

## NEW STUDENTS

**Reservations:** Reservations will only be confirmed when the housing office has received the following items by **June 22nd**:

1. **Signed Housing Application/Contract**
2. **Required \$250 property deposit**
3. **Completed medical form signed by a physician.**
4. **Proof of medical insurance.**
5. **Immunization/shot records including bacterial meningitis and hepatitis B.**

**Property Deposit:** The \$250 deposit serves as a reservation fee and a residence hall property fee. **\$50 is non-refundable and any charges, fines, or damages will be deducted from the remaining \$200.** The deposit will be returned to the resident after vacating the hall if:

1. The resident involuntarily withdraws from the college for reasons of health.
2. The resident has the approval of the Housing Office prior to checking out.
3. The resident completes a valid application for refund through the proper channels.

No refunds of deposits will be made for voluntary withdrawals during the semester other than the reasons stated above. Damages of undetermined nature will be collectively charged to both students residing in the room.

**Room Assignments and Roommates:** Room assignments are made during the summer for each year. Students that want to request a specific roommate should list that person in the designated section of the housing application. Consideration will be given to preferences for roommates where possible. All unclaimed spaces in rooms in the residence halls will be declared vacant at 8 a.m. on the first day of classes.

**Check-In Procedures:** The student will be given a room condition form to fill out. It is very important to completely fill it out, as the student's signature on this form is an acceptance of responsibility for the condition of the room. All necessary paperwork and property deposit must be on file before the student will be issued a key.

**Prohibited From Student Housing:** Due to the fire/safety hazard they present, the following electrical items are NOT permitted in campus housing:

Broilers, rice cookers, convection ovens, space heaters, air conditioners, crock pots, sun lamps, deep fryers, toaster ovens, electric skillets, toasters, hot plates, and other large appliances. Any of these items found during inspections will be placed in storage until the end of the semester, and the resident will be subject to disciplinary action.

Students should be aware that items not included on this list may also be prohibited. Please check with the Housing Office BEFORE bringing an unlisted item to campus.

Firearms, knives (besides small pocket knives), arrows, bows, paint guns, sling shots, explosive devices, fireworks, or any other type of weapon are prohibited. Students who fail to uphold this policy are subject to disciplinary action that will include removal from campus housing as well as referral to campus police for possible criminal prosecution.

## Campus Housing – Western Texas College

**Decorations:** Students must use poster putty to hang items. Tape may be used as long as it does not damage the surfaces. Screws, nails, tacks, hooks, and other adhesive attachments are not permitted. Candles, incense, and potpourri are not permitted. All materials brought must be flame resistant.

**Guest Policy:** Guests must be escorted at all times. They must not remain in the resident's room without the resident being present. The resident will be held responsible for the actions of their guests. Guests may **NOT** stay overnight for any reason.

**Keys:** A charge of \$10 will be assessed for having to get the staff to let a resident into their room. A \$25 charge will be assessed for breaking or losing keys for Clinton Hall. A \$50 charge will be assessed for breaking or losing keys for Glover Hall, West Hall, or apartments.

**Minimum Credit Hour Requirement:** Before students may reside in a student housing facility, he/she must be registered for a minimum of twelve (12) credit hours during the term of the housing contract. Failure to maintain the minimum twelve (12) credit hours will terminate the contract and the student will be required to vacate the housing facility.

**Breaks within the Semester:** Students may leave possessions in their rooms during break periods occurring within the academic year. The College will not be responsible for any loss or damage, from any cause, to the personal property of the students. The College will not be responsible for any liability whatsoever to person or property of the student.

**Summer Break:** Students will not be allowed to live in student housing during the summer break.

**Pets:** All pets are prohibited from student housing.

**Routers:** Personal wireless routers are prohibited from all student housing, as well as campus-wide.