

2023-24 LICENSE FOR RESIDENTIAL HALLS AND CONTRACT FOR DINING SERVICES

PLEASE READ ALL DIRECTIONS BEFORE COMPLETING APPLICATION.

1. LICENSE

- a) The Residential Hall License Contract creates a license for the student to use campus housing and is not a lease. The relationship between NDSCS and the student is that of licensor-licensee and not that of landlord-tenant. A license creates a privilege for students to use residential facilities subject to the conditions of this contract and college regulations.
- b) Fulfillment of this license contract is contingent upon the availability of products and services provided by NDSCS. The written terms of this license contract supersede all previous contracts as well as any verbal statements or emails made concerning this contract.

2. ELIGIBILITY/REQUIREMENTS

- a) Students who are enrolled in at least one credit at NDSCS are eligible to live in residence hall housing.
- b) Housing may be refused to any student based on their current or past conduct, where the student may pose a safety or security risk to persons or property. Housing may also be refused to students who have outstanding debts to the college.
- c) **ALL FIRST YEAR STUDENTS, ARE REQUIRED TO LIVE ON CAMPUS, UNLESS THE STUDENT QUALIFIES FOR AND IS GRANTED AN EXEMPTION BY RESIDENTIAL LIFE.** For more information about this policy, visit: www.ndscs.edu/residential-life.
- d) Students who are not granted an exemption by the Residential Life Department and do not apply for housing, may be charged a standard double room rate for the contract period (academic year).

3. REQUIRED IMMUNIZATIONS

The North Dakota State Board of Higher Education policy, Section 506.1, requires students to provide proof of two MMR immunizations (Measles, Mumps and Rubella) before being accepted into North Dakota colleges. All newly admitted students ages 21 and younger must provide documentation of vaccination against meningococcal disease given after the age of 16. TB testing is required of students who have lived in or traveled to a country for more than 30 days that is classified by United States health officials as high burden for tuberculosis. For more information on these requirements and possible exemptions, visit: www.ndscs.edu/immunizations.

4. APPLICATION AND ASSIGNMENT PROCEDURES

- a) New students or students who have not had continuous housing must remit a \$25 non-refundable housing application fee (check, credit card, or money order payable to North Dakota State College of Science) with an application to the Residential Life Department, North Dakota State College of Science, 800 Sixth Street North, Wahpeton, ND 58076. An application does not guarantee a room assignment. Room assignments are made without regard to race, religion, color, creed or national origin. Assignment priority is determined according to the date of paid application. Applications mailed without payment of the housing application fee are not considered complete until the date the fee is received.
- b) Students currently residing on campus are not required to pay another application fee when they contract for housing and dining the following academic year.
- c) Students re-contracting for the following academic year must complete a residential hall reservation application and review and agree to the terms and conditions of the housing and dining contract online at: www.ndscs.edu/residential-life/forms.
- d) Residential Life does not provide students with a paper copy of the license contract.
- e) Roommate preferences are honored when possible, but are not guaranteed. If students request each other as roommates, both

students are required to mutually request each other.

- f) Final confirmation of housing and dining plan are subject to admission to the college.

5. ACCESSIBILITY ACCOMMODATIONS

- a) Students with a documented disability(ies) requesting a residence hall room, meal plan, or other residential accommodation must contact the Accessibility Coordinator at 701-671-2623. Accommodation requests cannot be processed without a recommendation from Accessibility Services.
- b) Requests for accommodations cannot be assured for students applying less than 60 days prior to the beginning of the semester for which on-campus accommodations are needed. NDSCS will make every effort, however, to provide reasonable accommodations.
- c) Assignment is based on the accommodations required and the date the application and application fee are received.

6. ACCOMMODATIONS FOR STUDENTS BASED ON GENDER IDENTITY/EXPRESSION

- a) The Residential Life Department is committed to providing safe, inclusive, educational, and vibrant living environments for all students living on campus.
- b) Students seeking these accommodations are encouraged to indicate this request on their housing application. The Student Advocate and Residential Life Department will work with the student to find the best suitable living arrangement available. All disclosed information will be kept confidential.

7. LICENSE CONTRACT TERM

- a) This contract is made for the 2023-2024 academic year or the balance thereof if signed after the beginning of the term. The 2023-2024 academic year is defined as August 1, 2023 to July 31, 2024. Students that live in the residence halls during summer session will be subject to the terms and conditions of this license contract. The Residential Life Department and Dining Services reserve the right to make all final decisions regarding assignments and dining plans.

8. ROOM AND DINING PLAN RATES

- a) Rates for the 2023-2024 academic year can be found at: www.ndscs.edu/paying-college/costs-ndscs-know-you-owe under Housing & Dining rates. These rates do not include official college break periods (see Section 17).
- b) If a student's academic program requires them to be away from campus for 8 weeks or longer during the semester, the student will receive a room discount equal to one-half of the standard double room rate. Residents who participate in the Stay and Save program and are away from campus for their academic program for 8 weeks or longer during the semester, will receive a room discount equal to one-half of the re-contracted standard double rate. Students that participate in internships less than 8 weeks will receive a prorated discount based on the number of weeks they are off campus on internship.
- c) If a student arrives after the semester has started or their academic program requires them to be away from campus during the semester, the student is required to stop in the Dining Services Office, located in the Hektner Student Center room 145A, to activate or cancel their dining plan. Students will be billed or credited according to how many weeks they are on campus.

9. PAYMENT SCHEDULE AND PROCEDURE

- a) Room and Dining Plan
 - i. Payment is made during Wildcat Payment and Refund Days (financial aid disbursement) each semester.
 - ii. The student agrees to pay all collection costs for non-

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payment of housing charges, including a 1.75% monthly late fee that will be applied to all charges 30 days or older.

- b) Non-payment
 - i. Failure to comply with the above payment schedule may result in a hold on the student's college registration and liability for collection costs incurred by NDSCS.

10. LICENSE CONTRACT CANCELLATION

- a) Housing and dining reservations may be canceled if such request is received by the Residential Life Department on or before August 1 for fall semester. Students who have applied for spring or summer semester housing and dining reservations must cancel their reservation prior to the first day of classes in the spring or summer semester. Cancellations made after these dates will result in a \$50 late cancellation charge. Submittal of a cancellation request does not guarantee cancellation. Room cancellations must be approved by the Residential Life Department.
- b) During the fall and spring semesters, if a student's request to cancel their contract is approved by the Residential Life Department, the student will be responsible for 50% of the housing charges remaining for the fall and/or spring semesters, commencing the day the student checks out of their room with a Residential Life staff member. If a student's request to cancel their contract is approved during a summer session, the student will be responsible for 50% of the housing charges remaining in the summer session that the student requested housing. A student who fails to properly check out of their room will receive an additional \$50 improper check out charge. A student's account may also be charged for missing keys.
- c) If a student does not qualify for an exemption from the on-campus living policy and breaches the license contract, the student will be responsible for all housing charges remaining for the fall and spring semester.
- d) Students who have contracted to live in campus housing for the academic year and do not return to campus housing for spring semester, will receive housing cancellation charges on their student account in the fall term of the contracted academic year.
- e) The Residential Life Department may approve a license contract cancellation if a student who qualifies for an exemption from the on-campus living policy notifies the Residential Life Department on or before August 1st that the student wishes to live in the residence halls for only one semester. The student will be obligated for housing charges for the entire semester, regardless of the date in which the student vacates their residence hall room.
- f) If a student vacates without the approval of the Residential Life Department and is not registered for classes at NDSCS at the time it is discovered the student is no longer occupying their room, the student will be charged a \$50 improper check out charge. Additional charges may also be assessed to the student for damages (cost of labor and materials), missing keys, cleaning and any costs associated with removal and storage fees for abandoned property.
- g) If this contract has been canceled due to withdrawal or dismissal from NDSCS, and the student is re-instated or re-enrolled at NDSCS during the contract period, the student will be responsible for the balance of the contract after re-instatement or re-enrollment.

11. WITHDRAWAL FROM THE COLLEGE

- a) On or after the first day of classes of each semester, authorized room and board payment refunds are calculated on a percentage basis in accordance with the State Board of Higher Education Refund Policy and will be refunded to the resident,

provided all payment obligations to the college have been met. In order to complete the withdrawal process, a resident must properly check out of their room within 48 hours of initiating the withdrawal process, unless the resident is granted an extension by the Residential Life Department.

12. DINING PLANS

- a) NDSCS Dining Services offers four different dining plan options to accommodate student needs. All first-year students, who do not qualify for an exemption from the on-campus living policy must live on campus and carry either a 160, 225 or 300 dining plan. For out-of-state students to receive in-state tuition rates, they must live on campus and carry either a 160, 225 or 300 dining plan. All other students living in a residence hall are required to contract for one of the four dining plans. If you are required to have a dining plan and fail to select one, you will be assigned the 225 dining plan.
- b) 225 and 300 dining plans include \$50 in dining dollars for use in the Wild Grounds Café and Flickertail Dining Room. The 160, 225 and 300 dining plans include ten guest meals per semester and the 80 dining plan includes five guest meals per semester.
- c) All NDSCS dining plans are block plans, all you care to eat and unlimited entry. The total number of meals provided by the plan are for use during one semester only. Meals & Dining Dollars not utilized are forfeited and will not carry over to the next semester.
- d) NDSCS offers out-of-state students a substantial discount on tuition when they live on campus and subscribe to a 160 Dining Plan or larger from Dining Services. Under this plan, students from other states and countries pay the same tuition rate as North Dakota residents. For more information about the out-of-state tuition discount, contact the Business Affairs Office at 701-671-2216.

13. DINING PLAN REGULATIONS AND POLICIES

- a) Dining plan rates for the 2023-2024 academic year can be found under Housing & Dining at www.ndscs.edu/paying-college/costs-ndscs-know-you-owe.
- b) Dining plan rates do not include break periods (see Section 17c).
- c) Downloading the GET App or valid Student ID cards are required to utilize your dining plan and gain admittance into the dining facility. Student ID cards and associated dining plans are not transferable to anyone else.
- d) For students, whose class or work schedule conflicts with Dining Services hours and/or prevents them from remaining in the dining facility to eat their meal, sack lunches are provided or you may ask for a meal to go. Grab & Go options are available in the Wild Grounds Café.
- e) Dining plans add/change requests (not dining plan cancellations) must be submitted to the Dining Services Office prior to "Wildcat Payment and Refunds Days" for each semester. Approved changes are processed weekly and NO changes after these dates will be accepted.
- f) Dining plans in effect at the end of fall semester will automatically be assigned to you for spring semester unless other arrangements have been made with the Dining Services Office.
- g) Food Allergy Warning: The North Dakota State College of Science Dining Services Department makes every attempt to identify ingredients that may cause allergic reactions for those with food allergies and intolerances. However, there is always risk of contamination. Additionally, manufacturers may update and change their product ingredients without our knowledge, we cannot be assured the validity of the products. Dining Services will not assume any liability for adverse reactions to foods consumed or items one may come in contact with while

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eating at any NDSCS dining rooms or catered events. Students, staff, faculty, and guests with food allergies are encouraged to contact NDSCS Dining Services at 701-671-2321 for additional information and/or support.

14. OCCUPANCY

- a) Residents must be an enrolled student at NDSCS, must occupy the assigned room and may not sublet or re-assign the room.
- b) The Department may cancel a student's assignment after the first day of classes if the student is not enrolled at NDSCS and has not checked into their assigned room. The assignment will be canceled and a \$50 late cancellation fee will be charged to the student's account.
- c) The Residential Life Department reserves the right to consolidate students when hall occupancy is below 100 percent capacity.
- d) If a student occupies a room that falls below its designed capacity, the Residential Life Department will begin the consolidation process. Students that do not participate in the consolidation process will either be assigned a new roommate by the Residential Life Department or charged for a single room. The Residential Life Department cannot guarantee a roommate assignment.
- e) The Residential Life Department reserves the right to transfer students from one room or hall to another in the interest of health, safety, student conduct or consolidation purposes.
- f) The Residential Life Department reserves the right to determine what constitutes occupancy and may reassign students and assign the applicable room rate to a student's account as needed.
- g) The Residential Life Department reserves the right to assign students to a space with an open bed, with or without notification to any students currently living in that space.
- h) Any termination of occupancy or exceptions to this license contract will be subject to the approval of the Residential Life Department or designee.

15. GUESTS AND VISITATION

- a) A guest in a residence hall is defined as an individual person who is not assigned to the particular residence hall they are currently in and is in the space with the consent of a hosting resident living in that hall. A guest in a room/suite is defined as a person in a space they are not assigned to, with the consent of the resident living in that space.
- b) Guests should be escorted at all times while being hosted in a building.
- c) Students are responsible for their and any guest(s) behavior in any and all spaces in the residence halls, including, but not limited to: room/suite areas, private and public bathrooms, shared kitchen and lounge spaces, laundry rooms, and hallways.
- d) Residents are responsible for knowing the identity of their guests and are responsible for guest behaviors. Guests are required to provide proof of identification if requested by a college official, law enforcement, or emergency response personnel. Residents are held liable for violations and loss or damage to property caused by their guests. Minors 17 years of age and under must be accompanied by a parent or guardian.
- e) Open (24 hour) visitation means that students may have guests stay in their room; however, guests' stay shall not exceed 72 consecutive hours without written permission from the Residential Life Department.
 - i. Cohabitation is not permitted in College-owned or College-controlled facilities, including those facilities which allow 24-hour guest visitation. Cohabitation is defined as any circumstance, which would prompt a reasonable person to believe a guest has a regular

and/or steady presence in a room or suite. Anyone maintaining clothing changes, keeping personal effects, or using the bathroom/shower facilities in a residence hall for more than 72 consecutive hours, will have established a regular and/or steady presence for the purposes of enforcement of this regulation. Allowing an un-contracted individual to cohabitate in your residence hall room/suite is grounds for termination of this license contract. Allowing an un-contracted individual to reside in your residence hall room/suite is grounds for termination of this license contract.

- f) Visitation may not infringe on the rights of roommates. The right of a roommate to sleep or study supersedes the right of another person to entertain guests. Roommates should discuss expectations regarding guests prior to their arrival and/or problems arising.
- g) Each room is allowed two guests.

16. ROOM CHANGE/HALL TRANSFER

- a) Room changes, hall transfers and vacating rooms require the approval of the Residential Life Department.
- b) Unauthorized room changes may result in an administrative charge of \$50, being required to move back to the original room, applicable charges for assignment and occupancy of more than one room and/or disciplinary action.

17. BREAK PERIODS

- a) Residence halls close during semester breaks and spring break. Students are allowed to stay in campus housing over spring break, however, contract rates do not cover these periods, students will be charged \$15 per night if space is available and the student's request is granted by the Residential Life Department.
- b) The Residential Life Department reserves the right to move students to another hall during the break periods.
- c) Dining plans are not in effect during fall holiday break, semester break, spring break, and spring holiday break.
- d) Guests are not allowed in student rooms during break periods. Failure to comply with the guest policy can result in disciplinary action and may include removal from housing during the break period.

18. LIABILITY/INSURANCE

- a) The Residential Life Department assumes no responsibility for loss, theft or damage to personal property. The Residential Life Department strongly recommends purchase of insurance or an extension of family insurance to cover loss or damage of personal property. The Residential Life Department does not have insurance that covers the personal property of residents or guests. In addition, students agree not to hold responsible, the college, the Residential Life Department and its employees and agents, for any claims or damages sustained by students or guests as a result of acts or omissions relating to any changes or modifications made by the student to the room or furnishings. Students are financially responsible to the college and other residents for damage, loss or injury sustained by the college, the Residential Life Department and its employees and agents as a result of student or guests' acts or omissions. Damage charges will include cost of labor and materials for all repairs and/or cleaning.

19. HALL OR ROOM CONTENTS AND USES

- a) Residence hall rooms are equipped with mirrors, desks, chairs, window coverings and twin beds.
- b) Students provide their own linens, blankets, pillows, towels, toiletries, bedspread and desk lamp, if desired.

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- c) The College and the Residential Life Department assume no liability for damages or injuries caused by the use of bed lofts.
- d) Students are responsible for cleaning their rooms and suite areas, removing waste materials and maintaining sanitation and safety conditions acceptable to the Residential Life Department. Students living in suite-style residence halls are responsible for removing all personal items from the bathroom, shower, and sinks on the scheduled cleaning days. Failure to remove personal items on cleaning days may result in additional cleaning charges and referral to the student conduct process. When the condition of a room threatens the health or safety of other residents, staff will instruct the resident(s) of the room to clean the area to acceptable standards. Unacceptable conditions that would constitute a policy violation include, but are not limited to: floors covered with trash or personal items, failure to take trash out of a room/suite, food or drink that creates an odor or will attract insects or rodents. Residential Life reserves the right for professional staff members to exercise their judgment in determining and enforcing standards that a reasonable person would expect in a living environment. Also, when a space in a double room that could potentially be occupied by a new resident is not accessible, clean or welcoming, similar action will be required of the assigned resident(s). Students will be billed for labor and material costs if cleaning is required by the Residential Life Department or Facilities Management. Limited supplies for cleaning are available in each hall upon request.
- e) The capacity of the electrical systems in the residence halls is limited. Overloading these systems can present fire and safety hazards. If students want to increase the number of outlets in their room, they are required to use only UL-approved power strips, which contain an independent circuit breaker or fuse. The only cooking equipment permitted in student rooms are single serve coffee makers that do not have hot plates and are equipped with automatic shut-off and microwave ovens under 800 watts. Refrigerators not exceeding 4 cu. ft. inside storage space are also permitted in the residence halls. Items prohibited in the residence halls include but are not limited to: electric frying pans, electric grills and fryers, hot plates, pizza ovens, coffee pots, air fryers, rice cookers, toasters, crock pots, air conditioners, space heaters, electric blankets, wax melts and wax warmers, misting diffusers, 3D printers, and electric cords outside of the room or building. Spray deodorant and spray air fresheners are also prohibited as these items can set off fire alarms. Rope/string lights with self-adhesive are prohibited as they cause significant damage to the surface they are adhered to. Any other item must be approved by the Residential Life Department.
- f) Students are not permitted to make alterations, install equipment, paint, remove closet doors, or make repairs in any part of the building. Additional furniture may not be brought into rooms, including, but not limited to: mattresses, bed frames, sofa bed, waterbed and any loft kit other than kits issued by the Residential Life Department. College property may not be transferred or removed from residence hall rooms, rooms within a suite, lounges or from the residence halls. Room personalization and window displays require approval by the Residential Life Department.
- g) Pictures or other wall hangings should be suspended only from moldboards, picture rails or bulletin boards inside of rooms/suites. Nothing is permitted on the exterior/hallway door of the room/suite, aside from items approved or provided by the Residential Life Department. Students will be charged for damage to doors, walls and ceilings.
- h) Fire safety and sanitation requirements prohibit cooking within the residence hall room. Limited kitchenette space is specifically designed for light snacks. Residents must clean kitchenettes. All food must be kept in closed containers. Students that fail to adequately clean and maintain the kitchen area will be subject to the disciplinary process outlined in the *NDSCS Guide to Student Rights & Responsibilities*. Sanctions may include loss of use of the kitchen space.
- i) No motorized vehicles or combustion engines may be used or stored in the residence halls. Bicycles may not be stored in the residence halls.
- j) No person or organization, whether or not affiliated with the college, may advertise, sell, conduct a business or raise funds in the residence halls without registering and receiving permission from the Residential Life Department. No person may use the words "NDSCS" or "North Dakota State College of Science," or any derivative thereof in any address or in any other way associate such terms with any personal business, such as, but not limited to, on business cards or stationery, although persons may use their post office box number.
- k) When responsibility for damages, injuries, or other liability within a room or suite cannot be determined, all roommates/suitemates will be held jointly responsible.
20. **RESIDENTIAL LIFE POLICIES**
The conditions regarding student behavior while living in the residence halls under this contract will follow the *NDSCS Guide to Student Rights & Responsibilities* located at: www.ndscs.edu/student-rights, as well as all college policies and regulations, which include but are not limited to the following:
- a) **Alcohol and Other Drugs** – Regardless of a person's age, the manufacture, sale, transfer, purchase, transportation, possession, use or consumption of alcohol (in any form), and/or possession or display of empty alcohol beverage containers anywhere on NDSCS owned or controlled property and/or sponsored or supervised events is prohibited. Students may face campus charges for alcohol related incidents occurring off campus. Such incidents include, but are not limited to: minor in possession/consumption/under the influence of alcohol, driving under the influence of alcohol, public consumption of alcohol, and providing alcohol to a minor. Possession, consumption, being under the influence, or transport of illegal drugs or any other controlled substances is prohibited except pursuant to a physician's, dentist's or other authorized medical personnel's prescriptions. The manufacture, exchange, distribution, purchase or sale of illegal drugs or controlled substance is prohibited. The possession of drug paraphernalia for illegal drug use is prohibited as well.
- i. Any individual found in a room in which the alcohol policy is being violated, whether participating or not, may be charged with a violation of the *NDSCS Guide to Student Rights & Responsibilities* due to violation of this policy.
- b) **Weapons/Firearms/Explosives** - Possession, display or storage of weapons in College owned buildings is prohibited. **All firearms must be registered with NDSCS Police immediately upon arrival to NDSCS.** Unauthorized and/or illegal possession, display or use of firearms, explosives or other weapons is prohibited.
- Firearms and weapons include, but are not limited to, airsoft guns, BB guns, dart guns, handguns, paint ball guns, pellet guns, rifles, shotguns, stun guns or similar device designed to deliver an electric shock, daggers, knives (blade greater than four inches in length), sabers, swords, and bows and arrows.
 - Explosives include, but are not limited to, bombs, explosives, fireworks and other incendiary devices. Incendiary devices are defined as any flammable substance enclosed in a readily breakable

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container that can be equipped with an igniter of any type.

- Other weapons include, but are not limited to, martial arts implements, dangerous fuels and chemicals. Any object may be considered a weapon when used to inflict or threaten infliction of bodily injury or property damage.
- Throwing or casting any object into, upon, or against any building, structure, motor vehicle or at any person is prohibited.

This policy shall not prohibit individuals or student organizations from possessing, storing or using weapons at approved locations for the purpose of meeting requirements of educational programs and/or approved activities being conducted by a student group recognized by the College. NDSCS Police provides storage for students to store sporting arms, such as those used for hunting and other shooting sports. An officer must be present for check-in/check-out.

- c) **Tobacco/Open Flame** –The use of tobacco is prohibited on campus property at all times. This prohibition includes indoors, outdoors, inside College vehicles and/or personal vehicles while on College property. NDSCS prohibits the use and possession of all e-cigarette devices in College-owned residential buildings. This policy applies to employees, students and visitors. Tobacco products include any product that contains tobacco, is derived from tobacco or contains nicotine or other similar substances, intended for human consumption, or is likely to be consumed, whether smoked, heated, inhaled, chewed, absorbed, dissolved, or ingested by any other means. The term “tobacco product” includes, but is not limited to, e-cigarettes and other electronic smoking devices, pipes and rolling papers, cigarettes, vaporizers, cigars, pipes, hookahs, chewing tobacco, snuff, smokeless pouches and other forms of loose leaf tobacco, but does not include any product approved by the United States Food and Drug Administration for legal sale as a tobacco cessation product and is being marketed and sold solely for the approved purpose. E-cigarette means any electronic vaping device, such as one composed of a heating element, battery or electronic circuit, or both, which provides an aerosol of nicotine or any other substance, and the use or inhalation of which simulates smoking. The term includes any such device, whether manufactured, distributed, marketed, or sold as an e-cigarette, e-cigar, e-pipe, vape device, vape product or under any other product name or descriptor. E-cigarette also includes any component part of such a product whether or not sold separately. For more information and to view the full NDSCS Tobacco-Free Environment Policy, visit www.NDSCS.edu/Tobacco. There may be a minimum \$250.00 cleaning fee assessed to residents who violate this policy in their room or suite. In addition, violators are subject to additional sanctions as outlined in the *NDSCS Student Guide to Rights and Responsibilities*. Fire hazards, including but not limited to, any item having an open flame, open heating coils, candles, incense burners, lava lamps, neon signs, cordless curling irons and halogen lamps are strictly prohibited. No liquids or materials of an explosive or combustible nature shall be kept on the premises.
- d) **Routers and Other Equipment** – Routers of any kind, antennas, dishes or aerials for radios or TVs is prohibited. Also prohibited are battery chargers, engine heater cords, and weight lifting or exercise equipment. Students are not

permitted to tamper/disrupt access to the campus Internet by direct connect or reconnecting equipment/devices to the campus Internet.

- e) **Non ESA/Service Animals or Pets** – With the exception of animals authorized by NDSCS Accessibility Services or those defined as service animals under the Americans with Disability Act (ADA), pets are prohibited inside campus buildings, with the exception of fish (in a tank 10 gallons or less). Students who are approved by NDSCS Accessibility Services to have an animal in campus housing must provide Residential Life with the animal's required immunization, license information and must meet with a Residential Life designee to review and sign an animal registration agreement prior to bringing the animal to campus. Animals in outdoor areas must be on a leash, must be under the control of the owners or their designees at all times and should not be left unattended. Owners are responsible for any health or safety issues that may arise concerning the presence of these animals on College property and at NDSCS outdoor sponsored or supervised events. Failure to comply with any of the responsibilities outlined in the animal registration agreement may result in the exclusion of the animal and owner of the animal from campus housing.

21. SERVICES

- a) Washers and dryers are furnished in the residence halls.
- b) Mail service is provided through the NDSCS Mail Center located in the Student Center. Students residing in a residence hall are required to utilize a NDSCS mailbox if they want to receive mail and/or packages.
- c) Wireless Internet service is provided in all residence halls.

22. SAFETY AND SECURITY

- a) Residents are required to comply with safety and security procedures. Students that tamper with locked doors, pull open locked doors, access spaces through ceiling/other means, or admit unauthorized people into residential or dining facilities are subject to a \$100 fine and disciplinary action. Persons setting off false fire alarms, tampering with or removing firefighting equipment or vandalizing or disrupting elevator service are subject to a \$500 fine, disciplinary action up to and including termination of this contract and criminal action.
- b) Residents and guests must leave the building by the designated exit whenever the fire alarm sounds. Windows and doors should be closed and lights should be left on.
- c) Each resident is issued a room key and security card access. Students are expected to lock their room/suite. When outside doors are locked, access is limited to residents and their authorized guests. Keys to residential buildings are the property of the Residential Life Department and may not be duplicated. A student's keys or access card may not be loaned to others. Room key loss requires a cylinder change and issuance of new keys. The student will be assessed replacement cost. Students who lock their room keys in their room will be given a written warning for their first lockout. Students will be fined \$25.00 for each additional lockout after the initial warning is given.

23. STANDARD REGULATIONS AND EXPECTATIONS

- a) Students are expected to know and agree to abide by the terms and conditions of this contract and rules and regulations outlined in the *NDSCS Student Guide to Rights and Responsibilities*. Violation of these rules or other inappropriate conduct is handled through the disciplinary processes outlined in said Guide. Students are also responsible for the subject

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matter covered under "Social Media Guidelines" located at:

www.ndscs.edu/current-students/student-rights-responsibilities/social-media-guidelines.

- b) Students are expected to cooperate with any College official or emergency personnel in the performance of their duties.
- c) Students are expected to honor established quiet hours (10PM – 10AM on weekdays, Midnight – 10AM on weekends), which are posted in the residence halls. Residents, with the assistance of the Residential Life student staff, monitor the established quiet hours. If activity/music in your room can be heard next door at this time, it exceeds quiet hour's standards. During this time, residents and guests are expected to conduct themselves in a manner that will not disturb others and to support the maintenance of quiet hours. Courtesy hours are in effect 24 hours a day/7 days a week, and are those times outside of the established quiet hours when residents are expected to be considerate of the rights of other students on their floor and in the hall that might be studying or sleeping. In addition, residents who abide by courtesy hours offer their neighbors the same respect they might ask of them. Quiet hours may be adjusted based on community need and/or final exams week.
 - i. Residents are responsible for appropriately confronting others whose behavior is unreasonable by asking them to cooperate when the noise level becomes a disturbance. When needed, the residence hall staff will assist in reaching solutions to conflicts or enforcing these regulations. Problems with excessive noise will be referred for student conduct action.
- d) Students may not create excessive noise, disturb or infringe on the rights of others, harass, haze or in any way lessen the educational effectiveness of the college. This includes behavior that attempts to force a roommate to move out of the room and/or attempts to prevent a new roommate from moving into the room.
- e) The Residential Life Department will not tolerate verbally or physically threatening, abusive or harassing behavior toward staff members or students. Verbal or physical threats to staff members or students may result in permanent removal from residential and dining facilities and/or suspension or expulsion from the college.
- f) Students are responsible for viewing their Room Condition Report available in their Campus Connection account upon check-in. Students must review and submit any comments for the room/suite inventory and condition report to the Residential Life Department within 72 hours of checking into their room. If a student fails to review and submit the Room Condition Report within 72 hours, the student agrees and accepts that all items listed on the Room Condition Report are in good condition. Students may be billed for damages that are present in the room/suite area at check-out but are not noted on the room condition report at check in. The Residential Life Department and/or Facilities Management may make a final inspection of the room after check out. Students are responsible for damages to their room/suite that are not reported on the Room Condition Report at check-in and are itemized on the Room Condition Report at the time of check-out or on a damage assessment provided to Residential Life by Facilities Management. Roommates and/or suitemates are encouraged to discuss damages with each other and take responsibility for their respective charges before check-out. The last roommate/suitemate to check out will be held responsible for the remaining unclaimed damage/cleaning charges.
- g) Students are responsible for damages and loss to college property resulting from negligence, misuse, or reckless or intentional acts. Students are expected to report any damage

to college property to Residential Life staff. When responsibility within a room or suite cannot be determined, all roommates will be jointly responsible. Damage of college property shall be cause for disciplinary action.

- h) Students are responsible for maintaining cleanliness of common spaces on campus. Students that fail to adequately clean and maintain common spaces will be subject to the disciplinary process outlines in the *NDSCS Guide to Student Rights & Responsibilities*.
- i) The Residential Life Department will communicate through the official NDSCS email address that is provided by the College. This address is considered the official form of communication for all purposes. It is the student's responsibility to monitor their College provided email on a regular basis. Students are also responsible for information provided during hall/floor meetings as well as materials posted in residential facilities.

24. SEARCH AND INSPECTION

- a) The right to inspect rooms without notice is reserved by the Residential Life Department and Facilities Management for purposes of maintenance, cleaning, fire and personal safety and for purposes of administering provisions of this contract. Such entry by the Residential Life Department and Facilities Management shall not be regarded as a search but is separately agreed to and authorized by the student party to this contract. Entry and search of rooms by the Residential Life Department, Facilities Management or law enforcement officials for the purpose of discovering violations of college regulations, local, state or federal law will be subject to the college policy expressed in the *NDSCS Student Guide to Rights and Responsibilities*. Inspections are conducted monthly.

25. TERMINATION OF LICENSE CONTRACT BY COLLEGE

- a) This license contract may be terminated by the Residential Life Department for student's violation of college and/or Residential Life policies including, but not limited to, nonpayment of debt owed by the student to the college, conduct violations, the student is no longer enrolled at NDSCS, or the student has been suspended or expelled.
- b) If a student's license contract is terminated as a result of conduct violation(s), the student will be responsible for all housing charges remaining in the semester their housing license contract is terminated. If a student's license contract is terminated as a result of conduct violation(s) in the fall semester, the student will be responsible for all housing charges remaining in the fall semester and 50% of the housing charges in spring semester.
- c) Students whose license contract is terminated by the Residential Life Department or become ineligible to live in housing must vacate campus housing within 48 hours of the date the student's license contract was terminated, unless an alternate timeline is established by the Residential Life Department.
- d) The Residential Life Department or designee may temporarily suspend, restrict or reassign a student from their room or residence hall pending an investigation and/or hearing whenever, in the Department's judgment, the continued presence of the student in a particular room or hall constitutes a danger to the student or the safety of persons or property in the residence halls.

26. VACATING AND SEMESTER BREAK CHECK OUT

- a) Students must properly check out of the residence halls by 6 pm on the last day of the spring and summer semesters, unless an alternate timeline is established by the Residential Life Department.

PLEASE KEEP THESE CONTRACT CONDITIONS

2023-24 LICENSE FOR RESIDENTIAL HALLS AND CONTRACT FOR DINING SERVICES

PLEASE READ ALL DIRECTIONS BEFORE COMPLETING APPLICATION.

- b) A student has properly checked out of their room when they have scheduled a checkout time with a Residential Life staff member, or received approval to complete an express checkout, removed all personal belongings from the room and/or suite, returned all College provided furniture/equipment to original layout, completed basic cleaning of the space (i.e., sweeping, removing trash, etc.) and returned all department-issued keys for the assigned space(s).
- c) Students must contact the Residential Life Department if vacating any day prior to the last week of the spring or summer semester.
- d) Students must properly check out of their room with a Residential Life staff member by the due date communicated to the student by the Department. Failure to do so will result in a \$50 improper check out charge.
- e) Students who plan to return for spring semester must complete a semester break check out at the end of fall semester prior to leaving campus for semester break. Students are required to complete the list of semester break checkout items (i.e., removing trash, defrosting and unplugging refrigerator(s), ensuring windows are closed, etc.) and return their key(s) to the Residential Life Department. Students that do not complete the semester break checkout items or return their key(s) will be charged a \$50 improper check out fee and possible recore charges.
- f) Each student is responsible for cleanliness of their room and if applicable, common suite area upon check out. If a room/suite area requires additional cleaning by Facilities Management staff after a student vacates, students will be charged a minimum of a \$50.00 cleaning charge. Additional cleaning charges over the \$50.00 may be applied to a student's account, if applicable. Additional charges for damages, including cost of labor and materials, may be assessed to a student's account if additional maintenance, repair and/or replacement to any area in the room/common suite area are required.
- g) After termination of this license, the Residential Life Department can dispose of a student's abandoned or unclaimed property held in storage for more than 30 days by way of public or private sale, donation or disposal. The Residential Life Department can keep the proceeds. Students who abandon property will be charged \$50.00 for removal and storage of abandoned property.