

**SCC Business Office**  
 4771 W. Scott Road  
 Beatrice, NE 68310-7042  
 1-402-228-8291

**SCC Milford Housing**  
 621 State Street  
 Milford, NE 68405-8498  
 1-402-761-7398

Select your initial application:

<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**

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

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

Deposit Paid: \_\_\_\_\_

Receipt # \_\_\_\_\_

**STUDENT INFORMATION (PLEASE PRINT)**

Last Name			First Name			Middle Name		
Student ID#			Student Cell Phone			Date of Birth		Gender <input type="checkbox"/> Male <input type="checkbox"/> Female
<input type="checkbox"/> New Student		<input type="checkbox"/> Returning Housing Resident		Program of Study				
<input type="checkbox"/> Current Housing Resident		<input type="checkbox"/> Returning CO-OP Student (Milford only)						
I go to bed by (time)	I wake up at (time)	My favorite music is						
I keep my space <input type="checkbox"/> Neat <input type="checkbox"/> Messy		On weekends, I plan to stay on campus: <input type="checkbox"/> Every Weekend <input type="checkbox"/> Half of the Time <input type="checkbox"/> Rarely			Beatrice: If you are an athlete, what sports do you play on campus?			
Hobbies/Interests							<input type="checkbox"/> Smoker <input type="checkbox"/> Non-smoker	
Roommate Request					Additional Requests			

**HOME MAILING ADDRESS (PLEASE PRINT)**

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

**EMERGENCY CONTACT (PLEASE PRINT)**

<b>Primary Emergency Contact (Parent/Guardian)</b>					Relationship	
Address						Day Ph.
City			State	ZIP Code	Evening Ph.	
<b>2nd Emergency Contact (required)</b>					Relationship	
Address						Day Ph.
City			State	ZIP Code	Evening Ph.	

**BEATRICE: RANK IN ORDER OF PREFERENCE**

<input type="checkbox"/> Hoover Hall	<input type="checkbox"/> Washington Hall (female hall)
<input type="checkbox"/> Four Occupants	<input type="checkbox"/> Two Occupants
<input type="checkbox"/> Roosevelt Hall (male hall)	<input type="checkbox"/> Four Occupants
<input type="checkbox"/> Two Occupants	<input type="checkbox"/> Eisenhower Hall (co-ed hall)
<input type="checkbox"/> Four Occupants	<input type="checkbox"/> Two Occupants
	<input type="checkbox"/> Four Occupants

**MILFORD: RANK IN ORDER OF PREFERENCE**

<input type="checkbox"/> Cornhusker Hall (male hall)	<input type="checkbox"/> Nebraska Hall (male hall)
<input type="checkbox"/> Two Occupants	<input type="checkbox"/> One Occupant
<input type="checkbox"/> Pioneer Hall	<input type="checkbox"/> Two Occupants
<input type="checkbox"/> Female, Four Occupants	<input type="checkbox"/> Three Occupants
<input type="checkbox"/> Family Housing Occupant	<input type="checkbox"/> Four Occupants

**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.**

Please review contract and sign next to appropriate quarter. Contract is binding for one term. 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.***

<p><b>SUMMER Quarter</b></p> <p>_____ Resident's Signature</p> <p>_____ Date</p>	<p><b>WINTER Quarter</b></p> <p>_____ Resident's Signature</p> <p>_____ Date</p>
<p><b>FALL Quarter</b></p> <p>_____ Resident's Signature</p> <p>_____ Date</p>	<p><b>SPRING Quarter</b></p> <p>_____ Resident's Signature</p> <p>_____ Date</p>

**Return this form with your \$150 cleaning and security deposit.**

Check (must be included)  Cash (must be included) Name as it appears on card: \_\_\_\_\_

MasterCard  AMERICAN EXPRESS  Discover  VISA V Code \_\_\_\_\_ Exp. Date \_\_\_\_\_ Credit card # \_\_\_\_\_

# 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 family housing. 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-2j).

## 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 more than 20 business 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 housing office 20 business 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 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 Releases:

- 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) Off-campus SCC programs, i.e., internships, coops, etc.
- 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 business days not including Saturday and Sunday) of the term 80% will be refunded.
  - 2) Second week (6-10 business days not including Saturday and Sunday) of the term 60% will be refunded.
  - 3) Third and Fourth week (11-20 business days not including Saturday and Sunday) 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 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 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. Contract Signature:

By signing this contract, the Resident agrees to abide by all policies found in both the Southeast Community College Student Handbook and the Housing 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 Dean of Student Services and the Campus Administrator.