



Hands-On Skills. High-Tech Careers.

## CAMPUS HOUSING and FOOD SERVICE CONTRACT

This agreement (Contract) made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2013, by and between \_\_\_\_\_, hereinafter referred to as Student, and North Central Kansas Technical College of Beloit, Kansas, hereinafter referred to as College.

Whereas, Student desires room and board and College agrees to provide the same; the room and board will be provided on the College's Beloit campus, upon the terms and provisions hereinafter provided, both parties agree as follows:

The Student has paid a reservation deposit of \$125.00 for the Dorm room and \$15.00 for an apartment sized refrigerator for a total of \$140.00. The receipt of which is hereby acknowledged. This sum is not refundable unless the College is notified in writing of the Student's desire to withdraw from this Contract by July 1st of that academic year. In the event the Student fulfills all obligations under this Contract and returns the door and mailbox keys and there is no damage to the leased premises and the apartment has been appropriately cleaned, this deposit will be returned. The cost of replacement or repair of damages to the dorm is the responsibility of the student.

The College agrees to lease an apartment located in the College housing section for the full academic year ending at graduation.

The food service contract provides meals on days when classes are in session during the academic year. Typically, there are 14 meals a week including breakfast, lunch, and dinner Monday through Thursday and breakfast and lunch on Friday.

The Student agrees to pay the sum of \$4,780.75 for the full academic year (payable in two equal installments of \$2390.38 at the beginning of each semester).

The Student agrees that a condition of the contract is that he/she be duly enrolled in and attending the College. This Contract may be terminated only on the following conditions:

The College and Student, by mutual agreement, may terminate this contract if the student graduates, marries, or withdraws from all classes during the academic year. The costs for the period of Student's attendance may be prorated.

In the event the College and Student cannot agree upon a prorated cost, or the contract is fully or partially terminated by the College for a violation of the terms of this Agreement, Rules and Regulations, or college policy, the Student is responsible for payment of the housing contract through the end of the semester the student was expelled from the housing. If the Student has paid for that period, no refund will be made. If the Student has not paid in advance, rent for this period shall be due and owing.

In the event the Student remains enrolled at the College following dismissal from the Campus Housing, the food contract will be continued for the academic year. In the event the Student is terminated from College, the food contract will be settled subject to the applicable refund policy.

### North Central Kansas Technical College

#### Beloit Campus

P.O. Box 507 | Beloit, KS 67420  
1-800-658-4665 | 785-738-2276

#### Hays Campus

2205 Wheatland Ave | Hays, KS 67601  
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**NOTE: Leaving on Internship does not release the student from the terms of this contract.**

The Student agrees this Contract may be terminated upon three (3) days notice for failure of the Student to pay any installment provided in this Contract on or before the due date. The giving of such notice does not release the Student from paying all the amounts due under this Contract. The College may reinstate this agreement for good cause even though the three-day notice has been given.

The College and Student further agree that the partial or complete destruction of the premises by fire, wind, storm, or other acts of God shall terminate this Contract as to both parties on the date of the casualty.

It is agreed that in the event of significant and unforeseen increases in any utility rates the College may prorate the increase to all dorm users for each month remaining on this Contract.

The College reserves the right to inspect the dorms and adjacent premises for compliance with City Ordinances, State and Federal Laws and Regulations.

Any individual convicted of a felony is not permitted to stay/live in on-campus housing. Students found to be in violation of this policy will result in disciplinary actions, including immediate termination of this Contract.

Terms of this Contract are subject to complete compliance with Campus Housing Rules and Regulations and Student Code of Conduct in the Student Handbook, which are made a part hereof by reference.

**I HAVE READ AND AGREE TO ABIDE BY THE PREVIOUS STATED PROVISIONS. I UNDERSTAND AND THAT THIS A BINDING CONTRACT FOR AN ACADEMIC YEAR AND THAT SIGNING OBLIGATES ME TO ROOM AND BOARD PAYMENTS FOR THE ENTIRE ACADEMIC YEAR. A HOUSING ASSIGNMENT DOES NOT CONSTITUTE ADMISSION TO THE COLLEGE. BY SIGNING THIS CONTRACT, YOU AGREE TO ABIDE BY THE RULES AND REGULATIONS SET FORTH BELOW.**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean of Student Services Signature

\_\_\_\_\_  
Date

*(See attachment for Campus Housing Rules and Regulations)*

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## Campus Housing Rules and Regulations

The Student and College acknowledge that the following rules and regulations are in full force and effect for the attached leased premises, that the rules are intended to promote the convenience, safety, peace and welfare of the Students in the premises, preserve the College's property from abusive use, and make a fair distribution of services and facilities held out for the Students generally. The Student acknowledges that these rules are sufficiently explicit in the prohibition, direction, or limitation of the Student's conduct to fairly inform the Student of required conduct and Student acknowledges notice of these rules when entering into the housing contract. This acknowledgement is indicated by Student's signature above.

### 1. Drug and Alcohol Policy

It is the policy of the College that the possession, use, distribution and/or sale of alcoholic beverages, illegal drugs, drug paraphernalia, and/or other controlled substances, including any legal hallucinogens (such as bath salts, Synthetic Drugs including K2, K3, K4 etc.) by students or employees is prohibited on the college campus, within College buildings, at any training station or at any College sponsored event. Violations will result in immediate disciplinary action, up to and including dismissal from College. Appropriate legal action will be taken by the College. Students or employees acting in an accessory role are also subject to disciplinary and legal action. Students under the influence of alcohol or drugs on campus may be disciplined as an alcohol violation.

### 1. Weapons Policy

No student shall possess, handle, use, or threaten to use any object that can reasonably be considered a weapon, explosive, destructive device, or hazardous substance on College owned or operated property, at any College activity, function or event. This policy includes any item being used as a weapon or destructive device or any facsimile of a weapon.

Weapons, explosives, destructive devices, and other hazardous objects or substances covered by this policy shall include, but not be limited to, the following:

- a. Any object or device which will, is designed to, or may be readily converted to expel bullet, shot or shell by the action of an explosive or other propellant;
- b. any handgun, pistol, revolver, rifle, shotgun or other firearm of any nature, including concealed weapons licensed pursuant to the Personal and Family Protection Act, and amendments thereto;
- c. any BB gun, pellet gun, air/CO2 gun, paintball gun, stun gun or blow gun;
- d. any explosive, incendiary or poison gas (A) bomb, (B) mine, (C) grenade, (D) rocket having a propellant charge of more than four ounces, or (E) missile having an explosive or incendiary charge of more than 1/4 ounce;
- e. any incendiary or explosive material, liquid, solid or mixture equipped with a fuse, wick or other detonating device;
- f. any explosive or destructive device, including but not limited to dynamite, nitroglycerin or any other combustible, blasting caps, fireworks, firebombs, grenades, plastic charges or devices intended for detonation purposes, and/or any other similar devices or compounds used for detonation or blasting;

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- g. any tear gas bomb or smoke bomb; however, personal self-defense items containing mace or pepper spray shall not be deemed to be a weapon for the purposes of this policy;
- h. any knife, commonly referred to as a switch-blade, which has a blade that opens automatically by hand pressure applied to a button, spring or other device in the handle of the knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward or centrifugal thrust or movement; except an ordinary pocket knife which has a spring, detente or other device which creates a bias toward closure of the blade and which requires hand pressure applied to such spring, detente or device through the blade of the knife to overcome the bias toward closure to assist in the opening of the knife shall not be considered to be a weapon for the purposes of this policy;
- i. any straight-blade knife of four inches or more such as a dagger, dirk, dangerous knife or stiletto; except that an ordinary pocket knife or culinary knife designed for and used solely in the preparation or service of food shall not be construed to be a weapon for the purposes of this policy, unless used or threatened as a weapon;
- j. any martial arts weapon such as nun chucks and throwing stars;
- k. any longbow, crossbow and arrows or other projectile that could cause serious harm to any person;
- l. all fireworks;

Weapons, as defined above, are not permitted on College owned or operated property unless in the possession of a law enforcement officer, armored car security personnel, or as otherwise specifically permitted by the College's Board of Trustees.

Students in violation of this policy are subject to suspension or expulsion from the College with loss of all credit for the current semester and no refund of tuition or fees for the semester, as well as prohibition from future enrollment or participation in College or College-sponsored activities. The President may recommend the suspension or expulsion be modified on a case-by-case basis under the provisions of Board of Trustees Policy JDC (Probation). Students violating this policy will be referred to the appropriate law enforcement agency or agencies and if a juvenile to SRS.

## **2. Smoking**

NCK Tech prohibits persons from smoking in any building on campus including the Campus Housing. Chewing Tobacco and spit containers are **not** allowed to be used in any of the housing units on campus.

## **3. Fire Hazards**

No flammable materials, liquid or otherwise, of an explosive or combustible nature shall be kept in or around the premises of any NCK Tech Campus Housing unit. Candles, incense, or any other open flame decoration are considered fire hazards and are prohibited. Fireworks are also not allowed.

Fire extinguishers and smoke alarms are in each apartment for your protection. Any tampering with this equipment will result in disciplinary action and the cost of replacement of equipment will be billed to the student responsible.

## **4. Damage / Cleanliness**

Students are responsible for damage to college property. The cost of damage within an apartment will be divided among all students residing there unless it can be determined specifically who is responsible

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for the damage. Students responsible for damages will be charged immediately for the damage and will not be deducted from the deposit. Individual and prorated common damage charges will be charged to the student's account as they occur. Additionally, damage caused to public areas will be prorated among all residents of that building when the specific individual or group responsible cannot be identified. Students are not allowed to repair damages themselves. Damages are to be reported to the Housing Director immediately. No student shall interfere in any manner with any portion of the heating and lighting apparatus in or about the housing nor about the building containing the same. Residents may request routine maintenance by submitting a completed Work Order Request to the Housing Director. Windows and screens may not be removed or altered from their normal operating position. Students will be charged for replacement of window screens if they are removed. Nothing may be thrown out of windows and residents should not exit through windows nor be on roofs. Breakage or damage to windows will be charged to the students responsible. It should be noted that nails should not be driven into the walls. Decorations should be hung with "Command Strips", or tacky putty. No Dart Boards allowed.

Students agree that the cleanliness of the apartments is important. The College maintains the right to inspect for cleanliness and in the event an apartment is found unsatisfactory, the Students will be given notice. If not cleaned satisfactorily, a professional cleaner will clean the apartment and any expense incurred therefore shall be assessed to the Students in that apartment.

#### **5. Visitors/Overnight Guests**

No visitors or guests under the age of 18, except those accompanied by parents, will be allowed in any housing unit or in the parking lot adjacent to the housing units. Visiting hours for off-campus visitors 18 years or older are from 8:00 am through 11:00 pm Sunday through Thursday, and 8:00 am through 1:00 am Friday and Saturday.

No overnight guests without permission. Overnight guests must first be approved by the Housing Director or the Dean of Student Services. An overnight guest form must be completed prior to the guest staying that gives the College identification information. The overnight guests must be over the age of 18. Co-habitation of opposite sex is strictly prohibited.

Students are responsible for their visitors. Visitors are only allowed in the apartments while their host is also there.

#### **6. Quiet Hours**

Quiet hours are from 11 pm until 8 am. During quiet hours, no noise is to be heard outside a student's apartment which might interfere with others who may be studying or sleeping. During the daytime, or when quiet hours are not in effect, students are expected to be courteous and concerned with noise which might be disturbing to others around them. Students shall not play musical equipment or instruments at such hours and at such volume as to disturb other students.

#### **7. Keys / Locks**

**Keys-** Only keys issued by the Housing Director are permitted. Unauthorized keys will be confiscated and the student will face disciplinary action. Lost keys must be reported to the Housing Supervisor immediately. They will be replaced at the following costs: Apartment = \$15; Mailbox= \$15. Any students requesting a lock change will be billed for the costs involved.

**Locks-** No additional locks shall be placed upon any door of the building without consent of the College.

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Safes and lockboxes must be opened for inspection upon request by the Housing Director/Dean of Student Services.

#### **8. Improper Checkout / Room Change**

Students who do not check out with the Housing Director prior to leaving will forfeit their dorm deposit. Students will be responsible for any additional fees/cost assessed by the College. Students are not allowed to move to other rooms on campus without first obtaining permission from the Housing Director and Dean of Student Services.

#### **9. Vehicles**

Students shall have only one vehicle on campus. No vehicle repair work shall be performed in the housing parking areas. All city traffic laws and regulations are in effect on the College campus. Students should be aware of one-way streets and make themselves familiar with the posted speed limits. Students are reminded that it is unlawful for passengers to ride in the bed of pick-up trucks. Only street legal/ tagged vehicles shall be operated on campus. Cars and motorcycles are to be properly parked in designated parking stalls around the campus housing and not backed in to stalls. Vehicles will be operated on streets only. Bicycles or motor scooters may not be stored in rooms. Students with Diesel vehicles will not be allowed to plug-in to the electrical outlets.

#### **10. Prohibited Items**

- No pets or animals of any kind in or around the Campus Housing.
- No waterbeds.
- Students may not have signs in their rooms/apartments, which are intended for use in other places, such as regulation traffic signs, construction barricades, etc. State law forbids the possession of road signs. Students are not allowed to post signs advertising alcoholic products and pornographic materials in windows for the public to see from the outside.
- Students are not allowed to bring in their own refrigerators, including apartment sized or mini-refrigerators.
- No private or outside providers of internet, cable, routers, or satellite receivers allowed.

#### **11. Room Entry / Search**

Officials and/or employees of the College reserve the right to enter student rooms to:

1. conduct health and safety inspections,
2. to make repairs or conduct maintenance on College-owned property,
3. to enforce state and federal laws,
4. to enforce College regulations and policy,
5. to take action as may be necessary in any emergency, or
6. to maintain order and an appropriate living environment.

Residents should be advised that officials and/or employees of the College have the right and obligation to conduct searches when there is a reasonable expectation, not probable cause, that a law has been broken. In such cases, a search will be conducted regardless of the presence of the students.

Unauthorized entry of a student's apartment or room by anyone other than a College employee or official is not permissible and will be dealt with in an appropriate manner including contacting the proper law enforcement agency if such entry is determined a violation of law.

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**12. Misc.**

The sidewalk entries, passages, and stairways of the dormitories shall not be obstructed or used for any other purpose than for ingress and egress to and from the respective apartments.

**13. Liability**

NCK Tech is not responsible for lost or stolen personal items. The college recommends students purchase “Renters Insurance” to cover the cost of replacing items lost or stolen.

**14. Disciplinary Guidelines**

- |          |  |
|----------|--|
| Alcohol  | 1 <sup>st</sup> Offense - \$100 fine or community service and probation<br>2 <sup>nd</sup> Offense – Expelled from the Campus Housing  |
| Weapons  | 1 <sup>st</sup> Offense – Expelled from the Campus Housing   |
| Drugs    | 1 <sup>st</sup> Offense – Expelled from the Campus Housing   |
| Fighting | 1 <sup>st</sup> Offense – Short-term suspension from the college and probation<br>2 <sup>nd</sup> Offense – Expelled from the college  |
| Driving  | 1 <sup>st</sup> Offense – Written Warning (and fine if warranted)<br>2 <sup>nd</sup> Offense - \$100 fine or community service and probation<br>3 <sup>rd</sup> Offense – Loss of driving privileges on campus |

Other violations will be determined on a case by case basis depending on the severity of the violation.

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