



RESIDENCE LIFE

RESIDENTIAL HOUSING CONTRACT
(Academic Year 2016 - 2017)

APPLICANT INFORMATION

NAME (Last, First, Middle Initial) _____ STUDENT ID NO. _____

ADDRESS (Number, Street, Apartment) _____ EMAIL _____

ADDRESS (City, State, Zip) _____ HOME PHONE _____

CELL PHONE _____ Email Call U.S. Mail In-Person
PREFERRED CONTACT METHOD

DATE OF BIRTH _____ Male Female Yes No
GENDER DO YOU HAVE A VEHICLE?

MAKE _____ MODEL _____ YEAR _____

COLOR _____ STATE REGISTERED _____ LICENSE PLATE NO. _____

Yes No
ARE THERE ANY MEDICAL CONDITIONS/SPECIAL ACCOMODATIONS WE SHOULD BE AWARE OF?

FAMILY PHYSICIAN _____ PHONE NO. _____

MEDICATIONS TAKEN REGULARLY (Please Specify) _____ ALLERGIES/ON-GOING CONDITIONS (Please Specify) _____

THIRD-PARTY GUARANTOR INFORMATION

(Required if under age 18)

NAME (Last, First, Middle Initial) _____ RELATIONSHIP _____

ADDRESS (Number, Street, Apartment) _____ EMAIL _____

ADDRESS (City, State, Zip) _____ HOME PHONE _____

CELL PHONE _____ Email Call U.S. Mail In-Person
PREFERRED CONTACT METHOD

DATE OF BIRTH _____ EMPLOYER/OCCUPATION _____ MONTHLY GROSS INCOME _____

EMERGENCY CONTACT INFORMATION

NAME (Last, First, Middle Initial)

RELATIONSHIP

ADDRESS (Number, Street, Apartment)

EMAIL

ADDRESS (City, State, Zip)

HOME PHONE

CELL PHONE

Email Call U.S. Mail In-Person
PREFERRED CONTACT METHOD

NAME OF INSURANCE CARRIER

POLICY/GROUP NO.

By signing this contract I agree that in case of an emergency, illness or injury, the college is authorized to call paramedics and if deemed necessary – allow them to transport the student to a local hospital by ambulance for appropriate medical care.

APPLICANT'S STATUS

1st Time Student

Returning Student

Student Athlete: _____
PLEASE SPECIFY SPORT

TERMS & CONDITIONS

I, _____ (RESIDENT), in consideration of the assignment of student residential housing facilities in Tehama or Trinity Hall by the Shasta-Tehama-Trinity Joint Community College District, (DISTRICT), do hereby agree to occupy a space as assigned by the DISTRICT in one of the Residential Halls, and to keep, perform and fulfill the conditions and agreements as expressed herein and in attachments.

1. TERM:

The term of this Contract shall be from _____ to _____
DATE DATE

2. FEES:

\$200.00	Security Deposit <i>(Mandatory)</i>	Must be paid at the time of reservation (may be held for damages, lost keys, cleaning or any other unpaid charges upon departure).
\$50.00	Activity Fee <i>(Mandatory)</i>	\$25.00 per semester for events and activities to be held in the residence halls for the education and enjoyment of residents. This is included in all payment plan options.
\$4,230.00	Double Occupancy Annual Rate <i>(282 days @ \$15/day)</i>	Receive \$326.90 off if paid in full (eliminates \$126.90 interest charge and includes a \$200 discount).
\$126.90	Payment Plan Interest Fee <i>(3% X \$4,230.00)</i>	A 3% fee is assessed on the occupancy rate for all payment plans.

- A.** The Shasta-Tehama Trinity Joint Community College District (“Shasta College”) does not discriminate against any person on the basis of race, color, national origin, sex, religious preference, age, disability (physical and mental), pregnancy (including pregnancy, childbirth, and medical conditions related to pregnancy or childbirth), gender identity, sexual orientation, genetics, military or veteran status or any other characteristic protected by applicable law in admission and access to, or treatment in employment, educational programs or activities at any of its campuses. Shasta College also prohibits harassment on any of these bases, including sexual harassment, as well as sexual assault, domestic violence, dating violence, and stalking.
- B.** The two-hundred dollar (\$200.00) Security Deposit and fifty dollar (\$50.00) Activities Fee are required for all RESIDENTS. The Deposit may be applied by the DISTRICT toward reimbursement for any cost incurred

because of the Resident's violation of this agreement, including room and/or equipment loss or damage, cleaning, lost or damaged keys and nonpayment of fees. Replacement of broken/lost equipment or furnishings and repair of room damage will be based on current replacement cost and repair cost. The \$200.00 Security Deposit will otherwise be refunded to the originator if paid by check (to the student if paid by cash or credit card) if there is no outstanding debt when the RESIDENT properly and formally vacates the Residential Halls, and there is no damage to the room. Additional charges may be incurred after final inspection by the maintenance staff. The Activities Fee is used at the discretion of housing management.

- C. If the RESIDENT has been approved for financial aid (FA) and qualifies for at least \$2,000 in FA per semester, the RESIDENT may use the FA Payment Plan. Residents must make a \$250 payment **and** provide a copy of their FA award letter to the Director of Residence Life no later than July 15, 2016. If the FA award letter has not been received by July 15 the "Regular" payment plan must be used. FA disbursements will be held by the District and used to cover unpaid debt to the District. Do not rely on Financial Aid as the **ONLY** source of payment. Any remaining balance of financial aid will be issued to the student during each financial aid disbursement after appropriate District charges are paid. Due to higher out of state tuition costs **out of state students** are required to use the regular payment plan regardless of financial aid approval.
- D. All RESIDENTS, including financial aid recipients, who do not pay in full in advance, are required to sign the payment plan contract and the promissory note included in this contract agreement. If the student is under the age of 18, an adult co-signer must also sign the promissory note.
- E. The RESIDENT and co-signer are financially responsible for all monies owed to the DISTRICT. It is the responsibility of the RESIDENT to inform the co-signer of his or her financial responsibility should the RESIDENT be unable to meet his or her financial responsibilities. The DISTRICT may terminate a RESIDENT's contractual agreement if fees are not paid according to the payment schedule.

Initials:

3. PAYMENT OPTIONS (Choose One):

Approved payment methods include check, money order, monthly credit card (cc) authorization form, credit card (cc) payment over the phone to the Business Office (530) 242-7687, or electronic payment via your "MyShasta" account.

Pay in full

Payment in full must be submitted prior to or immediately upon arrival.

Regular Payment Plan

The down payment of \$406.90 must be submitted prior to or immediately upon arrival. All subsequent payments must be submitted by the 5th of each month. Failure to make on-time payments could result in termination of the housing contract.

Financial Aid Payment Plan *(A financial aid award letter must be included if choosing this option. Out of state students are excluded from this payment option.)*

If an in-state resident been approved for financial aid (FA) and qualifies for at least \$2,000 in FA per semester that resident may use the FA Payment Plan. Residents selecting this option must make a \$250 payment **and** provide a copy of their FA award letter to the Housing Office one month prior to the start of the semester. If a FA award letter has not been received by July 15, or if the resident does not qualify for enough FA, then the "Regular" payment plan must be used instead. If the award letter and/or the down payment are not received one month prior to the start of the semester, then the resident may forfeit their spot to a student on the wait list. Due to higher out of state registration fees out of state students are required to use the "Regular" payment plan regardless of financial aid approval. All residents on FA should refer to the Financial Aid handout in their packet to see how FA and dorm fees are calculated. The amount that you will receive personally from FA, if any, will depend on how much FA you qualify for and what part of the semester that we are in. You will have out of pocket expenses up front that you'll need money for such as books, food etc... Financial aid should only be considered a secondary means of making dorm fee payments. If your FA does not cover your dorm fees then you are held financially responsible.

Initials:

3. STANDARDS

The RESIDENT must be a registered Shasta College student enrolled in a minimum of twelve (12) units unless a Shasta College counselor has provided documentation advocating for a lower unit load. Further,

RESIDENT must make satisfactory progress as defined in the College Academic Standards Policy during the year. GPA must not fall below 2.0 at any time. Students residing in Residence Halls must be in good financial, discipline and academic standing. Failure to meet these standards is cause for termination.

Initials:

4. TERMINATION OF CONTRACT

- A. Prior to occupancy, at least 30 days or more before the start of this agreement, all prepaid student housing fees are refundable provided that a written notice is received by the Housing Office. Telephone notice or postmarks do not meet this requirement. No refund of housing fees will be made except as set forth herein; provided, however, those special circumstances may be appealed to the VP of Student Services or designee.
- B. Prior to occupancy, but less than thirty (30) days prior to the start of this agreement, refunds will be made on a case by case basis as determined by the VP of Student Services or designee. Extraordinary circumstances such as verified accidents, medical illnesses and other circumstances beyond the control of the student may meet these criteria. Otherwise the termination fee described in item 4.C. below will apply.
- C. After occupancy, the resident is responsible for all housing fees for the entire contractual agreement, or a pro-rated daily fee (determined by the Residence Life Office) and a two hundred dollar (\$200) termination fee, regardless of whether the resident terminates residency, the district evicts the resident for cause in accordance with this contract, or if the termination is considered mutually agreeable in the best interest of the district and the resident. All unpaid balances must be paid by the RESIDENT or co-signer in accordance with the payment plan. Failure to make payment may result in referral to a collection agency.

Initials:

5. CAUSE FOR TERMINATION OF CONTRACT

- A. My initials verify that I have been provided a copy of the Residential Housing policies, regulations, rules and guidelines, and the District Student Code of Conduct. My failure to comply with this contract agreement and all Residential Housing policies, regulations, rules, and guidelines, and/or the District Student Code of Conduct may be cause for termination of this contract agreement.

Initials:

6. INVENTORY/ROOM CONDITION

- A. The DISTRICT will provide a room condition form to the RESIDENT upon possession of the assigned room space. The RESIDENT will indicate on the form whether the furniture, decorations, floor, walls, and ceiling are in good and sanitary condition. The RESIDENT is further responsible for signing and returning the room condition form to the Housing Office within twenty-four (24) hours. He or she will be charged for all damages present in the space at termination of occupancy. The RESIDENT is responsible for the condition of both the interior and exterior of the room, door, and windows, even if they are damaged from the outside. When the RESIDENT returns possession of the space to the DISTRICT, the RESIDENT will return the premises in the same condition as when received, reasonable wear accepted.
- B. When possession of the space is returned to the DISTRICT at the termination of this Contract, the DISTRICT and RESIDENT will conduct a joint inspection of the furniture, decorations, floor, walls, door, and ceiling. The RESIDENT must, within one (1) week prior to vacating the space, arrange a mutually convenient time during normal business hours for the inspection. Failure to do so or to attend the arranged time will relieve the DISTRICT of any obligation to make an inspection in the RESIDENT's presence. At the time of the inspection, the DISTRICT will prepare a list of damages or cleaning charges, if any, to be deducted from the \$200 Security Deposit.

Initials:

7. LENGTH OF CONTRACT/VACATING PREMISES

The signing of this Contract obligates the RESIDENT for the full school year unless an alternate term is specifically pre-determined in the contract. **Termination of this Contract or the RESIDENT'S abandonment of the premises will not release the RESIDENT from paying any obligation due the DISTRICT, or the fee for the entire Contract period.** The RESIDENT will promptly vacate the premises upon expiration of this contract or upon termination under the provisions of this contract. The RESIDENT will leave the premises in a neat, clean, undamaged condition, normal wear excepted. If the RESIDENT fails to do so, the DISTRICT will charge the RESIDENT for the cost of restoring the room to that condition. Departure from the Residence Halls must be formalized by checking out with the Housing Director or designee at the agreed upon date and time.

Initials:

8. RELEASE OF INFORMATION

I authorize the DISTRICT to discuss my payments, academic standards, units and/or behavior with my parents, guardians, or payee, as needed, if it will have an effect on my financial commitments.

Initials:

I understand false or incomplete information may result in the termination of my contract agreement.

Initials:

Promissory Note:

I promise to pay by the due dates listed, all amounts owed on the payment schedule of the "Residential Housing Contract". I also agree to allow the Shasta College Business Office to deduct amounts owed to the District from all sources that I might receive through the District or funds that have been paid to the District on my behalf, including, but not limited to financial aid. I understand that unless payment is received in full as agreed to in the conditions of the Contract, my account will be sent to collections, the Credit Bureau will be notified and I will be held responsible for all collection costs and that my housing contract may be terminated. Additionally, under Title 5 Section 59410 a "hold" will be placed on my account. I will be unable to obtain my transcripts, grades or diploma, and I will be unable to register for classes. Under a penalty of perjury, all information provided is correct and true to the best of my knowledge.

Student/Resident Signature

Date

Third-Party Guarantor Signature (REQUIRED if under age 18)

Date

Director of Residence Life Signature

Date

RESIDENCE LIFE OFFICE USE ONLY

<input type="checkbox"/> REGULAR PAYMENT PLAN			<input type="checkbox"/> FINANCIAL AID PAYMENT PLAN		
Payment	For	Received Date	Payment	For	Received Date
\$200.00	Deposit		\$200.00	Deposit	
\$406.90	Down Payment		\$250.00	Down Payment	
\$500.00	Payment 1		\$156.90	Payment 1	
\$500.00	Payment 2		\$500.00	Payment 2	
\$500.00	Payment 3		\$500.00	Payment 3	
\$500.00	Payment 4		\$500.00	Payment 4	
\$500.00	Payment 5		\$500.00	Payment 5	
\$500.00	Payment 6		\$500.00	Payment 6	
\$500.00	Payment 7		\$500.00	Payment 7	
\$500.00	Payment 8		\$500.00	Payment 8	
			\$500.00	Payment 9	



RESIDENCE LIFE

RESIDENTIAL HOUSING POLICIES & PROCEDURES AGREEMENT (Academic Year 2016 – 2017)

*The policies and procedures are established for a variety of reasons. Some of the policies are dictated by federal, state or local law; by the District or Education Code; and some are industry best practices. Any policy or procedural questions should be directed to the Director of Residence Life. Please be advised that Head Residents and Resident Advisors are **required** to enforce these policies and procedures. Failure to comply with these guidelines can be detrimental and costly to your college career.*

ACADEMIC STANDARDS:

You must maintain at least 12 units unless you have been granted a waiver by your academic or athletic counselor. In addition, you will be required to maintain a minimum 2.0 cumulative GPA to remain in residential housing.

SUBSTANCE ABUSE/TOBACCO USE:

Shasta College is a drug and alcohol free institution. That means that it is illegal to possess, consume or be under the influence of drugs or alcohol at any time while on college grounds. This includes the Residence Halls. The campus drug and alcohol policy has been mandated by campus officials as well as state and federal laws. Although we understand that this will be your home and you may be over the age of 21, the Residence Halls are not at liberty to make exceptions to any part of the Campus Drug and Alcohol Policy. The use, possession, cultivation, production, sale, gift, or exchange of illegal drugs is prohibited on campus at all times. Possession of drug paraphernalia is prohibited on campus at all times. If any items are found, they will be confiscated and the student will be subject to discipline.

Residents are not allowed to smoke, chew or vape inside the dorm or the common building. If you smoke, the designated smoking area is outside of the Commons building on a portion of the patio **ONLY**.

FIREARMS & OTHER PROHIBITED ITEMS:

No person may bring or possess any firearm such as, but not limited to, pistols, rifles, fireworks, explosives, shotguns, air rifles, BB-guns, potato guns, ammunition, bows, arrows, etc. (Penal Code Section 626.9). Knives, shanks, etc. with a blade length over 2 ½ inches are not allowed on campus (Board Policy 3530 and Penal Code Section 626.10).

DOOR PROPPING:

It is a safety, security and fire hazard to prop-open exterior doors to the male and female residence hall buildings at any time. Door propping is allowed in the commons during daylight hours only. Students found propping open prohibited exterior doors (or common doors after daylight) will be subject to appropriate disciplinary procedures. This is for your protection and the protection of other residents. The only exception to door propping of male and female residence hall buildings is on move-in and move-out day.

CURFEW & QUIET HOURS:

Curfew hours for opposite sexes in dorm rooms are as follows:

- Sunday – Thursday from 10:00 p.m. – 10:00 a.m.
- Friday – Saturday from 12:00 a.m. – 10:00 a.m.
- All visitors are required to check in at the RA Office located in the Commons.

Quiet hours* in the Commons building are as follows:

- Sunday – Thursday from 12:00 a.m. – 5:00 a.m.

- Friday – Saturday (and the night before a holiday) from 2:00 a.m. – 5:00 a.m.

*This means that the TV and recreation room are restricted from being used; however, movies may still be checked out for use in rooms, etc. The Head Resident on staff during quiet hours will control access to and activity in the kitchen.

GUESTS & VISITORS:

Guests are considered to be individuals that are approved to stay overnight and meet all requirements below whereas visitors are those who stay for a shortened period of time during non-curfew hours. Guests and visitors must be signed in and sponsored by a host resident. Residents may not host more than two (2) visitors at a time. Residents may invite same sex non-resident guests to stay overnight with them in their room provided all such guests are registered with the Resident Advisor office prior to curfew and they meet the requirements listed below. Guests discovered to be staying overnight who are not registered will be asked to leave. Opposite gender visitors must visit with residents either in the commons or in the outside areas after curfew begins and they must leave the Residence Halls when quiet hours take effect.

Guests of the same sex are allowed to remain overnight providing the hosting resident:

1. Receives permission from his/her roommate for the guest to stay overnight;
2. Registers the guest with the staff member on duty prior to curfew hours;
3. Does not have guests staying overnight more than three (3) nights per month;
4. Does not have more than one overnight guest at a time;
5. Does not host the **same** overnight guest more than a cumulative total of three (3) night per semester;
6. Obtains a visitor parking pass for their guest if needed; and
7. The guest does not “homestead”, meaning that the guest doesn’t go from the room of one resident to another. The three (3) night rule applies to non-residents individuals regardless of who has hosted them or who wants to host them.

Similarly, the resident may not “sublease,” meaning they may not assign or transfer their agreement or premises to any other party.

RESPECTFUL COMMUNITY:

Every student has the right to a safe and secure living environment within the residence halls. Bigotry or hatred have no place within our community and no one has the right to degrade any human being based upon their age, physical ability, national origin, race, sexual orientation, gender, religious affiliation, etc. Verbal or written abuse, threats, intimidation, violence, or any other forms of harassment will not be tolerated. Such behaviors will result in disciplinary action which may include removal from the residence halls, expulsion from the college, and the filing of criminal complaints.

HEALTH & SAFETY CHECKS/RIGHT TO ENTER:

The staff does a safety and security walk through every 30 – 40 minutes throughout the contract year. This is to ensure the health and safety of all residents. If there is reason to believe that a room is unsanitary to the point that it will result in health concerns the staff member will conduct a formal inspection of all rooms. In the event of a formal inspection, residents will be notified in writing well in advance of the inspection date. If a resident receives an inspection form or formal notice as a result of the inspection any violations need to be corrected within 48 hours and a re-inspection will be scheduled. The Director of Residence Life and staff members have the right to enter any room at any time where a health and safety concern or violation of the law is suspected, or in the event of an emergency.

HOUSING PAYMENTS:

Please refer to your Residential Housing Contract. You are responsible to pay each month on time according to your payment schedule. The inability to pay on time could result in late fees and possible eviction.

DRESS CODE:

All residents must wear shoes and be fully clothed in the commons and around the exterior of the buildings.

COMPUTER LAB:

There are three shared computers and a printer for student use located in the common area. You may sign up for computer usage time in the Resident Advisor office. You can reserve for two hours per day, up to three days per week. If a computer is not being used and is not reserved it is first-come, first-serve.

ROOM ASSIGNMENTS:

Shasta College reserves the right to change room assignments to consolidate vacancies at any time in the interest of health, discipline, occupancy, or the general welfare of the student population. Room changes may only take place if coordinated through the Director of Residence Life for serious issues relating to student welfare.

FIRE & SAFETY EQUIPMENT:

Removal or tampering with the smoke alarm in the resident's room is cause for immediate dismissal from the residence halls. Tampering with such equipment including pull stations, fire extinguishers, fire hoses, smoke detectors, alarm horns and bells, or any other related items is a threat to human life and safety and is strictly prohibited at all times. Violations will result in judicial action. We conduct a fire drill at least once each semester, announced or unannounced. Residents are required to vacate the facilities in the event of a fire alarm. Failure to do so is a violation of state law. Any room decorations, which create a fire hazard, hang from the ceiling, block fire detection units, facilitate ignition, or create dangerous barricades will be asked to be removed. Anything flammable (candles, candle warmers, portable barbecues, incense, gasoline, etc.) is strictly prohibited at all times. Any flammable items will be confiscated if found.

APPLIANCES:

Small appliances are permitted with the exception of anything that has an exposed heating element (electric frying pans, toasters, camping stoves, toaster ovens, etc.). Students are required to use power strips instead of extension cords to protect equipment during power outages and for fire safety. Please ensure that all items are turned off when not in use.

ROOM CONDITION FORMS:

All residents are *required* to follow designated check-in and check-out procedures. All residents must complete a Room Condition Form (RCF) upon checking into their room. It is critical that residents review this form carefully and note, in detail, the condition of each item. Once signed the resident assumes financial liability for any new damages sustained to the room. A room check-out inspection should be scheduled prior to moving out at which time the resident and Director of Residence Life or designee will note any new damages and sign the RCF. Any charges will be deducted from the \$200 security deposit. If you wish to contest a charge, you will have 30 days to file an appeal with the Director of Residence Life.

LOST, STOLEN, DAMAGED OR ABANDONED PROPERTY:

Shasta College is not liable for property that may be lost, stolen or damaged. Keep all valuables under lock and key. In the event that something is lost, stolen or damaged please make a report to the housing office and Campus Safety. Shasta College does not provide personal property insurance. It is advisable that you insure all property kept in your room. Residents should check with their parents or personal insurance provider. Any property left behind when you vacate the premises will be stored for fifteen (15) days at a charge of \$5.00 per day. If not picked up within the fifteen (15) days, your property will be donated or properly disposed of.

MAINTENANCE REQUESTS:

If something breaks or malfunctions in your room or in the commons please notify a head resident or resident advisor. They can complete a work order. Work orders give college staff and maintenance technicians permission to enter your room in order to complete the required repairs. Staff will attempt to make repairs while residents are in their rooms.

INSECTS OR PESTICIDES:

We are contracted with a pest control company which sprays on the exterior of the buildings once per month. This company can spray inside of a room if any residents are experiencing problems with pests. If this is the case, please notify the Director of Residence Life in order to schedule the visit. In addition, we request that you store all food properly, not leave any unclean dishes out and empty trashes often to help alleviate any potential problem.

KEYS:

Residents are given an exterior entrance key card, a room key and a mailbox key. Keys are for the resident's sole use and may not be shared with others. Sharing keys may place the residents' safety at risk. Lost or stolen keys or key cards should be reported immediately to the Director of Residence Life.

MAIL:

Your mailing address is 19733 Shasta College Drive, Redding, CA 96003. Please make sure all mail is addressed properly. All incoming mail is sorted and placed in the resident's mailbox by 4:30 p.m. Monday – Friday. Outgoing mail is to be dropped in the white mailbox in front of the commons building by 10:30 a.m. for pick-up. If you receive a package, a notice will be placed in your mailbox and you can pick it up at the resident advisor office. Use the address above for UPS deliveries. **We do not forward mail. Upon move-out you will need to contact each person or company and change your mailing address. If we receive mail for non-residents we will send it back to the postal service as undeliverable.** Lastly, you should check your mailbox every day. This is one way that we send important notifications to each resident.

MOVIES:

A DVD movie library is located in the RA office for residents use. Movies are free of charge and can be checked out for a two-day period. Individuals who are consistently late will be restricted from checking out movies in the future.

KITCHEN USE:

The kitchen in the Dorm Commons building is available for use by student residents. Residents must provide their own cooking utensils and leave the kitchen facility clean after each use. Students who use the kitchen and do not clean it will be served a warning. Continued violations will result in more severe sanctions.

TELEVISION RESERVATIONS:

Residents may reserve the big screen television in the TV lounge for two hours per day, up to three days per week. Residents may reserve the TV no earlier than one week in advance.

LAUNDRY ROOM USE:

Laundry rooms are provided for the convenience of the residents. Tampering with laundry equipment is prohibited. It is important that you report any machine malfunctions or problems to the housing office. It is advisable to closely monitor your laundry and check on it often during the laundering process. This will help secure your belongings and make the machines available for other residents as soon as possible. Shasta College is not responsible for any damage or loss of items. You will need to supply your own laundry soap, bleach, fabric softener, etc. Laundry cost is \$.75 per wash load and \$.50 per dryer load.

PARKING:

Residents may request a parking sticker for each semester (at no charge) allowing you the use of the residence hall parking area only. To request a parking sticker please see the Director of Residence Life. The resident must show proof of registered ownership of the vehicle, insurance and a valid driver's license. A replacement parking sticker will be \$25.00. Additionally, residents must obey all college driving and parking regulations while on campus.

Residential housing parking stickers are ONLY valid in the residential housing lots. Residents who park in the residence hall lot without a parking sticker will be ticketed.

PETS:

Pets are strictly prohibited. This includes warm-blooded, feathered, fish, amphibians and reptiles. It also includes the pets of guests or visitors who are only staying for a short time. The only exception is for residents or guests who require a service animal under the Americans with Disabilities Act. Violators will be subject to costs of fumigation.

RESTRICTED AREAS:

All rooftops to the residence hall buildings are off limits under all circumstances. Wooded areas near the campus close at dusk. Entering these areas after dark poses a serious safety concern. These areas are not lighted and they are adjacent to heavily traveled highways.

MINOR OFFENSES:

If you are involved in what we consider to be a “minor offense” you will be contacted by the Director of Residence Life. The Director will consider evidence and your testimony when making a determination on dismissal, warning, kitchen duty, etc. Examples of minor offenses are:

- Curfew or quiet hour violations
- Door propping
- Not cleaning the kitchen after use
- Putting personal room garbage in the bathroom trash cans
- Horseplay or pranks
- Smoking in non-designated areas

MAJOR OFFENSES:

If you are in violation of a serious policy as outlined in the Student Code of Conduct you will receive a letter requesting a hearing from the campus Discipline Officer. The consequences/sanctions for these types of violations can be severe should you be found responsible. Some potential consequences include probation, removal from the dorms, suspension from Shasta College and potential reporting to local law enforcement if the act was criminal in nature. Examples of major offenses are:

- Possession or use of drugs or alcohol
- Smoking in rooms
- Possession or use of any weapons, fireworks, or anything that could be harmful to human life
- Physical or verbal abuse or harassment of any kind
- Burning candles or incense in room or halls
- Defacing any residence hall property
- Noncompliance with staff

NON-DISCRIMINATION:

The Shasta-Tehama Trinity Joint Community College District (“Shasta College”) does not discriminate against any person on the basis of race, color, national origin, sex, religious preference, age, disability (physical and mental), pregnancy (including pregnancy, childbirth, and medical conditions related to pregnancy or childbirth), gender identity, sexual orientation, genetics, military or veteran status or any other characteristic protected by applicable law in admission and access to, or treatment in employment, educational programs or activities at any of its campuses. Shasta College also prohibits harassment on any of these bases, including sexual harassment, as well as sexual assault, domestic violence, dating violence, and stalking.

ACKNOWLEDGEMENT:

By signing this Policies & Procedures Agreement, I hereby certify that I have read, understand, and agree to the terms, dates and conditions herein. Furthermore, I understand that I will be expected to comply with all policies and procedures outlined here and in the Student Code of Conduct (attached). I understand that if I should be removed from Residential Housing for noncompliance of these policies and procedures or the Student Code of Conduct, I will be held financially responsible for the full amount of my payment contract as stated in the Residential Housing Contract.

Student/Resident Signature

Date

Third-Party Guarantor Signature (REQUIRED if under age 18)

Date

Director of Residence Life Signature

Date