



Residence Life 2009-2010 Housing Information Sheet

Our Residence Halls provide suite style accommodations with on site student and professional staff dedicated to creating positive living and learning environments which promote academic success, cultivate personal development, and provide a comprehensive collegiate experience for a diverse population.

Residence Life Provides:

- ✓ Bed & Mattress
- ✓ Desk & Chair
- ✓ Small Refrigerator
- ✓ One Phone Line (free local service)
- ✓ Basic Cable
- ✓ Shower Curtain
- ✓ Horizontal Blinds
- ✓ Chest of Drawers
- ✓ Two separate Internet Lines

*Also included: A laundry room in each wing of the Residence Halls which provide washers and dryers at **no additional cost** to students.*

Students Can Bring:

- ✓ Telephone
- ✓ Computer
- ✓ Television
- ✓ Bedding, Mattress Cover & Mattress Pad
- ✓ Waste Paper Basket
- ✓ Laundry Basket & Laundry Supplies
- ✓ Cleaning Supplies (room/bath)
- ✓ Towels & Washcloths
- ✓ Ironing Board & Iron
- ✓ Alarm Clock, Radio, Lamp

*Students are allowed to bring plants and posters to decorate rooms. Acceptable appliances include a microwave of 600 watts or less and candle warmer. **Hot plates, toaster ovens, toasters, halogen lamps, crock pots, etc., are NOT allowed. NO ANIMALS.** Rooms are not equipped for cooking. **Arizona Western College does not assume responsibility for lost, stolen, or damaged personal property. It is strongly recommended students purchase a Renter's Insurance policy to cover their personal belongings.***

Arizona Western College reserves the right to assign students to residence halls and rooms and to consolidate as needs dictate. Please review the Residence Hall Application/Agreement for additional information.

To Sign Up For Housing submit the following to Residence Life:

- ✓ A completed 2009-2010 Residence Hall Application
- ✓ A current copy of your immunization records showing proof of *MMR1 & MMR2*
- ✓ A \$100 Deposit

*Please note, private rooms are offered on a **space available basis** for an additional fee (**\$497.50**).*

2009-2010 Fee Schedule

Meal Plan:	\$1575.00
Double Room:	\$ 995.00
Semester Total:	\$2570.00

2009-2010 Important Dates

Fall Semester Cancellation:	August 1, 2009 <i>*deposit is forfeited after this date</i>
Fall Semester Hall Opening:	August 13, 2009 10:00 a.m.
Fall Financial Clearance Deadline:	End of the Official Add/Drop Period (August 20, 2009)
Christmas Break:	Halls close December 11, 2009 at 10:00 a.m.
Spring Semester Cancellation:	December 19, 2009 <i>*deposit is forfeited after this date</i>
Spring Semester Hall Opening:	January 7, 2010 10:00 a.m.
Spring Financial Clearance Deadline:	End of the Official Add/Drop Period (January 14, 2010)
Summer Break:	Halls close May 14, 2010 at 10:00 a.m.

2009-2010
Academic Year



FOR OFFICE USE ONLY

Date Rec'd _____ Deposit _____
Immunization _____
Hall _____ Room _____
Datatel: _____ Box# _____

RESIDENCE HALL APPLICATION/AGREEMENT

Return this application with your deposit and record of immunizations to:

The Office of Residence Life
P.O. Box 929, Yuma, AZ 85366-0929
Or you may fax it to: 928-317-5888

This application should be submitted directly to The Office Residence Life in the 3C Building. Failure to do so may result in a delay in the reservation of a space for you.

PLEASE TYPE OR PRINT ALL SECTIONS OF THIS APPLICATION

Please print all information as it is printed on your VISA or state driver's license or photo ID, unless you have recently had a change in address.

_____	Legal Name _____	_____	_____	_____		
Social Security or Student ID	First	Middle	Last	()		
_____	Permanent Address (number, street, apt., city, state, zip)			Permanent Phone (include area code)		
_____	Mailing Address (if different from above)			Birth Date (month/day/year)	Gender	Age
_____	Emergency Contact (name)			Emergency Contact (phone; include area code)		
_____	Parent or Guardian			Address (if different from above)		
Have you been accepted to participate in an intercollegiate sport? If so, which sport? _____						
()	_____			_____		
Student Cell phone	Student Email			height		

CONTRACT PERIOD & ACADEMIC STATUS

I am applying for Academic Year (fall and spring) 20 ____ - 20 ____; or spring (only) 20 ____

I will enter AWC as a: ____ new freshman ____ transfer student ____ continuing student

I will enter NAU in Yuma as a: ____ new junior ____ senior ____ graduate student

HAVE YOU EVER BEEN CONVICTED OF A FELONY OR MISDEMEANOR? (Other than a minor traffic violation.)

____ YES ____ NO (An answer of yes does not automatically disqualify you from qualifying for student housing.)

If your answer is yes, you must attach to this application a detailed summary of the offense(s) from an appropriate judicial or corrections official, including copies of police reports, sentencing reports or other evidence satisfactory to the College. Your application will be reviewed and you will be notified in writing of the decision regarding your housing request. Failure to disclose an incident will subject you to potential revocation of your on-campus housing.

MEAL PLAN

Residence hall students are required to purchase a meal plan with their housing agreement at the cost of \$1575.00 per semester. It is a declining balance meal plan for which the student is responsible for tracking and maintaining.

LIFESTYLE REQUESTS

Residence Hall Request: _____ DeAnza: 1st floor women & 2nd floor men
Number 1 - 3 _____ Garces: 1st floor men & 2nd floor women
_____ Kino: men only

Roommate Requests: (1) _____
All roommate requests must be mutual to receive full consideration. Last First Middle SSN
(2) _____
Last First Middle SSN
(3) _____
Last First Middle SSN

I am a student with a disability and need special accommodations. (Please register with the AWC Coordinator of Services for Students with Disabilities if requesting accommodations under Americans with Disabilities Act or Section 504.)
Specify disability and type of accommodation requested: _____

(Lifestyle requests will be granted when space is available. This agreement is for space only and the College reserves the right to make changes in room or roommate assignments when the College deems necessary.)

RESIDENCE HALL AGREEMENT

This Residence Hall Agreement ("Agreement") is made and entered into by and between Arizona Western College and the undersigned student (and parent or legal guardian, in the event said student is under eighteen (18) years of age). The parties agree as follows:

Arizona Western College agrees to provide the undersigned student with room accommodations in one of the residence halls and food service on the campus of Arizona Western College for the ____ (1) academic year 20 ____ - 20 ____ OR ____ (2) Spring semester of ____ only.

In consideration of the use and occupancy of said room and the furnishing of food services, the undersigned student (and parent if applicable) agrees to accept full financial responsibility for the full contract period stated above in accordance with the current fee schedule. Fees shall be payable in the manner designated by the AWC Business Office.

A deposit, as provided in the AWC Conditions of Residence, must accompany this signed agreement. The undersigned student (and parent if applicable) agree: (1) to reside in the accommodations assigned, (2) to pay for such accommodations for the academic year or the designated portion of the academic year, and (3) to comply with all policies and procedures of Arizona Western College and rules and regulations as they now appear or may hereafter be amended as they are contained in the Behavioral Code of Conduct, Residence Life Community Standards, Student Handbook, College Catalog, and Residence Hall Conditions of Housing. These rules and regulations are incorporated within the agreement and by this reference made a part hereof.

NONTRANSFERABLE AGREEMENT

Read attached information before signing.

I have read, understand and accept the terms of this Residence Hall Application/Agreement, Residence Hall Conditions of Residence and the Residence Hall Community Standards. I understand that any violation of College policies outlined in the Behavioral Code of Conduct, Residence Life Community Standards, Student Handbook and College Catalog may result in disciplinary action up to and including termination of this agreement, which would result in expulsion from the residence hall and/or expulsion from the College and forfeiture of deposit. I accept financial responsibility for the full agreement period that I have stipulated above.

Signature of Student _____
Date

Signature of Parent/Legal Guardian (if under eighteen years of age) _____
Date

Witness _____
Date

If under 18 years of age
Parent/Legal Guardian signature must be notarized if not signed within the office. Subscribed to and before this _____ day of _____, 20 ____ .
by _____ Commission Expires _____

IF UNDER 18 YEARS OF AGE, PLEASE SUBMIT COMPLETED MEDICAL RELEASE FORMS.

RESIDENCE HALL COMMUNITY STANDARDS

In addition to abiding by applicable federal, state, and local laws, residents are expected to understand, support and live by community standards and rules and regulations established for residence halls. Residents will receive a detailed set of these rules in the Student Handbook during the check-in process. Residents are also responsible for understanding and abiding by all rules and regulations set out in the Behavioral Code of Conduct and Residence Life Community Standards. Residents demonstrating specific or general undesirable behavior or an unwillingness to cooperate in the living-learning community, are subject to applicable charges and may be subject to disciplinary action including, but not limited to, removal from the residence hall system and/or College. **Residents removed from the residence hall system for reasons of conduct will be held financially responsible for the ENTIRE balance due on account as well as forfeit their deposit. Violators may be subject to removal from the residence hall, the College, and may be subject to prosecution.**

ALCOHOL AND OTHER DRUGS: AWC is a substance free campus. Possession, sale or consumption of alcoholic beverages or illegal drugs and/or the possession of alcohol containers and paraphernalia in the residence halls and on campus is prohibited. Paraphernalia "is any legitimate equipment, product, or material that is modified for making, using, or concealing illegal drugs or alcohol. Paraphernalia may include, but is not limited to: alcohol shakers, funnels, empty alcohol containers, certain pipes, screens, bongs, and roach clips.

CIVILITY, HARASSMENT, INDECENT BEHAVIOR AND ASSAULT: Harassment, particularly that directed at someone because of race, gender, religion, or sexual orientation, and including lewd or indecent behavior, non-consensual sexual contact, indecent exposure and sexual assault is strictly prohibited.

CLEANLINESS: Each room is to be kept clean and orderly by the residents for maintenance of health and safety. Residents are responsible for cleaning up after themselves in common areas and are to remove their room trash to the designated trash area. Residents may be billed individually or collectively for any excessive cleaning necessary as a result of student behavior.

COLLEGE PROPERTY IN ROOM: Storage is not available for residence hall room furniture provided by the College. All College issued furniture must remain in the room. Any unauthorized College property that is found in individual residents' rooms will be removed. Fees may be assessed to the student responsible or all students in the room.

COOKING/APPLIANCES: A small refrigerator is provided in each room. **Residents may not bring their own refrigerator.** Residents may bring and use microwaves (maximum 600 watts) and candle warmers with unburned wick candles. No other appliances are allowed.

DAMAGES: Residents will be held financially responsible for any damages to or loss of property attributable to their individual behavior or participation in group activities. Damage charges are added to the resident's College account. You will be notified in writing of all assessments.

FIRE SAFETY: The following are prohibited in residence halls: obstruction of room door or windows; ceiling hangings or other decorations which are flammable or otherwise could contribute to fire spread; use of any flame device (candles, etc.), open coil appliance or burning incense; damaging or tampering with fire safety equipment (smoke detectors, extinguishers, etc); propping open or otherwise interfering with the intended smoke-barrier purpose of fire doors; blocking hallways or building exits; failure to evacuate according to designated procedures during a building alarm and/or failure to follow instructions of College or fire safety personnel; false report of fire or other dangerous conditions (bomb threats, etc.); activating false alarms. Residents may be billed for damage to, or tampering with, fire safety equipment. Refer to the Residence Life Community Standards in the AWC Student Handbook and Activity Planner for complete policy.

GAMBLING: Games where money is used or any other forms of betting are prohibited.

KEYS AND SECURITY: Room keys are issued at check-in. Residents are responsible for the security of their rooms and are strongly encouraged to keep doors locked at all times. Propping of building doors, allowing non-residents to follow one into the building, duplicating, loaning or other misuse of residence hall keys is not allowed. Replacement charges for a lock change will be assessed according to the current fee schedule. Mail keys will be issued by the AWC mailroom and replacement of lost mail keys will also be charged according to the current fee schedule.

OVERNIGHT GUEST POLICY: Residents are responsible for the behavior of his/her guests and for informing visitors of College policies. Overnight guests must be 18 years of age, the same sex and have a guest pass form on file. Contact the Hall Director On-Duty for registration of guests. Any resident who has an overnight guest will be charged according to the current fee schedule. Each resident is allowed a maximum of one guest per semester for a maximum of two nights. All fees must be paid to the Business Office prior to the guest spending the night. The receipt for payment must be filed with the guest register at the front desk.

PETS: Pets, including fish, are not permitted in the residence halls. Seeing eye dogs and other assistance animals are an exception to this rule.

POSTING AND SOLICITATION: All information posted in common areas and on bulletin boards must be approved by the Hall Director. Postings on room doors or other areas are subject to removal if such postings constitute a fire hazard or if the posted materials are unacceptable according to Residence Hall Community Standards (racist, sexist, etc.). Residents are liable for any damages caused by their postings. Solicitation is strictly prohibited in the residence halls without prior permission of the Vice President for Student Services.

QUIET HOURS AND EXCESSIVE NOISE: Courtesy Hours are always in effect and residents are to respect requests of others for quiet. Quiet Hours, at which time residents should be especially aware of the volume and impact of their noise, are observed between 8:00 p.m. until 10:00 a.m.

RESIDENCE HALL MEETINGS: All wing and residence hall meetings are mandatory and are to be attended by all residents. Those who do not attend will be held responsible for all information imparted during the meeting.

HEALTH & SAFETY CHECKS: The College reserves the right to enter and inspect residence hall rooms by authorized personnel. Rooms are subject to regularly scheduled inspections by appropriate staff members. The day and time will be posted in each residence hall. Re-check of any violations occurs within one week. Any violation not corrected will be documented and may result in a fee being charged and/or disciplinary action. Authorized personnel may enter a room if reasonable suspicion of a violation is occurring or has occurred.

ROOM/DOOR DECORATION: Decorations, including pictures and posters, are not to be hung with glue, scotch tape or anything else which will deface the walls or woodwork. Tacks, straight pins or small nails are permissible. Any picture, poster or other room decoration should be in good taste and not of a nature which is reasonably likely to offend roommates, other members of the community, visitors, or family members. You will be asked to remove any items that may be offensive.

SMOKING: In compliance with Smoke-Free Arizona Act (A.R.S. 36-601.01), smoking is not allowed in residence hall rooms or in the lounges, laundry rooms or other common areas. Also, smoking is prohibited from within 20 feet of all entrances including windows.

STUDENT IDENTIFICATION CARDS: All individuals residing in a residence hall MUST have a student identification (ID) card. Your meal ticket will be affixed to the front of your ID card. Student ID cards are good for as long as you are a student. The first ID is issued at no cost. Charges will be assessed for replacements according to the current fee schedule.

VISITATION: Visitation hours and guidelines are posted in the residence halls and are Sunday through Wednesday 7am – midnight and Thursday through Saturday 7am – 2am. Visitation hours are subject to change.

WEAPONS, FIREARMS AND FIREWORKS: Weapons, explosives (including fireworks) and firearms are not allowed in the residence halls at any time. Firearms may be kept on campus in the Campus Police Office and checked in and out for OFF CAMPUS USE ONLY.

RESIDENCE HALL CONDITIONS OF RESIDENCE

Arizona Western College (the "College") reserves the right to deny a College-operated residence to any student whose behavior demonstrates that s/he will likely disrupt residence hall occupants or endanger the welfare of residence hall occupants or other members of the Arizona Western College community. Race, nationality, sex, age, creed, or disability is not a reason for denying a College-operated residence to any student(s).

1. Eligibility

- a) To be eligible for a campus residence, a student must be enrolled in and attending regularly twelve (12) or more credit hours each semester. Exceptions can be requested in writing.
- b) Before an application for residence will be considered, the applicant must complete and sign the residence hall agreement, of which these Conditions of Residency are a part, pay the required deposit, and be cleared by AWC Health Services by submitting proof of immunizations.

2. Housing 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. 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 agreement with the Office of Residence Life by Aug. 1st for the fall semester or by December 19th for the spring semester.
- b) Failure of the student to claim his/her room by the first day of classes.
- c) Termination of residence by the student prior to full semester payment of rent.
- d) Failure of the student to file a claim for refund of the deposit within thirty (30) days after the student's departure from residence hall unless the student has instead filed an application for residence hall accommodations for a future date.
- e) Failure to follow prescribed checkout procedures when departing from the residence hall.
- f) 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.
- g) Breach of any of the terms and conditions of the residence hall agreement, including removal for disciplinary action.
- h) To satisfy any other unpaid charges and assessed fees owed to the College documented through the Arizona Western College Business Office.

3. Payment Schedule for Room and Board

- a) Full payment is required in advance for each semester. Students residing in the residence halls must receive official clearance from the Business Office no later than the end of the official drop/add period for the semester. Official Clearance is indicated by a permanent meal sticker for the current semester issued and affixed to the student's identification card by the Business Office.
- b) Payment plans may be arranged on-line at http://www.azwestern.edu/online_services.html
- c) Arizona Western College may forward delinquent accounts to a collection agency.

4. Assignment to Residence Hall

- a) A student will receive confirmation of his/her residence hall assignment after all necessary paperwork is on file with the Office of Residence Life.
- b) Students are permitted to have private rooms when the residence halls are not filled to capacity. The cost of a private room is 1½ times the regular room rate and must be paid in advance. Each student who desires a private room must consult with the Office of Residence Life.
- c) The College reserves the right to consolidate vacancies in the interest of economy. Upon notification of consolidations, those students who choose to remain as the single occupant of a room will be charged the private room rate.
- d) Returning students are given first preference regarding roommates and room location. Assignment requests usually will be granted when space is available. The residence hall agreement is for space only and the College reserves the right to make changes in roommate assignments and room assignments when the College deems necessary.
- e) Students may not transfer rooms without prior written approval of the Hall Director and/or the Coordinator for Student Life. Transfers will usually not be permitted before September 1st for the fall semester or before February 1st for the spring semester. Violations may result in charges being assessed to the student account.
- f) Subletting arrangements of any kind are not permitted.
- g) All residence hall students are required to establish a TORO e-mail account through Arizona Western College.

5. Waiver of Charges and Refunds

- a) Room - Refunds to students departing from 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 10 weeks of room occupancy, a student is not entitled to any refund for the room. The total rent charges shall not exceed the semester rate except when added charges are assessed for losses and/or damages to College property.
- b) Board - Students are financially responsible for all meals served during the time they are waiting for clearance from the Business Office. All board refunds are contingent upon return of the meal ticket to the College Business Office. Students are charged a prorated rate for each week or partial week and refunds will be based on the number of unused weeks. After ten weeks of room occupancy, students are not entitled to any refund for board.

6. Non-Waiver of Charges

- a) A student who is removed for disciplinary reasons from the residence hall or from the College forfeits the balance of the money paid for the remainder of the current semester as well as his/her room deposit. If there is an unpaid balance, the student is responsible for payment of the unpaid balance for the current semester.
- b) Falling below 12 credit hours does not release the student from his/her financial obligations in the Residence Hall Agreement.

7. Use of Facilities - Room Entry by College Officials

- a) The Coordinator of Residence Life may authorize specific staff members to enter a student's room at reasonable announced times to perform maintenance functions or to enforce/verify safety and health standards.
- b) The Coordinator of Residence Life may authorize specific staff members to enter a student's room if there is reasonable cause to question whether the student is occupying the room or whether an unauthorized additional person is occupying the room.
- c) 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 rule violation.
- d) The residence halls and food services are closed during the winter break between fall and spring semesters. Students may not reside in the residence halls during this time. The weekend meal schedule will be observed on school holidays.
- e) In the event of a contract termination, the student's failure to checkout according to the required procedures and timelines may result in a lock change being assessed to the student's account.

8. Damages and Losses

- a) The student is financially responsible for all damage to and loss of College property attributable to her/his act, omission, or neglect; the student is not responsible for normal wear and tear.
- b) The College is not responsible for the loss or theft of, or damage to, the property of tenants. All students are encouraged to obtain homeowners/renters insurance.