

SOUTHWESTERN OREGON COMMUNITY COLLEGE  
**Student Housing Room and Board Agreement**

**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, a computer data port with Internet access, and wireless internet access. This does not pertain to overflow accommodations.

**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, have taken college courses for the equivalent of one academic year (2 semesters or 3 terms) and have passed 45 credit hours of college courses (credits taken while in High School do not count toward this total), are enrolled in a specific 100% online degree program, or if the student housing complex is full. 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 accommodations 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 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 students of any move by e-mail or through Housing Staff. Students are encouraged to spend time getting to know one another and to discuss important issues of a community living environment. All approved room changes must occur within 48 hours of approval.

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. Housing reserves the right to charge for, and potentially reassign to, a single room those students who are deemed difficult roommates or those who are not willing to accept another roommate in their double room. All residents occupying a room as a single at the beginning of a term may 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'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 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. Winter and Summer breaks are not included in this agreement. Arrangements to stay in the student housing complex during these breaks must be made in writing 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 Student Housing, refer to the "Student Housing Application Information" section of this document (page 5-6). The Student will not be allowed to occupy a room prior to the official opening or after the closing dates without prior approval. Any approval will be subject to additional charges.

**Responsibility for Damage or Loss**

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. It is the responsibility of the Student to secure their apartments by keeping exterior doors closed when no one is in the common areas. Failure to do so could result in fines being assessed. 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.

# SOUTHWESTERN OREGON COMMUNITY COLLEGE

## Student Housing Room and Board Agreement

### 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 lunch and dinner Monday through Friday. 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.

**110-meals-per term:** This plan allows the student to eat a total of 110 meals per term. The “meal plan week” begins on Monday and ends Sunday through each term. Meals do not carry over to the next term and unused meals will be forfeit.

Dining Services provides menu options for Vegetarian, Gluten Free and Dairy Free diets. Requests for other special dietary needs must be made to Housing 30 days prior to attending Southwestern.

### 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. Additionally, Housing will charge the residents for damages discovered within a reasonable amount of time after the resident has left.

### 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. 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.

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

Forgery, alteration, or misuse of college documents, records, or identification cards.

Theft or extensive damage to another's property in a college or college-related environment

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 \$100 each for the possession of alcohol or 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, and 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 chapter 3 of the Student Handbook.)

SOUTHWESTERN OREGON COMMUNITY COLLEGE  
Student Housing Room and Board Agreement

**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 and destroy 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.

**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. College staff will not search personal effects without the student's expressed consent.

**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 meeting without prior notification.

**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.

**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 non-LED 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.

**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 3 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. Confiscation: Southwestern staff may confiscate and destroy illegal items (or items against College policy), such as alcohol, illegal drugs, drug paraphernalia, and dangerous devices.

**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.

**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.

**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 inside apartments or inside stairwells. 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.

**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.

**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 apartment mates, 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 refer people who violate the conditions of their no-trespass order to local law enforcement. 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.

**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.

**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 \$50 and a replacement keycard costs \$10. Residents' must return assigned keys and key cards at the termination of residence or upon demand.

**Lockouts:** Housing will always assist residents whom are locked out of their apartments or rooms. However, Housing reserves the right to fine residents who utilize this service excessively.

**Mail and E-mail:** Housing assigns each resident a mailbox. 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. Housing will only send emails to student's college e-mail accounts. It is expected that students check this college assigned email regularly.

**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.

**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.

**Animals:** 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 fines residents \$60 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.

SOUTHWESTERN OREGON COMMUNITY COLLEGE  
**Student Housing Room and Board Agreement**

**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 will fine residents up to \$50 for each Quiet Hours policy violation.

**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.

**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.

**Sports Equipment and Skateboarding:** Housing prohibits the use of any outdoor sports equipment, such as balls, Frisbees, bicycles, skateboards, and skates inside buildings and on 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.

**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.

**Tobacco Products/Inhalant Delivery Systems:** The College prohibits students to use any tobacco products or inhalant delivery systems (including, but not limited to, cigarettes, cigars, chewing tobacco, hookahs and E-cigarettes) while on College property. Tobacco use is not permitted within the College's apartments or buildings and is only permitted in designated "Tobacco Use Areas". Housing will confiscate and destroy any tobacco and/or inhalant delivery system and fines residents \$100 per instance for tobacco/inhalant delivery system use/possession outside the confines of this agreement. Apartments and rooms which are damaged by smoke will result in an additional cleaning fee of \$50 plus the cost to repair damages.

**Water or Gel Beds:** Housing prohibits water or gel beds.

#### **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.

**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) may 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.

**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.

**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):

**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.

**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.

**Confiscation:** Southwestern staff may confiscate and destroy illegal items (or items against College policy), such as alcohol, illegal drugs, drug paraphernalia and dangerous devices.

**Counseling:** Housing may refer a resident to the counseling office or an off-campus agency for assessment.

**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.

**Housing Probation:** Residents with this status are at a heightened risk of having Housing cancel their Room and Board Agreement.

**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.

**Room Assignment Change:** Housing will move a student to another room.

SOUTHWESTERN OREGON COMMUNITY COLLEGE  
**Student Housing Application Information**

Enclosed you will find Southwestern's 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.

**Student Housing Eligibility –**

1. All out-of-district/out-of-state first time freshman students choosing to attend Southwestern must live in Student Housing their freshman year, unless Student Housing is filled, or students meet any one of the following:
  - a. Have a dependent or are married
  - b. Are a veteran
  - c. Are 21 years of age prior to the first day of class
  - d. Have earned 45 post high school college credits
  - e. Are approved to enroll in a specific 100% online degree program.
2. Students must be 18 years old before December 15th of the school year they are attending.
3. Students must be enrolled full-time (12 credits) to remain in Student Housing.  
  
Policy exceptions must be requested in writing to the Office of Student Housing.

**Application Process –**

The Housing Application can be completed online on the Housing website after applying for Southwestern College Admission, or on myLakerlink under the Campus Life tab, once acceptance notification from Southwestern's Admissions Office has been received.

The \$250 deposit is refundable according to the "Room and Board Rates and Deadlines" policy. There is no deadline to apply and it is to your advantage to submit everything as early as possible as room assignments are based on the date all materials are received and subject to room availability.

**Financial Aid –**

For students expecting financial aid; you will need to have the following submitted by the deadline date:

- a. All required financial aid paperwork AND
- b. The three step loan process, if applying for a student loan.

Visit the Financial Aid webpage at <https://www.socc.edu/getting-started/admissions/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 by the deadline date, or your aid package is less than the cost of housing or tuition, you must make payment arrangements at the Student First Stop Center in Stensland Hall, (541)888-7352 or (800) 962-2838 ext.7352.

We are looking forward to seeing you on campus. If we can be of further assistance, please contact us at (541)888-7635 or (800) 962-2838 ext.7635.

**Room and Board Important Dates** - No early check-ins will be allowed. Early arrivals will result in a \$100.00 per day fee.

	Summer 2023	Fall 2023	Winter 2024	Spring 2024
Student Housing opens:	June 17	September 7	January 6	March 30
Student Housing closes (at noon):	August 12	November 25	March 23	June 15

\*Any stays outside the open/close dates are subject to prorated room charges. Requests to stay in housing during breaks need to be made writing and approved through the Housing Office. Students staying from Spring to Summer who choose to leave during the break period between terms must return by the Wednesday after graduation to move to their new assignment.

**Meal Plans**

<b>Meal service begins:</b>	June 19-Lunch	September 7 – Dinner	January 8	April 1
<b>Meal service ends:</b>	August 10-Lunch	November 22 - Lunch	March 22 - Lunch	June 14 - Lunch

- No meal plan services during Thanksgiving, Winter, Spring, and other breaks.
- Meal plans listed show maximum meals per plan each term.
- Summer term rates have a full meal plan included.

**Schedule of Rates Per Term**

PRIVATE ROOM RATE	Fall	Winter	Spring	Total	DOUBLE ROOM RATE	Fall	Winter	Spring	Total
110 meals/term	\$3,093	\$3,093	\$3,093	\$9,279	110 meals/term	\$2,653	\$2,653	\$2,653	\$7,959

- Summer Term Housing rates are: Single: \$1,952; Double: \$1,440.

For students expecting financial aid, you will need to have the following by the deadline date, (1) received an official award letter listing your financial aid awards and (2) completed the three step loan process if you are applying for a loan. If the above financial aid paperwork is not completed prior to the deadline, 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 Stensland Hall, (541) 888-7352.

**Schedule of Deposits and Charges**

\$250.00 Housing Deposit	\$30.00 Social Fee (per term)
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The Housing Deposit must be submitted with a signed Student Housing Application and Room and Board Agreement. Room assignments will only be made upon receipt of the above agreement and deposit. Financial Aid does not cover the housing deposit and must be paid at time of submitting application.

**IMPORTANT – PLEASE READ: ROOM RESERVATION AND CANCELLATION**

**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 online at [www.socc.edu](http://www.socc.edu).

**Applicants**

Students applying for housing, the housing deposit 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 scheduled cancellation period each term) 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.

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.

**Current Residents**

Students canceling during the cancellation 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 accounts or refunded (a form is provided). At the end of the spring term students' \$250 (less \$30 application fee) housing deposit will be applied to their student accounts or refunded unless they reserve for a future term. **Students failing to indicate in writing they are not returning to housing or Southwestern during any cancellation period will forfeit the \$250.00 Housing Deposit.**

**Accommodation Request**

Any necessary and appropriate housing or dietary accommodation request must be approved by the Accessible Education Office by the following dates for consideration. Requests made after these deadlines may not be approved or may be granted for a future term.

Requests for **Fall Term**: second Friday in August    Requests for **Winter Term**: Friday before Thanksgiving    Requests for **Spring Term**: last Friday of February

Information contained in this publication is subject to change without notice.

# SOUTHWESTERN OREGON COMMUNITY COLLEGE

## Student Housing Public Health Informed Policies

Southwestern Oregon Community College aims to deliver its mission while protecting the health and safety of our students and minimizing the potential spread of disease within our community. As a resident within Southwestern Housing, the 2019 Novel Coronavirus or similar public health crisis will impact your housing experience as Southwestern Housing continues to make public health-informed decisions. The below policies and guidelines are incorporated into the Room and Board Agreement and are applicable to all residential students. As always, we will endeavor to update you with timely information about specific health and safety guidance important for our residential students.

### **Health and Safety -**

We expect that all members of Southwestern Housing community—residents, staff and visitors—act in a manner that demonstrates respect and consideration for those around them, including respect and consideration for the health and safety of all community members. All residential students are prohibited from creating a health or safety hazard within Southwestern Housing and the College may request or require a resident to leave Southwestern Housing if their continued presence in the housing community poses a health or safety risk for community members. Residential students are required to comply with health and safety laws, orders, ordinances, regulations and health and safety guidance adopted by Southwestern Oregon Community College Housing as it relates to public health crises. This guidance will evolve as the public health crisis evolves and may include, but is not limited to, social distancing, limitations on mass gatherings, wearing a face covering, diagnostic testing (including before or upon arrival to campus), contact tracing, disinfection protocols, limitations on guests into residence halls, and quarantine / isolation requirements (including before or upon arrival to campus). Adherence to health and safety requirements applies to all residents, staff and visitors and extends to all aspects of residential life, including bedrooms, bathrooms, community kitchens, lounges, computer rooms, courtyards and other common spaces.

### **Quarantine / Isolation / Separation –**

At any time, the College may request or require a resident to leave Southwestern Housing when that resident’s continued presence in the housing community poses a health or safety risk for community members. Residential students are required to comply with requests from Southwestern Housing to leave their assigned space due to any public health emergency and failure to do so is a violation of the Room and Board Agreement and may subject a student to emergency removal from their assigned space. Not all Southwestern Housing apartments are appropriate for self-quarantine or self-isolation, for example, and in those situations where a student is recommended to self-quarantine or self-isolate, students may not be permitted to continue residing in their residential space and will be provided alternative housing arrangements as needed. Removal from Southwestern Housing to isolate or quarantine does not constitute a termination of a residential student’s housing contract.

### **De-Densifying Efforts –**

Residential students are required to comply with any de-densifying efforts needed on campus due to any public health emergency, including, but not limited to, the relocation of all or some residential students to alternative housing. Relocation does not constitute a termination of a residential student’s housing contract. In the event Southwestern Housing must relocate students as part of a de-densifying strategy due to public health concerns for an extended period of time and alternative housing is not available, Southwestern Oregon Community College will offer impacted students fair and reasonable reimbursement as appropriate and based on information available at that time.

### **Dining Services –**

Dining service, including where and how it will be offered to residential students, is subject to the discretion of the College and is subject to modification to address public health concerns. Due to health and safety guidance adopted by Southwestern Oregon Community College, set forth in Paragraph 1 “Health and Safety”, Southwestern Dining may limit the occupancy of dining halls, limit the amount of time students may reside within dining halls, or make other operational adjustments needed to address health and safety concerns.

### **Cleaning –**

Southwestern Housing will continue to implement and modify its cleaning protocols to address any public health emergency in the interest of minimizing the spread of disease. Southwestern Housing will educate and inform residential students on appropriate cleaning protocols within their assigned spaces to reduce the spread of disease within the apartments, as it is the responsibility of each resident to maintain a properly cleaned room/apartment.

### **Termination –**

Upon reasonable notice, Southwestern Housing reserves the right to terminate housing contracts due to any public health emergency needs. In the event Southwestern Housing terminates housing contracts due to public health concerns, Southwestern Oregon Community College will offer reimbursements for impacted students based on the Refund Schedule listed in the Room and Board Agreement as well as information available at that time.

Students are encouraged to alert the Housing Office if they are feeling sick (with something other than the common cold/flu) so we may take appropriate measures, as necessary, to ensure the health and safety of the residential community.

In the event of a conflict between this Section “Student Housing Public Health Informed Policies” and other sections of the Room and Board Agreement, this Section will apply.