



Southwestern Student Housing Room and Board Agreement 2008–2009

Enclosed you will find our current Student Housing information. Our apartment-style units, combined with our food service and campus activities, assure you a great college experience in residence life. For students dedicated to healthy lifestyles we offer Wellness apartments. Students residing in Wellness apartments (and their guests) choose to abstain from the use of tobacco, alcohol and drugs. Guest speakers, health and wellness information and community resources will support this concept. Please note that Wellness apartments are not necessarily quieter than other apartments. If you are interested please select that option on your application.

Student Housing Eligibility – All out-of-district or out-of-state first-time freshmen students choosing to attend Southwestern are required to live in student housing their freshman year unless you have a dependent, are 21 years of age prior to the first day of class, are a veteran, or if student housing is filled. Students must turn 18 years old before December 15th of the current school year they are attending to be eligible to live in Student Housing.

Application Process – A checklist below is provided to help you complete the process. To reserve a room you need to complete the enclosed application and sign the room and board agreement. Before signing, it is important to read carefully and understand all parts of the application and agreement. Room assignments are determined by the information on your application. Return both of these with your refundable \$250.00 housing deposit. The deposit is refundable according to the “Room and Board Rates and Deadlines” policy on the inside cover. There is no deadline for room

reservations but room assignments are based on the date all materials are received, so it is to your advantage to submit everything as early as possible.

Financial Aid – For students expecting financial aid, you will need to have the following by the first day of classes, (1) received an official award letter listing your financial aid awards AND (2) attended an entrance interview and submitted a completed loan application if you are a student applying for a loan. It is important to note on your award letter the Expected Family Contribution (EFC). This expected amount is for the whole school year. You or your family will need to pay approximately one-third of the EFC for each term you attend. The first payment is due upon your arrival at Southwestern. Parents may assist with this contribution by applying for a Plus Loan through Financial Aid. Receiving Financial Aid does not necessarily mean your student housing charges are completely covered; in fact, you should still expect to pay part of the cost out of pocket.

If the above financial aid paperwork is not completed prior to the first day of classes, or your aid package is less than the cost of housing or tuition, you will not be able to move into student housing until payment arrangements have been made at the Student First Stop Center in Dellwood Hall, (541) 888-7352.

We are looking forward to seeing you on campus. If we can be of further assistance, please don't hesitate to contact us at (541) 888-7635.

Checklist:

1. Read the complete packet of housing information.
2. Complete and sign the enclosed Student Housing Application and Room and Board Agreement.
3. Mail the Student Housing Application and Room and Board Agreement, and \$250.00 housing deposit to Southwestern.
4. Submit all financial aid paperwork.
5. Receive an official financial aid award letter (not just a preliminary award letter).
6. Make payment arrangements on any balance not covered by financial aid prior to arrival.
7. If you are a student applying for a loan (entrance interview can be completed during the first few days of checking into the room or at orientation). Attend an entrance interview and submit a completed loan application.

General Disclaimer

The undersigned, who agrees to be a registered full-time student (12 credits per term), hereafter "Student," and Southwestern Oregon Community College and the Office of Student Housing, hereafter the "College" and "Housing," hereby enters into this Room and Board Agreement, hereinafter called "the Agreement," upon the following terms and conditions. This Agreement is not transferable and shall not be assigned by the Student.

The College has the duty to protect students from an unreasonable risk of harm; consequently, the College reserves the right to deny or terminate housing for any person whom the College feels may pose an unreasonable risk of harm. The College also reserves the right to deny an application, to change or cancel assignments in the interest of order, health, safety, or to discipline with appropriate written notice.

Services

The College will provide the Student a residence in the student housing complex and meals in the Dining Hall during the term of the agreement, except in cases where a temporary assignment may be necessary. The College will furnish the Student with a single bed, chest, desk, chair, and closet space. Each room will be equipped with local telephone service, basic satellite television, and computer data port with Internet access.

Assignments

Out-of-district/state first time freshman students attending the College are required to live in the student housing complex for their freshman year unless: the student has dependents, is a veteran, is 21 years of age prior to the first day of class, or if the student housing complex is filled. Students must turn 18 years old before December 15 of the school year attending to be eligible to live in the student housing complex.

The College agrees to assign accommodations only after the Student has: (1) completed and signed a Student Housing Application (which refers to the Room and Board Agreement) and (2) submitted the proper deposit.

Subject to the availability of space, the College will make every effort to assign accommodation according to the student's preference, but the College will not guarantee assignment to a particular building, type of accommodation or specific apartment roommates.

Community Living, Room Changes and Vacancies

It is important that roommates work together to create a living environment that allows freedom with respect and responsibility. Roommate problems should be discussed with other roommates first and then the Resident Assistant second. Residents requesting transfers from one room to another will be considered based on space availability, date and time of request, and the necessity of transfer. All changes must be submitted and approved by Housing before a resident can move. Residents will not be charged for the first room change, but additional changes during an academic year will result in an administrative fee of \$75.00 for each change. Residents may submit room change requests during the first two weeks of each term, but no room moves will be made until after the second week of the term. This allows time to better assess vacancies and cancellations. Once vacancies are determined, Housing or the Resident Assistant will contact residents regarding their request.

Housing may assign vacancies at any time. When possible, Housing will try to have the present resident and the new residents meet prior to moving. Housing will inform all students of any move by phone, memo, e-mail, or through the Resident Assistant. Students are encouraged to spend time getting to know one another and to discuss important issues of a community living environment.

When a vacancy occurs in a double room, the remaining student will not be charged a single room rate for the remainder of the term the vacancy occurs. Housing reserves the right to assign another resident to the room. Students not willing to accept another roommate will be charged accordingly for the single room and possibly assigned to a single room elsewhere in the student housing complex. All residents occupying a room as a single at the beginning of a term will be charged the single room rate for that term.

The College reserves the right to deny an application, to change or cancel assignments in the best interest of order, health, safety, or discipline with appropriate notice. The College will also, when necessary or desirable, require students to move to other accommodations in order to vacate an apartment building, floor, or room and change room assignments for reasons of optimizing space utilization, health and safety, repair, or discipline.

Duration of Agreement

The Student agrees the duration of this agreement at the College is for the entire academic year (or an appropriate portion thereof), including Thanksgiving and spring break. Arrangements to stay in the student housing complex during other breaks need to be made directly to Housing. However, the Student may be required to occupy temporary facilities during these vacation periods. For specific dates of the opening and closing of the , refer to the "Room and Board Rates and Deadlines" section of this Agreement. The Student will not be allowed to occupy a room prior to the official opening or after the closing dates without prior approval.

Responsibility for Damage or Loss

The Student's signature on the check-in form establishes the Student's acceptance of the condition of the rooms and contents at the time of occupancy and therefore becomes the standard for the condition of the room and contents at the termination of occupancy.

The Student specifically agrees to be liable for damage or other loss incurred to the building, apartment, furniture, and equipment, which are not the result of ordinary wear and tear, including any damages caused by a guest of the Student. Damage within the Student's room and shared living area is the responsibility of the Students assigned to that space. Damage occurring to inside- and outside-common areas (e.g., restrooms, living rooms, kitchen and patios/decks) not attributable or chargeable to a specific individual or group shall be equally shared by the residents of the living area where those damages occur. The Student agrees to pay such damages upon demand. When moving out of any accommodation, the Student must be checked out in accordance with published check-out procedures. Failure to do so will result in a charge for an improper check-out. In addition, the Student will be assessed charges for failure to turn in the room key and/or for cleaning and damages at termination. Upon checkout, the Student forfeits any right to property left behind, including bicycles.

College Liability

The College shall assume no responsibility for the theft, destruction, or loss of money, valuables, or personal property belonging to, or in the custody of the Student, for any cause whatsoever whether such losses occur in student rooms, storage rooms, public areas, elsewhere in the apartment, on campus, or in baggage being shipped or stored. The College encourages the Student to carry personal property insurance.

Meal Plan Service

Meals are included in your room and board package and are only available at the Empire Café. Meals are served daily beginning with dinner on the day the student housing complex opens and ends with lunch on the final day of scheduled exams. Empire Café serves breakfast, lunch and dinner Monday through Friday and brunch and dinner on Saturday and Sunday. On College holidays scheduled during the academic term, only brunch and dinner will be served. Lunch will be the last meal served on Wednesday before Thanksgiving.

A meal plan may be changed once during the first two weeks of the term. No meal plan changes will be permitted after the second week of the term. Students have the choice of three different plans:

- 15-meals-per week: This plan allows the student to eat a total of fifteen meals per week. The "meal plan week" begins on Monday breakfast and ends Sunday dinner through each term. Meals do not carry over to the next week.

- Flex Plan: This plan is for students who would like more purchasing flexibility. The student is allocated 88 meals and 125 flex dollars each term. The meals may be eaten at any time during the term, and flex dollars can be used to purchase any items (including meals) from Empire Café during normal business hours. Unused meals do not carry over to the next term. Meanwhile, flex dollars do carryover to the next term, but expire at the end of the Agreement. Students on this plan may purchase additional flex dollars.
- 19-meals-per week: This plan allows the student to eat at every scheduled mealtime. Meals do not carry over to the next week.

All three plans function as debit balance accounts - similar to a prepaid credit card. Only Flex Plan participants may purchase flex dollars. Students must use their ID card - the same one used to access your apartment - to debit their meal plan account.

If the Student has special dietary needs, Empire Café may be able to accommodate. However, special dietary requests should be made to Housing prior to attending the College.

Cleaning/Damage

At checkout, Housing will compare the apartment and room condition with the Room Inventory Sheet (filled out by the resident at the beginning of the year). Housing will charge the resident for damages assessed during the checkout. However, Housing will charge the residents for damages discovered within a reasonable amount of time after the resident has left.

Termination of Agreement

The College may terminate this agreement and take possession of any room at any time for violation of any of the provisions herein or when it is in the interest of the College. The agreement is automatically cancelled if the Student's enrollment is officially terminated through withdrawal from the College or through academic suspension or administrative dismissal. The Student must notify Housing immediately and cease using his/her food service meal plan. The Student will be held liable for room and board charges beyond his or her last date of attendance. These requests for refunds shall be processed when final check-out is complete.

Should the Agreement be terminated, the Student agrees to vacate the student housing complex within 24 hours unless special permission, in writing, has been obtained from Housing. Until all sums due and owed under this Agreement are fully paid, the Student may not register for future course work at the College or receive transcripts, diplomas, degrees, or certificates.

The Student agrees to pay all reasonable costs, attorneys' fees, and expenses that shall be made or incurred by the College in enforcing this Agreement. Specific rates, dates, refunds, and miscellaneous charges for the proper academic period are found on the "Room and Board Rates and Deadlines" attachment and are made a part of this Agreement by attachment.

The delivery of the signed Student Housing Application to Housing by the Student constitutes an offer of housing accommodation, and the execution of this form by the Student and the delivery to Housing constitutes acceptance thereof.

Student Conduct Code

All members of the College are responsible for obeying the rules, which are essential for preserving an environment conducive to academic pursuits. Student Rights, Student Code of Conduct, and Student Grievance Procedures are contained in the Student Handbook and the Student Housing Handbook. The following activities and/or violations as part of the Standards of Conduct may result in disciplinary action.

- Academic Plagiarism: The intentional submission for evaluation to a college instructor or administrator of material based, in significant part, on work done by someone other than the submitter without reasonable written indication to the evaluator of material's true source.
- Academic Cheating: The intentional submission for evaluation to a college instructor or administrator of material based, in part, on a source or sources forbidden by generally accepted standards or by regulation established by the evaluator and disclosed in a reasonable manner.
- Furnishing false information to the College with the intent to deceive.
- Forgery, alteration, or misuse of college documents, records, or identification cards.
- Detention, physical abuse, or conduct which threatens imminent physical abuse of any person in the College community.
- Malicious destruction, damage, or misuse of college or personal property on the College campus. College property is defined as all real and/or tangible property owned or controlled by the College, including but not limited to buildings, grounds, equipment, motor vehicles, and library or other instructional materials.
- Theft or extensive damage to another's property in a college or college-related environment.
- Participation in hazing.
- Possession, use, or threatened use of firearms, ammunition, knives, explosives, dangerous chemicals, or any other objects as weapons on College property, except as expressly authorized by law and College regulations.
- The possession of alcoholic beverages or controlled substances on the College campus or any other facility that is rented, leased, owned, or occupied by the College.
- Sexual Harassment: Repeated and unwanted sexual advances, requests for sexual favors, and other verbal and physical conduct which results in inhibition of unconstrained academic interchange or career advancement, or creates an intimidating, hostile, or offensive environment for one of the parties.
- Substantial and material interference with the operation of the College.
- Failure to comply with the terms of any penalties applied under the Student Conduct Code.
- Disorderly Conduct: Disorderly conduct is defined as knowingly and intentionally engaging in violent, tumultuous, or threatening behavior which results in inconvenience, annoyance, or alarm; creates unreasonable noise, or disturbs any lawful assembly of persons.
- Eluding or attempting to elude a college security officer who is pursuing official duty.

Housing Conduct Code

Southwestern strives to provide its on-campus community with a safe and academic environment. In addition to following federal, state and local laws as well as Southwestern's Student Conduct Code, students who live in the student housing complex must follow these additional policies. Southwestern may terminate this Room and Board Agreement if the resident fails to abide by the following code. Students who seek an exception to these policies must petition Housing.

- Alcohol and Other Drugs:** Housing prohibits the consumption or possession of alcohol (including empty or partially full containers of alcohol), illegal substances, and drug paraphernalia (including anything resembling a bong i.e.: hookah and tobacco pipes). Residents who violate this policy face many serious sanctions, such as citations for Minor in Possession and Contributing to a Minor, probation, educational sanctions, mandatory counseling and fines. In situations where there is no consumption or intoxication, Housing typically fines residents \$50 each for the possession of empty alcohol containers and \$100 each for the possession of drug paraphernalia. In addition to the above sanctions, Housing will cancel this Agreement with residents whom are distributing (selling or giving) alcohol or illegal drugs. These residents will lose their \$250 deposit, but must continue to pay the cost of housing for the remainder of the term they committed the offense. Finally, non-participating guests and/or residents of the apartment (present or otherwise) where the alcohol or other drug use took place may need to meet with Housing officials and possibly face educational sanctions. (For more details about sanctions, please see Student Conduct Meetings and Sanctions.)

2. **Apartment Care and Inspections:** Housing expects residents to keep their apartments and rooms in a clean, sanitary condition. Housing will inspect apartments and rooms for health, safety and cleanliness at least once every month. They will confiscate illegal items, such as alcohol and other drugs and drug paraphernalia. Student conduct meetings and fines may also result. Housing will provide written or oral notice before these inspections. Housing reserves the right to put apartments/rooms on more frequent inspections (e.g. once every week) or random inspections between the hours of 8 a.m. to 8 p.m. Housing will provide one-time notice that apartments are on frequent or random inspections, and they may continue indefinitely.
3. **Apartment and Room Entry:** Housing reserves the right to enter an apartment or room for the purpose of policy enforcement, property inventory, fire safety, sanitation, maintenance, and the well-being of occupants.
4. **Area/Building Meetings:** Attendance at area/building meetings is mandatory. These meetings help residents connect with each other for academic and social activities as well as inform them about important dates and deadlines. Housing may issue a fine of \$10 to each resident whom miss meetings without prior notification.
5. **Commercial Activity:** Residents may not use Housing facilities (including their rooms) for commercial purposes, or in association with commercial vendors without permission from the Director of Housing.
6. **Damages:** Damage to a resident's assigned room, including the walls, is the responsibility of that resident. Housing considers walls to be damaged and residents being charged for pin holes, large holes or corner damage and holes in clusters. Housing recommends using removable adhesives or poster putty to hang wall decorations. In addition, Housing prohibits strings of holiday lights as they blacken walls. Damage to common areas of the apartment is charged to the individuals responsible, if it is known. Otherwise, common area damages are shared by every resident assigned to that apartment.
7. **Dangerous Devices:** Housing prohibits the possession, use, or threatened use of firearms or projectile weapons (including, but not limited to, any gun or facsimile, stun guns, water guns, and slingshots), ammunition, knives larger than 4 inches, martial arts weapons, explosives, dangerous chemicals, water balloons, or any other objects considered weapons on college property. Housing provides an exception for knives that are clearly used for cooking or eating.
8. **Dining Hall Behavior:** Housing will terminate the Room and Board Agreement with any resident who engages in disorderly conduct (as defined in the Student Conduct Code) while in Empire Cafe.
9. **Eluding:** Students who elude or attempt to elude a College official who is pursuing official duty are deemed to have committed the apparent offense. Moreover, these students face additional sanctions.
10. **Fire Safety:** Residents may not possess, display, or burn flammable materials (including, but not limited to, fireworks, candles, incense, gasoline, kerosene lamps, and open cooking elements). Also, residents may not hang anything from the ceiling, including sheets covering light fixtures. In addition, residents may not have fuel-powered motor vehicles (including, but not limited to, motorcycles, all-terrain vehicles, and gas-powered scooters) or associated parts for use, maintenance, repair or storage. Each apartment is equipped with a fire extinguisher and smoke detectors. Housing will charge a resident \$55 for tampering or misusing a fire extinguisher and \$55 for tampering with a smoke detector.
11. **Furniture and Fixtures:** Housing provides each resident with room and apartment furniture as well as lighting and plumbing fixtures. All furniture and fixtures must stay in the apartment or room. Housing will fine or seek criminal prosecution for those who misuse, steal, or destroy these items.
12. **Guests:** The term "guests" means any person who is not a registered resident of that apartment and includes residents from other buildings. The College holds its residents directly and financially responsible for the behavior of their guests. With prior approval from their apartmentmates, residents may have overnight guests. However, they may not stay for more than three consecutive nights and seven nights per academic term. Housing does not permit cohabitation. Guests who violate the Alcohol and Other Drugs policy (regardless of age) will be banned from the student housing complex if they are a student of the College and banned completely from campus if they are not a student of the College. The College will criminally cite people who violate the conditions of their no-trespass order. Moreover, residents who host people who have been banned from the student housing complex or the College will face disciplinary action. Finally, guests who are minors (under the age of 18) must have a legal guardian present to be on Housing property.
13. **Harassment:** Housing prohibits harassment based on a person's race, color, gender, national origin, age, religion, marital status, disability, veteran status, or sexual orientation on Housing property or at its activities. Housing describes "harassment" as when a person intentionally subjects another person to offensive physical contact for a reason other than self-defense or when a person specifically insults another person in his/her immediate presence with abusive words or gestures that a reasonable person would expect such an act would cause emotional distress or provoke a violent response.
14. **Keys:** All residence hall keys and key cards are the property of the College. Residents may not copy, loan, sell, or transfer a Housing key or key card to any person. Residents must also report lost keys or keycards to Housing within 24 hours for their safety and the safety of others. A replacement key and lock change costs \$45 and a replacement keycard costs \$10. Residents must return assigned keys and key cards at the termination of residence or upon demand.
15. **Lockouts:** Housing will always assist residents whom are locked out of their apartments or rooms. However, Housing will fine residents who utilize this service excessively.
16. **Mail and E-mail:** Housing assigns each resident a mailbox, which they must check daily. Residents may not misuse, destroy, or tamper with Housing mailboxes or mail service. Interim breaks may interrupt mail service and forwarding. Students are also assigned a College e-mail account, which they must also check daily. Residents are responsible for reading official Housing and College information sent to their mailboxes and e-mail accounts.
17. **Mattress Pad or Cover:** All residents are required to have a mattress pad or cover on their bed. Housing fines a resident \$10 if there is no mattress pad or cover on the bed.
18. **Parking Permit:** All residents must have a parking permit for any vehicle they park in the Housing parking lot. Housing provides one optional parking permit to each resident whom has a vehicle registered in their name or in their parent's or guardian's name. The permit expires when the Room and Board Agreement has ended. Residents may not transfer the permit to another person.
19. **Pets:** Residents may not have animals live or visit them in their apartments. Animals include, but are not limited to, dogs, cats, birds, rodents, snakes, frogs, and lizards. Fish are permissible as pets, but the bowl or tank may not exceed five U.S. gallons. Housing typically fines residents \$50 for a Pets policy violation as well as the cost of additional cleaning, repair, furniture or carpet replacement, or extermination of pests. Housing will cite residents whom abuse, neglect, or abandon an animal in violation of Oregon Revised Statutes 167.310 to 167.390.
20. **Quiet Hours:** All residents should keep their noise level at a respectful level at all times. In addition, residents must keep noise to a minimum during the hours of 10 p.m. to 8 a.m. Sunday through Thursday. On Friday and Saturday, quiet hours are from midnight to 10 a.m. During finals week, Housing enforces a 24-hour quiet expectation. Housing typically fines residents \$10 for each Quiet Hours policy violation.
21. **Sexual Assault:** The College prohibits sexual assault, which is any nonconsensual sexual act. A sexual act is nonconsensual if it is inflicted upon someone who cannot grant consent (due to cognitive disability, age, incapacitation due to drug/alcohol use, etc.) or compelled through the use of coercion, intimidation, threats, or physical force. When a person informs the College about a sexual assault (or an attempt), the College will honor the wishes of the reporter and the survivor and make available College resources.
22. **Sexual Harassment:** The College prohibits sexual harassment, which is any sexual advance, any request for sexual favors, or any verbal or physical conduct of a sexual nature that creates an intimidating, hostile, or offensive work or academic environment.
23. **Sports Equipment and Skateboarding:** Housing prohibits the use of any outdoor sports equipment, such as balls, Frisbees, bicycles, skateboards, and skates inside buildings or on sidewalks, porches, and stairs. Sporting activities may take place behind the Lighthouse Depot, the field next to Willamette River building, the cul-de-sac by Umpqua River and Heceta Head buildings, or other areas on the College campus designated for sports.
24. **Theft, Misuse and Destruction:** The College prohibits theft, misuse, and destruction of property. In addition, Housing considers the unauthorized use of unassigned rooms in an apartment a theft. Residents in violation of this policy may face immediate termination of the Room and Board Agreement.
25. **Tobacco:** The College prohibits the use of any tobacco products (including, but not limited to, cigarettes, cigars, and chewing tobacco) in any manner within the confines of the apartment and buildings. Tobacco use is not permitted within 10 feet of any entrance into a building, including patios, decks, and stairs. As a courtesy to others, the College encourages residents to use tobacco away from windows. Housing typically fines residents \$10 for using tobacco inside a building. Apartments and rooms which are damaged by smoke will result in an additional cleaning fee of \$50 plus the cost to repair damages.
26. **Water or Gel Beds:** Housing prohibits water or gel beds.
27. **Wellness Hall:** Students living in a hall designated as a "Wellness Hall" agree that they and their guests will abstain from the use of tobacco, alcohol, and illegal drugs. Housing will move any resident of a Wellness Hall to a non-wellness-themed building if they violate the "Alcohol and Other Drug," "Tobacco," and/or "Guests" policies.

Student Conduct Meetings and Sanctions

When College staff encounters a Housing policy violation, they may issue a College citation to the resident(s), write an incident report, call local authorities, or they may do a combination of these actions. Residents involved in incidents always have an opportunity to discuss what happened at a disciplinary meeting with a College official.

In addition to legal consequences, residents who violate the Southwestern Board of Education's policy for **alcohol and other drugs** face the following sanctions through a conduct meeting.

1. First Offense: Regardless of age, a resident who has been found responsible for consuming alcohol anywhere on campus property (even if law enforcement does not issue a Minor in Possession violation) will have the opportunity to complete a drug education class at the resident's expense. The resident must also complete educational modules on the Internet assigned by the meeting officer. Also, the resident is on Housing Probation.
2. Second Offense: Housing will cancel the Room and Board Agreement with a resident found responsible for a second violation anywhere on campus property. The resident will have 24 hours to move out of the room and apartment. Moreover, the resident forfeits the housing deposit and is liable for the remaining housing costs for that term. Students asked to leave the student housing complex may continue their education at the College. However, the College prohibits them from entering or visiting Housing property or facilities.
3. Third Offense: The College will expel a student found responsible for a third violation anywhere on campus property. In addition, the College prohibits the student from entering or visiting College property or facilities.

Here is a sample of sanctions and fines Housing may use to address a student's conduct (listed in alphabetical order):

1. Cancellation of Room and Board Agreement: When Housing cancels the Agreement for a policy violation, the resident will have 24 hours to move out of the room and apartment. Moreover, the resident forfeits the housing deposit and is liable for the remaining housing costs for the rest of that term. Finally, the College will prohibit the student from entering or visiting Housing property or facilities.
2. Community Service and Educational Activity: Residents may perform various services to the College including, but not limited to, implementing educational and social activities, performing grounds keeping, completing educational activities on the Internet, etc.
3. Confiscation: Southwestern Public Safety will confiscate illegal items (or items against College policy), such as alcohol, illegal drugs and drug paraphernalia.
4. Counseling: Housing may refer a resident to the counseling office or an off-campus agency for assessment.
5. Housing Probation: Residents with this status are at a heightened risk of having Housing cancel their Room and Board Agreement.
6. Fines: Housing fines may change without notice and the amount is always subject to the discretion of the Director of Housing. Depending on the situation, fines may be split evenly among all the current residents of that apartment. Also, fines may increase for repeated violations. For a complete list of fines, see the Housing Office.
7. Letter of Reprimand: Housing sends a letter of warning to the resident, explaining the policy violation and encouraging the resident to avoid committing the violation again.
8. Room Assignment Change: Housing will move a student to another room.

Room and Board Rates and Deadlines

	Summer 2008	Fall 2008	Winter 2009	Spring 2009
Student Housing opens: New Students	June 21	September 25	January 2	March 27
Returning Students	June 21	September 25	January 4	Open
Student Housing closes:	August 16	December 13	Open	June 13
<i>No early check-ins will be allowed.</i>				
Meal service begins:	*See Below	September 25 - Dinner	January 4 - Dinner	March 29 - Dinner
Meal service ends:	*See Below	December 12 - Lunch	March 20 - Lunch	June 12 - Lunch

No meal services during Thanksgiving, winter and spring breaks. Arrangements to stay in housing during breaks need to be made in writing through the Housing Office. Please check with the Housing Office for rates.

*Meal plan for summer is optional - See Housing for cost.

Schedule of Rates Per Term

<u>PRIVATE ROOM RATE</u>	<u>Fall</u>	<u>Winter</u>	<u>Spring</u>	<u>Total</u>	<u>DOUBLE ROOM RATE</u>	<u>Fall</u>	<u>Winter</u>	<u>Spring</u>	<u>Total</u>
15 per week	\$2,755	\$2,030	\$1,375	\$6,160	15 per week	\$2,290	\$1,660	\$1,075	\$5,025
Flex Plan	\$2,755	\$2,030	\$1,375	\$6,160	Flex Plan	\$2,290	\$1,660	\$1,075	\$5,025
19 per week	\$2,850	\$2,125	\$1,470	\$6,445	19 per week	\$2,385	\$1,755	\$1,170	\$5,310

- Summer Term Housing is room only. Meal plan optional. Single: \$1,000; Double: \$600.
- Please see meal plan service for more details
- Each term the Flex Plan offers an average of eight meals per week and scrip money for purchasing food and meals at the student's choice. Only Flex Plan participants may purchase additional scrip money in \$110.00 increments at the cash price of \$100.00. Unused scrip money only carries over from Fall to Winter and Winter to Spring terms. Unused meals do **NOT** carry from term to term. Upon completion of agreement unused script meals or money will not be refunded.
- Each term the Flex Plan offers 88 meals and \$125.00 in scrip money.

For students expecting financial aid, you will need to have the following by the first day of classes, (1) received an official award letter listing your financial aid awards and (2) attended an entrance interview and submitted a completed loan application if you are a student applying for a loan. If the above financial aid paperwork is not completed prior to the first day of classes, or your aid package is less than the cost of housing or tuition, you will not be able to move in to student housing until payment arrangements have been made at the Student First Stop Center in Dellwood Hall, (541) 888-7352.

Schedule of Miscellaneous Deposits and Charges

\$250.00 Housing Deposit	\$10.00 Damaged or lost ID Card
\$ 25.00 Social Fee (per term)	\$50.00 Improper Checkout
\$ 45.00 Damaged or lost key replacement	\$50.00 Cleaning charge (minimum)

The Housing Deposit must be submitted with a signed Room and Board Application and a Student Housing Room and Board Agreement. Room assignments will only be made upon receipt of the above application, agreement and deposit. Deposit refunds typically require 15 business days to process.

IMPORTANT — PLEASE READ

Refund Schedule

All room rate refunds are based upon the student being formally released from the agreement by the Housing Office. After the first official day of class, charges are determined on a weekly basis ending each Friday on the following schedule:**

Move-outs during the 2nd week Prorated refund of room and board rate and loss of room reservation deposit.

Move-outs after the 2nd week Will be charged 100% of the quarter room rate and loss of room reservation deposit.

**Federal Financial Aid students are subject to a different policy. Refer to the Financial Aid-Return of Title IV Funds pamphlet available at the Financial Aid Office.

Room Reservation and Cancellation

New Students - The Housing deposit by students moving into housing for the first time is refundable (less \$30 application fee) if cancelled in writing prior to the following dates: **Fall term** – second Friday in August; **Winter term** – last Friday before Thanksgiving; **Spring term** – last Friday in February. Any room reservation cancelled **after** these deadlines or **during** any term at any time (other than the reservation period) will result in forfeiture of the \$250 Housing Deposit. This does not apply to students on the housing waiting list where no deposit is required. **Returning and Current Students** – Students canceling during the reservation period posted at the end of the fall and winter terms will forfeit \$125.00 of the Housing Deposit. The remaining deposit balance will be applied to their student account or refunded (a form is provided). Students canceling during the reservation period at the end of the spring term will have the Housing Deposit applied to their student account or refunded. **Students failing to indicate they are not returning to housing or Southwestern during any reservation period will forfeit the \$250.00 Housing Deposit.** Students failing to indicate they are returning to housing during the reservation period could result in loss of their room.

If a student has filled out the necessary paperwork to ensure himself/herself a room for the term, but does not show up for check-in by the first day of classes, the deposit will be forfeited and his/her room will be assigned to someone else on the second day of classes. If a student is unable to check-in by the first day of classes, he/she must submit a written request to have his/her room set aside for a specific day. This specific day should not exceed a week from the first day of classes. In no case will a late arrival reduce the quarterly room charge.

IMPORTANT REMINDER! College policy requires all out-of-district/out-of-state first time freshman students choosing to attend Southwestern to live in student housing their freshman year unless you have a dependent, are a veteran, are 21 years of age prior to the first day of class, or if student housing is filled. To be eligible for housing students must be 18 years old before December 15th of the fall term dated above.

Housing Themes

Southwestern encourages students to choose a theme that will help them attain their academic and career goals. Choosing a theme does not lock students into a field of study, but living with students who have similar career goals is a great way to build friendships and enhance learning.

Academic Pursuits: This hall is for students who are dedicated to the pursuit of knowledge, high-achievement in coursework and interaction with faculty. Housing staff will work with residents to create educational programs that revolve around improving study skills, developing study groups, writing scholarship applications as well as intellectual discussions with peers and faculty. While Academic Pursuits center around the pursuit of knowledge, it is not necessarily quieter than other themes or apartments.

Allied Health: Students who select this hall are interested in health careers such as medicine, nursing and emergency services. Housing staff will work with residents to create educational programs that revolve around health and educational programs that revolve around the medical field as well as study groups for the classes common in this area of study.

Arts and Theater: This hall is for students who want to learn more about the arts, such as theater, music, painting and sculpture. Whether the student is a novice sculptor or an experienced thespian, this community will strive to nurture the artist within. Housing staff will work with residents to create programs that revolve around attending art performances as well as producing events for the Southwestern community.

Culinary: The culinary hall features a hall where Oregon Coast Culinary Institute (OCCI) and other Southwestern students can live together and share their love of cooking and knowledge of nutrition. Admitted OCCI students automatically have the privilege of residing in the culinary-theme hall. Non-culinary students are welcome to apply.

Wellness: Wellness is for students who have an interest in maintaining high levels of personal health and a healthful living environment for others. Housing staff will work with residents to create educational and social programs that revolve around health, nutrition and fitness. Residents in these buildings agree that they and their guests will abstain from the use of alcohol, illegal drugs, and all forms of tobacco. Residents who violate this agreement must move to a non-Wellness building (including situations where the residents' guests have violated the agreement). While Wellness buildings center around a healthy living environment, they are not necessarily quieter than other themes or apartments.