



Northwestern
Michigan
College

Dear NMC Student:

Thank you for your interest in living at East Hall. East Hall is reserved for all new NMC students who are 20 years of age and younger. Enclosed is a housing contract and preference sheet. Please read and complete both of these items and return with the \$250.00 housing deposit. A deposit is required to have a room reservation. It is important to note the deposit cannot be covered by Financial Aid. This deposit is held on account and will be refunded provided you stay for the whole academic year, there are no damages or outstanding balances and keys are returned.

Submission of this contract DOES NOT guarantee accommodation in East Hall. Contracts will be reviewed by the residence life staff and those accepted will be notified by the student's NMC e-mail. All correspondence from this office will be through your NMC e-mail. **To access your NMC e-mail please use the username and password given to you in your admission letter.**

There are three meal plans to choose from: Option 1 (\$1700), Option 2 (\$1400) and Option 3 (\$1100) that will be billed to your account each semester. The amount chosen will be loaded onto your student ID prior to check-in and can be accessed by swiping your ID at the café register. Each item purchased will be deducted from your balance. Meal plans cannot be changed after the third week of class. Balances can be transferred from fall to spring. Any balance left at the end of spring semester will not be refunded. A student can add funds to their account at any time by calling Sodexo at 231-995-1688.

Students who live in East Hall are required to maintain a minimum of a 2.0 G.P.A. per semester. If a student is accepted into housing with below a 2.0 G.P.A. or falls below at any time, he/she will be required to meet with a Residence Life staff member and follow their directives. Students that fail to meet with, and/or fail to follow the directives of the Residence Life staff member, could be removed from East Hall with all costs accrued as outlined in the contract.

The housing balance must be paid by August 1, 2017 for the fall semester and December 7, 2017 for the spring semester. **Please be aware that if you need financial assistance, your FAFSA (Free Application for Federal Student Aid) must be received and awarded prior to move in date.** The FAFSA process usually takes 4 to 6 weeks from start to finish. For questions call 231-995-1035.

Please note, by signing and returning the housing contract, you are agreeing to stay for both fall and spring semesters as long as you are enrolled as an NMC student.

If you have any housing questions or concerns, please do not hesitate to contact us at 231-995-1400.

Sincerely,
The Residence Life Staff



East Hall Housing Contract



Please read the entire contract both **front** and **back** of this page, sign and date. Keep yellow copy for your records. When completed mail it back with the \$250 deposit to: Office of Residence Life, 1701 E. Front St., Traverse City, MI 49686 OR make deposit online and fax contract to 231-995-1399 OR e-mail to nmchousing@nmc.edu.

Note: All NMC Campuses are tobacco, drug and alcohol free.

(Internal Use Only)

Room Number: _____

Roommate: _____

G.P.A. _____

Fall move-in is August 25, 2017

Spring move-in is January 14, 2018

PERSONAL INFORMATION

Name:	Student ID:
Street:	Cell Phone:
City/State/Zip:	Home Phone:
Date of Birth:	Gender:

Room Charge Triple Occupancy (limited availability)
\$1783.00 per semester
\$3566.00 per academic year

Room Charges, Double Occupancy
\$2675.00 per semester
\$5350.00 per academic year

Room Charges, Single Occupancy (not guaranteed)
\$2900.00 per semester
\$5800.00 per academic year

All East Hall residents **MUST** choose a declining balance meal plan:

Option One: \$3400 per academic year
(\$1700 due and available at the beginning of each semester)

Option Two: \$2800 per academic year
(\$1400 due and available at the beginning of each semester)

Option Three: \$2200 per academic year
(\$1100 due and available at the beginning each semester)

Balances transfer from fall to spring semester **ONLY**. If a student spends less than 50% of their fall meal plan, a spring rate of less than the required amount can be chosen.

Fall Semester Due 8/1/17 Spring Semester Due 12/7/17

If relying on Financial Aid, it MUST be posted to account by these dates or space will not be guaranteed.

Emergency Contact: _____ Relationship: _____ Cell : _____

Please list any physical or psychological conditions or medications (including allergies) that we should be aware of:

Criminal Information: Have you ever been convicted of, or entered a plea other than innocent or not guilty to any crime, including any felony or misdemeanor, or are there any criminal charges presently pending against you? Yes _____ No _____ **If you answered yes, please attach an explanation.** Additional documentation may be requested. Disclosing of a criminal record or pending charges will not necessarily disqualify you from residential housing. Each offense will be evaluated individually.

I hereby agree to the terms and conditions of the Residence Hall Contract at Northwestern Michigan College for the 2017/2018 academic year. I agree to comply with all East Hall rules and regulations as stated in the Student Handbook as well as the Students Rights and Responsibilities. I agree to pay Northwestern Michigan College room and board charges at the rate and payment schedule published in this 2017/2018 contract. ***Please Note: It is your responsibility to make payments on or before the due date whether or not you receive a bill. Failure to do so may result in the cancellation of your Residence Life contract and forfeiture of your deposit. BY SIGNING THIS CONTRACT YOU ARE AGREEING TO STAY IN EAST HALL FOR BOTH FALL AND SPRING SEMESTERS**

Signature (please read back of contract before signing)

Date

CONTRACT TERMS: I AGREE TO...

PERIOD OF CONTRACT: The Residence Hall Contract is for the entire 2017-2018 academic year beginning the date of move-in and ending 24 hours after the applicant's 2018 spring semester's last final exam.

ASSIGNMENTS: Submission of this contract DOES NOT guarantee accommodations in the residence hall. Contracts will be reviewed by the Residence Life staff and those accepted will be notified through their NMC e-mail address. Northwestern Michigan College (NMC) Residence Life does not discriminate on the basis of race, religion, sexual orientation, disability or ethnic background. If a student does not check into East Hall by the first day of classes or make arrangements for late arrival with the Office of Residence Life, his/her room may be reassigned to another student and he/she may forfeit his/her deposit.

Student room and board charges are based on normal double occupancy; therefore, the Office of Residence Life reserves the right to reassign students who are without a roommate should they not find a roommate of their own choice. In all cases, the final determination of room assignments rests with the Office of Residence Life. Roommate requests will be honored only if mutually agreed upon by both parties and if space is available. The Office of Residence Life reserves the right to change room assignments or triple residential units, if necessary.

HOUSING ELIGIBILITY: In order to be eligible for housing, a student must be enrolled in at least 6 NMC credits each semester. If a student fails to remain enrolled or stops attending class, the Office of Residence Life reserves the right to terminate the contract. The student, if found not to be enrolled or not attending classes, will be charged an additional \$50.00 per day room rental charge dated back to the time of disenrollment or last date of class attendance and will be removed from East Hall.

GRADE POINT AVERAGE (G.P.A.): Students who live in East Hall are required to maintain a minimum of a 2.0 G.P.A. per semester. If a student is accepted into housing with below a 2.0 G.P.A. or does not maintain a 2.0 G.P.A. at any time, he/she will be required to meet with a professional staff member of the Office of Residence Life and follow their directives. Residents who fail to meet with and/or fail to follow the directives of the professional member of the Office of Residence Life could be removed from East Hall with all costs accrued as outlined in the contract.

HOUSING DEPOSIT: A \$250 deposit is required to reside in East Hall.

CANCELLATION OF HOUSING RESERVATION: The \$250.00 housing deposit shall act as premature termination fee if the contract is terminated after the cancellation dates. Students who have paid the housing deposit and cancel must notify the Office of Residence Life IN WRITING by the following dates:

Applicants starting classes fall semester:	August 7, 2017
Applicants starting classes spring semester:	December 22, 2017

Deposits are fully refundable, **up to but not including these dates**, should a student cancel the contract. Failure to notify of a cancellation, in writing to the Office of Residence Life, by the dates given above will result in forfeiture of the \$250 housing deposit. The deposit will not be refunded if NMC terminates the contract. The housing deposit shall also apply against any cost of repair for damage to the premises, but shall not limit the right of NMC to recover the actual cost of repairs. The \$250.00 deposit will only be refunded in full if there are no damages or fees applied to the room, the student checks out appropriately with the RA, returns the room key, mailbox key, laundry card and if there is not an outstanding balance. **Students must also reside in the residence hall and complete both fall and spring semesters in order to be eligible for a housing deposit refund.**

TERMINATION OF CONTRACT BY THE COLLEGE: NMC may terminate this contract and/or take possession of the room and contents at any time for violation of any of the regulations stated in the Student Rights and Responsibilities, the Residence Life Handbook 2017/2018, for health reasons, maintenance reasons, or if the student is delinquent on payment. The following refund schedule will apply.

TERMINATION OF CONTRACT BY STUDENT: Students who completely withdraw from NMC are eligible for a refund according to the following:

REFUND SCHEDULE:

Cancellation during first week of classes

Refund 75% room charges

Refund of 100% of unused meal plan

Cancellation during second week of classes

Refund 50% room charges

Refund of 100% of unused meal plan

Cancellation during third week of classes

Refund 25% room charges

No meal plan refund

No refunds will be issued after the third week of classes.

Students still enrolled at Northwestern Michigan College at the time of contract termination will continue to be responsible for the total room and board fee for the entire contract period.

FOOD SERVICE: The Meal Plan Option amount selected is loaded on to the student's school ID. Each cafeteria purchase made is deducted from the current account balance. Students may add funds onto their meal plan account at any time during the academic year by contacting the Sodexo Office at (231) 995-1688.

ROOM OCCUPANCY: The housing fee allows the resident to occupy their room from the beginning of each semester until the end of his/hers final examination, except during Thanksgiving Break and Spring Break. East Hall residents are allowed to stay during Thanksgiving Break and Spring Break under a separate contract (with stipulations) at an additional cost. No cafeteria service will be available. Personal belongings may be left in the student's room during all breaks. Fall semester move-in date is 8/25/17. All students need to leave for semester break by 12/15/17. Spring semester move-in is 1/14/18 and all students must be moved out by 5/4/18. East Hall will be **CLOSED** without accommodations between semesters. **No one is allowed to stay from December 15, 2017 – January 13, 2018)**

REGULATION: NMC reserves the right to make other rules and regulations periodically as deemed necessary and proper for the safety, care and cleanliness of the premises, and for securing the comfort and welfare of all occupants. NMC will make such rules and regulations a part of this contract, providing 7 days of notice given.

MAINTENANCE: The student agrees not to remove East Hall property or duplicate any East Hall issued keys. Lost keys should be reported to the Office of Residence Life immediately. If the missing keys are not found, the lock will be changed and the student will be held financially responsible for the replacement of the lock and new keys.

RATES: The student agrees to pay Northwestern Michigan College at the Cashiers Office or online through the student's Self-Service account for the established rates for room and board. If the student does not make full payment for each semester at the beginning of the semester, he/she is responsible to make payments by the Payment Plan according to the schedule. Failure to make payments by the due date may result in the cancellation of your housing contract and forfeiture of your deposit. Rates are subject to change at the discretion of the Board of Trustees. NMC reserves the right to make deductions from the student's financial aid awards to pay the full semester housing rate at the beginning of each semester.

LIABILITY: Northwestern Michigan College is not liable for the loss of money or valuables to any person, or for the loss of, or the damage to, any resident's property or for personal injury sustained on the premises. NMC encourages residents to consider contracting their own insurance carrier for coverage.

Lifestyle & Personal Preferences

Please fill out the following information sheet and mail with application and deposit to:

Office of Residence Life, 1701 E Front Street, Traverse City, MI 49686

You may also email all application materials to nmhousing@nmc.edu or fax to 231-995-1399

Contact Information

Name _____

Cell _____ Age _____ Gender _____

Rooming Preferences

Room Type:

- Single
- Double
- Triple

Floor Type:

- All Male
- All Female
- Co-ed (by suite)

Lifestyle

I am a:

- Non-smoker
- Smoker

**NMC is a smoke free campus*

I keep my room:

- Neat
- Lived in
- Messy

When I study, I prefer:

- Very quiet
- Moderately quiet
- Noisy
- No Preference

I consider myself to be a:

- Morning person
- Afternoon/Evening person
- Late night person

My music preferences are:

(check all that apply)

- Classical
- Jazz
- Classic Rock
- Rap
- Contemporary
- Techno
- Pop
- Country
- Christian
- Alternative
- R&B
- Heavy Metal

I have interest in:

(check all that apply)

- Sports
- TV/Movies
- Dancing
- Video Games
- Learning about other cultures
- Theater
- Reading
- Music
- Shopping

My Major/Area of Study is:

(roommate placement by major is based on availability)

- Aviation
- Culinary
- Maritime
- Other _____

Other things I'd like you to consider when pairing me with a roommate (in reference to your lifestyle):

Roommate/Suitemate Preference

Name of student you wish to room with (they must also list you on their contract):

Name of preferred suitemates (they must also list you on their contract):