

# VERMONT TECH

## Williston Housing Contract RETURN PRIOR TO MAY 1

Name: \_\_\_\_\_ DOB: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Sex: \_\_\_\_ M \_\_\_\_ F  
Last First Middle Initial

Home Address: \_\_\_\_\_  
Street or P.O. Box City State Zip Code

Home Phone: \_\_\_\_\_ Major: \_\_\_\_\_ Transfer Student: \_\_\_\_ Yes \_\_\_\_ No

Cellphone: \_\_\_\_\_ ID Number: \_\_\_\_\_

A \$100.00 deposit must accompany this contract. Payment may be made through the VTC Portal, by calling Admissions, or by sending a check payable to VTC. Please mail or email this contract to [admissions@vtc.edu](mailto:admissions@vtc.edu) or VTC Admissions, P.O. Box 500, Randolph Center, VT 05061-0500. All deposits are non-refundable after May 1. Please do not send cash.

### ASSIGNMENT INFORMATION

To be completed by the student.

Please tell us about yourself. Please be candid with your answers to ensure we have the correct information in order to find the best possible roommate match.

Age: \_\_\_\_\_ Typical bedtime: \_\_\_\_\_ Do you smoke? \_\_\_\_ Yes \_\_\_\_ No

Roommate Preference: \_\_\_\_ Same Major \_\_\_\_ Different Major \_\_\_\_ Non-Smoker \_\_\_\_ Smoker \_\_\_\_ No Preference

If requesting to room with a particular person, please list their name: \_\_\_\_\_

Your music preference: \_\_\_\_\_

Sports/Athletics/Activity preferences: \_\_\_\_\_

Medical Concerns: \_\_\_\_ Yes \_\_\_\_ No

If you have any medical concerns, which may require special consideration in determining your room assignment, attach an explanation, on a separate sheet of paper, which will be sent to the College Health Center and, or Learning Specialist.

Students assigned to a double room with a roommate are expected to continue in a double room for the year. In the event one's roommate leaves, a new roommate or reassignment to another room option will be given. There is an additional charge for a single room.

### VERMONT TECHNICAL COLLEGE HOUSING CONTRACT

Have you ever been subject to disciplinary action or do you currently have disciplinary charges pending by any educational institution, such as, but not limited to, cheating or plagiarism or behavioral misconduct such as, but not limited to, fighting or drug use?  
\_\_\_\_ Yes \_\_\_\_ No

Have you ever been convicted of, or charged with, a criminal offense or are you currently the subject of any criminal proceeding?  
\_\_\_\_ Yes \_\_\_\_ No

If you selected yes for either question above, please provide an explanation, on a separate sheet of paper, which includes the approximate date of each incident, the circumstances and a reflection on what you learned from the experience.

This contract for College housing is for one academic year. By signing below, I acknowledge receipt of the terms and conditions of the Vermont Technical College Housing Contract.

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

Parent/Guardian Signature, if under eighteen: \_\_\_\_\_ Date: \_\_\_\_\_

Please read and sign the terms and conditions on the other side of this contract.

VERMONT TECHNICAL COLLEGE TERMS AND CONDITIONS

### Period of Occupancy

The Housing Contract is legally binding for the academic year. The room charge is effective from the opening of the residence halls at the start of each semester. The residence halls are not available for occupancy during Thanksgiving recess, semester break, winter break, spring recess and other scheduled times as shown in the College's academic calendar unless individual arrangements for use are made with a Student Affairs official. Students shall vacate the premises: (1) 24 hours after their last scheduled exam, or sooner, upon official closing of the residence halls as specified in the College academic calendar; (2) within 24 hours following termination of this contract by the College; or (3) within 48 hours following mutual consent of the student and the College. Students are not permitted to return to their residence hall after a break until the date and time published in the Academic Calendar.

### Fees

Each occupant is liable for the yearly rental. The room charge is due and payable as billed in accordance with standard College billing schedules. Rates are established by the Board of Trustees annually and are available upon inquiry at the Vermont Technical College Student Accounts Office.

### Room Changes

The College reserves the right to change or cancel specific room assignments in the interest of health, discipline, security, energy conservation or the general welfare of the students; and reserves the right to change or alter the living and/or recreational arrangements in the residence halls when deemed appropriate. **Students interested in changing rooms must obtain approval from a Student Affairs official.**

### Room Entry

While the College recognizes students' rights to privacy in their rooms and personal effects, students should be on notice that there are times when authorized College representatives may, without specific consent, enter their rooms unannounced and/or check for conditions or articles causing concern, even in closed spaces. Room entry may occur for purpose of housekeeping, repairs and maintenance, or when there is reasonable basis for legitimate concern about the health, welfare, or safety of any of those who occupy the room or other persons, or when there is reasonable basis to believe that there may be a violation of College policies, rules or regulations. An inspection or search of closed spaces may occur when there is a reasonable basis, either existing beforehand or resulting from room entry, to justify the inspection or search because of legitimate concern about the health, welfare or safety of those who occupy the room or other persons.

Examples of such reasonable basis may include but are not limited to; a leak that requires inspection of a closed space such as a cabinet or drawer; or the discovery upon room entry of evidence of violation of the law or College rules, including rules on drugs, alcohol or weapons. There are numerous other situations which could constitute reasonable basis to justify an inspection or search.

### Responsibility for College Property

Students will be held responsible for the conditions of their rooms. Damage to, or theft of, furnishings will be charged to the occupants assigned to the affected rooms. Occupants of a room, suite, floor, hall, landing or building may be held jointly responsible for losses or damages where lounge furniture is considered common property for use by all residents and students may not remove it from common areas. Students found to have lounge furniture or other unauthorized College furniture or equipment in their rooms will be charged a furniture removal fee. The furniture will be removed, and disciplinary action may be taken. Residents will also be held responsible for their guests and their actions.

### Responsibility for Personal Property

The College shall not be liable, directly or indirectly, for any loss due to theft of personal property of students or their guests, or damage or destruction of such property by fire, water, vandalism or other cause. Occupants of all residence halls are advised to procure personal insurance against such eventualities since the College cannot purchase this protection for students. For safety reasons, personal effects may not be placed in hallways, stairwells or other common areas of the residence halls. Personal property left in the residence halls after the approved period of occupancy will be removed and disposed of after reasonable opportunities have been afforded for owners to claim such property.

### Conduct

Each student is required to abide by the rules of the College, including those stated in College publications, e.g., catalog, student handbook, etc. The College may take appropriate action, including termination of this contract, for conduct which is found by the College to be in violation of College rules and regulations, or which is otherwise detrimental to the welfare of the residence hall environment. Students facing possible removal from the residence halls for violations are subject to published College disciplinary procedures including immediate expulsion in cases of emergency or violation of the Code of Conduct which constitutes a threat to others.

### Release from Contract

- a. The contract for College housing and dining is for one academic year unless otherwise specified. For those not required to reside on campus, deposits paid to reserve College housing will be applied to the students' outstanding balance.
- b. Students may, with written permission from a Student Affairs official, be released from this contract or any portion thereof for any of the following reasons: withdrawal from College, academic dismissal from the College, completion of a degree program, marriage, or leave of absence. Student's written request for termination of the contract should be addressed to the Director of Residence Life and should include appropriate supporting documentation. Receipt of the request does not imply automatic release from the contract.
- c. Release from the contract may be granted for reasons other than those specified above only under extraordinary circumstances. The process for requesting release under this section is the same as specified above. **Release from the contract may be subject to a \$100 cancellation fee.**
- d. Residents are advised not to sign contracts or leases for non-college housing until they have been formally notified of their release by the College.

### Refunds

Students released from their contract for the foregoing reasons may receive a prorated refund of room charges in accordance with the refund policy stated in the College catalog. Students moving from the residence halls for personal reasons without College approval will be required to pay the full terms of the contract. Students removed from residences for disciplinary reasons, suspended, or dismissed are not eligible for refunds.

### Termination and Suspension

The College may terminate, alter or temporarily suspend performance of any part of this contract without advance notice: (1) In the event of calamity or catastrophe which would make continued operation of student housing not feasible; (2) due to ineligibility to continue enrollment resulting from failure to meet academic requirements; or (3) as a result of disciplinary circumstances.

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Name please print clearly

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Signature

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Date