



Dakota College at Bottineau 2021-2022

- Terms and Conditions of License Contract for Residence Halls
- Terms and Conditions of Board Contract

1. Application and Assignment Procedures

- A total of \$50 nonrefundable application fee (payable to Dakota College at Bottineau) must be submitted with the room and board contract.
- Room Assignments – Residence hall and roommate preferences are honored if possible. Roommate requests must be mutual and are not guaranteed. Students wishing to room together should apply at the same time.
- The College reserves the right to refuse an assignment to any applicant based on their conduct and/or outstanding debts to the College.
- Single Room Assignments – Single rooms are assigned by an established priority system. First priority will be given to the returning sophomore students with the highest grade point averages.

Completing the room and board contract is the initial process in applying for housing. Final confirmation of a hall and room assignment will follow. Admission to the College does not mean you have been assigned a room.

- All full-time, unmarried students under the age of 21 who do not have dependents residing with them are required to live and board in university housing or live at home with their parents or legal guardians and commute to school.**
- License: The Residence Hall Contract creates a housing license agreement for the student to use campus housing and is not a lease. The relationship between Dakota College at Bottineau (DCB) and the student is that of a licensor-licensee and not that of a landlord-tenant. A license creates a privilege for you to use residential housing. As such, it will be at the sole discretion of the College, upon any violation of this license agreement, college housing policies, college regulations, or other applicable law, or if, in the College's sole discretion, the health, safety or general well-being of the resident or others is threatened in any way, the resident may be provided the opportunity to remedy the violation, may be immediately evicted and/or may be referred for disciplinary action. In the event a resident is provided the opportunity to remedy the violation and fails to do so to the College's satisfaction and within a reasonable time period, the resident may be immediately evicted and/or referred for disciplinary action.**

4. Semester and yearly contract costs (fees subject to change)

	<u>Semester</u>	<u>Yearly</u>
• Double occupancy (Gross and Mead Halls)	\$1440.00	\$2880.00
• Single occupancy (Gross and Mead Halls)	\$1980.00	\$3960.00
• Suite occupancy (Milligan Hall)	\$1580.00	\$3160.00
• 7 Day – 15 Meal board plan	\$2090.00	\$4180.00
• 7 Day – 19 Meal board plan	\$2355.00	\$4710.00

- Room and board fees for the fall and spring semesters must be paid when tuition payments are due for these semesters unless the student is on financial aid or sets up a payment plan. **Tuition, housing and meal plans are due in full by August 24th, 2021 for the fall semester and January 11th, 2022 for the spring semester.**
- Students wishing to set up a payment plan for tuition, housing and meal plans must contact the DCB Business Office at (701) 228-5430.

- C. **The College reserves the right to change room and board fees at any time, upon approval by the State Board of Higher Education.**

5. Board (Meal Plan)

- A. All students living in the residence halls are required to purchase a board contract. Students have the choice of 2 meal plans: 7 day – 15 meal plan **OR** 7 day – 19 meal plan.
- B. Rates have been established for board to begin with breakfast on the day prior to classes beginning for fall semester and spring semester.
- C. Switching from one meal plan to the other is allowed only during the first 2 weeks of the semester.
- D. The cafeteria is closed during winter break. Special schedules are posted for other holidays and vacation periods.
- E. Sack lunches are available for students whose class/work schedules conflict with the cafeteria hours.
- F. Refunds are not given for missed meals.
- G. Students may not share food with non-contract students.

6. Occupancy

- A. Full-time students receive preference for residence halls. If residence hall space is available, part-time students may apply for assignments.
- B. Student must occupy their assigned rooms and may not sublet or reassign rooms.
- C. Transfer or vacancy of rooms must be cleared through the Hall Director.
- D. The College reserves the right to consolidate residents if occupancy in a residence hall is less than 100%.
- E. Consolidation may also occur in the interest of health, safety, or conduct of the residence hall program.
- F. New students may move into the residence halls at 10am on the Thursday before registration in the fall and returning students may move into the residence halls at 10am on the Saturday and Sunday before classes begin. All students must vacate the residence halls by the last day of the semester. Residence halls are closed during winter break and residents must vacate the halls.
- G. If a student's roommate leaves the room or does not check-in at the beginning of a semester, the remaining student has 2 days to find a new roommate, be assigned a roommate, or be billed on a prorated basis for a single room. In cases where it is impossible for a resident to have a roommate because the hall residence is an uneven number, or if there are mitigating circumstances, the single room fee will not be applied. The Director of Student Life will determine what constitutes a mitigating circumstance and has the right and authority to determine when a single room fee will be applied.

7. Liability

The College assumes no responsibility for loss or damage to residents' personal property, including hunting equipment locked in the College storage. Residents should consider the purchase of insurance or an extension of their parents' insurance to cover loss or damage of personal property. In addition, residents agree not to hold responsible the College and its employees and agents from any claims or damages sustained by residents or others in their rooms as a result of acts or omissions relating to any changes or modifications made to rooms or furnishings. This makes residents financially responsible to the College and releases the College in the event of damage or injury.

8. Cancellation and Refund Policy

- A. Reservations for rooms not occupied by the first day of classes are subject to cancellation unless the Director of Student Life is notified in regard to when the applicant will be accepting his/her room.
- B. Before the 60% point of an enrollment period, room and board will be refunded on an instructional week prorated basis. If a student uses the residence hall or cafeteria one day into an instructional week, this will constitute an entire instructional week and the student will be charged accordingly.

After the 60% point of an enrollment period, there will not be a refund of the room fee. Board refunds will be made on a prorated basis to the end of the term. If a student has his/her contract cancelled due to disciplinary reasons, there will be no refund of the room fee.

- C. Students are responsible for properly checking out of the residence halls according to established procedures. Additional charges for damages, missing keys, and cleaning will be assessed when necessary.
- D. The College reserves the right to remove and dispose of the personal belongings of students who do not remove their property. Students who do not remove their personal belongings may be subject to a storage fee imposed by the College. The College will not assume responsibility for the student's belongings under these conditions and will hold the student financially responsible for losses incurred in storing.

9. Hall or Room Contents and Uses

- A. Rooms are equipped with closets, mirrors, desks, chairs, window coverings, beds, and mattresses (standard length).
- B. Residents must provide their own bed linens, blankets, pillows, towels, toiletries, and wastebaskets.
- C. Additional furniture brought into the rooms may be subject to approval of the Director of Student Life.
- D. Residents are responsible for cleaning their rooms and will be assessed a cleaning fee if health, safety, or sanitation standards are not acceptable.
- E. The following items are permitted, provided they are UL approved and portable: refrigerators (not exceeding 4.5 cu. ft.), microwaves, stereos, televisions, coffee pots, curling irons and hair dryers.
- F. The use of the following is prohibited in residence halls:
 - 1. Firearms, firecrackers, explosives, knives, bows and arrows, weightlifting equipment, and airsoft and paintball guns.
 - 2. ALL cooking equipment is prohibited except items listed in E.
 - 3. Candles, incense, open flames, potpourri pots, melted wax pots, and halogen light bulbs.
 - 4. Antenna masts or aerials for radios or TVs.
 - 5. Window displays.
 - 6. Pets.
 - 7. Cleaning or skinning of game.
 - 8. Gambling.
 - 9. Hazardous materials as identified by the State Fire Marshall.
- G. Residents are not permitted to make alterations, install lofts or bunk beds, install equipment, paint rooms, or make repairs to their rooms.
- H. Nails, appliques, thumb tacks, or screws may not be used on walls or ceilings.

10. Damages – The willful destruction or theft of college, public or private property is prohibited. Willful damage is subject to actions by civil law enforcement and residence hall staff.

- A. Resident is liable for damage to residence hall property resulting from negligence or misuse by the students.
- B. When responsibility for damage within a room cannot be determined, the roommates will be jointly responsible.
- C. Wing residents will be responsible for damage to a specific wing. All residents of the hall are responsible for common area damage.

11. Services

- A. Free-use washers and dryers are furnished in the residence halls.
- B. Each suite or room has access to internet service and cable TV at no additional charges.
- C. Mail service is provided Monday through Friday, except on holidays.

12. Search and Inspection

The right to inspect rooms without notice is reserved by the College at any time convenient to its staff, and any other steps that may seem necessary for proper maintenance of the residence halls and enforcement of the regulations is reserved by the College.

13. Safety and Security

- A. Students are required to comply with safety and security procedures. Tampering with locked doors or emergency and fire equipment and/or activating false alarms endangers the lives and safety of residents, and persons responsible for this misbehavior will be subject to disciplinary actions, including removal from the hall and criminal prosecution.
- B. All residents must leave the building by the designated exit whenever the fire alarm sounds. Windows and doors should be closed and lights left on.
- C. Screens and Roofs: Residents are not permitted on the roof of the building. Windows may not be used for entrance to or exit from the building. Screens must remain on windows. A standard fine will be assessed for screen tampering or removal.
- D. Access is limited to the resident and his/her guest. Room keys may not be duplicated and all requests for replacement keys must be submitted through the Head Resident.
- E. Residence halls are equipped with security cameras. Policies and regulations regarding security cameras are available in the Residential Life Handbook.

14. Standard Regulations

- A. **Alcoholic Beverages and Illegal Drugs: The possession or consumption of alcoholic beverages and illegal drugs is prohibited in residence halls and all other areas of the campus.** Students are expected to abide by State Board of Higher Education and DCB policies, local ordinances, and state laws regarding the consumption or possession of alcoholic beverages and the possession or use of illegal drugs. Empty alcoholic containers and drug paraphernalia are likewise prohibited. Violations of this policy and/or other policies impacting fellow residents may result in your removal from the residence halls. Non-college students, who are of minority age, found in situations with alcohol or drugs in the residence halls are subject to arrest, as are their hosts.
- B. **Tobacco use, in all forms, is prohibited on campus.**
- C. Students may not disturb the rights of others, harass, haze, or create excessive noise. Any attempt to physically or verbally harass or abuse another individual (staff or student) may result in immediate removal from the hall. Also, behavior which attempts to force a roommate to move out of a room or to prevent a new roommate from moving into a room is prohibited.

In addition to this contract, students are expected to abide by the rules and regulations set forth in the DCB Student Handbook and the Residential Life Handbook. Residents who violate the rules and regulations listed in these publications risk termination of this contract.

Mead Hall: A men's residence hall that accommodates single or double occupancy. There are five "wings" in Mead Hall; each wing has bathroom and shower facilities. There are 55 rooms in Mead Hall. Room sizes are 11' x 13', 11' x 12', and 13' x 14'.

Gross Hall: A women's residence hall that accommodates single or double occupancy. There are 2 floors in Gross Hall; each floor has bathroom and shower facilities. There are 36 rooms in Gross Hall. Room size is 16' x 10'.

Milligan Hall: A residence hall that is constructed in a suite configuration. Each room has bathroom and shower facilities. There are 16 rooms in Milligan Hall. The main living area is 22' x 9'.

DAKOTA COLLEGE AT BOTTINEAU ROOM/BOARD CONTRACT 2021-22

First Name: _____

Middle Initial: _____

Last Name: _____

Street Address: _____

City: _____

State: _____

Zip: _____

Home Phone: _____

Cell Phone: _____

Email: _____

Date of Birth (mm/dd/yyyy): _____ / _____ / _____

Gender: M ☐ F ☐

Field of Study: _____

Semester of Entry: Fall ☐ Spring ☐

Year in School: Freshman ☐ Sophomore ☐

Student Athlete: Yes ☐ No ☐

If yes, indicate which sport(s):

Volleyball ☐ Men's Hockey ☐ Women's Hockey ☐

Men's Basketball ☐ Women's Basketball ☐

Baseball ☐ Fast-Pitch Softball ☐

HALL PREFERENCE

Please check one:

☐ Gross Hall (Women) double occupancy room (\$1440 per semester)

☐ Gross Hall (Women) single occupancy room (\$1980 per semester)

☐ Mead Hall (Men) double occupancy room (\$1440 per semester)

☐ Mead Hall (Men) single occupancy room (\$1980 per semester)

☐ Milligan Hall (Co-ed) suite –4-5 persons per suite (\$1580 per semester)

☐ I lived on campus last semester and wish to have my same room next year: Hall & Room #: _____
(based on availability, not guaranteed)

Single rooms (if available) will be assigned to returning sophomores according to GPA.

Board Plan Preference

- ☐ 7 day, 15 meal board plan (\$2090 per semester)
☐ 7 day, 19 meal board plan (\$2355 per semester)

Roommate Preference – please list name(s) here: _____

Roommate requests must be mutual and are not guaranteed. Students wishing to room together should apply at the same time.

Physical Health Conditions

List any physical or health conditions that we should know about in making your room assignment:

Missing Person Contact Information

Name: _____ Telephone: _____

Address: _____ Relationship: _____

This license agreement may be terminated by the College if you violate any of the residence hall rules or College regulations or engage in other conduct which justifies your removal from the residence halls for the best interests of other residents and residence hall management. Termination may also result from nonpayment of room and board fees or from violating your housing eligibility status. **I also understand that the College may consolidate or move residents into specific wings, floors, or halls within the system if occupancy in a residence hall or the residence halls is less than 100%. This means that initial hall assignments that students receive may be changed if occupancy in any or all of the residence halls is not at maximum capacity.**

I have read and agree by the policies outlined in the license contract for residence halls and board contract, and I am willing to accept a housing assignment in accordance with such policies.

Student Signature: _____ Parent Signature: _____ Date: _____
(Parent signature required if applicant is less than 18 years of age)

Please contact the DCB Business Office to pay the \$50 fee via credit card: 701-228-5430
OR mail to:
DCB Student Services
105 Simrall Blvd
Bottineau ND 58318-1198

