



2022 - 2023

New Resident

Housing Application & Contract

Instructions:

Step 1: Fill out the housing application completely, providing all requested information, and signatures/initials.

Step 2: Submit the application packet to Residence Life via one of the following methods:

- a) Scan & email as **ONE** document (do not send as individual images) to reslife@wvc.edu
 - Complete and submit every page
 - Include any supporting documents
- b) Drop it off at the Residence Life Office in Van Tassell Center, room 5002
- c) Mail the application to: **Do not submit payment to this address.**
*WVC Residence Life
Residence Life
1300 Fifth St,
Wenatchee, WA 98801*

Step 3: Pay the application fee and deposit via one of the following methods:

- a) Call the Cashier Office at **(509) 682-6500** to pay using a credit or debit card.
- b) Visit the cashier office in Wenatchi Hall:
 - *Hours: Mon - Th - 8am -3pm; Fri - 8am to noon*
- c) Send a check/money order to: WVC Cashier's Office, 1300 Fifth St, Wenatchee, WA 98801
 - *Include your student ID and note that the payment is for the Residence Hall.*

Applications are complete only if:

1. Received with all requested information provided
2. All applicable supporting documents are enclosed
3. All Signature(s)/initials are present
4. \$450 application fee and deposit has been received by the WVC Cashier department
 - \$50 app fee, \$200 refundable damage deposit & \$200 non-refundable administrative fee
 - Financial aid cannot be used to pay the application fee and/or deposit.

Applicant Eligibility:

- Application approval is contingent upon academic admissions to Wenatchee Valley College, and enrollment in a minimum of 10 credits per quarter for the entire duration of the housing contract.
- Applicants must be at least 17 years old at the time of move-in.
 - Running Start – must speak with the Running Start office prior to applying.
- Registered sex offenders (levels I, II, or III) are not permitted to reside in the Residence Hall.

Contract Period:

When signed by the student, the housing contract becomes a legal and binding agreement, valid for only the academic year in which it is approved (fall – spring), or remaining portion of the year if moving in mid-year. Summer requires the Housing Contract Summer Extension Request.

Regardless of the date/quarter of move-in, contracts expire at the end of **spring quarter**. All residents must move out, or reapply in order to continue/return to the Residence Hall.

Preference is given to students seeking residency for the entire school year. Students requesting a shorter contract (less than the full academic year) must submit a written request for a modified contract, detailing the reason for the request, and submit it with the housing application. If approved, students seeking a shorter contract period will be housed on a space-available basis.

Housing Fees:

- Residence Hall housing fees are applied quarterly (approximately every 3 months).
 - Quarterly Fees are: ***\$1650 Quarterly Housing fee**
\$60 Technology Fee
\$10 Parking Pass (if applicable).
- Fees are **REQUIRED** to be **paid in full on the first day of each Residence Hall quarter start date, or by establishing a Housing Payment Plan**.
 - Housing Payment Plan splits the full amount owed into three payments.
 - **Unpaid rent that lacks a payment plan, will result in termination of the Housing Contract.**
 - Contracts terminated due to non-payment, will result in the Early Termination fee of \$750 and loss of the damage deposit.
- Residents planning to utilize financial aid funds for payment towards Residence Hall quarterly fees are responsible for contacting the Financial Aid department to confirm financial aid eligibility, verify awarded amount, and confirm sufficient funding is available.
 - Financial Aid first pays tuition, then may be applied to fees, including Residence Hall.
 - **Financial Aid DOES NOT automatically give any student information to Residence Life.**
 - Residents are responsible for communicating to Residence Life regarding any and all funding delays.
 - Lack of communication regarding outstanding fees is considered non-payment, and may result in termination of the Housing Contract, and applicable fees applied.

* Pending board approval

COVID-19 Supplemental Information

The **COVID-19 Housing Contract Supplement** is an addendum to the WVC Residence Hall Housing Contract between the applicant named on the Housing Application, WVC, and the Residence Life Office. It is an addition to, and not a replacement of, the base housing contract.

- The COVID-19 Housing Contract Supplement is required of all persons wishing to be considered for residency in the WVC Residence Hall.
- Applicants who are unable or unwilling to agree to the COVID-19 Housing Contract Supplement are ineligible for housing in the WVC Residence Hall.
- All housing contracts received without the supplement contract initialed and signed by the applicant, will be deemed invalid, and will be cancelled.

Applicant Commitment:

Even as the number of vaccinated persons increases, the applicant understands and recognizes that living in a shared-living environment such as the Residence Hall, during the COVID-19 pandemic carries an extra obligation to protect and support not only themselves, but the community.

Furthermore, applicants understand that even with vaccination, housing in a community-living environment is considered high-risk. **Residents with pre-existing conditions that may place them at a higher risk of contracting COVID-19, should consider whether the Residence Hall is the best fit for them that this time.**

As such, the applicant agrees that should their application for housing be accepted, they will:

- Not engage in any behavior which may increase the risk of exposure, whether on or off campus, to include following all state and local guidelines.
- Immediately report any suspected exposure, or confirmed contraction of COVID-19, to the Residence Life Manager or Associate Dean of Campus Life, Equity, and Inclusion.
- Immediately remove themselves from the Residence Hall if they are confirmed to have COVID 19 and understand that they must have another location to self-isolate during the duration of the time they are contagious.
- Practice good hygiene regarding hand-washing, and utilize provided hand sanitizer
- Adhere to this community commitment, with the understanding that WVC maintains the right to remove any persons from WVC Housing if their behavior is deemed flagrant, or willfully in violation of this agreement, which may also constitute a violation of the Student Code of Conduct and can carry additional sanctions.

Vaccination Requirement

- **Complete vaccination for COVID-19 is REQUIRED for all residents prior to move-in.**
 - Any of the 3 approved vaccines are acceptable: Moderna, Pfizer, or Johnson & Johnson.
 - For Moderna and Pfizer, “complete” means having received both doses.
- Proof of COVID-19 vaccination is required at the time of check in by showing the vaccination card.
 - Residence Life will not make or keep copies of the vaccination card.

COVID-19 Vaccination Exemptions:

- Students seeking a medical or religious exemption may still be eligible to live in the Residence Hall.
 - To seek a medical or religious exemption applicants must complete and submit the appropriate COVID-19 Vaccine Exemption form, either Religious Accommodation or Medical Accommodation.

**** The Residence Hall is not designed for private living.***

All spaces throughout the Residence Hall are considered shared, enclosed spaces, that would likely pose a higher risk for unvaccinated residents, particularly those with underlying medical conditions which may preclude vaccination from COVID-19. It is very important that residents seeking exemption from the COVID-19 vaccine requirement understand the risks prior to submitting the application and/or moving in.

COVID-19 Vaccination Status (must show proof of vaccination at check-in):

**** Fully vaccinated requires: 1 dose of Johnson & Johnson, or 2 doses of either Moderna or Pfizer***

- I am fully vaccinated right now.
- I am partially vaccinated, but will be fully vaccinated prior to check-in.
- I am not vaccinated, but will be fully vaccinated prior to check-in.
- I am not vaccinated, and am seeking a medical or religious exemption ****Vaccine Exemption form required***

***** I understand the potential risks associated with living in a communal environment unvaccinated.***

_____ *Initials*

By my signature below I agree to abide by the statements above concerning my behavior and/or activities in regards to COVID-19, and I take full responsibility for any exposure to COVID 19 that I may experience while living in the WVC Residence Hall. I also release WVC from liability and fully recognize I am freely and willingly moving into a shared-living environment that may pose risk to my health, from which WVC is unable to mitigate.

Applicant Signature

Date

***** If changing circumstances prevent you from moving in, WVC will refund both the \$200 admin fee, and the \$200 deposit as long as cancellation is done prior to check-in.***

Housing Application

Applicant Information:

First & Last Name: _____

Date of Birth: _____ Age: _____ Male: Female:

College ID #: _____ Email address: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Cell Phone: _____ Additional Phone: _____

Class Level: Freshman: (first year) Sophomore: (second year) Other: (3+ years) _____

Have you applied to WVC before? No Yes If "Yes", what year? _____

Have you applied for student housing before? No Yes If "Yes", what year? _____

Are you an athlete? No Yes If "Yes", what team? _____

Vehicle Information:

If you will be bringing a vehicle, please provide your vehicle information below:

Year	Make	Model	Color	License Plate #
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Are you the registered owner? Yes No *If "No", provide the information below:

Name of Registered Owner	Phone # of Registered Owner
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* *Parking passes are **REQUIRED** for all parking lots surrounding the Residence Hall.*

- Parking passes are purchased quarterly.
 - 'Annual Parking Passes' are for on-campus lots, and are not valid for the Residence Hall.

** *Vehicles without a pass will be ticketed.*

*** *Residence Hall parking passes are not valid for on-campus parking, or vice-versa.*

Emergency Contact:

Emergency Contact: _____

First & Last Name	Phone #
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Why do we ask for an emergency contact, and when would they be called?

We ask for an emergency contact so that we can notify someone in the event of serious illness or injury (hospitalized), or if you were suffering with mental/emotional difficulties and were believed to be a threat to yourself and/or others.

Conduct:

1. Have you been convicted of, or plead guilty/no contest to a crime other than a minor traffic violation? (a traffic violation with involves alcohol or drugs in NOT considered a minor violation)

No Yes

* An affirmative answer, will not automatically preclude eligibility for campus housing.

**** Answering "Yes", requires that you to provide a complete description of the offense, and full details of the charges/sanctions.**

2. Are you a registered sex offender? No Yes

* Registered sex offenders, levels I, II, or III are not eligible for campus housing.

Tenancy Request:

1. Which quarter do you intend to move-in? Fall Winter Spring

*Summer quarter is available, but requires the Housing Contract Summer Extension Request.

Residence Hall Quarter Dates for 2022-2023:

Move-in Dates: Fall - 9/12 Winter- 12/12 Spring - 3/24

Move-out Dates: Fall - 12/11 Winter- 3/23 Spring - 6/17

2. Do you need to move in earlier than the established move-in date?

No Yes If "Yes", what move-in date are you requesting? _____

* Early move-in may be requested for athletic practices or program orientations which require attendance prior to the start of classes, but **MUST** be **PRE-ARRANGED** with Residence Life.

- Early move-ins will be assessed a charge of *\$18.13/night.

3. Do you intend to stay for the entire academic year? (fall, winter, & spring quarters)

No Yes If "No", how many quarters are you requesting? _____

* The Housing Contract length is for entire academic year (fall, winter, & spring quarters). Preference is given to applicants seeking residency for the full duration of the contract period.

** Applicants may request a shorter contract; however, a written request for a modified contract must accompany the housing application. If approved, acceptance is on a space-available basis.

*** Residents that break their approved Housing Contract by leaving prior to the quarter indicated on the application, will be charged the Early Termination Fee of \$750, forfeit any monies paid towards housing for the given quarter, and forfeit the damage deposit, per the Early Termination Fee policy.

4. Do you plan to stay in the Residence Hall during winter and spring breaks?

No Yes

* There is no additional charge for remaining in the hall during breaks. This question helps us to gauge occupancy for the purpose of planning maintenance projects at a time when they are least likely to be disruptive to residents.

5. Do you plan to stay for the summer quarter? No Yes

* If "Yes", the Housing Contract Summer Extension Request will be made available mid-spring.

* pending board approval

Accommodations for Students with Disabilities:

Wenatchee Valley College is committed to meeting the needs of all students through accessible housing. Residents with a disability are encouraged to contact Residence Life office or email reslife@wvc.edu, to ensure that your specific needs are met prior to move-in.

Residents requesting accommodation in the form of an Emotional Support Animal must complete an intake appointment with the Student Access Department prior to the animal being allowed into the hall. For more information, contact sas@wvc.edu to make an appointment.

Residents with a trained Service Animal are encouraged to contact Residence Life prior to arrival to ensure that the housing assignment provided meets the needs of you and your animal.

Health Information:

Do you have any health concerns and/or physical impairments you want us to be aware of?

No Yes *If “Yes”, please specify the information you would like for us to know:

Immunization Requirements:

In addition to the COVID-19 vaccination requirement, which went into effect fall 2021, tenancy in the Residence Hall requires additional immunizations in order to be eligible for student housing.

Because student housing is community-living, with close and enclosed spaces, the following vaccines are either required or strongly encouraged in order to keep all residents safe.

Required Immunizations: Provide the dates immunizations were received

- MMR (Mumps, Measles, Rubella) – 2 immunizations required - Only for students born after 12/31/1956
 - MMR#1: _____
 - MMR#2: _____
- DT (Diphtheria, Tetanus)- Last booster must be within the past 10 years.
 - DT: _____

Recommended Immunizations (optional):

- Hepatitis B – Series of 3 immunizations HepB: _____
- Polio – Series of 3 immunizations Polio: _____
- Tuberculosis TB: _____

I wish to be exempt from the required immunizations noted above for the following reason:

Medical basis Religious basis

**** Supporting documentation for immunization exemption is required.**

I hereby acknowledge that the above immunization information is complete and accurate. Furthermore, I understand, and agree that WVC may require documentation of my immunization records.

Applicant Signature

Date

Resident Pairing/Roommate Information:

Campus Connections at WVC:

1. Program/field of study? (AA Degree, Business, Nursing, etc.) _____
2. Groups/organization involvement? _____
3. Hobbies/interests? _____
4. Activities/experiences you would like us to provide for residents? _____

5. Questions/concerns about living on campus? _____

6. Friend you would like to room with? _____

Room Preferences:

- | | | |
|---|----------------------------------|----------------------------------|
| 1. Preferred room temperature..... | <input type="checkbox"/> Cold | <input type="checkbox"/> Hot |
| 2. Lights on or off when sleeping..... | <input type="checkbox"/> Off | <input type="checkbox"/> On |
| 3. Prefer to go out, or stay in..... | <input type="checkbox"/> Out | <input type="checkbox"/> In |
| 4. Prefer to wake up early or stay up late..... | <input type="checkbox"/> Early | <input type="checkbox"/> Late |
| 5. Prefer 'Neat & Tidy', or okay with clutter..... | <input type="checkbox"/> Tidy | <input type="checkbox"/> Clutter |
| 6. Prefer to study in silence or with background noise..... | <input type="checkbox"/> Silence | <input type="checkbox"/> Noise |

- Whenever possible, roommate requests are honored.
- Resident Pairing and Room Preferences information is taken into consideration when placing residents whenever possible.
- Rooms, and roommate assignments are made by Residence Life one week prior to the established quarterly move-in dates.
- Room number, key cards, and roommate name will be provided upon check-in.

DRUG-FREE, ALCOHOL-FREE, WEAPONS-FREE, & ROOM-ENTRY AGREEMENT

1. I understand that all federal, state, local, college, and community laws, rules, and standards regarding the possession, use, consumption, or influence of alcoholic beverages, illegal drugs, and weapon possession apply to me while residing in the WVC Residence Hall. Furthermore, I agree to follow and obey all laws, rules, and community standards regarding alcohol, illegal drugs, and weapons.
2. I understand that the WVC Residence Hall is substance free, regardless of the legal age to consume or purchase. I will not possess, use, be under the influence of, sell, share, or otherwise distribute alcohol or illegal/controlled substances in or around the WVC Residence Hall. This standard applies to alcohol, drugs, controlled substances, and/or related paraphernalia.
3. I agree that I will not host any guest, either in my assigned room or within the Residence Hall or surrounding property, who possess, is under the influence of, sells, or distributes alcohol or illegal drugs or controlled substances.
4. I understand that weapons of any kind are not permitted in the WVC Residence Hall, regardless of licensing or permit status. Weapons such as firearms (including but not limited to BB and pellet), blades over 4", and personal defenses sprays larger than those intended to attach to a keychain.

5. I agree that authorized personnel from Wenatchee Valley College maintains the right to enter any room for the purpose of inspection, repairs, or other official business. Additionally, said personnel may enter any room for reasons of health and safety, and when there is reason to believe that established rules, policies, and community standards are being violated, even in the absence of the occupant.
6. I understand that violation of this contract will result in college disciplinary action under the WVC Student Code of Conduct, Student Rights and Responsibilities, Housing Contract, and Residence Life Housing Handbook.
7. I understand that any resident that violates this agreement may be immediately removed from the Residence Hall, which carries additional fines.

I have read, understand, and agree to the above statements regarding drugs, alcohol, weapons, and room entry. _____

Initials

FINANCIAL OBLIGATION AGREEMENT

I understand that by assuming residency in the WVC Residence Hall, I am accepting responsibility for insuring full payment of the quarterly room fees incurred for the entire duration of my Housing Contract.

I understand that full payment, or the establishment of a Housing Payment Plan is required prior to assuming residency, and subsequently, by the first day of each housing quarter.

I understand that I am liable to pay all costs incurred from the time I assume residency until official notice of my intent to vacate the premises has been submitted, and a check-out appointment has been completed, and the keys have been submitted back to the Residence Life Manager.

Failure to complete this agreement for any reason will result in the Early Termination Fee of \$750, plus forfeiture of the damage deposit.

I understand that if my account is delinquent more than fifteen (15) days, my housing contract may be terminated, and I may be immediately evicted from the Residence Hall. Furthermore, I understand that if my account becomes delinquent, it may be turned over to collections. Collection fees will be assessed according to collection agency rates, and will be my responsibility. I understand that WVC reserves the right to withhold transcripts, access to grades, and/or bar future registration when I have an outstanding balance.

I have read, understand, and agree to the above statements regarding the financial obligations. _____

Initials

I attest that the all answers pertaining to each section and question on this housing application are true and accurate. I understand that WVC reserves the right to request documentation of any and all verifiable information. I further understand that providing false information on this application may be grounds for denial/termination of this housing application.

Applicant Signature

Date

**** Upon application approval, and prior to scheduling the move-in day, the first quarter room fees are due in-full, or if establishing a Housing Payment Plan, first payment must be made.**

Residence Life Housing Contract

GENERAL: This contract is an agreement between the applicant, Residence Life, and Wenatchee Valley College (WVC). It is understood that residency at the Residence Hall is merely incidental to the provisions of educational services, and as such is not subject to provisions of Chapter 59, 18 RCP Washington State Resident Landlord Tenant Act.

Submission of this agreement DOES NOT guarantee placement into the Residence Hall. WVC retains expressed authority to accept or deny this contract. Housing contracts for students whose conduct is not conducive to a group living and learning environment may be denied approval, or continued residency in the Residence Hall.

CONTRACTS THAT ARE CANCELLED IN WRITING 30 DAYS OR MORE PRIOR TO TAKING RESIDENCY, ARE ELIGIBLE FOR RETURN OF THE FULL DEPOSIT. NO REFUNDS WILL BE GIVEN AFTER RESIDENCY HAS BEEN ESTABLISHED.

CONTRACT PERIOD: This contract is for the entirety of the school year, to include fall, winter, and spring quarters, or any remaining portion of the school year if moving in mid-year. Applicants that intend to reside in the Residence Hall for less than 3 quarters, must indicate so on the application AND include a request for a modified contract, detailing why a shorter contract is requested. Priority is given to applicants planning to reside in the Residence Hall for the entire school year. Contracts for less than 3 quarters will be considered on a case-by-case basis. Summer Quarter housing is available, with a Housing Contract Summer Extension Request.

STATEMENT OF FINANCIAL INTENT: Assuming residency in the WVC Residence Hall constitutes acceptance of responsibility for ensuring full payment of the of all fees incurred, including but not limited to quarterly room/housing fees, parking fees, and conduct fees for the entire period of the contract.

SECURITY/DAMAGE DEPOSIT: A security/damage deposit of \$200 is required upon submission of the Housing Application. If all requirements of the contract have been fulfilled, and housing fees, including all room fees (including damage, lost keys, late fees, etc.) are assessed, the \$200 security/damage deposit will be refunded within 60 days upon termination thereof. Damage assessment/charges will not be applied to your deposit as they occur, and will be due immediately upon vacating the Residence Hall.

USE OF FACILITIES: Residents must be enrolled in a minimum of 10 credits each quarter for the duration of residency. If, on or after the first day of classes, the student is no longer enrolled or is evicted from the Residence Hall, the student agrees to vacate the facility within 24 hours or the time specified by Residence Life staff, unless permission to remain is granted by the Residence Life Office.

TERMINATING THIS CONTRACT: Failure to complete the contract for any reason will result in room charges for the remainder of the contract and/or a \$750 Early Termination Fee, and forfeiture of the damage deposit. For students withdrawing from college for reasons of accident or extended illness, which will require extensive medical expenses, a waiver of the Early Termination Fee may be granted through an appeal.

ALCOHOL DRUG, AND TOBACCO POLICY: Residents expressly agree that the possession, use, or consumption of alcoholic beverages or, being under the influence of alcoholic beverages, marijuana, or illegal drugs as defined by RCW 69.50, the Uniform Controlled Substances Act, is prohibited in the WVC Residence Hall and the adjoining grounds. Additionally, residents agree that all forms of tobacco and tobacco products, including vaporized forms, shall not be used in any part of the Residence Hall. Furthermore, residents understand that violation of the Alcohol, Drug, and Tobacco Policy may result in immediate removal from the Residence Hall.

_____ *Initials*

HOUSING REGULATIONS: Regulations include the Residence Life Housing Contract, WVC Residence Hall Handbook, WVC Student Code of Conduct, and the WVC Student Rights and Responsibilities. All aforementioned are incorporated by reference and are made available for review and inspection at: www.wvc.edu/housing, or subsequent enactment of Washington State law or written notices applicable to the operation and administration of the Residence Hall.

The resident expressly agrees that the college may terminate the Housing Contract and take possession of the room at any time for violation of said contract, college rules and regulations, or for documented health reasons. A resident whose conduct warrants the issuing of a written incident report will have his/her status as a resident in the Residence Hall reviewed by the Residence Life Office. *Disruptive behavior, community standards violations, or financial delinquencies may be grounds for eviction.*

_____ *Initials*

I certify that I have read the WVC Residence Life Housing Contract in its entirety and agree to abide by it and the rules and regulations as outlined in the Residence Hall Handbook. I understand this is my agreement to live in the Residence Hall for the entire academic year.

_____ *Applicant Signature*

_____ *Date*

Wenatchee Valley College is committed to a policy of equal opportunity in employment and student enrollment. All programs are free from discrimination and harassment against any person because of race, creed, color, national or ethnic origin, sex, sexual orientation, gender identity or expression, the presence of any sensory, mental, or physical disability, or the use of a service animal by a person with a disability, age, parental status or families with children, marital status, religion, genetic information, honorably discharged veteran or military status or any other prohibited basis per RCW 49.60.030, 040 and other federal and laws and regulations, or participation in the complaint process.

The following persons have been designated to handle inquiries regarding the non-discrimination policies and Title IX compliance for both the Wenatchee and Omak campuses:

- To report discrimination or harassment: Title IX Coordinator, Wenatchi Hall 2322M, (509) 682-6445, title9@wvc.edu.
- To request disability accommodations: Student Access Coordinator, Wenatchi Hall 2133, (509) 682-6854, TTY/TTD: dial 711, sas@wvc.edu.