



PRINCE WILLIAM SOUND COMMUNITY COLLEGE

2011-12 Family Housing Agreement

I, _____, will accept an assignment in PWSCC Family Student Housing during the **ACADEMIC YEAR 2011-12**. I acknowledge my responsibility for and agree to uphold all terms of this agreement, including conditions of residency and I agree to pay any applicable charges or fees. I am responsible for all policies and procedures in the PWSCC Student Handbook, particularly the section designated for Residence Life policies and procedures.

Instructions: Read document in its entirety, initial bottom of each page, and sign the last page before submitting to PWSCC.

I. ELIGIBILITY

A. Student Status

Any family housing applicant must be a registered Prince William Sound Community College (PWSCC) student. The applicant (agreement holder) must **complete and earn** a minimum of 9 credits per semester as an undergraduate student, understanding that students enrolled in at least 12 credits will be given priority placement. Domestic partners and minors need not be enrolled in any classes. Other adult household members who fall under the "Immediate Family" category for eligibility, such as siblings, parents, or adult children ages 21 and older must be enrolled in at least 3 credits at PWSCC to remain in the household and to qualify the agreement holder for Family Housing. Please acknowledge that:

1. Audited courses do not count toward credit total.
2. Failure to enroll for the minimum credit requirement, or dropping below the minimum credit requirement at any time during the semester may result in immediate ineligibility to remain in Family Student Housing. If minimum credit requirements are not met, the Housing Manager (Campus Life Coordinator) must be notified immediately.
3. A cumulative and most recent semester GPA of 2.0 or above is required for eligibility to move into housing. A semester GPA of 2.0 must be maintained to remain eligible. A student with a GPA less than 2.0 may appeal, in writing, for one semester to remain in housing. The appeal must be made in writing and addressed to the Campus Life Coordinator. Students wishing to appeal with a semester GPA of 1.0 or lower must appeal to the Director of Student Services. Appeal granted may require additional requirements for the student during the semester of appeal/probation.
4. Eligibility under all other applicable PWSCC rules and regulations must be maintained.
5. Failing to attend class regularly and/or to maintain a passing grade may result in the student becoming immediately ineligible to remain in Student Housing.

B. Family Status

To qualify for Family Student Housing, the applicant must claim a valid "family" status, defined by the College as one of the following four classifications, on the Family Placement Profile form.

1. Applicant and legally married spouse, with or without dependent children.
2. Single parent/guardian (applicant) or unmarried couple with joint legal custody over dependent children in the applicant's direct care.
3. Immediate family, such as siblings or parent & adult child (all household members ages 21 and over are registered as PWSCC students).
4. Applicant and financially interdependent partner. Applicants and domestic partners selecting to qualify for Family Housing under this classification are considered any unmarried partners, including same-sex partners, who can provide supporting documentation for all six of the criteria below.
 - a. Both parties are at least 18 years of age and are competent to enter into a contract.
 - b. Both parties have been in an exclusive personal relationship with each other for at least the last 12 months and intend to continue the relationship indefinitely.
 - c. Both parties consider themselves to be members of each other's immediate family.
 - d. Both parties are each responsible for the common welfare of the other.
 - e. Both parties share financial obligations.
 - f. Individuals are not related to one another to a degree of closeness, such that Alaska law would preclude them from being married to one another.
 - g. The couple meets at least five of the following criteria and provides written documentation as evidence for each qualification to accompany submission of the Family Placement Profile form.
 - Joint purchase or lease of real property
 - Joint bank account
 - Joint credit account

- Joint ownership of a loan
- Joint utility bills, or rental housing lease within three months prior to application for family housing
- Joint post office box
- Partner is named as primary beneficiary for life insurance
- Partner is named as a primary beneficiary in the applicant's will and/or the applicant is named as the primary beneficiary of the partner's will
- Pursuant to a valid written power of attorney, the partner is to make decisions concerning the applicant's health and well-being in the event of the applicant's inability to do so

C. Exceptions

Considerations for exceptions to these eligibility requirements may be made through a written petition addressed to the Director of Student Services, PWSCC Student Services Office, PO Box 97, Valdez, AK 99686.

II. RENTAL AGREEMENT PERIODS

This agreement may be applied toward Fall 2011 semester residency, Spring 2012 semester residency, or for the full 2011-12 Academic Year. Students who sign an agreement for a single semester and then decide to stay for the entire year will need to sign an additional agreement with the understanding that space restrictions may not make this request possible.

Agreement periods are as follows:

- **Academic Year** (Aug 25, 2011 – May 7, 2012*)
- **Fall semester only** (Aug 25, 2011 – Dec 12, 2011)
- **Spring semester only** (January 12, 2012 – May 7, 2012)

**Academic Year contracts permit students to leave their belongings secured in their apartment at no additional charge during the winter break closure, or to remain in the apartment during the closure at a greatly reduced monthly rate.*

- A. Rent charges do not include the winter break closure, and all residents are expected to vacate their unit when classes are not in session, beginning at 5:00pm on Monday, December 12, 2011. Housing reopens to returning and new Spring semester residents at 9:00am on Thursday, January 12, 2012. Single students in a full academic year agreement wishing to stay for Winter Break (Dec 12, 2011 – Jan 11, 2012) will be charged an additional fee of \$475, which is less than half the standard monthly rent for any single student. This fee helps to cover increased utility bills and additional staffing that must be maintained to keep Student Housing operational during the holiday season. Students who have not signed an agreement for both academic terms are not eligible for Winter Break housing.
- B. Occupancy of a housing space beyond the agreement dates (i.e. early arrival or late stay) is subject to approval of the Director of Student Services, and resident will be charged a pro-rated nightly rate for the first three nights prior to or following the agreement period only if this extension of the agreement period has been pre-approved. For family residents with school-aged children, the agreement period can be extended beyond three days to accommodate for the Valdez City School District academic calendar at the same nightly or pro-rated rate. Beyond the approved extension period, or if the extension has not been pre-approved, nightly rates will be charged at the current conference rate, typically more than double the standard academic family nightly rate.
- C. All families that move out of housing before the completion of this agreement will be responsible for the full semester charges of housing. Family residents that move out prior to Sept 10 for fall semester and January 28 for spring semester will be charged a \$750 housing agreement break fee, daily rate for days occupied in housing, and forfeit the \$200 security deposit in lieu of being held to the entire agreement amount. This includes those residents becoming ineligible for housing or who are evicted for conduct infractions and judicial reasons. Appeals to these charges must be addressed in *writing* to the Director of Student Services within 60 days of move-out.

III. HOUSEHOLD MEMBERS

Approved household members are adult partners or familial relations who are defined in the above section, and dependent children.

1. The number of household members may not exceed the total occupancy listed for each apartment size; children of any age are counted as one household member.
 - a. Occupancy limit for a 1-bedroom apartment is two (2).
 - b. Occupancy limit for a 2-bedroom apartment is four (4)
 - c. Occupancy limit for a 3-bedroom apartment is six (6).
2. All household members must be named on the Family Placement Profile during the housing application process. Any departing household members must be reported to the Director of Student Services immediately, and agreement holders should keep in mind that changes to the household may impact family status eligibility for continued residency. Additions to the household must be requested of the Director of Student Services prior to their arrival and assumed occupancy within the unit.

3. All household members must comply with the legal and judiciary restrictions for Student Housing; household members with charges or convictions of sex crimes, assault, domestic violence, drug use, child neglect, weapons infractions, or other related safety concerns and felony-level charges may be denied residency. The Director of Student Services reserves the right to deny residency to any applicant or his/her proposed household members based on community and College safety standards and concerns. Similarly, Agreement holders will be held responsible for the conduct of their household members. Policy violations and legal difficulties may result in the removal of a particular household member from family housing, compensatory or judicial fees being charged to the Agreement holder's student account, or termination of the family housing agreement altogether and eviction from student housing. Failure to declare legal or judiciary charges or convictions, or to report them as they occur after residency has been assumed, will result in the termination of the family housing agreement and a timely departure from Student Housing.
4. Supervision of children and other household members is the responsibility of the agreement holder. At no time should children be left unattended either within the apartment, outdoors on the premises, or in common areas of housing buildings or the main campus. Staff members are not available to provide day care. Improper care or supervision may result in reports to the Office of Child Services, college judicial action, and/or termination of this agreement.

IV. HOUSING OPTIONS (ROOM TYPES)

Applicants applying for family housing must submit a \$200 security deposit (refundable) and a \$200 initial payment (applied towards balance on housing account). The phrase "housing space" is referred to throughout this document to mean a bedroom and all shared space (i.e. kitchen, bathroom, living room, storage) in private 1-bedroom, 2-bedroom, or 3-bedroom apartment-style housing.

Family Student Options: All family students who enter into this Rental Agreement are subject and agreeable to placement in private apartments. Unit assignments and accommodation of room preferences are made based on 1) priority placement of returning residents and degree-seeking students, 2) priority placement of students enrolled in at least 12 credits, 3) priority placement of full academic year agreements over single-semester agreements, 4) order in which the completed Housing Application, signed Rental Agreement, and \$400 deposit were received by the college, and 5) availability of the requested units.

- A. **1-Bedroom Apartments:** Resident occupies an apartment that includes a living/dining common room complete with full kitchen facilities, an enclosed bedroom, and an ensuite bathroom. The unit is fully furnished with living and dining room furniture, kitchen appliances, and a closet, twin bed & mattress, dresser, and desk/chair for the bedroom.
- B. **2-Bedroom Apartments:** Resident occupies an apartment that includes a living/dining common room complete with full kitchen facilities, two enclosed bedrooms, and an ensuite bathroom. The unit is fully furnished with living and dining room furniture, kitchen appliances, and a separate closet, twin bed & mattress, dresser, and desk/chair for each bedroom.
- C. **3-Bedroom Apartments:** Resident occupies an apartment that includes a living/dining common room complete with full kitchen facilities, three enclosed bedrooms, and an ensuite bathroom. The unit is fully furnished with living and dining room furniture, kitchen appliances, and a separate closet, twin bed & mattress, dresser, and desk/chair for each bedroom.

V. PLACEMENT REQUIREMENTS

Priority for placement is based on both the date of deposit and the completion of an applicant's housing file. An apartment will not be assigned until all of the following have been received: a \$400 deposit/initial payment, a completed Housing Application, a completed Family Student Placement Profile, and a signed Housing Agreement (all housing documents are available online at www.pwsc.edu). Additional terms must be met before the student will be permitted to assume occupancy of a reserved housing space, including proof of immunizations, proof of enrollment, a \$0 PWSC student account balance, and additional housing registration paperwork that can be completed upon arrival at PWSC in Valdez.

A. Deposit:

The \$400 deposit/initial payment will be considered confirmation of an applicant's intent to live in family housing. Spaces are assigned on a first come, first served basis, and a priority date for placement will not be assigned until \$400 payment is submitted. Deposits will be refunded if there are no charges incurred for cleaning, damages, or a balance on the PWSC student account.

B. Immunizations:

All occupants of student housing born after 1956 will be required to provide proof of immunization record to live in single or double-occupancy student housing rooms. Immunization documents are required for each household member, including children.

The required documents must be received before the applicant's file will be considered complete. Placements will begin after August 1, 2011.

VI. SERVICES

The College provides water, sewer, power, heat, local telephone, snow removal, and garbage service. Laundry facilities are available within each apartment building for a charge, and a college computer lab is available in each building at no charge. Temporary failure or temporary lack of these utilities will not be considered to be a violation of this agreement. Each apartment is wired to receive either Cable or Satellite TV; students wishing to purchase these services may contact the local provider and will be responsible for monthly charges, activation, and deactivation. Each apartment building is staffed by a live-in Community Advisor (student position) who will provide general resident assistance and program for special student interests and community-building activities. The Housing Manager (Campus Life Coordinator) is a professional Student Services staff member who resides on-site as well to address emergency or safety issues. The Residence Life Staff provides rotating 24-hour on-call service to all residents.

VII. HOUSING CHARGES

A. Housing rates are subject to change between academic years but never during the agreement period. Though some options may be listed, their availability is not guaranteed. Preferences for placement are included on the Family Student Placement Profile form that is to be submitted with this Rental Agreement. The rental amounts for the 2011-2012 individual semesters are as follows:

Room Type	Semester Rate	Nightly Rate	Adjusted Monthly All-Inclusive Rate
1-Bedroom Apartment (2 occupants)	\$3,890	\$36.00	\$1,080
2-Bedroom Apartment (2-3 occupants)	\$4,670	\$43.25	\$1,300
3-Bedroom Apartment (3-6 occupants)	\$5,480	\$50.75	\$1,520
Family Winter Break Fee <i>(Valid only with Academic Year agreement)</i>	\$475		

B. Full semester charges will be applied to student accounts within 2 weeks of the first day of the semester rental term. New residents must pay the applicable semester rate in full prior to checking into a room. Residents currently residing in Housing must pay the applicable rate in full prior to the first day of classes each semester.

VIII. PAYMENT

Payments may be made by cash, check, money order or credit card, and should be submitted to the PWSCC Business Office, PO Box 97, Valdez, AK 99686. Checks should be made payable to *Prince William Sound Community College*. Credit card payments may be made online or via phone at (907) 834-1620 or at the College Business Office on campus. Applicants must notify the housing office if they make the deposit directly through the College Business Office either via phone or online so it may be noted in the housing file and for the housing application to be processed.

Payment Alternative

Residents who cannot pay the entire semester rate in full may have the option of establishing an Easy Pay Plan with the PWSCC Business Office. The Easy Pay Plan application form can be found online at www.pwsc.edu/business.shtml. Students opting to utilize this service must have the Business Office communicate establishment of a payment plan to the Housing Office so that your housing application can be processed.

VIX. CANCELLATION FEES

Any cancellation of the agreement on or after July 15, 2011 (Fall) or Dec 1, 2012 (Spring) will have the following financial consequences. All notification of cancellations must be submitted to the Housing Office in writing. Nightly rate penalty fees will continue to accrue until formal cancellation of the agreement has been received, in writing, by the college, or when the Housing Manager has deemed the space to be abandoned.

Vacating after the academic year begins:

Once the student has moved into an assigned unit he or she will be considered to have accepted full financial responsibility for the semester. With exception of marriage or divorce, active military duty, death in the immediate family, or validated long-term illness which precludes resident from attending classes, all full semester charges will apply.

Fall 2011 Applicant Date of Cancellation	Spring 2012 Applicant Date of Cancellation	Financial Consequences
Before July 15	Before December 1	No charge, deposit refunded without penalty
July 15 – July 31	December 1 – December 15	Forfeit of deposit
August 1 – August 24	December 16 – January 11	Forfeit of deposit and \$550 agreement break fee
August 25 – September 9	January 12 – January 27	Forfeit of deposit, \$750 agreement break fee plus daily housing rate for days unit was unavailable
September 10 – December 12	January 28 – May 7	Full semester housing charges apply; eligible for return of security deposit

IX. MOVING IN AFTER THE AGREEMENT PERIOD BEGINS

- A. Full semester charges are applied if the resident checks into a space after the beginning of the agreement period but prior to September 30, 2011 for fall semester, or prior to February 15, 2012 for spring semester.
- B. One half the current semester housing charges will be applied if the resident checks into a housing space on October 17, 2011 or later for fall semester, or March 5, 2012 or later for the spring semester.
- C. For residents assuming occupancy between these dates, a charge of one-half semester rate plus one month's adjusted rate will be applied.

X. ADDITIONAL FEES

A. Forfeiture of Deposit

The deposit may be forfeited for the following reasons: **1)** Failure to accept a housing space offered. **2)** Moving out of Student Housing without giving timely written notice or moving out during the agreement period while still enrolled at PWSCC. **3)** Incurring cleaning fees, damage charges, past due rent, college charges or penalties. Any such charges will be deducted from the deposit upon vacating. **4)** Failure to uphold the terms of this agreement in such a way that causes termination of agreement and eviction from Family Student Housing (including infractions of other household members).

B. Late Payment Fees

Failure to pay rent according to the applicable payment schedule will result in a late fee. This agreement will be terminated if housing payments are past due over 30 days.

C. Parking

Single students are allowed a maximum of one vehicle and are expected to abide by the parking guidelines as set forth in the PWSCC Student Handbook for the current academic year. This vehicle must be registered with the Office of Student Services upon the student's arrival.

D. Cleaning and Damage Fees

Cleaning fees will be charged at a rate of \$40.00 per hour (one half-hour minimum). Damage fees will include the cost of labor and materials.

E. Other

The College reserves the right to recover, and the applicant agrees to pay, reasonable attorney fees, court costs, including collection agency fees, and reasonable moving and storage costs.

XI. COLLEGE POLICIES AND DISCLAIMERS

Housing Residents must read and abide by all rules and regulations of the PWSCC Student Handbook and follow all University of Alaska policies and regulations.

The College reserves the right to:

- A. Close a residence, reassign or change room assignments when 1) Vacancies occur within the building that make it more manageable to condense students into another building, or 2) Number of household members increases or decreases, making it more suitable for the family or for accommodation of other housing residents to change unit sizes.
- B. Reassign students from a room/apartment/building if necessary for health, safety, financial or discipline purposes or when premises are unsuitable for occupancy. The college shall not be liable for failure or circumstances, which may cause the premises to become unsuitable for occupancy. See Residence Life policies and procedures within the Student Handbook.
- C. Enter the premises to inspect the unit, complete preventative maintenance or agreed upon repairs, decorations, alterations or improvements, to supply necessary or agreed upon services, or exhibit the premises to laborers or

contractors, or as otherwise necessary in the operation/protection of the persons therein. Housing space may be entered by College and/or security personnel for the purpose of policy enforcement or to protect the safety of persons or property.

- D. Enter the premises at any time without notice, in the event of an apparent or actual emergency, if there is a reason to believe that a college policy is being violated, or when other community member's rights are being violated.
- E. Refuse or terminate housing immediately if student is delinquent in payment of residential fees, who fails to comply with any rules of the college, or the terms and conditions of this agreement, or when they impact the community and/or student's personal safety, or who exhibits behavior which is incompatible with maintaining of order of the residence life community. Immediately if fire or other casualty makes the premises unsuitable. By giving the student 10 days advance written notice to vacate the premises, for any reason, at the sole discretion of the university.
- F. Assess fines, terminate housing, or criminally trespass residents and/or their unauthorized squatters and guests. Guests must follow college guest policies and may not be long-term visitors taking up residence in student housing. The above actions may also be imposed upon students who have passed their keys to, or otherwise give access to, unauthorized and/or unescorted persons.
- G. If resident is officially changing housing space, he/she must complete the move within 48 hours, following all proper checkout procedures. Beyond this time, they may be charged rent for both spaces until the key to the old space is turned in to the Housing Coordinator.
- H. Change housing rules and regulations. Changes will be updated and inserted into the Student Handbook and communicated in writing to students.

XII. ALTERATIONS AND DAMAGES

- A. Upon move-in, residents must complete and return an accurate "Condition of Premises" form. Individuals will be held responsible for any changes in the described conditions, including damages to bedrooms or shared common areas, lock change charges, vandalism, or damage caused by guests. If residents do not turn in the form they may be held responsible for any damages present in the living space when they check out.
- B. Students shall report, in writing, in a timely manner, all maintenance problems to the Housing Staff. Forms for this purpose are available at the Student Services Office. **Students shall not attempt to make any repairs or alterations to the apartment, or tamper with other College property.**
- C. Students shall not paint, alter, change or remodel any part of the apartment, including the equipment/furnishings therein.
- D. PWSCC provides certain appliances (i.e. microwave, range, refrigerator) to be used in the assigned housing spaces. Residents shall not to operate any other appliance in my assigned housing space, including space heaters or freezers, without permission of the Housing Coordinator.
- E. Upon vacating the unit, students are expected to leave the housing space and all furnishings/equipment in good order and repair, and agree to pay the College the value of anything missing or damaged in the housing space or share the cost of anything missing or damaged from the common areas with roommates. The \$200 security deposit will be used to cover the cost of any damage; however, the resident must pay for any additional balance not covered by the deposit.

XIII. INJURY OR PROPERTY LOSS

PWSCC takes no responsibility for any injury to me, or loss or damage to my property. The College will not compensate residents for any such injury, damage, or loss unless it was solely a result of the College's negligence. The College recommends that residents carry appropriate insurance against such injury, loss, or damage as well as health insurance.

XIV. MOVING OUT

- A. Residents are expected to clean their assigned housing space before vacating.
- B. Residents must follow all checkout procedures, including, but not limited to:
 - 1. Contacting a staff member at least 24 hours in advance to schedule a checkout appointment.
 - 2. Turning in my key(s) to the staff member at the time of the scheduled checkout appointment.
 - 3. Leaving a forwarding address with the Housing Staff.
- C. Residents are expected to be completely checked out by the 5:00pm deadline of the last day of the rental period. Those who are not formally checked out by this time will be charged a \$40 improper checkout fee and any other applicable fees, and their belongings may be removed from the premises by staff members.

XV. TERMINATION OF AGREEMENT BY PWSCC

PWSCC may terminate this agreement if a student materially violates this agreement. Termination of the housing agreement means the tenant must immediately move out of Student Housing.

I have read and understand the terms of this 2010-11 Family Housing Rental Agreement. I show my acceptance of the terms by returning a signed copy of this agreement to the PWSCC Student Services Office, PO Box 97, Valdez, AK 99686. Fax: 907-834-1691. I acknowledge that signing this agreement does not confirm or guarantee my placement in housing.

Rental Agreement Period (check one):

Academic Year (Aug 25, 2011 – May 7, 2012)*

Fall Semester only (Aug 25, 2011 – Dec 12, 2011)

Spring Semester only (Jan 12, 2012 – May 7, 2012)

**Only the Academic Year agreement entitles students to leave belongings in Housing over the Winter Break Closure or to stay over the closure at a reduced rate.*

Student Signature: _____

Date: _____

Student Name (printed): _____

Student ID #: _____

Room Preference (check one):

1-Bedroom apartment

2-Bedroom apartment

3-Bedroom apartment

Please note: Choice of space is not guaranteed. Other preferences should be noted on the Placement Profile form.

For Office Use Only:

Accepted and met criteria for housing eligibility: _____ (Initials) Date: _____

For questions about student housing, please contact us at (907) 834-1600 or housing@pwsc.edu

Please mail to: Housing Office • Prince William Sound Community College • PO Box 97 • Valdez, AK 99686 • USA
Fax to (907) 834-1691
Or email to housing@pwsc.edu