the educational experience at South Georgia College. This housing contract outlines some of your rights and responsibilities as a resident. After reading and signing the contract, a \$30 early application fee (see published application due dates), the additional \$20 late application fee if necessary, and the \$200 non-refundable room reservation fee must be submitted before your application can be processed. Checks may be written to South Georgia College. Please keep a copy for your records. Please note that executing this contract does not guarantee that space will be provided in on-campus housing. Should a housing shortage exist, applicants will be assigned to waiting lists and notified when space becomes available.

This is a legally binding contract between South Georgia College and enrolled students. In consideration of payments made the student is entitled to occupy space in assigned campus housing and to the services provided by the college, subject to the terms set forth in this contract.

1. CONTRACT PERIOD

This contract, when appropriately signed and submitted, becomes effective upon its acceptance by the Business Office and is binding for the full academic year, beginning fall semester. Residents of college housing are required to vacate housing during designated breaks and between terms. Students requesting to reside in college housing during designated break must contact the building's Residence Life Coordinator at least 48 hours prior to the break and may be required to pay the published daily fee.

2. RIGHT OF STUDENT TO CANCEL

(A) During the academic year, an active contract may be terminated ONLY for the following reasons: 1) graduation, 2) withdrawal/failure to enroll, 3) marriage, 4) serious illness or injury, or 5) call to military service. Students must vacate their room within twenty-four hours of canceling this contract.

(B) Petitions to cancel contracts and other notices relative to this contract must be submitted in writing to the Office of Residence Life and Housing, South Georgia College, 100 W. College Park Drive, Douglas, Georgia 31533. Notification submitted to other College offices will not ensure requested action.

3. RIGHT OF COLLEGE TO CANCEL

(A) The College reserves the right to refuse admission or readmission to college housing or to cancel the contract during the academic year for the student's failure to meet College requirements or to follow policies or regulations, or in the event of criminal conviction by civil authorities, or for any other reasonable cause.

(B) Upon the expiration or cancellation of this contract under any of the above conditions, the College shall have the right to re-enter the premises and remove the student's property. The student waives the service of any notice to re-enter,

notice to quit, or demand for possession. If the student fails to pay housing fees, additional fees, or assessments by the dates required by the Business Office, the College is entitled to pursue any or all of the following actions: terminate this contract, evict the student from College housing, cancel registration, and withhold transcripts, diplomas, or other records or documents maintained by the College.

4. FEES, PAYMENTS, UNPAID BALANCES

Residents are required to pay fees in a timely manner or vacate housing. Delinquent balances are turned over to a collection agency.

5. REFUNDS

Students who officially withdraw, removed for disciplinary actions or are administratively withdrawn from the College do not qualify for a refund of meal plan fees or room fees.

6. CONDITION OF FACILITIES

(A) Students are responsible for the conditions of rooms, furnishings, and other items of property provided by the College. The student agrees to complete the Room Condition Report by noting any discrepancies in the condition of the room described on the form at check-in. Upon checkout, the student will be billed for any repair of damages or replacement of college property beyond normal wear and tear.

(B) Health and Safety inspections of suites, semi-suites, common areas and rooms will be performed by residence life staff on a regular basis. Any damages revealed during these inspections will be repaired and the students will be charged for the repairs.

(C) In the event of damage in hallways or common areas, students residing in the specific hall where the damage occurred may be charged for repairs or replacement of damaged property when not attributable to a specific individual.

7. LIABILITY

South Georgia College will not be liable for injury to persons or for loss of or damage to items of personal property which occurs in its buildings or on its grounds. This includes but is not limited to damage from fire, windstorm, vandalism, theft, interruption of utilities, or condition of facilities.

8. OCCUPANCY

(A) Students may occupy suites, semi-suites, and rooms on the announced opening date. Failure to occupy a reserved room or make written contact with the Residence Life Coordinator by 5:00 PM on the last day of move-in, as published on the web, may result in the cancellation or reassignment of space.

(B) Occupancy of rooms is allowed only by students to whom the room is assigned. This Contract is not assignable nor may a student sublet any portion of

the contracted premises.

(C) The College reserves the right to (1) authorize or deny room, roommate, and suitemate changes, (2) place additional students in a student's assigned room for a reasonable consideration, (3) consolidate vacancies, (4) redesignate building usage, or (5) relocate students for reasons including, but not limited to, renovation, maintenance, construction, roommate or suitemate conflicts, and disciplinary sanctions.

(D) Rooms shall be vacated no later than twenty-four hours after cancellation or completion of the contract or after the student's last final exam of the semester. Exceptions are made for students participating in commencement exercises.

9. ROOM KEYS / ACCESS CARDS

A student will receive keys and/or key cards to his/her room from the residence hall staff during check-in procedures. It is the student's responsibility to keep the key secure and return the key to the residential staff upon vacating the room. A resident who loses his/her room key will be held responsible for the cost of lock replacement. Should the key be broken, a replacement key will be provided when the broken key is returned. Keys and key cards are not to be loaned to others. Possession of unauthorized keys and keycards is prohibited.

10. CONSOLIDATION

Residents in suites, semi-suites, rooms, or areas that are not filled, regardless of the reason, may be required to relocate for the purpose of consolidating empty spaces.

11. ROOM ENTRY

While the College will make efforts to respect the privacy of the resident and give prior notice when practical, the College reserves the right of entry for inspection, verification of occupancy, or repairs. The College also reserves the right of entry without notice in circumstances posing a threat to life or property or as is reasonably necessary to preserve campus order, the educational environment, and discipline.

12. CONDUCT IN RESIDENCE HALLS

Students and their guests are expected to conduct themselves with proper regard for the rights, property, and privileges of other residents. Pets, solicitation of business, weapons, alcohol, controlled substances, alteration of locks, removal of furnishings, and tampering with any security or fire system are prohibited. Additionally, the use of illegal drugs shall be substantiated through the five senses will provide sufficient evidence to initiate the Student Code of Conduct process. Violations of these regulations will subject the individual to disciplinary action, confiscation of contraband, and removal from College housing or from the College itself. http://www.sgc.edu/student_life/student_affairs/studenthandbook.pdf

13. CRIMINAL BACKGROUND

Students who have a prior criminal record or a negative driving record may be denied admission, on-campus housing, financial aid, or parking privileges. Providing false information to a College official or on official College documents may result an admission offer being rescinded, revocation of degree, or another appropriate sanction. Please visit the SGC website for further details.

14. 12 HOUR RULE

In order to be eligible to live in the residence halls, students must register for and maintain full time status (more than twelve (12) hours). In addition, students are required to make satisfactory progress toward graduation. At any time that a student is seen to be in academic danger, they may be required to meet with an academic coach.

- I understand that I am responsible for following the rules, regulations and policies governing student life outlined in the *South Georgia College Student Handbook*, the *Residence Hall Handbook*, and the *Campus Housing Contract*.
- I understand that if I have ever pled guilty, no contest or been convicted of a felony or misdemeanor I must attach a written explanation. Please note the statement under agreement terms about South Georgia College's policy to deny or remove from housing those who records or patterns of behavior pose a security risk.
- I understand that if I am charged with or convicted of a crime during my residency at South Georgia College, I am required to report this in writing to the Vice President for Student Success.
- I authorize South Georgia College to receive any criminal history and driving history records information pertaining to me, which may be in the files of any criminal justice agency or driving records database.
- I understand it is my responsibility to inform the Department of Residence Life & Housing at 30 days prior to the move-in date, in writing, of special needs accommodations or health problems.
- I understand that I must make satisfactory progress toward graduation to remain eligible to live on campus. The rules for Satisfactory Academic Progress can be found in the South Georgia College catalogue at <http://www.sgc.edu/academics/catalog>. Residents are

also required to pass at least six hours each semester to remain eligible to live on campus. More information can be found in the Residence Hall Handbook.

- I understand that residential students must purchase a residential student meal plan. Residential students are not eligible for the commuter meal plan.
- I understand that there is a meningitis vaccine available through my local health department or doctor. I understand that there is an increased risk of being exposed to meningitis while living in a community setting. More information can be found at http://www.sgc.edu/student_life/housingapplication.html.
- I understand that I assume all risk of injury while attending and/or participating in campus events, including, but not limited to, intramurals, field trips, etc.
- My completion of this application indicates my acceptance of the terms set forth in this application and contract. This agreement covers one academic year: fall, spring & summer terms.

This residence hall contract is a legally binding agreement between the student, and if required, his/her parent, guardian, or other guarantor, and South Georgia College for on-campus housing for all semesters of the academic year during which the student is enrolled. By signing below, the student agrees to accept the terms, conditions, policies, and procedures of the contract and agrees to abide by the policies, rules, and regulations published in the South Georgia College General Catalog, the South Georgia College *Student Handbook*, and the *Residence Hall Handbook* which are made a part of this contract by reference.

Please clearly print the following information:

Full Name: _____

SSN: _____ - _____ - _____

Birthdate: _____/_____/_____

Signature of applicant **Date**

Parent Signature (for applicant under 18 years of age) **Date**

Vice President Business Affairs **Date**

Roommate Survey

Name of roommate request(s): _____

I prefer to room with a smoker: Yes No (Circle One)

Like having friends hang out in my room: Yes No

Like to go to bed before 11 pm on Weeknights: Yes No

Tend to be shy/reserved or social/outgoing (circle one group)

Like my room to be quiet or noisy (background noise) (circle one group)

Like my room to be neat at all times: Yes No

Clean my room and bathroom at least once per week: Yes No

Like to keep the temperature of my room below 70 degrees all year: Yes No

I would like to live in room # (please specify): _____

List any other things you think we should take into consideration when assigning a roommate for you.

**Please return the completed Application / Agreement to
South Georgia College
Attn: Department of Residence Life & Housing
100 West College Park Drive, Douglas, GA 31533**

For official use only:

Record _____ **No Record** _____