

Residence Hall and Meal Plan Conditions and Terms  
2023-2024 Academic Year

**Yavapai College Residence Halls are drug and alcohol-free.** Yavapai College offers two co-ed Residence Halls, totaling 220 students. Each hall has laundry facilities, Wi-Fi, cable in the common areas, and private bathrooms in each room. The halls include a common kitchen, study rooms, recreational equipment, a sand volleyball court, and a basketball court. Applications are accepted until all bed spaces are full and reserved first come first placed.

### **CONTRACT PERIOD OPTIONS**

- a) **Please note: This is a legally binding contract for the entire academic year.** There is not a “fall only” contract option. This contract is for a full academic year contract or spring semester only contract. A student checking out of or evicted from the halls prior to the end of the contract period is financially obligated for the entire contract amount, including room and meal plan charges.
- b) Housing is offered from the Sunday before classes begin in August, to the Saturday after classes end in May ([please see calendar for dates](#)). The halls close during winter break; therefore, students must vacate the building for the entirety of the break. All personal items can remain in place for returning students during the winter break closure.
- c) Periods of Occupancy: Each student must properly check-out of the residence hall on the last day of their contract period or within 24 hours of their last final examination, whichever comes first. The residence halls close at noon following the last day of exams for any academic term. Dates of occupancy may vary to accommodate changes in the academic calendar of the College. Official dates will be published by the Office of Residence Life each semester and can be found on the YC (Yavapai College) Residence Life webpage or through the Residence Life Office. Each student is responsible for completing an official check-out process or will face an improper check-out fee or loss of deposit.

### **HOUSING DEPOSIT AND PROCESSING FEE**

- a) Students must submit a \$150 housing deposit and a \$50 non-refundable processing fee at the time of application. The \$200 may be paid in one transaction through the online payment center on the YC website with a debit/credit card or can be paid in person to the cashier in building 1, in the form of a check or money order. The non-refundable processing fee and housing deposit may not be waived for any reason. Further, the non-refundable processing fee and housing deposit cannot be paid by financial aid (grants, scholarships, loans) nor can it be billed to a third-party agency.
- b) The housing deposit is to ensure the performance of this contract by the student. The College may keep and retain the deposit for payment of damages incurred due to the student's breach of any terms or conditions contained in this contract, student eviction or for past due balances with the College. Students do hereby agree that the College may apply the deposit to cover charges for cleaning, damage repair, and/or any other fees or charges for which the student is legally responsible for under this contract. The student shall be responsible for any charges and the amount covered by the deposit. The student deposit must remain on file with the College to renew a housing reservation for the following semester and/or academic year.
- c) The housing deposit may be refundable after check-out at the end of the contract period. Housing deposit refunds take 4 – 6 weeks to process after check-out. Any personal room damage and/or additional cleaning fees are deducted from the deposit.
- d) Housing deposit refunds, when applicable, will be credited to the student's college account to pay outstanding college charges or refunded to the student only after the student has notified the Office of Residence Life they will not be returning and has moved out (in accordance with the cancellation of reservation policy). Returning students will not receive a housing deposit refund upon leaving for the term. Any damage charges will be assessed to the student account for immediate payment.

### **RENT AND MEAL PLAN PAYMENT**

- a) Housing and meal plan charges will be placed on the student account by the 1<sup>st</sup> day of fall and spring registration. If the student is placed into a housing reservation after the registration period has begun, charges will be placed on the student account at the time of placement.
- b) Housing and meal plan charges must be paid in full, or a payment plan must be established prior to the start of occupancy

and by the deadline as stated on the resident onboarding checklist. If housing and meal plan charges are added to the student's account after the fall and spring payment deadlines, charges are considered due immediately. If housing and meal plan charges are not paid by the deadline, students may be dropped from housing and notified. If occupying, students must remove all their belongings from their room at this time. The College reserves the right to terminate the contract and evict the student if payments on the payment plan are not made when due.

- c) All housing and meal plan charges are posted to the student's college account. Payment must be made online through the payment center located in the student's myYC account or to the cashier in building 1.
- d) Unpaid balances are subject to collections and the student will be responsible for paying all fees charged by the collection agency.
- e) All students are required to choose a meal plan for the contract period. Changes to meal plans may be made within the first two weeks of each semester. All Roughrider dollars expire on the last day of each semester. All unused balances are forfeited.
- f) Food services are not available during Thanksgiving Break, Winter Break, Spring Break, or any dates the residence halls are closed.

### **CONDITIONS OF RESIDENCE**

- a) Students living in the residence halls are encouraged to register for 15 credit hours (full-time) of coursework per semester to complete their degree on time. Students living in the residence halls are required to be registered for a minimum of 12 credit hours of coursework per semester and be at least 17 years of age at the time of move-in. If a student is under 18 at the time of application, this contract and additional paperwork must be printed and returned to the Office of Residence Life with a notarized parent or legal guardian signature before the housing application will be considered and the room reservation secured.
- b) New students will receive assignments based on space availability and the date their completed application is received by the Office of Residence Life.
- c) This contract is for space only and the College reserves the right to make changes in room assignments when the College deems it necessary.
- d) Room and/or hall assignments may be denied, changed, or cancelled by the College in the interest of health, safety, discipline, or maximum use of space. The College has the right to evict students due to dropping classes, behavior, or non-payment. The student is given a 24-hour eviction notice in writing. If evicted, the student will be held financially responsible for all housing and meal plan charges for the duration of the semester. The full amount of rent due under the terms of this contract shall constitute a debt owed to the college and, if unpaid, may be collected in any lawful manner and a hold may be placed on the student's record. Additionally, students who are evicted under any circumstance are not entitled to a housing, meal plan or deposit refund.
- e) College officials reserve the right to enter and inspect residence hall rooms at any time necessary to protect and maintain the property of the College, or the health and safety of its students.
- f) Damage to public areas and furnishings within a residence hall is considered the student's responsibility of that building, unit, or floor. If individuals responsible for damage cannot be identified, the students of the building, unit, or floor will become collectively responsible for the cost of repair, cleaning, and/or replacement.
- g) The student agrees to abide by the rules and regulations as printed in the Housing Handbook and the Student Code of Conduct, found at [www.yc.edu/residencelife](http://www.yc.edu/residencelife) and [www.yc.edu/conduct](http://www.yc.edu/conduct). Any information printed therein supersedes other printed publications.
- h) The College will not assume responsibility for the loss or damage of individual property of students. Students are encouraged to obtain renter insurance or seek an addendum to parents' homeowner policy.
- i) Personal items lost or left behind will be considered abandoned and become property of Yavapai College after 5 days of the student's occupancy termination date.
- j) **Special arrangements for physically disabled students are available.** Yavapai College cannot guarantee ADA accessible rooms after May 1 for the fall semester and October 1 for spring semester. It is the responsibility of the student to contact the Disability Resources Office at 928.776.2085 or [disabilityresources@yc.edu](mailto:disabilityresources@yc.edu) to obtain and provide appropriate documentation.
- k) All students are required to successfully complete all required online training by the stated deadline and prior to move-in. Trainings are made available at the time housing assignments are finalized and sent. Failure to complete the courses by the deadline may result in students may be dropped from housing and notified.

## **TERMINATION AND/OR CANCELLATION**

- a) In the event a non-occupying student provides an electronic notification of cancellation to the Office of Residence Life prior to July 1 for annual contracts and prior to December 1 for spring only contracts, their \$150 housing deposit may be refunded. The \$50 processing fee is non-refundable. If notification of cancellation is received after these dates, the housing deposit is forfeited. For applicants placed on a waitlist, the \$150 deposit will be refunded when the applicant informs the Office of Residence Life of wanting to be removed from the waitlist. The \$50 processing fee is non-refundable.
- b) Applicants who apply for housing after July 1 for the fall or December 1 for spring and later cancel, will forfeit their \$150 housing deposit, except students not placed in housing due to being on the waitlist. These students can get the \$150 housing deposit back at any time by contacting the Office of Residence Life. The \$50 processing fee is non-refundable.
- c) A student who completes only one semester in housing due to an approved contract termination or a spring semester only contract is charged the semester-only rate posted on [yc.edu/residencelife](http://yc.edu/residencelife). A student who checks out or is evicted prior to the end of a semester due to an approved contract termination is charged prorated housing fees based on the semester rate and refund schedule.
- d) The Office of Residence Life reserves the right to use reservation space not claimed by 4 pm on the first day of classes. Students who do not check-in by this time will be considered a no show and will be subject to the full contract amount, including housing and meal plan charges and forfeiture of the \$150 housing deposit. Cancellation of campus housing automatically cancels the meal plan.

## **CONDITIONS OF CONTRACT**

- a) This contract is a binding agreement between Yavapai College and the student.
- b) Yavapai College reserves the right to close any residence hall in the event of an emergency, which shall be determined in its sole discretion. If Yavapai College closes the residence halls for an emergency, it will determine the length of the closure, the need for the cancellation of any applicable housing contracts, and whether and to what degree housing and meal plan fees may be refunded based upon the circumstances warranting the closure.
- c) This contract is subject to cancellation under [A.R.S. 38-511](#).
- d) This contract is not transferable to any other person or organization. Subletting arrangements of any kind are not permitted.
- e) The student agrees to pay the fees of any collection agency, which may be based on a percentage at a maximum of 33.3% of the debt, and all cost and expenses, including reasonable attorney's fees, incurred in such collection efforts of amounts due under this agreement.
- f) If a student fails to timely pay rent due under this contract, Yavapai College reserves the right to restrict a student's access to services until acceptable payment arrangements have been made.
- g) **IF UNDER 18:**  
In accordance with Arizona State law, Yavapai College may admit a person who is under the age of 18, if granted special consideration. Parental/guardian approval via notarized signature on the housing contract is required before Residence Life will review housing applications for students who are under 18 years of age. Students must be a minimum of 17 years of age to live on campus. Residence Life will request verification of permission to live on campus from guardians of students under age 18. The college environment is one of adult interaction where students will likely be exposed to concepts, educational activities, and materials that are for adults and adult audiences, including unrestricted internet access.

In submitting the application, you are affirming that you understand the learning community and environment in which this student would be living and that they are subject to all the requirements, policies and regulations of Yavapai College and the Office of Residence Life.

**AGREEMENT TERMS AND CONDITIONS**

I acknowledge receipt and review of the Residence Hall Housing and Meal Plan Conditions and Terms and agree to the terms set forth in the contract. I understand that a PDF of this agreement is also made available to me online at [www.yc.edu/residencelife](http://www.yc.edu/residencelife).

By my signature, I certify that I have read this Yavapai College Housing Residence Hall Contract and agree to abide by the contract in its entirety. I understand that this is my agreement to live in the residence halls until the end of the designated contract term.

If the applicant is under 18 years of age, a **parent or legal guardian signature must be notarized** before the application can be processed by the Office of Residence Life.



Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Legal Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Notary Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please place Notary Seal Below:

