

REEDLEY COLLEGE
RESIDENCE HALL
HOUSING APPLICATION
AND CONTRACT
2009-2010



Reedley College

Dear New Reedley College Student,

Thank you for requesting a Residence Hall contract for the 2009-2010 academic year. The Residence Hall contract is based on a single semester commitment. Students should read and understand the contract before signing. The contract is for the entire semester.

CONTRACT FEE

Upon completion of the contract, return it with the required \$140.00 contract fee. The fee is only refundable when a bed space is unavailable and a room assignment cannot be made. If a student cancels his or her contract or application the contract fee is non-refundable.

INSURANCE REQUIREMENT

State Center Community College District Board Policy 5530 requires Reedley College students residing in the residence hall must be covered by health insurance, (Blue Cross, Kaiser, Medi-Cal etc.) and provide proof of coverage; photocopy of insurance card. If the student is not covered by health insurance, low cost insurance is available through Reedley College. The cost of student insurance per academic year (August-May) is \$220.00.

CO-SIGNER REQUIREMENT

Reedley College Business Services Office requires that each Residence Hall student complete and sign the top half of the Reedley College Promissory Note. Your parent or legal guardian must complete the lower half of the Promissory Note. Your application will not be accepted unless you have a co-signer.

EDUCATIONAL GOALS and VOLUNTEER INTEREST STATEMENT FORM

Students are required to complete the educational goals and volunteer statement form.

FOOD SERVICE

Food service is optional, and not part of the residence hall contract. Students wishing to purchase a meal plan may contact the Food Service Manager at (559) 638-3641 ext. 3679.

In closing if you have any questions regarding the residence hall contract or student housing in general, please feel free to contact me, my office hours are Monday-Friday 8:30 a.m. to 5:30 p.m. my telephone number is (559) 638-3641 ext. 3258.

I look forward to having you live on campus in Sequoia Hall.

Sincerely,

Lisa McAndrews
Residence Hall Supervisor

**INSTRUCTIONS and CHECK LIST FOR THE COMPLETION
OF THE
SEQUOIA RESIDENCE HALL HOUSING CONTRACT
ACADEMIC YEAR, 2009-2010**

The Housing Contract will be returned if it is incomplete

PLEASE USE BLUE OR BLACK INK DO NOT USE PENCIL

- ___ 1. Read the contract before completing.
- ___ 2. Fill in completely all-blank spaces and initial where indicated.
- ___ 3. Sign the contract, if you are under 18 years of age, a parent/legal guardian must sign the contract
- ___ 4. Complete and sign the top half of the Reedley College Promissory Note. Your parent or legal guardian must complete the lower half of the Promissory Note. Your application will not be accepted unless you have a co-signer.
- ___ 5. Complete the Educational Goals Statement and Room mate Information form.
- ___ 6. Complete front and back of the Emergency Procedures Form.
- ___ 7. Submit a photocopy of your medical insurance I.D. card.
Provide the name of your health insurance company and group number on the Emergency Procedures Form.

If you do not have medical insurance you must:

Submit a check or money order with the completed enrollment form to purchase a minimum of 5 months of insurance coverage from "Sentry Student Security Plan" for each semester you reside in the Residence Hall.

State Center Community College District and Reedley College Board Policy BP5530 requires that each student residing in the Reedley College Residence Hall shall enter a subscription to this insurance plan as a condition of such residency unless the student presents evidence of a family insurance plan which provides similar health and accident insurance.

Once you have completed and checked off all of the (7) items above, return your Residence Hall contract and the Non-Refundable \$140.00 contract fee to:

*Attn: Lisa McAndrews, R.H Supervisor
Reedley College Housing Office
1235 W. Manning Avenue
Reedley, CA 93654*

REEDLEY COLLEGE
RESIDENCE HALL CONTRACT/ 2009-2010

Name: _____ Student I.D # _____ Gender: M / F
Last First Middle Circle One

Address: _____ Birth date: ____/____/____
Street City State Zip

Home Phone: (____) _____ Email Address: _____

Cell Phone: (____) _____ Social Security# _____

RESIDENCE HALL STATEMENT OF PURPOSE

The Residence Hall staff and college believe that a group-living environment which fosters intellectual curiosity, personal responsibility, self-governance, educational success, personal goal setting and social interaction can create a richer and more meaningful campus experience. The privilege of living on-campus includes assuming the responsibility for one's actions while living within a large group setting. The Residence Hall staff is dedicated to creating an environment, which encourages respect for oneself and others, which contributes to development of the full potential of all residents. The above named student and his/her undersigned parent or guardian (if student is under 18 years) hereby make(s) a contractual agreement for the student to live in the Reedley College Residence Hall, also known as Sequoia Hall, during the 2009-2010 academic year. Upon acceptance of residency and assignment of a room by Reedley College (RC), it is understood and agreed that the application shall thereupon constitute a binding contract during the 2009-2010 year between the undersigned and RC for the period indicated below

Check one only

Fall Semester Only _____ Spring Semester Only _____ Fall & Spring Semester _____
(August-December, 2009) (January-May, 2010) (August-May, 2009-2010)

I. APPLICATION

Applications will be accepted on the following priority basis: (1) returning residence hall students, students from State Center Community College District (SCCCD), students from other California High School Districts, and (2) students from out of state and foreign students.

FALL 2009 SEMESTER DEADLINES

Returning residence hall students, District and in-state students: **April 1- May 15, 2009**
Out of state and foreign students: **May 16-June 15, 2009**

SPRING 2010 SEMESTER DEADLINES

District and in-state students: **August 1 through September 30, 2009**
Out of state and foreign students: **October 1-31, 2009**

_____ **II. CONTRACT FEES: PLEASE INITIAL WHERE INDICATED. YOUR INITIAL INDICATES THAT YOU AGREE WITH THE CONTRACT FEES FOUND IN THIS SECTION.**

- 1) Accompanying the return of the contract is the **\$140.00** Contract Fee. The fee is applied but not limited to the following: \$100.00 cleaning and sanitizing of the assigned room when the student leaves the Residence Hall, making repairs for damages found in the assigned room and not recorded by the resident while completing the "check-in/out inventory form," making repairs and replacing damaged or stolen equipment in the common areas (restroom, hallways, etc.) of the Residence Hall, and to any unpaid RC Residence Hall fees. A copy of this form is given to the resident upon arrival at the Residence Hall. Should the unrecorded room damages exceed the \$100.00; the resident will be financially liable to pay the amount over the \$100.00. A hold will be placed on the resident's records/grades until the amount over the \$100.00 is paid. The hold will be lifted once the amount, which exceeds the \$100.00, is paid.
- 2) Accompanying the return of the contract must be the \$100.00 Contract Fee and a **\$40.00** Activity Fee. The Activity Fee is for educational and social activities specifically designed for the Residence Hall students.
- 3) The **\$140.00** Contract Fee **IS NOT** part of the room (rent) payment. Make your check or money order payable to: REEDLEY COLLEGE.
- 4) Contracts will not be processed without the required **\$140.00** Contract Fee. Room reservations **WILL NOT** be held beyond the first Friday of instruction, of each semester.

____ **III. RESIDENCE HALL RENT FEES: PLEASE INITIAL WHERE INDICATED.YOUR INITIAL INDICATES THAT YOU**
initial **AGREE WITH THE RESIDENCE HALL RENT FEES FOUND IN THIS SECTION.**

The room (only) rate for both academic semesters for **2009-2010** is **\$2,804.00**. The student may select at his/her option the entire academic year (Fall and Spring semesters) or either semester to reside in the Residence Hall at the semester rent of **\$1,402.00**. Reedley College does not bill or issue reminders of when rent payments are due. Rent is based on double occupancy. The single room rent charge for each semester is \$2804.00(double the semester rent). The Residence Hall rate(s) does/do not include food service. However, the purchase of a meal plan is strongly recommended as part of the Residence Hall living experience, as it is economically beneficial to the resident.

____ **IV. RESIDENCE HALL RENT FEE PAYMENTS SCHEDULE: PLEASE INITIAL WHERE INDICATED.YOUR INITIAL**
initial **INDICATES THAT YOU AGREE WITH THE RESIDENCE HALL RENT FEE PAYMENTS SCHEDULE FOUND IN THIS SECTION.**

I agree to the following I will pay the Residence Hall fee according to the fee schedule shown below that I have selected for the fall and/or spring semester, **2009-2010** year.

Place an "X" on the line next to the payment plan of your choice

PERSONAL (non-financial aid) FUNDS-PRIVATE PAY ONLY

____ **Plan A)** I will pay the Residence Hall fee for fall and spring semesters in full.

Fall- 2009 semester (August-December)

Spring 2010 semester (January-May)

August 7, 2009 or upon check-in, \$1,402.00

January 7, 2010 or upon check-in, \$1,402.00

PRIVATE PAY (non-financial aid recipients) ONLY

____ **Plan B)** I will pay the Residence Hall fee on the dates listed below.

Fall 2009 semester (August-December)

Spring 2010 semester (January-May)

August 7, 2009 \$250.00 check-in

January 7, 2010 \$250.00 check-in

September 7, 2009 \$384.00

February 7, 2010 \$384.00

October 7, 2009 \$384.00

March 7, 2010 \$384.00

November 7, 2009 \$384.00

April 7, 2010 \$384.00

FINANCIAL AID RECIPIENTS ONLY

____ **Plan C)** I will pay the Residence Hall fee with any first available financial aid (PELL, Student Loan, and Work Study).

I understand that if my financial aid is delayed, "double payment" may be necessary so that my account status becomes current.

***Fall 2008 semester (August-December)**

*** Spring 2009 semester (January-May)**

August 13, 2009 \$250.00 check-in

January 07, 2010 \$250.00 check-in

August 13, 2009 \$576.00

January 07, 2010 \$576.00

October 15, 2009 \$576.00

March 11, 2010 \$576.00

** Dates are an approximation of funds distribution and are subject to change.*

Students determined by the Reedley College Financial Aid and or the Business Services office not to have sufficient financial aid or personal funds to pay for; food service, health insurance, and rent, may be advised to return home.

Or

Students determined by the Reedley College Financial Aid office and or the Business Services office not to have sufficient financial aid or personal funds may be denied housing in the Reedley College Residence Hall, until sufficient financial aid or personal funds are available to pay for the cost of housing and any associated costs.

____ **V. TERMS: PLEASE INITIAL WHERE INDICATED. YOUR INITIAL INDICATES THAT YOU AGREE WITH THE "TERMS"**
Initial **FOUND IN THIS SECTION.**

A. CANCELLATION OF CONTRACT PRIOR TO OCCUPANCY:

1) The student must contact the Housing Office by telephone or email when canceling their application/contract. Notification must be received by; **June 15, 2009** for the fall **2009** semester and **September 30, 2009** for the spring **2010** semester. Any cancellation after either of these dates may be subject to a penalty charge equal to 30 days rent.

2) If the student signed on the proceeding page should terminate residency during the contract period or should be dismissed from the Residence Hall, that portion of the prepaid rent which applies to the final thirty (30) days of this contract period will not be

refunded. Upon approval by the, Vice President of Student Services rent collected will be pro-rated on a daily charge basis if termination is prior to thirty (30) days to semester's end.

3) No rent refunds are made thirty (30) days prior to the end of the semester.

B. CANCELLATION OF CONTRACT AFTER OCCUPANCY:

The petition form is available in the Housing Office and must be completed by the resident

1) All rent charges will apply if the student vacates without completing a petition for contract release.

2) The resident will have a grace period through the end of the first Friday (5 p.m.) of each semester to cancel their contract after checking in, less all pro-rated charges (rent/damages).

3) A petition for termination of the contract after the first Friday of each semester by the student must be in writing and be approved by the Residence Hall supervisor and Vice President of Student Services. Petition forms are available from the Residence Hall supervisor. All charges (rent/damages, etc.) are still in effect until the student is officially notified.

4) A charge equal to thirty (30) days rent will be levied for early contract release.

5) The student may be released from their contract only under the following conditions:

a. Academic withdrawal through the end of the third (3rd) week of school.

b. Disciplinary dismissal - thirty (30) days rent will be retained by the institution.

c. Graduation.

d. Transfer mid-semester - thirty (30) days rent will be retained by the institution.

e. Non-withdrawal - thirty (30) days rent will be retained by the institution.

f. Medical, a Doctor's letter must accompany the petition for termination-thirty (30) days rent will be retained by the institution.

C. CAUSE FOR TERMINATION: Failure to comply with the contractual agreement and all Residence Hall policies/regulations/rules or COLLEGE rules may be cause for termination of the Residence Hall Contract.

D. CONTRACT: This contract shall supersede any provisions to the contrary contained in the Sequoia Hall Handbook, Community Living Standards, informational letter or flier and documents signed at the time of check-in.

E. FINANCIAL OBLIGATION: The resident student and co-signer are financially responsible for all monies owed to the Residence Hall. It is the responsibility of the resident student to make their payments on time and to inform the co-signer of the payment dates and amount due on those dates and of their financial responsibility should the resident student be unable to meet his/her financial responsibilities.

F. FAILURE TO MEET FINANCIAL OBLIGATIONS: The COLLEGE may terminate a student's contract if payment of fees is not made according to payment schedule, and may not be allowed to reside in the residence hall during the next semester.

G. ENFORCEMENT OF RULES: The student shall abide by all DISTRICT policies, REEDLEY COLLEGE and RESIDENCE HALL rules/regulations, failure to do so will result in the enforcement of the "DISCIPLINARY/TERMINATION" Section (VII) of this contract.

VI. CONDITIONS: PLEASE INITIAL WHERE INDICATED. YOUR INITIAL INDICATES THAT YOU AGREE WITH THE

Initial **"CONDITIONS" FOUND IN THIS SECTION.**

A. CO-HABITATION POLICY: Residents are cautioned that co-habitation is not allowed within the Residence Hall. Co-habitation is defined as *living together as spouses or in a sexual relationship*. When co-habitation is discovered by the Residence Hall staff, the individuals involved may be subject to dismissal from the Residence Hall. All guests, including overnight guests, must check-in and register in the Housing Office. Overnight guests must be of the same sex and are limited to 5 nights per semester. Residents who allow overnight guests of the opposite sex or have guests for more than the 5 night per semester limit will be in violation of the Residence Hall policy and may be subject to dismissal.

B. GUEST POLICY: Non-resident guests must sign-in at the Housing Office and secure a guest pass. It is the responsibility of the resident to insure that their guest has secured a guest pass. Non-resident guests must leave the Residence Hall by 10:00 p.m. Sunday-Saturday.

C. DRUG AND ALCOHOL FREE ENVIRONMENT POLICY: Reedley College is a drug and alcohol free environment. SCCC Board Policy 5410 (d)-(11) forbids the use of alcohol on campus, which includes the Residence Hall and individual student rooms. Returning to campus intoxicated or under the influence is also forbidden by Board Policy 5410 (d)-(11). This includes student/residents over 21 years of age. Student/residents found in violation of Board Policy 5410 (d)-(11) are subject to the disciplinary sanctions found in Board Policy 5410 (d)-(11) and in Section VII of this contract. California law prohibits the consumption of alcohol by persons under the age of 21 years old. SCCC Board Policy 5410 (d)-(11) forbids the use of illegal drugs on campus, which includes the Residence Hall and individual student rooms. Returning to campus under the influence is also forbidden by Board Policy 5410 (d)-(11). Student/residents found in violation of Board Policy 5410 (d)-(11) are subject to the disciplinary sanctions found in Board Policy 5410 (d)-(11) and in Section VII of this contract.

D. PROHIBITION OF SMOKING AND TOBACCO USE: SCCC and Reedley College prohibits the use of tobacco; chew, cigarettes, cigars, pipe, or snuff anywhere inside the Residence Hall. This includes individual student rooms in the residence hall, common areas; hallways, laundry rooms, lobby, recreation room and restrooms. Residents must smoke outside at least 25 feet from the Residence Hall.

E. GRADE POINT AVERAGE POLICY: The College has established a Grade Point Average Policy for Residence Hall students. The purpose of the policy is to support all residents and their educational goal. All residents are expected to maintain satisfactory academic progress. It is expected that each resident will:

VI. CONDITIONS CONTINUED: PLEASE INITIAL WHERE INDICATED. YOUR INITIAL INDICATES THAT YOU AGREE WITH THE "CONDITIONS" FOUND IN THIS SECTION.

- initial
- a) Receive credit for at least 67% of the cumulative and semester units attempted. Grades of "W", "I", "NP", "F" and "RD" are unsatisfactory grades. Therefore, no credit is given for these classes.
 - b) Sustain both a minimum cumulative and semester Grade Point Average (G.P.A.) of 2.0.
 - c) Actively attend classes and maintain 12 units during the entire semester with no more than one (1) short term class in each 9 week session.

Upon the posting of grades, the Residence Hall Supervisors will check both the semester and the cumulative G.P.A. of each resident to determine their Residence Hall status for the upcoming semester. Residents who receive a cumulative and semester grade point average of 1.99 to 1.75 are in violation of the GPA policy and shall be placed on Residence Hall Academic Probation and will have one subsequent semester to meet the grade point average policy of 2.00. Residents who receive a cumulative and semester grade point average of 1.74 to 0.00 are in violation of the GPA policy and shall be dismissed.

<u>Cumulative and Semester G.P.A.</u>	<u>Residence Hall Status</u>
1.99 to 1.75	Residence Hall Academic Probation
1.74 to .00	Dismissed/Non-Resident status for one semester

F. STUDENT PROGRESS and UNITS POLICY: Residence Hall policy requires that every resident be enrolled and maintain 12 units while actively attending class during each semester of his/her residency. Unit checks will be performed during the third (3rd), sixth (6th), tenth (10th) and thirteenth (13th) week of each semester to insure that all residents are enrolled in 12 units. Residents must limit the number of short term classes to no more than 6 units per nine week session. Residents who revise their class schedules to all short term classes may be subject to dismissal. Residents carrying:

- 11.5 units to 9.0 units are in violation of the unit's policy and shall be placed on Residence Hall Academic Progress Probation for the remainder of the semester.
- 8.5 units or less are in violation of the units policy and shall be subject to dismissal

G. ITEMS NOT PERMITTED: The following are not permitted in the Residence Hall: alcoholic beverages (including empty bottles, boxes, cans, cartons, containers as displays), ammunition, B-B guns, air soft guns and ammunition, amplifiers, bows and arrows, candles, chemicals (such as ether, denatured alcohol, thinners, etc.), CN or CS gas, combustibles, darts, electric kitchen appliances, electric guitars, firearms, fireworks, flammables, gambling (in any form), handguns, illegal drugs, incenses (discs, oil lamps, pellets, sticks, etc.), martial arts weapons, paintball guns, pellet guns, pets, pepper spray, poisons, portable heaters, rifle, shotgun, slingshot, stun guns, tasers, waterbeds, and wrist rocket slingshot. Any other items of this nature may be confiscated from the resident. The resident may be subject to discipline.

H. HOLIDAY BREAK PERIODS: The Residence Hall is closed during the Winter Break (**December 18, 2009-January 10, 2010**) and for Spring Break (**March 29-April 4, 2010**).

I. MANDATORY MEETINGS: Periodically, meetings for all residents are called and are noted as "mandatory." All residents are required to attend. Residents who fail to attend the "mandatory" meetings will be held accountable for the material presented and the information disseminated. Attendance is taken and residents who are not in attendance will meet with the Vice President of Student Services to explain their absence.

J. SECURITY: The Resident and their parents should note that there are no designated curfew times for the Residence Hall students except for those students who are on room curfew as part of their disciplinary probation. Access to the Residence Hall is limited to Residents only, all points of entry to the Residence Hall are locked 24 hours a day; Residents have access to the residence hall 24 hours a day. Residents will be held accountable, for the proper use of the access card(s) issued to them. Residents should understand that they are expected to take an active role in their personal security, "loaning or giving" their access card to a non-resident is considered a violation of Residence Hall policy, placing all residents at risk or injury. Resident's will be subject to disciplinary sanctions should it become known that improper use of assigned access cards is brought to the attention of the Supervisors. The resident should note that there is a charge for lost or missing access cards. Residents are cautioned that removing the window screen and entering or exiting through a room window is prohibited. The resident will be held financially responsible for all damages associated with the removal of the window screen and any damage to the window; window frame, individual heating and air-conditioning unit or the window lock mechanism. Tampering with any access card reader, lock, locking mechanism of the individual student room door, restroom door, or point of entry doors may result in disciplinary sanctions. Monetary charges to repair or replace the access card reader, lock, locking mechanism of the individual student room door, restroom door, or point of entry doors will be charged directly to the student at the full "current market" cost.

K. STUDENT FILE: The COLLEGE reserves the right to keep a photo of each resident as part of the resident's Housing file while living on campus. The resident's photo will be taken during the check-in process.

L. STUDENT PROPERTY LOSS or ABANDON: The COLLEGE assumes no responsibility for any property of the student which is lost, stolen, damaged, or destroyed in the Residence Hall at any time, including periods when the resident is not in occupancy. Personal property remaining or left behind in the Residence Hall after expiration, termination or cancellation of this contract will be disposed. The resident may be subject to a charge for disposing of the items left behind. The cost to recycle discarded or purposely left behind electronic items (computers, laptops, televisions, radios, stereos, game consoles, refrigerators, or printers) or items that cannot be thrown in the trash may be charged to the resident.

M. ROOM ASSIGNMENTS: The COLLEGE may change room assignments during the year for reasons of health and student welfare. The COLLEGE will require a student who is renting at the double room rate but living alone to be assigned a roommate. A financial record hold may be placed on file in the Business Office.

____ **VII. DISCIPLINE/TERMINATION POLICY: PLEASE INITIAL WHERE INDICATED, YOUR INITIAL INDICATES THAT YOU**
initial **AGREE WITH THE “DISCIPLINE/TERMINATION POLICY” FOUND IN THIS SECTION.**

. CONTROLLED SUBSTANCES USE/ABUSE/POSSESSION:

State Center Community College District Policy 5410 (e) (11) forbids the use or possession of controlled substances, i.e., marijuana, alcohol. Violation of this Board Policy may result in dismissal/release from the College Residence Hall, and will be placed off-limits to the Residence Hall and its surrounding property. Resident's may also be subject to other campus disciplinary action.

B. VIOLATION OF SCCCD BOARD POLICIES:

The resident should understand that a group living environment such as the Residence Hall requires behavior that reflects cooperation and respect. Behavior that is otherwise disruptive or detrimental to the welfare of the resident or others may be considered grounds for disciplinary action. SCCCD maintains Board Policies that governs the student conduct within the SCCCD including Reedley College and the Residence Hall.

C. RIGHT TO APPEAL A DISCIPLINARY SANCTION: The resident has the right to appeal any disciplinary sanction imposed upon them following the steps below:

1. Meet with the Residence Hall Supervisors and discuss the sanction.
2. Obtain a grievance form from the Office of the Vice President of Student Services and complete the form.
3. Make an appointment to discuss your grievance and appeal of the disciplinary sanction imposed upon you.

The full text of the appeal process can be found in the *“Reedley College Student Conduct Standards and Grievance Procedures”* a copy may be obtained in the Office of the Vice President for Student Services.

____ **VIII. AUTHORIZATIONS: PLEASE INITIAL WHERE INDICATED. YOUR INITIAL INDICATES THAT YOU AGREE WITH**
initial **THE “AUTHORIZATIONS” FOUND IN THIS SECTION.**

A. SEARCH AND SEIZURES: The COLLEGE will respect the resident's rights to be free from unreasonable searches and an intrusion into the resident's living quarters. The COLLEGE reserves the right to have its authorized personnel enter rooms to make necessary inspections for purposes of management, health, safety, security, service and repair, and with reasonable cause, the maintenance of applicable rules and regulations.

B. ROOM CONDITION INSPECTIONS:

The COLLEGE reserves the right to inspect student rooms for cleanliness, furniture inventory, proper use of electrical outlets and general condition of the room. Violations will be documented and the students assigned to the room will be given 24 hours to correct the violations. Students may be subject to disciplinary sanctions up to and including dismissal from the residence hall.

C. EMERGENCY MEDICAL TREATMENT: The COLLEGE is authorized to contact, on behalf of the student, for ambulance service and emergency medical, surgical, or dental service in the event of sickness or injury. The student is responsible for the charges.

D. MEDICAL INSURANCE: SCCCD Board Policy requires that students residing in the Residence Hall are required to have health and accident insurance. If coverage is terminated or expires during the semester, it is the responsibility of the student and parent to renew the coverage. If not covered under a family plan, students must subscribe to the student plan which is available for a nominal cost before moving into the hall. All foreign students must subscribe to the student plan. Proof of insurance must be submitted prior to residency for each semester. APPLICATIONS WILL NOT BE PROCESSED WITHOUT PROOF OF INSURANCE. Board Policy (BP5530) of the State Center Community College District states that; **“Each student residing at the Reedley College dormitory shall enter a subscription to this insurance plan as a condition of such residency unless the student presents evidence of a family insurance plan which provides similar health and accident coverage.”**

E. EMERGENCY PROCEDURE CARD: The emergency procedure card must be completed and returned before a room assignment can be made. Failure to maintain insurance may result in dismissal from the Residence Hall. Residents, 18 and older consent to medical transport, medical, surgical, or dental care in case of emergency and agree to pay for all such services.

IX. SIGNATURE OF STUDENT:

initial I have read, understand, and agree to abide by this contract. I agree to assign to the Reedley College for payment from the first monies available, and any subsequent disbursements, the amount necessary to fulfill payment of any and all fees associated with the Residence Hall contract. I agree to abide by the rules, regulations and policies of the Residence Hall, Reedley College and the SCCCD. I understand that dishonest, untrue or inaccurate information submitted on this application or other signed document that are part of the Residence Hall contract packet is grounds for immediate dismissal. I understand Reedley College reserves the right to revoke/refuse housing to applicants pursuant to established SCCCD Board Policies. The application for housing is incorporated by reference and hereby made a part of this contract.

Signature of Applicant _____ Date: _____

X. IF APPLICANT IS UNDER 18 YEARS OF AGE, PARENT OR GUARDIAN MUST COMPLETE THIS SECTION AND SIGN.

Parents or Guardians of Residence Hall students under the age of 18 must complete and sign the medical authorization form below. By completing the attached medical authorizations form, Parent or Guardian consents to medical transport, medical, surgical, or dental care in case of emergency being rendered to the student and hereby agrees to pay for all such services.

MEDICAL RELEASE ONLY--THIS DOES NOT PROVIDE PARENTAL OR GUARDIAN ACCESS TO THE STUDENT'S ACADEMIC OR DISCIPLINARY RECORDS. I am the father, mother or legal guardian of _____, a minor, ____ years of age, and I am presently entitled to full and complete custody of said minor child. I hereby authorize State Center Community College District personnel to consent to any x-ray examination, anesthetic, medical or surgical diagnosis or treatment and hospital care to be rendered to said minor under the general and special supervision, and upon the advice of a physician or surgeon licensed under the provisions of the California Medical Practice Act and any x-ray, anesthetic, dental or surgical diagnosis or treatment and hospital care to be rendered to said minor by a dentist licensed under the provisions of the California Dental Practice Act. I further understand and acknowledge that my child is required to have accident and health insurance coverage at all times while residing in the college housing. I agree to insure that my child is covered at all times while residing in college housing. I further understand that any and all medically related costs shall be my sole responsibility and I agree to indemnify and save the State Center Community District and the Reedley College harmless there from.

Parent or legal guardian (PRINT then SIGN name) Date

Street Number City State Zip

(____) _____
Home Telephone Business Telephone

(__ __) _____
Emergency information: Name of relative or friend Telephone number

(____) _____
Name of Insurance Company and Policy Number Telephone Number for Approval

SPECIAL INSTRUCTIONS REGARDING MEDICAL TREATMENT OR INDICATE SPECIAL INSTRUCTIONS BELOW

To: Sequoia Hall Applicant
From: Vice-President of Students and Residence Hall Supervisor
Re: Behavior Expectations Agreement

We are pleased that you are interested in living in the Reedley College Residence Hall. Enclosed you will find the Residence Hall application/contract that you requested. Before completing the application/contract, please read this letter and make sure you understand and agree to abide by the expectations stated herein. If you do not, we suggest that you not sign the application/contract, but rather notify us immediately that you are not longer interested in living in the Residence Hall.

Since your choice is to live on campus is a privileged choice, we expect *you* to adhere to the policies, regulations and rules that govern our District, Campus and the Residence Hall. It is your **responsibility** to read carefully and understand the Residence Hall contract, and the Residence Hall student handbook. Alcoholic beverages, illegal drugs, including marijuana, and weapons of any kind are not allowed in the Residence Hall. Additionally, harassment (physical or sexual, verbal), disruptive or destructive behavior, disregard or failing to follow the direction of any Residence Hall staff member or the inability to live in a group living situation will not be tolerated and may be cause for dismissal. All residents are expected to be considerate of other residents, especially those living around them, by showing common courtesy, observing established quiet hours (10 p.m.-8 a.m., Sunday-Thursday) and monitoring the volume of music and conversation at all times while in the Residence Hall. Residents are expected to assist in keeping the Residence Hall clean and presentable.

DISTRICT, CAMPUS AND RESIDENCE HALL POLICIES, REGULATIONS AND RULES WILL BE ENFORCED.

Violations may result in disciplinary action, including dismissal. If after reading the aforementioned expectations you feel you can meet our expectations, please sign below. Also complete and sign the enclosed contract and return all documents to the Housing office. If you have questions regarding this or any part of the contract, please contact the Housing office at (559) 638-3641, ext. 3258.

I have read, understand and agree with the Reedley College Behavior Expectations Agreement.

_____ Date _____
Signature of Student

_____ Date _____
Signature of Parent or Legal Guardian (if student is under 18 years old)

Residence Hall
Educational Goals and Volunteer Interest Statement

Name: _____

Email Address: _____

Telephone: (_____) _____ Cell :(_____) _____

Please answer each of the following questions.

1) What are your educational goals? _____

2) How will living on campus help you reach your educational goals? _____

3) What talents, or skills, can you contribute to the residence hall community?

4) Please describe the type(s) of community service or volunteer activities past or current? _____

5) Please check the item(s) that interest you.

Residence Hall . . .

- Activities
- Bible Study
- Campus and Community Volunteer
- Campus Wide Committee Representative
- Governance and Policies and Rules
- Publicity
- Recycling
- Other _____

Please complete the back side for room mate compatibility

**RESIDENCE HALL
ROOMMATE COMPATIBILITY INFORMATION**

1) Major course of study or program, you are pursuing _____

2) Birth date: _____/_____/_____ Are you an Athlete? _____yes, _____, no _____

sport

Mark your answer to each question with an "X"

3) _____ I would like to share a room with a roommate from the local area.

_____ I would like to share a room with an International Student.

_____ I have no roommate preference.

_____ I would like to share a room with a friend _____

(name of your friend)

5) _____ I prefer to live on the 1st floor _____, 2nd floor _____.

Reedley College is a tobacco free campus, this includes the Residence Hall. The R.C. smoking policy requires smokers to be at least 25 feet away from all campus buildings, including the residence hall building.

6) I smoke _____, I do not smoke _____, I do not smoke and would not mind being placed with a student who smokes. _____

7) Do you need special accommodations to meet any disability? _____yes, _____no.

8) My best time to study is; _____mornings, _____afternoons, _____evenings, _____late night.

9) My usual bedtime is; _____, my favorite type of music is; _____

10) Can we release your telephone number to your future room mate if requested? _____yes, _____no.

OPTIONAL

MANY STUDENTS REQUEST TO KNOW THE RELIGIOUS AFFLIATION OF THEIR ROOMMATE

11) _____ I would like my roommate to be of the same religious affiliation, my religious affiliation is _____

**PLEASE TELL US ABOUT YOURSELF
THIS WILL HELP US IN ASSIGNING A ROOMMATE**

REEDLEY COLLEGE SEQUOIA RESIDENCE HALL

EMERGENCY PROCEDURES FORM

ALL INFORMATION IS CONFIDENTIAL

Limited medical services available weekdays from the campus health services office and included in your registration fees do not include off-campus medical care (i.e., emergency room, prescriptions, weekend and evening services) Because of the extreme personal expenses of most medical services available off-campus, residents must carry health and accident insurance through personal, federal or State of California or parent group plan.

Name: _____ SS#: _____

Address: number and street name: _____ apt number _____

City _____ state _____ zip _____ telephone: (____) _____

Date of birth: ____/____/____ Age: _____

EMERGENCY CONTACT INFORMATION

Name: _____ relationship _____

Daytime phone: (____) _____ evening phone: (____) _____

Name: _____ relationship _____

Daytime phone: (____) _____ evening phone: (____) _____

Check one: ___ I plan to purchase Sentry Student Health Insurance, ___ I am covered by health insurance

If information or insurance is changed, notify the residence hall supervisor immediately.

Provide your personal physician's name address and telephone number so your medical records could be obtained at a doctor's request if you require emergency care at a local area medical facility.

Name of family or preferred private physician Telephone number (____)

Please check any areas or conditions, which may apply to you, If none apply, draw a slash and indicate "none" and sign

____ Asthma: severity and or medication _____

____ Allergies: severity and or medication _____

____ Cardiac condition: type and or medication _____

____ Diabetes: medication or special diets _____

____ Hearing loss severity-%, aids/special needs _____

____ Seizure disorder, medication _____

____ Therapy: psychological / physical _____

____ Vision loss: special needs _____

Do you take any medication on a regular basis, other than vitamins? If yes, please list _____

Is there any medication you are allergic to? Please list the medication(s) and the reaction _____

STUDENT SIGNATURE: (PARENT IF STUDENT IS UNDER EIGHTEEN (18) YEARS OF AGE)

Under the penalty of perjury I attest that the information on this card is true and accurate. I have read and fully understand that it is my responsibility to provide health insurance information to Reedley College or purchase the available student health insurance, as a residency requirement.

Student signature (parent if under eighteen years of age)

Date

SIGNATURE OF PARENT OR GUARDIAN:

I hereby give my consent for medical, surgical or dental care to be given to my son or daughter should the need arise. I also understand that in the event I cannot be reached in an emergency situation, I authorize Reedley College to proceed as I have indicated above.

SIGNATURE OF PARENT OR GUARDIAN (if student is under eighteen (18) years of age)

Date

PROMISSORY NOTE

Student's Name _____ SSN or RCID# _____
 Home Address _____ Phone _____
 City _____ State _____ Zip _____ Driver's Lic. # _____
 State _____ Exp. Date _____

Fall Semester 2009 X Spring Semester 2010 X Summer Semester 2010 _____

Semester	Units		Charge	=	Total
Health Fee	1	@	17.00	=	\$ 17.00
Enrollment Fee	12	@	20.00	=	\$ 240.00
Out-of-State Tuition	12	@	190.00	=	\$2,280.00
Rent	1	@	1402.00	=	\$1,402.00
Meals	1	@	1100.00	=	\$1,100.00
Other		@		=	
			SEMESTER TOTAL		\$5,039.00
	2	#	Semesters	=	\$10,078.00

PAYMENT SCHEDULE			
Fall Semester		Spring Semester	
Due Date	Amount	Due Date	Amount
8/4/2009	\$ 350.00	1/5/2010	\$ 350.00
8/13/2009	\$1,337.00	1/7/2010	\$1,337.00
9/24/2009	\$1,700.00	2/18/2010	\$1,700.00
11/5/2009	\$1,338.00	4/1/2010	\$1,338.00
11/5/2009	\$ 314.00	4/1/2010	\$ 314.00
Fall Total	\$5,039.00	Spring Total	\$5,039.00
TOTAL PAYMENTS \$10,078.00			

I promise to pay all fees listed above to the RC Business Office on the date shown above. I also agree to allow the deduction of fees owed to the College by the college from sources I might receive through the College, such as but not limited to financial aid and payroll checks. I understand all grades and transcripts will be held if I do not pay. I may also be sent to collections. Under penalty of perjury all information is correct and true.

Student's Signature _____ Date _____

Third Party: Co-responsible Information

Co-signer's Name _____ SSN# _____ - _____ - _____
 Home Address _____ Phone _____
 City _____ State _____ Zip _____ Driver's Lic. # _____
 State _____ Exp. Date _____

Place of Employment _____

Employment Address _____

City _____ State _____ Zip _____ Work Phone # (_____) _____

Should the student listed above default on the payment schedule, I promise to pay in full all of the unpaid debts on this Promissory Note, including collection and legal fees.

Co-signer's Signature _____ Date _____

2009-2010 FERPA RELEASE FORM

Reedley College • Willow International Center • Madera Center • Oakhurst Center
(559) 638-0312 (559) 325-5230 (559) 675-4814 (559) 683-3940

STUDENT NAME: _____ ID#: _____

ADDRESS: _____ Phone: _____

The Family Education Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records, both financial and academic. For your protection, FERPA limits release of student record information without your written consent; however, it also gives your parent(s) the right to review those records if your parent(s) claim you as a dependent on their federal income tax return. The Financial Aid Office must have a signed copy of their most recent tax return on file in the Financial Aid Office.

By completing this form, I authorize the release of all information concerning my student account, academic and financial aid records to the individual(s) listed below. I understand that if I choose to cancel this authorization, I must provide a written notice to the Financial Aid Office. Canceling this release does not effect any information released by the District prior to receiving the cancellation request. If I wish to have my records released to any other person(s) after I submit this form, I must complete a new FERPA Release Form.

_____	_____	_____ ()	_____
Name	Relationship to Student	SSN (Last 4 digits)	Telephone
_____	_____	_____ ()	_____
Name	Relationship to Student	SSN (Last 4 digits)	Telephone
_____	_____	_____ ()	_____
Name	Relationship to Student	SSN (Last 4 digits)	Telephone

Before any of your student information is released, the above person(s) must be able to verify their relationship to you, the last four digits of their own social security number, and all of the following information about you:

- Full name
- Mailing address
- Social security number
- Date of birth

By signing this document, you consent to the release of your student education records to the individual(s) listed above. This consent applies to records that may otherwise be protected under the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended by, 20 U.S.C. 1232g.

Requests for information about grades, transcripts, or academic standing will be referred to the Admissions and Records Office. Requests for information about tuition, fees, campus housing charges, meal plan charges and other student account information will be referred to the Business Services Office. This release does not apply to information regarding your Veterans' Educational Benefits - the Financial Aid Office will only release Veterans' Educational Benefits information to the recipient.

Student Signature: _____ Date: _____

Reedley College Food Services
Meal Plan Contract 2009-2010

Last Name (Please print) First Name Social Security # Student ID #

Home Address City State Zip

Parent or Legal Guardian Home Phone Business Phone Dorm Room #

_____ Fall 2009

_____ Spring 2010

_____ \$35 Meal Plan \$600.00 per Semester
 _____ \$65 Meal Plan \$1100.00 per Semester
 _____ \$80 Meal Plan \$1350.00 per Semester

Deposit Received:	_____
Date:	_____
Invoice#:	_____
Data-Tel#:	_____
OneCard:	_____

Payment Options

Personal (Non-financial aid) – Private Pay

- A) _____ I will pay all of my meal plan fee in full
- B) _____ I will pay all of my meal plan fee in installments
 A deposit of \$100 must be included with this contract.
 A payment plan must be set up in the Business Services office.

Financial Aid Recipients only

- C) _____ I will pay my meal plan fee with my financial aid
 A deposit of \$100 must be included with this contract.
 A payment plan must be set up in the Business Services office.

A Tiger One card is required to participate in the meal plan.

* If payments are not received according to the payment schedule selected your card is subject to cancellation until payment is made. Missed meals may not be made up.

I have read and understood, and agree to abide by the terms of this contract. I agree to assign the college for payment from the first monies available, and any subsequent disbursements, the amount necessary to fulfill payment of any and all fees associated with the meal plan contract. I agree to abide by the rules, regulations and policies of Reedley College Food Services and the SCCC. I understand that dishonest, untrue or inaccurate information submitted on application or other signed documents is grounds for immediate dismissal. I understand Reedley College reserves the right to revoke/refuse applicants pursuant to established SCCC Board Policies. The application for a meal plan is incorporated by reference and hereby made a part of this contract.

Signature

Date

Terms of Refunds: Food service contracts must be completed each semester. Changes to your meal plan may be made the first two weeks of each semester. Refunds and/or cancellations are allowed only when the student has withdrawn from school. Refunds are prorated on a schedule according to weeks used. No refunds will be granted after the 10th week of school. Request for a refund must be done in writing. The Food Services Manager and the College Business Manager must approve all refunds. All refunds will be made through the Reedley College Business Office. **Meal plans are non-transferable.**

Reedley College Food Service
Serving Quality Food for over 40 Years

Meal Plan Information

Welcome!

The Reedley College Food Service Team welcomes you to our campus. Reedley College Food Service has been providing quality food service for over 40 years and will continue to do so under the following Mission Statement:

Through our shared values we will provide quality food service to all students, staff, faculty, guests and to the community in support of the student-centered educational environment mission of Reedley College.

Students attending Reedley College have several meal plan options to choose from. Food service is designed to provide students with flexible, economical, and nutritious program.

Food purchases can be made by participating in one of the meal plans, purchasing a Tiger One debit card or by paying cash. We encourage students living in the residence hall to purchase one of the meal plan options. Meal plan options assist in budgeting for the semester and the academic school year and provide an economical method to purchase meals without the hassle of carrying cash.

Cafeteria Hours

Monday – 7:00 a.m. – 7:00 p.m.

Tuesday – 7:00 a.m. – 7:00 p.m.

Wednesday – 7:00 a.m. – 7:00 p.m.

Thursday – 7:00 a.m. – 7:00 p.m.

Friday – 7:00 a.m. – 2:00 p.m.

Meal Plans

Students may choose any type of food items when they participate in the meal plan. Any dollar amount not used during the week WILL ROLL OVER to the next week.

Funds must be used by the end of semester. Any unused funds will not be refunded and will not roll over to the next semester.

\$35 Meal Plan: \$600/semester: Food value - \$35 per week.

\$65 Meal Plan: \$1,100/semester: Food Value - \$65 per week.

\$80 Meal Plan: \$1,350/semester: Food Value - \$80 per week.

Additional Meal Plan Information

The Tiger One Card is required for meal plan participants. You **must** present your card in order to receive your meals. You may not share your Tiger One card with anyone.

Contracts for meal plans are available at the Sequoia Residence Hall or the Food Services office. A deposit of \$100 must be included with the completed contract and returned to Food Services. This deposit will be applied to the meal plan you choose.

Students are encouraged to sign up for meal plans at the time of registration. Payment plans are available through the Business Services office.

Changes may be made to your meal plan during the first two weeks of school.

All financial transactions are **non-refundable** unless the student has withdrawn from school.

Message from the Manager

We would like to personally welcome you and congratulate you on the decision to continue your education here at Reedley College. We look forward to meeting each and every one of you as the year goes on. The staff here at Reedley College is committed to a student-centered environment and hopes to have a positive influence on your experience here at Reedley College. If, at any time, you have a question, comments, or concern regarding your meal plan or other food service, please feel free to call.

For more information or questions, please contact:
Dan Harrell
R.C. Food Services Manager
995 North Reed Avenue
Reedley, CA 93654
Phone: (559) 638-3641 ext. 3679

Reedley College complies with all Federal and State rules and regulations and does not discriminate on the basis of race, color, national origin, gender, disability, sexual orientation, religion or age. This holds true for all students who are interested in participating in educational programs and/or extracurricular school activities. Harassment of any employee/student with regard to race, color, national origin, gender, disability, sexual orientation, religion or age is strictly prohibited. Limited English speaking skills will not be a barrier at Reedley College to participation in Vocational Education programs. Inquiries regarding compliance and/or grievance procedures may be directed to the college's Title IX Officer and/or the Section 504/ADA Coordinator.

*Reedley College Interim Title IX Officer/Section 504/ADA Coordinator
Lisa McAndrews
995 N. Reed Ave.
Reedley, CA, 93654
559-638-3641 ext. 3258*