



**UMPQUA**  
Community College



## **UCC Housing Agreement**

## General Disclaimer

The undersigned, hereafter called "Student," or "Resident" and UCC, hereafter the "College" and "Housing," hereby enters into this Room Agreement, hereinafter called "Agreement," upon the following terms and conditions. This Agreement is not transferable and shall not be reassigned by the Student. Residents are registered full-time students (12 credits per term) unless an exception is otherwise approved by the Director of Housing. Note that exceptions are short term and will be reviewed by the Director of Housing at the end of each term. Students who withdraw from classes at any point in the term are responsible for those term charges and are required to vacate that space within 24-48 hours.

The College has the duty to protect students from an unreasonable risk of harm; consequently, the College reserves the right to deny or terminate housing for any person whom the College feels may pose an unreasonable risk of harm. The College also reserves the right, with appropriate written notice, to 1) deny an application, 2) change or cancel assignments in the interest of order, health, safety; and/or, 3) discipline a student.

## Statement of Non-Discrimination

Umpqua Community College in full accordance with the law is committed to providing a working and learning environment that is free from discrimination, harassment and retaliation. UCC does not discriminate in housing on the basis of race, color, religion, age, political affiliation or belief, sex, national origin, ancestry, disability, place of birth, General Education Development Certification (GED), marital status, sexual orientation, gender identity or expression, Veteran status, or any other legally protected classification. UCC recognizes its responsibility to promote the principles of equal opportunity for employment, student admissions, and student services taking active steps to recruit individuals of color and women.

## Duration of Agreement

The Student agrees the duration of this agreement is for the current academic year, including Thanksgiving Break, Winter Break, and Spring break, unless otherwise specified or approved through the Director of Housing. Contracts may be reviewed on a term-by-term basis; students must contact the Director of Housing if changes to the contract need to be made at the end of a term. Students are required to be registered for the next term prior to any break. Failure to do so will result in a broken contract and the student would be required to check out within 48 hours. The resident is responsible for the remaining charges of the current term in which the contract is broken, along with the agreement cancellation fee equal to one month's rent. Students are required to complete the checkout process with Resident staff or are subject to an additional fine of \$50. Students are required to vacate and properly check out within 48 hours after the contract ends or a contract is broken. A contract is considered broken when a student fails to register for classes, withdraws from classes and is no longer a full-time student, a student gives notice of moving to the Housing Director, or a student is removed from housing by the Director of Housing. Failure to do so will result in additional fees starting at the daily prorate for said space.

Summer breaks are not included in this Agreement. Arrangements to stay in student housing during summer break must be initiated in the same manner as Fall term, meaning students must reapply with the Director of Housing. However, the Student may be required to occupy temporary housing at their own expense. The Student will not be allowed to occupy a room prior to the official opening or after the closing dates without prior approval. Any approval will be subject to additional charges.

## Payment Process

As a student, you are responsible for charges and payments to your student account. The \$300 non-refundable deposit is to be paid prior to moving in, to hold your space. Additionally, residents must pay housing charges in full or make payment arrangements through the Student Accounts office prior to move-in. Payment plans are arranged through NELNET. More information can be found here: [Pay for Classes - Umpqua Community College, Roseburg, Oregon](#). Call the Student Accounts office for more information or to make these arrangements. The Student Accounts Office can be reached at 541-440-7660.

Residents must remain in good standing with Student Accounts to maintain eligibility for student housing. Past due accounts are subject to termination of the contract and housing options in the future. Additionally, students face consequences for not paying a balance and risk being sent to collections. For more information related to this, please follow the link: [Collections - Umpqua Community College, Roseburg, Oregon](#)

In extenuating circumstances, a student may be eligible for a refund of tuition and fees paid or a reduction in outstanding charges owed to Umpqua Community College. Eligible students can apply for an appeal here: [Tuition and Fee Appeal \(maxient.com\)](#)

**TERMINATION** The College will give the resident at least 72 hours' notice prior to termination of this contract ("Termination Notice"). The Termination Notice will state the basis for termination and the date of termination ("Termination Date"). The Resident may contest the Termination Notice by responding to it with the reasons why termination is not appropriate within 24 hours of receiving the Termination Notice. If the College determines Termination is still appropriate after reviewing any information presented by the resident, the College will notify the resident who must cease residing in College Housing facilities and remove all of resident's property by the Termination Date.

## **Assignments**

The College will provide the Student with a residence in one of the college student housing options during the term of the agreement, except in cases where a temporary assignment may be necessary.

The College agrees to assign accommodations only after the Student has: (1) completed and signed the Housing Agreement) and (2) submitted the proper non-refundable deposit. Depending upon the availability of space, the College will make every effort to assign a residence according to the Student's preference, but the College will not guarantee assignment to a particular building, type of residence, or specific roommates.

## **Community Living, Room Changes and Vacancies**

It is important that roommates work together to create a living environment that allows freedom with respect and responsibility. Roommate problems should be discussed with other roommates first and then the Resident Assistant or Resident Director. A resident requesting a transfer from one room to another will be considered based on space availability and the necessity of transfer. All changes must be approved by the Director of Housing before a resident can move and the Resident will be contacted regarding their request. All approved changes must occur within 48 hours of approval. If you wish to change rooms or living areas, you must complete a [Room Change Request](#) and notify the Director of Housing and follow the procedure as detailed on the form. Students are not to move until they have received written approval from Housing. Students who do so may be assessed an Unauthorized Room Change Fee of \$50.

Housing may assign vacancies at any time. Housing will inform current residents of any new students by e-mail or through Housing staff.

When a vacancy occurs in a double room, the remaining student will not be charged a single room rate for the remainder of the term the vacancy occurs. Housing reserves the right to assign another resident to the room. A resident not willing to accept another roommate will be charged accordingly for the single room and possibly assigned to a single room elsewhere in the housing complex.

The College will, when necessary or desirable, require students to move to other accommodations in order to vacate a room, building, floor, or room and change room assignments for reasons of optimizing space utilization, health and safety, repair, or discipline.

Unauthorized use of unassigned rooms by a Resident is considered theft and the Resident may be charged a fee for using said space or face disciplinary action.

## **Responsibility for Damage or Loss**

The Student's signature on the check-in form and room inventory sheet establishes the Student's acceptance of the condition of the room and contents at the time of occupancy and therefore becomes the standard for the condition of the room and contents at the termination of occupancy. At checkout, Housing will compare the room condition with the room inventory sheet signed at the beginning of the year. Housing will charge the resident for damages assessed during the checkout. Additionally, Housing will charge the residents for damages discovered within a reasonable amount of time after the resident has left.

The Student specifically agrees to be liable for damage or other loss incurred to the building, room, furniture, and equipment, which are not the result of ordinary wear and tear, including any damages caused by a guest of the Student. Damage within the Student's room and shared living area is the responsibility of the Student assigned to that space. Damage occurring to inside and outside common areas (e.g., restrooms, living rooms, kitchen and patios/decks) not attributable or chargeable to a specific individual or group shall be equally shared by the residents of the living area where those damages occur. The Student agrees to pay such damages upon demand. When moving out of any accommodation, the Student must be checked out in accordance with published check-out procedures. Failure to do so may result in a charge for an improper check-out. In addition,

the Student will be assessed charges for damages at termination. Upon checkout or improper checkout, the Student forfeits any right to personal property left behind.

### **Loss and Theft Liability**

The college accepts no responsibility for any loss or damage to personal possessions whether caused by theft, fire, flood, or other disasters. The resident is responsible for obtaining their own insurance for personal belongings. Information regarding the purchase of student personal property insurance from an outside agency may be obtained from the Student Services Office.

### **Authorization for Medical Care**

The Student authorizes the College and its officers and employees to authorize emergency transportation and/or medical care as may be considered necessary or appropriate. The College and its officers and employees shall not be responsible in any way for any consequences resulting from said transportation and/or medical care and are hereby released from any and all claims and causes of action that may arise, grow out of, or be incidental to such transportation and/or medical care insofar as the law allows. The student may provide and authorizes the college to contact emergency contacts given in such situations resulting in medical transport or hospitalization.

### **Missing Persons Policy**

Umpqua Community College is authorized to enact procedures, as appropriate and permitted by law, regarding the notification of missing students. Every student who resides in UCC's housing facilities are encouraged to identify an individual who will be contacted by the College in the event that the student is determined missing. Access to this information will be available only to professional staff of the Housing Department, along with the Student Conduct office and Campus Security. For more information on this policy and to submit your emergency contact information, please follow the link to [UCC's Missing Persons Policy](#)

## **Policies and Expectations**

### **Standards of Student Conduct**

All members of the College are responsible for obeying the rules, which are essential for preserving an environment conducive to academic pursuits, as outlined in the Student Code of Conduct.

Refer to [www.umpqua.edu/student-code-of-conduct](http://www.umpqua.edu/student-code-of-conduct) for activities and violations that may result in College disciplinary action, as well as discipline and grievance processes.

### **Housing Conduct Code**

In addition to following federal, state and local laws as well as the College's Student Code of Conduct, students who live in college provided housing must follow these additional policies. The College may implement sanctions and/or terminate this Housing Agreement if the Resident fails to abide by the following code. A Resident who seeks an exception to these policies must petition the Director of Housing.

**Alcohol and Other Drugs:** Housing prohibits the consumption or possession of alcohol (including empty or partially full containers), illegal substances, and drug paraphernalia regardless of legal age (including anything resembling a bong i.e.: hookah and pipes). A Resident who violates this policy faces many serious sanctions, such as citations for Minor in Possession and Contributing to the Delinquency of a Minor, probation, educational sanctions, mandatory assessment and fines. The institution typically fines an underage Resident for intoxication, as well as the possession of alcohol or empty alcohol containers and/or use of drugs or possession of drug paraphernalia. In addition to the above sanctions, Housing may cancel this Agreement with any Resident who is distributing (selling or giving) alcohol or illegal drugs. The Resident must continue to pay the cost of housing for the duration of their Agreement. Guests and/or residents of the room (present or otherwise) where the alcohol or other drug use took place may need to meet with the Student Conduct Officer and may face educational or disciplinary sanctions. Fines are \$150 per violation.

For information about UCC's Drug and Alcohol Abuse Prevention Program, please follow the link: <https://www.umpqua.edu/daapp>

**Tobacco Products/Inhalant Delivery Systems:** Tobacco use is not permitted within the College's housing rooms or buildings and is only permitted in designated "Tobacco Use Areas". Housing will confiscate and destroy any tobacco and/or inhalant delivery system and fine the Resident \$150 per instance for

tobacco/inhalant delivery system use/possession outside the confines of this Agreement. Rooms which are damaged by smoke will result in an additional cleaning fee of \$50 plus the cost to repair damages.

**Confiscation/Destruction:** College staff may confiscate and report illegal items (or items against College policy), such as alcohol, illegal drugs, drug paraphernalia, and dangerous devices to Campus Security and/or local law enforcement.

**Room Care, Sanitation, and Personal Hygiene:** Students are responsible for maintaining health and safety standards in their assigned room. Students are expected to practice appropriate personal hygiene and to maintain an environment within their suite, room, and community that is sanitary. Perishable food items should be stored in sealed containers and/or refrigerated. Trash and food debris should be disposed of in the designated trash location. Students found in continual violation of keeping their room and the facility clean and sanitary may be charged a \$50 fine. Additionally, this includes but is not limited to additional cleaning or repair costs, furniture repair/replacement or pest extermination fees.

**Room Entry:** College personnel may enter and/or search a student's room or apartment without notice 1) in emergencies where imminent danger to life, safety, health, or property is reasonably feared; 2) when the college is closing down at breaks, and/or 3) when it has been determined, at the discretion of the Housing Director, that sufficient cause exists. College personnel (professional staff) may also enter and search a Resident's designated space without notice when there is suspicion of probable cause that college regulations are being violated. While it is preferred for the Resident to be present, searches may be conducted in their absence.

When the college seeks access to a Resident's designated space to make repairs or improvements, the Resident will generally be notified at least 24 hours in advance unless consent has been given. A work request to Facility Services is considered consent to enter. During breaks (such as Winter and Spring Break) college personnel may enter college housing to assess the condition of fire alarms, smoke detectors, evaluate whether the space has been maintained, assess for damages, etc.

Housing staff will inspect Resident Halls and rooms each term. These walk-throughs will be implemented by the Housing Director and communicated 24 hours prior to Residents, either directly by the Housing Director or through the Resident staff on site. Students are subject to fines if they are found to be in violation of the Housing agreement. Violations in this regard would be given to specific Residents where issues are prevalent and/or the entire group of Residents when necessary.

**Check out Process:** Resident agrees to be present or make arrangements in their absence, at checkout as scheduled with Housing Staff at the end of the contract. Whether it is early termination of your contract, early termination due to personal choice and/or Student Conduct related issues, the student must be present to complete the checkout process. Failure to do so will result in an additional cleaning fee of \$50.00 and is subject to completion of up to 8 hours of community service; This step will be mandatory to be considered for student housing needs in the future.

**Commercial Activity and Solicitation:** Door-to-door solicitation in housing is not permitted. A Resident may not use Housing facilities (including their room) for commercial activity, solicitation, promotion, or advertising purposes, or in association with commercial vendors without prior approval/permission from the Director of Housing. The only exceptions are activities permitted under the college or housing policies and/or those sponsored by college or housing staff.

**Damages:** Deliberate, negligent, or reckless damage, destruction, vandalism, removal, defacing, or misuse of property of another, including personal, housing, or college property, is not permitted. Damage to the Resident's assigned room, including the walls, is the responsibility of that Resident. This includes but is not limited to responsibility for damage to housing facilities, additional cleaning or repair costs, furniture repair/replacement or pest extermination fees. Removable adhesives or poster putty is recommended to hang wall decorations. In addition, non-LED strings lights are prohibited. Damage to common areas of the building is charged to the individuals responsible, if it is known. Otherwise, common area damages are shared by every Resident.

**Weapons, Firearms, Munitions & Explosives:** The College prohibits the possession, use, or threatened use of firearms, or any other weapons, (including air rifles, airsoft pistols, and paint guns), fireworks, ammunition, explosives, or dangerous chemicals on college property, and/or on college-supervised property. College personnel may confiscate any weapons, firearms, or items that fire a hard projectile or paint ball. Concealed weapons are prohibited.

Pepper spray in amounts of 1.5 oz. or less or contact tasers may be carried for personal protection. If pepper spray or tasers are used inappropriately, they may be confiscated, and appropriate consequences assessed. Large knives or swords are prohibited; small pocketknives (less than 3" blade) are permitted.

**Fire Safety:** Interference with the normal operation of a fire alarm system and/or inappropriate and unauthorized use of firefighting equipment is prohibited and considered by the college to be serious and unacceptable behavior.

The Resident is not permitted to 1) discharge any type of fireworks or explosives in and around the residence; 2) tamper with a building's electrical system; 3) burn incense or have open flames, including candles (except residence hall fireplaces); 4) possess/use a space heater; 5) use open-coil appliances; 6) place any motorized vehicle in a building or on a porch; or 7) refuse to participate in, or obstruct any fire drills. Violations may be subject to fines. Each room is equipped with a fire extinguisher and smoke detectors. Housing will charge a resident \$150 for tampering or misusing a fire extinguisher and \$150 for tampering with a smoke detector.

Residents may not block entry and exits and must participate in all scheduled fire drills.

**Furniture:** Each resident is provided the following furnishings: a bed with a mattress cover; and either a dresser, wardrobe or clothing rack. In addition, some rooms have desks, lamps, microwaves, and/or mini refrigerators. Kitchen appliances and living room furnishings may be supplied but not guaranteed. College-owned furniture is not to be moved outside of the Resident's assigned room. Under no circumstances is furniture to be disassembled. \*Please note that the college does not permit bringing personal soft furniture like chairs because of the increased risk of health concerns (i.e., bed bugs).

**Cooking:** Rooms are not equipped for students to safely or sanitarily cook. For the safety of all students, cooking is not permitted in a resident's room. Cooking is permitted only in the community kitchens.

**Decorations:** The following are not permitted: strong adhesives, including, but not limited to, duct tape and packaging tape on painted or glass surfaces; painting of rooms in any way; glow-in-the-dark stars or paint on ceilings or walls of the rooms; door decorations in excess of two pieces larger than 8 ½" x 14" each; posting materials on room or common space windows and/or displaying items through windows; marking or writing on doors, window, or walls; affixing any material to the windows; inserting material under or over the room lights; the use of cinder blocks in housing; physical alteration of the room in any way; use of items with the intent to puncture drywall surfaces, with the exception of thumb tacks and push pins.

**Bicycles:** In housing locations with available storage, students may store bicycles; Bicycle storage is not guaranteed. In addition, bicycles may be stored in a Resident's room with the expressed permission of the roommate (if applicable). If stored in a room, the bicycle may not be hung from the wall, ceiling, or from any exposed structure such as light fixtures, piping or smoke detectors. This excludes electric bikes which must be stored outside of the building.

**Guests:** Housing exists for students who are assigned to and pay for living accommodations. Students may not arbitrarily make their assigned housing available to anyone else at any time. It is a privilege, not a right for a guest to be in housing. Housing staff may request that a guest leave at any time if the guest's behavior is inappropriate, in conflict with community expectations, housing, or college policies, or is jeopardizing the wellbeing of residents. Residents may not give their room key or building entrance key to any guest at any time. During special occasions, limitations and/or restrictions on the following guest visitation policy may be implemented for safety and building concerns. Exceptions to this policy may be considered, students must communicate with housing staff of these requests for approval.

- **Non-Overnight Guests:** Students are permitted to have non-overnight guests up until the beginning of designated quiet hours. Non-overnight guests are permitted under the following conditions:
  - The student host is personally responsible for the conduct of the guest and any consequences that result.
  - Guests comply with all housing policies and expectations.
  - Guests are not allowed to loiter in the halls and must be accompanied by the student host at all times, with the exception of passage to the bathroom.
  - Guests not intending or not approved to stay overnight must vacate the building by the start of designated quiet hours.

- **Overnight Guests:** Students are permitted to have overnight guests with limitations. Overnight guests are permitted under the following conditions:
  - Overnight guests must be at least 18 years of age.
  - Limit to 1 guest per student.
  - Notify housing staff and communicate how long the guest plans to stay.
  - The student host has advanced permission of the roommate to have an overnight guest. A request to not have guests supersedes the ability to have guests.
  - Overnight guests are permitted to stay for a maximum of three consecutive nights.
  - Students are permitted no more than eight nights of overnight guest accommodation in one academic term.
  - Overnight guests comply with all housing policies and expectations. The student host is personally responsible for the conduct of the guest and any consequences that result.
  - Overnight guests are not allowed to loiter in the halls and must be accompanied by the student host at all times, with the exception of passage to the bathroom.
  - Students are not permitted to host a former resident as a guest if the former resident has been suspended from housing; or at the discretion of the housing staff.
- Guests are NOT permitted during finals week.

**Harassment:** The College prohibits harassment based on a person's ~~of~~ race, color, religion, age, political affiliation or belief, sex, national origin, ancestry, disability, place of birth, General Education Development Certification (GED), marital status, sexual orientation, gender identity or expression, Veteran status, or any other legally protected classification on College property or at its activities. Please refer to [Non-Discrimination - Umpqua Community College](#) for more information.

**Keys:** All means of accessing college student housing (keys and codes) are the property of the College. A Resident may not copy, loan, sell, or transfer the described items to any person. The Resident must report the loss of keys and/or keycards to Housing immediately for their safety and the safety of others. The Resident will incur the cost for key replacements and/or any related lock changes that are necessary. The Resident must return assigned keys and/or keycards at the termination of their contract or upon demand. Duplicating, carrying, or using unauthorized keys is a violation of college policy and is subject to discipline.

**Parking Permit:** Residents will be made aware of the parking policy for each Housing unit and/or Residence Hall as well as any permit information required prior to move-in. The college is not required to provide these permits to Residents, therefore students may be required to purchase a permit for certain housing locations. The college will operate in the best interest of the student and assist with permits if/when possible.

**Animals:** Umpqua Community College does not discriminate based on disabilities. Per State and Federal law, individuals with a Service Animal have full access to the College. For the comfort of all residents, pets, including visiting pets, are not permitted within the residence hall. Fish or small reptiles in aquariums (10 gallons or less) and approved emotional support animals are the only exceptions.

- **Emotional Support Animals (ESA):**
  - The exceptions to this policy are animals approved as Emotional Support animals as described in College Administrative Procedure 3440.
  - Student must inform the housing office of intentions to request an ESA. Student must share appropriate documentation if approved.
  - Students who wish to acquire authorization for an ESA, must do so by contacting the Accessibility Services office located in the LaVerne Murphy building on UCC campus. Accessibility Services will work with the student to obtain required documentation. Additionally, students can request Accessibility Services to share this information with housing staff on the student's behalf.
- **Responsibility and Care Requirements:**
  - UCC is not responsible for the care or supervision of service and/or emotional support animals. People with disabilities are responsible for the cost, care, and supervision of service and emotional support animals. This includes but is not limited to responsibility for damage to housing facilities, additional cleaning or repair costs,

furniture repair/replacement or pest extermination fees.

- **Exclusions to Service Animals and Emotional Support Animals:**
  - UCC may pose some restrictions on, and may even exclude, a service animal or emotional support animal in certain instances when deemed necessary. Examples of reasons that could cause the removal of an Emotional Support or Service Animal include:
    - It is out of control and effective action is not taken to control it;
    - It is not properly housebroken;
    - It poses a direct threat to the health or safety of others and this threat cannot be reduced or eliminated by reasonable modifications;
    - The animal is mistreated and/or not cared for; or
    - Its presence fundamentally alters the nature of a program, service or activity.

**Quiet Hours:** Quiet and courtesy hours are established to maintain an atmosphere conducive to study, sleep, and other individual pursuits, and noise inside and outside of the building must be kept at a minimum level during designated quiet hours.

**Excessive Noise:** Excessive noises that are disruptive at any time are not permitted and include but not limited to: loud stereos, loud televisions, amplified instruments, loud voices. The Resident should be mindful of their roommate/neighbors, keeping the volume of their music and movies at a considerate level. If it can be heard in another room, it is too loud.

**Quiet Hours:** Quiet hours are observed from 11:00pm to 8:00am, Sunday through Thursday; and 12:00am to 10:00am, Friday and Saturday. During finals week, quiet hours are in effect 24 hours a day. During this time, the noise level should be appropriate for those students who are studying or sleeping. Quiet hours may be expanded as deemed necessary by housing staff. The fine for a Quiet Hours violation is up to \$50 for each violation.

**Public Areas:** Hallways must be always kept free of obstructions. Sleeping in common areas is not permitted unless it is in conjunction with an official housing-sponsored event. Exclusive use of these areas for group activities requires approval from housing staff.

**Sexual Assault/Harassment:** The College prohibits sexual assault, which is defined as an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the FBI, and includes: rape, sodomy, sexual assault with an object, fondling, incest, and statutory rape. Sexual harassment is also prohibited and includes unwelcome sexual conduct, dating violence, domestic violence, and stalking. A sexual act is nonconsensual if it is inflicted upon someone who cannot grant consent (due to cognitive disability, age, incapacitation due to drug/alcohol use, etc.) or compelled using coercion, intimidation, threats, or physical force. For more information or to file a report, visit [www.umpqua.edu/title-ix](http://www.umpqua.edu/title-ix).

**Technology:** College owned information technology resources include the College's computers and other electronic equipment and devices, (mobile devices and facsimile machines), and networks and electronic communications systems. These resources should be used for legitimate instructional purposes and any prohibited use, as outlined in AP 3720, is subject to disciplinary action.

**Videotaping and Camera Use:** Any unauthorized use of electronic or other devices to make an audio or video recording of any person without that person's prior knowledge, or without effective consent when such a recording is likely to cause injury or distress is not permitted.

**Theft, Misuse and Destruction:** The College prohibits theft, misuse, and destruction of property and a Resident found in violation may face immediate termination of the Housing Agreement.

## Student Conduct Meetings and Sanctions

If a Resident violates the Housing Code of Conduct, the following is the general process:

- **First Offense:** Depending on the offense, the Resident will meet with the Resident Director or Director of Housing. If determined to be a more serious offense, the Student Conduct Officer may be notified. Situations will be handled at the lowest level possible.



- **Second Offense:** The Resident will meet with the Director of Housing and Student Conduct Officer. Housing staff may determine a more serious consequence.
- **Third Offense:** On a case-by-case basis, a Resident with the third offense will be removed from Housing and the Housing agreement will be terminated and the Resident remains responsible for the full cost of the agreement.

Sanctions may include what is described below, which may be combined with Code of Conduct sanctions and or legal sanctions (ex. contacting local law enforcement).

- **Cancellation of Room and Board Agreement:** When Housing cancels the Agreement for a violation, the Resident has 24 hours to move out of the room and building. The Resident is liable for the remaining housing costs for the term of the Housing Agreement. The College will also prohibit the student from entering or visiting Housing property or facilities.
- **Community Service and Educational Activity:** The Resident may perform various services to the College including, but not limited to, implementing educational and social activities, performing grounds keeping, completing educational activities on the Internet, etc.
- **Confiscation:** College staff may confiscate and destroy illegal items (or items against College policy), such as alcohol, illegal drugs, drug paraphernalia and dangerous devices.
- **Counseling:** Housing may refer the Resident to the counseling office or an off- campus agency for assessment and possible treatment.
- **Housing Probation:** A Resident with this status is at a heightened risk of having Housing cancel their Room Agreement.
- **Fines:** Housing fines may change without notice and the amount is always subject to the discretion of the Director of Housing and Student Conduct Officer. Depending on the situation, fines may be split evenly among all involved residents. Fines may increase for repeated violations. For a general list of fines, see the Director of Housing.
- **Letter of Reprimand:** The Resident receives a letter of admonition and warning, explaining the policy violation and that further violations may warrant other disciplinary action.
- **Room Assignment Change:** The Resident is relocated to another room.

## Umpqua Community College Housing Contract

- **Resident Defined:** "Resident" shall be the student submitting the housing contract.
- **Institution Defined:** "Institution" shall be Umpqua Community College
- **Institutional Official Defined:** "Institutional official" shall mean an employee of Umpqua Community College when acting in the course and scope of their employment duties.

### Payments

Move-in Fee (pre-payment): Prospective Resident must remit three hundred dollars (\$300) prepayment to retain a room assignment. Room assignment is not official until this fee has been received. The \$300 pre-payment is a one-time, yearly payment that will be used as a facility cleaning fee and is non-refundable. Students can make payments on their student accounts and can call the Student Accounts office for assistance: 541-440-7660.

Students are required to pay for term housing charges prior to move-in or students may make payment arrangements as well with the Student Accounts office if unable to pay in full. These payments or payment arrangements need to be made to the Student Accounts office: 541-440-7660.

### **Rates**

"Rent" includes the room and utilities. Rates are subject to review each year due to economic changes or fluctuation, however UCC will work in accordance with the Fair Housing Council of Oregon to maintain fair rates for Students. I understand that UCC's Housing Department will charge my term rent amount to Student Accounts Office. This will be done at the beginning of each term, resulting in a lump charge of three months' rent applied to my student account. I understand that charges will be applied prior to move-in. Any remaining grants, FAFSA, scholarships etc. that I have, will be applied to pay my housing charge after tuition and fees have been paid. I understand that I must pay in full or make payment arrangements with the Student Accounts Office prior to move-in.