

# North Georgia College and State University Cadet Residence Hall Contract

## For the Academic Year 20\_\_ - 20\_\_

PLEASE READ THIS ENTIRE CONTRACT (front and back)  
AND SIGN AT THE BOTTOM OF THIS PAGE.  
RETURN THE WHITE COPY. KEEP THE BACK COPY FOR YOUR RECORDS.

Room assignments for military students are managed by the Assistant Commandant's Office. This contract does not guarantee that space will be available in the military residence halls unless space is authorized by the Assistant Commandant's Office.

This contract is made and entered into on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_, and is by and between North Georgia College and State University (hereinafter identified as NGCSU or University) and (name of student) (hereinafter identified as student or resident):

\_\_\_\_\_  
(Last) (First) (Middle)  
\_\_\_\_\_  
NGCSU Student ID#

In signing this contract, the student has made application for living accommodations in NGCSU's military residence halls and agrees to the terms set forth on the reverse side of this document. A space in the residence hall will not be authorized unless both a completed residence hall contract and a \$250 room deposit are on file, and only if space is available.

Please complete all requested information and return contract with the \$250 deposit to the office that issued this contract to you (for new cadets Cadet Recruitment Center at NGCSU, Dahlonega, GA 30597). Make checks payable to North Georgia College and State University. Currently enrolled students return contracts to the Assistant Commandant's Office; once paid, the room deposit stays on file for current students until withdrawal from school or change of status from resident to non-resident. Unless otherwise noted, this contract is binding for the entire academic year (Fall and Spring Semesters).

\_\_\_\_\_  
(Last Name) (First Name) (Middle Name) Home Phone: \_\_\_\_\_  
\_\_\_\_\_  
(Street Address) Cell phone: \_\_\_\_\_  
\_\_\_\_\_  
(City) (State) (Zip Code) Email address: \_\_\_\_\_  
Date of Birth \_\_\_\_\_ Sex: M or F Semester & Year Beginning Agreement Term  
(Circle one) Fall Semester, 20\_\_ Spring Semester, 20\_\_

**I understand that this contract is for a military room with the Corps of Cadets \_\_\_ Yes \_\_\_ No**

<p><b>NGCSU STATUS</b></p> <p>___ New Military Student</p> <p>___ New Military Student w/Transfer Credit</p> <p>___ Former NGCSU Cadet (Returning)</p> <p>___ Current Cadet at NGCSU (Continuing)</p>	<p><b>CLASSIFICATION AT BEGINNING OF AGREEMENT TERM</b></p> <p>___ Freshman</p> <p>___ Sophomore</p> <p>___ Junior</p> <p>___ Senior</p>
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**Room Assignment Information**

I prefer to live with \_\_\_\_\_ (roommate request must be mutual for request to be considered).

I would like to request \_\_\_\_\_ Company. Note: Living accommodations (i.e. traditional dorms or new cadet suites) will be determined by Cadet Unit (Company) assignment. Units will be assigned to dormitories at the discretion of the Commandant of Cadets to accommodate the needs of the University and the Corps of Cadets. Price of housing in different dormitories will vary, and is set by the University. New cadets who attend an early INTRO session will have the opportunity to make company and roommate requests at the military briefing. Requests made during INTRO will supercede requests made on the room contract form. Assignments will be made and housing charges generated based on dorm assignment after July 1<sup>st</sup>; late requests for company and roommate cannot be considered.

Room and meal charges are added to student invoices by the Assistant Commandant's Office; tuition and fees are generated by the student's class registration. New student invoices are usually available based on INTRO group, with the first invoices posted mid-July; billing schedules are set by the Business Office. New cadets should see the Cadet Admissions Manual for invoice availability and fee deadlines or contact the Business Office at 706-864-1407. In order to be released from this contract, newly admitted cadets must cancel their contracts with the Cadet Recruitment Center by the following dates: July 1 for Fall Semester and November 20 for Spring Semester. Cadets who cancel contracts after the deadline are not eligible for a refund of the room deposit.

Currently enrolled resident cadets who do not cancel their room contracts in writing will have room and meal charges automatically rolled by Banner to student invoices each semester based on the billing cycle of the Business Office. In order to be released from this contract, currently enrolled resident cadets must cancel their contracts in writing with the Assistant Commandant's Office by April 1 for the following Fall Semester and November 1 for the following Spring Semester. Cadets who cancel rooms after the deadline are not eligible for a refund of the room deposit. Currently enrolled cadets should direct questions to their cadet chain-of-command and consult their student invoice and the NGCSU web site for more information on invoice availability and fee deadlines.

Do you have any physical conditions that should be considered in making a room assignment? Please list:

\_\_\_\_\_

I have read the reverse side of this contract and agree to abide by the terms of the agreement. I also agree to abide by the regulations as they appear in the Regulations for the Corps of Cadets, the Student Handbook, and the Commandant's Policy Letters and Memorandums.

_____ (Signature of Student)	_____ (Date)
_____ (Signature of parent or guardian, required if student is a minor)	_____ (Date)
Authorized by _____	_____ (Date)

## I. TERMS OF AGREEMENT

- A. This contract, unless otherwise stated, is for the full academic year (Fall & Spring semesters). Summer session only contracts will be so designated. Thus, the student (or parent/guardian for a minor) agrees that once the housing application & deposit have been accepted by NGCSU, the student will live in the University residence hall & will pay all residence hall fees during the period of the contract.
- B. During the breaks between semesters and the Thanksgiving & Spring recesses, housing & food service will not be provided.
- C. Residence hall space is available to NGCSU cadets who are enrolled for at least 12 credit hours. Students who are enrolled for fewer than 12 credit hours must have permission from the Assistant Commandant to remain in the residence halls.
- D. An available space will be reserved for a student upon receipt of a completed housing contract and the designated housing deposit. This deposit is a contingency deposit against possible damage to University property or cancellation of the agreement and is not applicable to payment of room rent. The deposit is not transferable to another person. The University reserves the right to use the deposit to reimburse the University for any debt, fines or other obligations owed by the student.
- E. Housing deposits will automatically be carried forward for those students continuously enrolled. Refunds of housing deposits may be made upon request for those students graduating or canceling their housing contract as specified in Section XI below.
- F. This contract is not transferable.
- G. Students contracting for housing prior to the first day of the academic semester will be held responsible for payment for the entire semester regardless of when they check in.

## II. ASSIGNMENT OF SPACE

- A. After the contract and deposit are received, the Assistant Commandant's Office establishes priority for room assignment for new students and room selection priority for returning students.
- B. Subject to the availability of space, the University will assign accommodations according to student preference and without regard to race, religion, color, national origin, or sexual orientation. The University does not guarantee assignment with a specific roommate or in a specific space.
- C. Roommate requests are granted when space is available and the request is mutual. The University reserves the right to assign or re-assign space for the benefit of an individual student or space efficiency.
- D. The University reserves the right to refuse or cancel housing to any student for any of the following reasons: delinquent payment of bills to the University; failure to abide by the University Code of Conduct, Corps of Cadets Blue Book or Residence Hall Handbook; behavior that is incompatible with the maintenance of order and propriety in the Residence Halls.
- E. Students with disabilities who have special accommodation needs will be considered on a case-by-case basis, depending on the availability of space. Accepted students are advised to make their needs known as soon as possible, as space is limited. Students needing accommodations must be registered with the Office of Student Disability Resources at 706-867-2782.

## III. CONSOLIDATION

Campus housing rental rates are based upon double occupancy. The University reserves the right to consolidate residents in an effort to conserve energy, thereby minimizing costs. If for any reason a student does not have a roommate within the first two weeks of a semester, he/she must accept another roommate, move to another room, or pay the extra private room fees (at the discretion of the University). Failure to initiate contact with the Assistant Commandant within 48 hours of single occupancy status may result in an administrative decision being made regarding consolidation. In cases where neither of the consolidating parties wishes to move, priority to remain will be based upon date of receipt of housing application, in that order. On a space available basis, private rooms may be rented for an additional fee each semester. If a resident voluntarily takes a roommate after requesting & receiving a private room assignment, no refund will be given. In any case, the University assumes no responsibility for costs incurred by an individual student as a result of consolidation efforts.

## IV. ROOM KEYS

Each student will be issued a key to his/her room. It is the student's responsibility to maintain and return this key to the Assistant Commandant's Office upon vacating the room. If the key is lost or stolen, the compromised lock will be changed at a cost of \$25.00 to the student in order to insure security to room

occupants. Should the key be broken or damaged through circumstances beyond the control of the student, a replacement key will be provided at no cost if the broken key is returned. Duplication of any key and/or possession of unauthorized keys by a student are prohibited. Students failing to return a key by the end of their occupancy in a specific room will automatically be billed \$25.00 for a replacement lock.

## V. BOARD (MEAL PLAN)

All residents are required to participate in a board/meal plan. Food service is provided to the individual resident, who will be required to show appropriate identification before receiving each meal. Food service privileges are non-transferable in part or in whole. Provisions will be made for special diets. Students are not allowed to cook in residence halls except in designated kitchen areas. Students are responsible for arranging their personal and academic schedules to allow adequate meal times.

## VI. VACATION PERIODS

Residence halls are closed between semesters & during the Thanksgiving & Spring breaks. Students are responsible for their own (off campus) housing during these breaks. The University assumes no responsibility for items left in the residence halls during breaks/recesses.

## VII. RESPONSIBILITY FOR DAMAGE

The student is responsible for the condition of the room and its furnishings upon occupancy & will reimburse the University for all damage to accommodations and furnishings or loss of furnishings. Residents may also be required to share the expenses of repair, replacement, and/or cleaning of any property in areas commonly used by residents. The University will determine fines associated with loss or damage. Failure to pay fine will result in a hold on a student's registration, graduation or issuance of transcript.

## VIII. ENTERING A STUDENT ROOM

A University staff member may enter any room in a residence hall for purposes of maintenance, repair, resident or building safety, inspections or in emergency situations. Entry into a room may also be made when there is reason to believe that illegal activities and/or violations of University rules or regulations are taking place. University Officials may enter a room for any of the above reasons whether or not the student occupant is present.

## IX. PAYMENT OF CHARGES

The student agrees to pay room and board fees and other property billed charges at the time scheduled by the University. Failure to pay will result in the student being prohibited from registering for classes and receiving transcripts and other records, and may cause the student to be withdrawn from the University.

## X. GUESTS

All overnight guests of cadets must register with the Office of the Assistant Commandant and pay the per night guest fee to the Business Office or Cadet Staff Duty Officer. Guests may stay in the residence halls a maximum of 2 consecutive nights. All guests are subject to rules and regulations of the University during their stay. Residents are responsible for their guests' conduct.

## XI. TERMINATION BY THE STUDENT

- A. In order to be released from this contract and to be eligible for a room deposit refund, notification must be made in writing to the appropriate University housing officials according to the following schedule.
- Newly Admitted Students** must cancel their housing contract through the Admissions Office by **July 1** for Fall Semester and **November 20** for Spring Semester. The only summer housing for military students is with the Summer Transition Program.
  - Currently Enrolled Military Students** must cancel their housing contract in writing through the Assistant Commandant's Office by **November 1** for Spring Semester, and **April 1** for Fall Semester.
- B. When written notification of cancellation is received after the appropriate deadline, the student will forfeit the deposit.
- C. When written notification of cancellation for Fall Semester is received after **July 15**, the student is bound to the terms of the contract and is responsible for payment of all room fees for Fall semester.
- D. When written notification of cancellation for Spring Semester is received after **December 1**, the student is bound to the terms of the contract and is responsible for payment of all room fees for Spring semester.
- E. A student may terminate this contract without penalty if the student withdraws from the university or if he/she is suspended for academics or disciplinary reasons. Deadlines for deposit refunds will still apply.
- F. Students seeking a change in residency status must refer to the Residence Policy in the University Student Handbook. Cadets must submit written

application to the Commandant of Cadets NLT 30 days prior to the start of the subsequent semester. Written approval must be obtained before status is officially changed, room and board charges removed, and other requirements adjusted.

- G. If residence halls are full, residential students who are not eligible to commute may be housed in temporary overflow housing.
- H. Students contracting for University housing are expected to remain in resident status for the entire term of the contract. Students who seek a change in residency status during a term and are granted that change will NOT normally receive a refund of the housing fees for the remainder of that semester. Additionally, students who begin the semester as military students are expected to remain military students for the entire semester and are not normally granted a change of status to civilian status during a semester.

## XIII. TERMINATION BY THE UNIVERSITY

The University reserves the right to terminate this contract and take possession of the room at any time for violation of the contract, University Code of Conduct, or residence hall policies, for reasons of health or safety, or when the resident exhibits behavior that is incompatible with the maintenance of order and propriety in the residence halls.

## XIV. USE OF THE FACILITIES

- A. The University reserves the right to make assignments, reassignments, and temporary assignments of accommodations as considered necessary. Room changes may not be made without the authorization of the Assistant Commandant (or designee). In the event that accommodations assigned to the student are destroyed or otherwise not available and the University does not furnish other accommodations, the contract shall terminate.
- B. The student agrees to comply with all Federal and State Laws, City Ordinances, and University Policies. The student agrees that his/her room shall not be used for any purpose contrary to such. The possession or use of alcoholic beverages and illegal drugs on campus is prohibited.
- C. Explosives, firearms, or other offensive weapons, combustible materials of any nature, including fireworks, or incendiary devices, are not permitted in the residence halls.
- D. The use of cooking appliances with exposed heating elements, microwaves (except in Lewis Hall), space heaters, and window air condition units is strictly prohibited. The University reserves the right to remove any unauthorized or potentially dangerous electrical appliances. Refrigerators are permitted only if they meet the standards set forth in the residence hall guide. Cadets may only have items authorized in the Corps of Cadets Blue Book. In addition to other disciplinary action, students may be requested to remove stereos or musical instruments from their room if they are played at a level that disturbs others.
- E. No pets are allowed in the cadet residence halls.
- F. Sales or solicitations, in any form, to include religious solicitations, are prohibited unless authorized in writing by the Vice-President for Student Affairs; door-to-door soliciting, distributing and advertising are prohibited.
- G. University property, including furnishings, may not be moved from the assigned area without authorization from the Assistant Commandant. Water-filled beds, chairs or similar furniture are not permitted.
- H. The University has specific procedures regarding check-in, room change, and checkout. These procedures are posted each semester. Failure to follow these established procedures may result in a \$25.00 non-compliance charge and/or a daily room charge. The daily room charge will be applied until checkout is complete.

## XV. GENERAL

- A. The Vice-President for Student Affairs must approve any exceptions to this contract in writing.
- B. Students who contract for University housing are expected to fulfill all provisions of this agreement, and failure to do so may result in the withholding of the student's grades, transcripts, registration or other remedies available to the University. Any section or sub-section of this contract ruled to be illegal or invalid will not affect the validity or enforcement of the remainder of the provisions or the contract. If the student is under 18 years of age, the parents or legal guardian will become a party to this contract and will sign as evidence of accepting this responsibility.
- C. New cadets enrolling at NGCSU beginning Fall 2008 will be under a new Corps of Cadets Participation Policy, which states in part: "Cadets who leave the Corps prior to earning 90 hours, or those who are dismissed from the Corps at any time, will be ineligible to enroll in North Georgia courses for a period of one calendar year from the date of their withdrawal from the Corps." See the Student Handbook for the full statement.

**NGCSU assumes no responsibility for residents' personal belongings. Students and/or their parents are urged to obtain renter's insurance from the carrier of their choice. (Rev. 2/10)**