

**PLEASE RETURN THIS FORM TO:**

**SCC Business Office**      **SCC Milford Housing**  
**4771 W. Scott Road**      **621 State Street**  
**Beatrice, NE 68310-7042**      **Milford, NE 68405-8498**  
**1-800-233-5027, Ext. 324**      **1-800-933-7223**

**BEATRICE CAMPUS**       **MILFORD CAMPUS**

Contract is binding for one term. This contract can only be discontinued according to the terms stated on the back of this contract.

<b>Select your initial application:</b>	<input type="checkbox"/> Summer (July-Sept.) 20_____
	<input type="checkbox"/> First 5 week <input type="checkbox"/> Second 5 week
	<input type="checkbox"/> Fall (Oct.-Dec.) 20_____
	<input type="checkbox"/> Winter (Jan.-March) 20_____
	<input type="checkbox"/> Spring (March-June) 20_____

**FOR OFFICE USE ONLY**

**CONTRACT RECEIVED**

**STUDENT INFORMATION (PLEASE PRINT)**

Last Name _____		First Name _____		Middle Name _____	
Student ID# _____	Social Security Number _____	Date of Birth _____	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female		
<input type="checkbox"/> New Student	<input type="checkbox"/> Returning Student	Program of Study _____			
<input type="checkbox"/> Current Dorm Student	<input type="checkbox"/> Returning CO-OP Student (Milford only)				
I go to bed by (time) _____	I keep my space <input type="checkbox"/> Neat <input type="checkbox"/> Messy	My favorite music is _____	Hobbies/Interests _____		
Roommate Request _____	Additional Requests _____				

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Receipt # \_\_\_\_\_  
Deposit Paid: \_\_\_\_\_

**HOME MAILING ADDRESS (PLEASE PRINT)**

Street Address _____		City _____	
State _____	ZIP Code _____	Country _____	
Phone Number (include area code) _____	E-mail Address _____		

**MEDICAL CONDITIONS (Please list medical condition, if any.)**

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**EMERGENCY CONTACT (PLEASE PRINT)**

Emergency Contact Person _____		Relationship _____	
Address _____		Home Phone _____	
City _____	State _____	ZIP Code _____	Work Phone or Mobile _____

**Rank in Order of Preference**

<b>BEATRICE</b>	<b>Hoover Hall</b> ____ One bedroom ____ Two bedroom	<b>Roosevelt Hall (co-ed)</b> ____ One bedroom ____ Two bedroom	<b>Washington Hall (co-ed, 2nd year)</b> ____ One bedroom ____ Two bedroom
	<b>MILFORD</b>	<b>Cornhusker Hall (male dorm)</b> ____ Two Occupants ____ Three Occupants	<b>Nebraska Hall (male dorm)</b> ____ One Occupant ____ Two Occupants ____ Three Occupants ____ Four Occupants

**Return this form with your \$100 cleaning and security deposit to reserve a room.**

**My signature acknowledges that I have read and fully understand this contract for housing at Southeast Community College, and that I understand that I am obligated to abide by all aspects of this contract and related documents.**

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

<b>RETURNING RESIDENTS ONLY:</b> Please review contract and sign next to appropriate quarter if you wish to remain in housing for an additional quarter. Contract is binding for one term. Contracts are not transferable from one academic year to another.	
<b>SUMMER Quarter</b> _____ Returning Resident's Signature _____ Date _____	<b>WINTER Quarter</b> _____ Returning Resident's Signature _____ Date _____
<b>FALL Quarter</b> _____ Returning Resident's Signature _____ Date _____	<b>SPRING Quarter</b> _____ Returning Resident's Signature _____ Date _____

# TERMS OF CONTRACT

## 1. Parties:

This contract is made by and between Southeast Community College Department of Residential 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-Beatrice campus does not currently provide housing for married couples or families.

## 3. Duration:

A. This contract is binding for one academic term.

B. Residents staying in housing between terms will be charged for those break periods.

C. SCC may immediately terminate this contract, upon the Resident's failure to make payments as required under this contract or for any other violations of the terms of this contract or any violation of college or Departmental rules and regulations.

D. Term Breaks: An additional fee will be charged to Residents who wish to stay over term breaks. Residents whose permanent home address is over 1,000 miles one way from the college may stay in student housing during term breaks at no additional charge.

E. If the Resident is a continuing enrolled student, Residents may leave personal belongings in their assigned room during break periods at no charge, although SCC is not responsible for loss, theft, or damage. Exception, Milford Campus, all items must be moved out at check out of spring quarter. No items may be left in room 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 the Residence Hall 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 Department of Residential Life according to the following terms:

1) If written notice of cancellation of contract is provided to the housing office 20 days prior to the start date of the term in which housing is requested, the full deposit will be refunded. If written cancellation is provided to the housing office within 20 days of the start of the term of which housing is requested, the deposit will not be refunded.

B. All cancellations must be in writing to the Department of Residential Life. Notice of cancellation to admissions, financial aid, business or registrar's office, or to other SCC offices does not constitute notice of cancellation of this contract to the Department of Residential Life.

## 5. Contract Release:

A. Residents can request release from the contract during any academic term. Such releases are subject to the approval of the Director of Residential Life. Such releases 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.
- 4) Affiliation with SCC programs that are away from the Beatrice or Milford Campus, i.e., internships.

B. Written documentation for all of these releases is required by the Director of Residential Life.

C. Release for the above reasons will include the following refunds:

- 1) First week (5 days) of the term 80% will be refunded.
- 2) Second week (6-10 days) of the term 60% will be refunded.
- 3) Third and Fourth week (11-20 days) 40% will be refunded.
- 4) After Fourth week there will be no refund of housing payments.

D. Upon approval of contract release deposit will be refunded providing there is proper checkout and no housing damages.

E. Refunds, when applicable, will be credited to the resident's student account or a check will be issued by the Business Office.

F. No refunds will be made if a student is suspended/expelled from the residence hall due to disciplinary actions, or leaves housing and remains enrolled at SCC.

## 6. Contract Assignment:

A. Roommate assignments are made on a non-discriminatory basis regardless of race, creed, or national origin.

B. The date that the contract and the deposit are received determines eligibility for assignments, **specific requests cannot be guaranteed**. Roommate preferences must be mutually agreed upon on all roommate contract forms. If demand is sufficient, the Housing Office reserves the right to place additional students in a room.

C. Residents cannot transfer this contract. Neither may Residents 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 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 Residential Life Office or the Business Office. Housing fees do not include vacation or break periods when the housing facilities are closed. Contract payments are due and payable in accordance with college policy before the room is occupied. Failure to pay any incurred debts for contract rate 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. 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 Dean of Student Services and the Campus Administrator.