

**NOTICE: A COPY OF YOUR IMMUNIZATION RECORDS MUST BE SUBMITTED TO COMPLETE THIS APPLICATION.**

## Applicant Information

Last Name	First Name	Middle Name	AWC ID#
Mailing Address	City	State	Zip      Country
Home Phone	Mobile Phone	<b>Student/School Email</b>	
Parent / Guardian	Work Phone	Home Phone	Mobile Phone
Gender	Age	Date of Birth	

### Emergency Contact

**In case of an emergency, please contact:**       Same as Parent / Guardian

Full Name	Work Phone	Home Phone	Mobile Phone
Relationship			
I authorize _____ to take possession of my personal property in case of an emergency. <small>(Full Name &amp; Phone Number)</small>			

Residential Life uses a texting app to communicate with residents in some instances.  
Do you wish to receive text messages from AWC Residential Life?     Yes     No

## Enrollment Information

**I am applying as an:**     AWC Student     ASU Student\*     U of A Student\*     NAU Student\*  
\* ASU, U of A, and NAU students must provide a copy of their class schedule showing full time enrollment

**Semester applying for:**    Fall 2024                      Spring 2025

**Are you on an athletic scholarship?**     Yes                       No

↳ If so, what sport? \_\_\_\_\_

**Are you an international student coming on an F1 Visa?**     Yes                       No

## Meal Plan

Residential hall students are required to purchase a meal plan with their housing agreement. It is a declining balance meal plan for which the student is responsible for tracking and maintaining. If student find that their original meal plan choice is not suitable to their needs, they have the option of downgrading their meal plan during the first week of each semester, but they can upgrade their meal plan at any time during the semester.

**Note: Athletic and CAMP scholarships only cover the cost of the Regular Meal Plan.** If you would like the High Meal Plan, you will be responsible for paying the difference.

**Please choose a meal plan:**

**Regular** - \$3080.00 per semester

**High** - \$3382.00 per semester

## Housing Preference (Optional)

Housing Preferences are not guaranteed and will only be honored when available. All **three** residence halls are co-ed with the exception of the designated All Female and All Male wings.

Roommate: \_\_\_\_\_  Building / Room: \_\_\_\_\_  
 All Female Wing  All Male Wing

In order for the roommate preference to be honored, all individuals involved **MUST** request each other - please use first and last name when requesting. Only roommate preferences that are received by **July 8th** for Fall and **December 5th** for Spring will be considered.

## Personal Qualities (Optional)

The following information assist in the roommate selection process. Please answer the following for yourself:

### I consider myself to be:

- Morning person
- Late night person
- Neither

### My room appearance is:

- Very neat
- Average
- Messy

Smoker \*\*

Non-smoker

**\*\* AWC is a tobacco-free campus**

## Accommodations

Any student who feels they may need an accommodation based on the impact of a disability should register with **AccessABILITY Resource Services** and request accommodations under the Americans with Disabilities Act or Section 504. Please visit [azwestern.edu/AccessABILITY](http://azwestern.edu/AccessABILITY) or call (928) 344-7674 for more information about requesting accommodations.

University Students must contact their accessibility department to request accommodations under the Americans with Disabilities Act or Section 504.

## BACKGROUND / PRIOR RECORD

**Note:** Failure to disclose a prior felony conviction, pending charges and/or any sexual offense or if you are convicted or found guilty of, or adjudicated to have committed a sexual offense, or if you are classified as a sex offender or placed under active supervision by any jurisdiction pursuant to a sex offense in any jurisdiction in the U.S. or any other country or territory, will subject you to potential termination of your on-campus housing contract. In this event you would be forced to vacate the residence halls within 48 hours.

**Have you ever been convicted or plea bargained to a felony, sexual offense, or misdemeanor? (Other than a minor traffic violation)**  Yes  No

**Do you have any pending criminal charges?**  Yes  No

**Have you ever been suspended or expelled after being adjudicated through a College / University Code of Conduct System?**  Yes  No

If you answer yes to any of the above questions, you must go to [azwestern.edu/housing](http://azwestern.edu/housing) and complete the Background Form located on the application process page under the Forms tab. Your housing application will not be processed and you are not eligible to live on-campus until the Background Form is complete and you receive a decision from the Residential Life Office. An answer of yes does not automatically disqualify an applicant from on-campus housing.

## TERMS AND CONDITIONS

This License Agreement serves as a binding agreement between Arizona Western College (hereinafter referred to as the College) and the Student (and parent or legal guardian, in the event said student is under eighteen (18) years of age) (also referred to as “resident”). The License Agreement is effective upon receipt of a complete application, \$100.00 deposit, and complete immunization record satisfying all vaccination requirements.

The College hereby grants to the student permission to occupy a residence hall room as a licensee for the academic year indicated on the application, unless terminated sooner under the provisions of this License Agreement.

The License Agreement shall not be assigned, in whole or in part, and may be terminated by the College for any reason by giving no less than one-day’s written notice to the student.

The College and the student agree that no lease or any other interest in real property is created by this License Agreement.

### 1. ELIGIBILITY

Before an application for residence will be considered, the applicant must complete and sign the Housing Application, of which this License Agreement are a part, pay the required deposit, and be cleared by submitting proof of immunizations satisfying all vaccination requirements instituted by the College. Students must enroll at the College and maintain a minimum of twelve (12) credit hours each semester. Students with less than twelve (12) credit hours may be subject to removal. The Residential Life office will determine whether the student will be required to vacate the residence halls or sign an academic probation contract.

### 2. CONTRACT TERM

This contract is for the academic year and cannot be terminated except under the conditions stated under item (10) TERMINATION OF LICENSE AGREEMENT / CONTRACT and item (17) VACATING. Occupancy periods will be limited from **August 9, 2024 to December 5, 2025** at 5 pm for Fall Semester, and from **January 10, 2024 to May 15, 2024** at 5 pm for Spring Semester, in all halls. Requests for early arrival and/or late check-out must be in writing no less than two (2) weeks in advance and be approved by the Residential Life Office. If the dates of the academic year are revised by the College, the revised dates will apply and will not change the financial obligations of this contract. Residential Life Office and the College further reserve the right to adjust opening dates each semester in order to adapt to the registration calendar of the College without any adjustment to rates.

### 3. RESIDENT AGREES

Student agrees to make payment of all housing fees established by the District Governing Board according to the current payment schedule; to observe all rules, regulations and procedures as published in the Residential Life Guidebook and the Student Code of Conduct which are by reference made a part of this contract and to honor the terms and conditions stated in this contract.

### 4. RATES

A copy of current tuition and fees schedule is online at [azwestern.edu/admissions/tuition-and-fees](http://azwestern.edu/admissions/tuition-and-fees).

### 5. PAYMENT SCHEDULE FOR OCCUPANCY

- a. Full account balance must be paid in full before checking in for the occupancy period.
- b. Payment Plans may be arranged online through the student’s Self-Service account.
- c. Arizona Western College may forward delinquent accounts to a collection agency.

### 6. INDEBTEDNESS

- a. Students must ensure a complete financial aid package before semester deadline. Students with an incomplete financial aid package must make arrangements to pay in full or set up the authorized Payment Plan online by logging into Self-Service (Financial Information/Student Finance/ Monthly Payment Plan). The balance of any financial aid award will be applied toward the room/board account.
- b. Students that fail to make room and board payments on time or have delinquent accounts may be suspended from the Residence Halls. In addition, food service privileges may be terminated/suspended, the student will not be allowed to register for future classes, and transcripts will be held until the balance is paid in full. The student agrees to pay all attorneys’ fees and other costs/charges necessary for collection of any unpaid balances.

### 7. ASSIGNMENT POLICY

The Residential Life Office (hereinafter referred to as the Office) will not discriminate in assignment to Campus Housing on the basis of race, color, creed, disability, age, ancestry, sex, national origin, sexual orientation, or gender identity and/or expression. New residents who return a complete housing packet will be assigned, as space is available, on the date of completed housing packet. Residents are assigned to double rooms and share same-gender bathroom facilities.

Students are permitted to purchase a private room when available. The cost of a private room is 1 ½ times the regular room rate and must be paid in advance. Each student who requests a private room must inform the office in writing if not indicated on housing application. Failure to honor assignment preferences will not void the contract. The Office reserves the right to cancel room or hall assignment, to assign roommates, or to consolidate vacancies by requiring the student to move when necessary. The Office reserves the right to temporarily assign additional residents above the design capacity of designated rooms until

permanent space becomes available. Family housing is not available on campus.

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Returning residents are given first preference regarding roommates and room location if requested prior to application deadline. Assignment requests usually will be granted when space is available. The College reserves the right to make changes in room assignments when the College deems necessary.

#### 8. ROOM CHANGES

Students may change rooms only with prior written authorization from the Hall Director. Unauthorized room changes or failure to move out of a room at a designated time may result in being required to move back to the authorized assignment and/or disciplinary action.

#### 9. DEPOSIT

The room deposit is a guarantee against cancellation of the residential agreement, termination of residency prior to full semester payment, property damages and other possible charges that may accrue during residency. If you are eligible for a refund of your deposit you will receive it 4 to 8 weeks after the add/drop period of the following semester. Although normally refundable, the entire room deposit, or a portion thereof as appropriate depending on the circumstances, is subject to forfeiture under the following conditions:

- a. Failure of the student to cancel the residence hall license agreement with the Residential Life Office by **July 8, 2023** for the fall semester or by **December 5, 2023** for the spring semester
- b. Failure of the student to claim his/her room by 7:00 am on the first day of classes
- c. Termination of residence by the student prior to the full semester payment of rent (10 weeks beginning the day the residence halls open regardless of check-in date)
- d. Failure to follow prescribed checkout procedures when departing from the residence hall
- e. To defray the cost of damage to the residence hall caused by the student or damage to the room to which the student is assigned
- f. Breach of any of the terms and conditions of the License Agreement, including removal for disciplinary action
- g. To satisfy any other unpaid charges and assessed fees owed to the College documented through the Business Office/Cashier

#### 10. TERMINATION OF LICENSE AGREEMENT / CONTRACT

- a. Mandatory Termination – termination of this license agreement is mandatory if the student loses eligibility as defined in this contract under item (1) ELIGIBILITY
- b. Termination by the College – the Office may terminate this contract under the following circumstances:
  - i. Exigency – the Office may terminate or temporarily suspend performance of any part of this contract without notice in the event of an exigency that would make continued operation for student housing not feasible or when the Residential Life Office believes a resident of a temporary assignment cannot be placed in a permanent assignment within a reasonable time period.
  - ii. Violation of Rules and Regulations – once a student signs and returns the enclosed License Agreement, the Residential Life Office may terminate this contract if the student is found to have violated rules or regulations listed or referred to in this contract and/or in the Student Code of Conduct or in the Residential Life Guidebook. Disciplinary dismissal from the College or Residence Halls will subject resident to a full charge of their room and board and a forfeiture of their deposit.
  - iii. The College reserves the right to deny or cancel a License Agreement/Contract for College provided housing to an individual whose conduct and/or proven criminal record indicates a potential threat or danger to the College community including students, faculty, and staff.
  - iv. Failure to comply with License Agreement – if student fails to comply with any portion of this contract or a prior contract held with the Office, the Office may terminate this contract with an appropriate notice. The Office may also terminate this contract if student has unpaid charges from a previous Residential Life Contract.
  - v. The College may terminate this contract upon the student's failure to pay fees in advance, with revocation effective as of the last day covered by prior payments.

#### 11. RELEASE, REFUND, AND FORFEITURE PROCEDURE

- a. During Contract Term – if a student does not check-in to their room by 7:00 am on the first day of classes and has not notified the Residential Life Office in writing that they will be arriving late they will be automatically purged out of the system and the deposit will be forfeited.
- b. Refunds to students departing from the residence halls prior to the end of the semester are computed on the following basis: Students forfeit their room deposit and will be charged 10% of the total semester rate for each week or partial week of registered occupancy beginning with the day the residence halls open. After the 10th week of the halls opening, a student is not entitled to any refund for room and board but is eligible for refund of \$100 housing deposit upon a successful check out process. The total rent charges shall not exceed the semester rate except when added charges are assessed for losses and/or damages to College property.

#### 12. LICENSE AGREEMENT / CONTRACT ASSIGNMENT

This contract cannot be assigned by the student to another person. Student may not sublet any part of the premises.

#### 13. LIABILITY

The District Governing Board of the College, its officers, employees and agents have no legal obligation, nor any ability to provide reimbursement for student's personal property as a result from loss, theft, water or fire damage, vandalism, or any other perils. Accordingly, student agrees to hold harmless and indemnify the District Governing Board, the College, the Office and its officers, employees, and agents, for damages sustained by student him/herself or others, as a result of their acts or omissions, relating to any changes of modifications made by student to their room or furnishings, such as the construction of loft beds, bunk beds, bookshelves, partitions, or other structures. This means that student is financially responsible for injury to another party, or damage to their property, as a result of any equipment or items student has constructed, created, purchased or used improperly, and that student will pay any resulting claims on behalf of the College.

**\* Renter's insurance is highly encouraged.**

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**14. DAMAGES AND COSTS**

Student agrees to pay for any damages to the building, including fire damage, and for damaged or missing furniture, lost property, or service costs caused by the student to the Residence Halls because of his/her negligent actions or intentions. Where two or more residents occupy the same room and responsibility for damage or loss in the room cannot be ascertained by the Office, the cost of damage or loss will be divided and assessed equally between or among the residents of the room/suite. The Office reserves the right to assess common area damage between residents of the hall/building/area.

**15. VACATION PERIODS**

Students must vacate their room 24 hours after their last final exam or the last day of the semester, whichever occurs first. All buildings remain open during Thanksgiving and Spring Break. All buildings will be closed during Winter and Summer Break, and all services normally provided will be discontinued.

**16. FOOD SERVICE**

All residents are required to purchase a Declining Balance Meal Plan. Meal Plans are non-refundable, non-transferrable, and do not rollover to future semesters. If the student finds that their original meal plan choice is not suitable for their needs, they have the option of downgrading their meal plan during the first week of each semester, but they can upgrade their meal plan at any time during the semester. The last day of food service each semester will be the same day that the Residence Halls close. There is no refund for unused monies on students' meal plans. There is no food service during Winter Break. The weekend meal schedule will be observed on school holidays.

**17. VACATING**

Student will vacate the premises within 24 hours after termination of this contract, discontinuance as a student or their last final exam of the semester, whichever occurs earliest. If the student is graduating and participating in Commencement from the College, they may remain in their room until 10am the day following Commencement with written prior approval from their Hall Director.

**18. CHECK-IN AND CHECK-OUT**

Upon moving into the assigned room, the student should complete, sign and turn in a Room Condition Report within 24 hours, which will be an accurate and complete record of the contents and condition of the room. If you are registered in only late-start classes you may check-in to the Residence Halls beginning the Thursday prior to the first day of class. When vacating the room, student must schedule a check out with a Resident Assistant (RA), make sure their room is clean, and turn in any keys issued. The Check-Out Form, Room Condition Report, plus a room inspection by the RA, will serve as the basis for check-out charges or refunds as appropriate. Student agrees to follow the proper check-out procedures when vacating the premises, which include returning keys to the RA, removing personally owned belongings and furniture, waste and debris, rearranging the room furniture to match that of the condition at move-in, and leaving the room in an acceptable, clean condition. Should extra cleaning or furniture rearrangement/reassembly by the College personnel be required because of the student's poor housekeeping or failure to rearrange the room, a service charge will be added to the resident's account. In the event of contract termination, the student's failure to check out according to the required procedures and timelines may result in an improper check-out, additional fees being assessed to the student's account.

**19. ROOM ENTRY AND MAINTENANCE OF PREMISES**

The College and the Office reserve the right to make repairs or improvements to the facilities and residents' rooms during occupancy periods. The College shall provide twenty-four (24) hours advance notice to the student, when possible. In case of emergency, or when 24-hour notice is not feasible, the College reserves the right to enter premises without student's consent and/or advance notice. Authorized personnel may enter student room for serious life- or health- threatening emergencies at any time including over break periods. Authorized personnel may enter a student room to perform requested, preventive, prescheduled, or emergency maintenance, or, in the absence of occupants of the room, to silence a disruptive noise. The College employees are required to report any violations of the terms of this contract they may observe when in the room. The College reserves the right to search a room if there is reasonable cause to believe that the search of that room will reveal evidence of an illegal act or College policy violation. Health and Safety/Room Checks will be conducted on a regularly scheduled basis. Property can be seized and removed from student room when it constitutes an imminent danger, when it is deemed illegal, when it is College-owned property, or when staff has found an unauthorized pet in the room. Student agrees to make no alteration to the housing facility without the written permission from the College. Any structural addition or alteration is prohibited without written permission from the College. Student further shall not possess any highly flammable material (including hover boards), firearm, ammunition, fireworks, explosives, BB gun/airsoft device, dangerous weapon, any type of sling shot device, paint ball gun, or any other material or instrument which, in the opinion of the College authorities, pose an unreasonable risk of damage or injury. Student agrees to be jointly responsible with other residents for protection of the common area furnishings, equipment, and facilities. Damage or loss of common area furnishings unless specifically assigned to individuals shall be equally divided among all members of the living group who have reasonable access to the common area.

**20. PERSONAL PROPERTY AND ABANDONMENT**

The Office shall, without liability, have the right to donate, destroy, auction or discard of any personal property left or abandoned on the premises three (3) days after a semester ends and/or three (3) days once the Spring semester begins for any resident who failed to remove all personal belongings in the halls over Winter break. The college shall hold property for 30 days. After the 30-day period, property will be donated or auctioned. During such a period, the College, Governing Board, Residential Life Office, and its officers, employees, and agents will not be responsible for loss, damage, or theft of the property.

**21. CONTRACT CHANGES**

Changes may not be made in the terms and conditions of this contract without the agreement and written permission from the Director of Housing and Student Life/Designee.

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