



HOUSING APPLICATION

Residential Life Office 520-353-0292
Business Office 520-353-0284
housing@cochise.edu

For Office Use Only

Date App. Rec'd _____

Date Deposit Rec'd _____

A \$150 deposit and this completed application must be on file to reserve your room.

Personal Information

Name: _____ C00 _____
Last First Middle Initial Cochise I.D.

Mailing Address: _____
PO Box or Street Address City State Zip Code

Cell Phone*: _____ Home Phone _____ E-mail Address: _____

Date of Birth: _____ Gender: ☐ Female ☐ Male

Will you be an International Student on a F1 Visa? ☐ Yes ☐ No

Will you be participating on a Cochise College team? ☐ Yes ☐ No If yes, which sport: _____

Emergency Contact: _____
(Name) (Relationship) (Telephone Number)

☐ I authorize the above named person to take possession of my personal belongings in case of an emergency.

Have you ever been charged with, pleaded to, or convicted of a felony? ☐ Yes ☐ No

If yes, you may be required to provide documentation upon request. Failure to disclose may result in a termination of this application/contract and immediate removal from housing.

*The Residential Life office utilizes a texting application (Remind) as a means to more effectively communicate with residents. If you wish, you will have the opportunity to opt out of the service.

Cochise College Meal Plan

All residential students are required to purchase a meal plan. The current meal plan is an eighteen (18) meal per week plan. Any unused meal plan balance at the end of the semester will be forfeited. There are no refunds and meals do not "rollover" to the next semester.

☐ 17 Week Meal Plan \$2,481 ☐ 21 Week Meal Plan \$3,046 (Aviation Program Only) ☐ Police Academy

Enrollment Information

I will be enrolling in the:

☐ 17 Week Session (most common) ☐ Police Academy ☐ 8 Week Session Only _____ (first or second)
☐ 21 Week Aviation Program (accepted into program) Semester applying for: Fall _____ Spring _____
Year Year

_____ I will enroll in 15 credit hours or more (no room fee)

_____ I will enroll in 12 – 14 credit hours (\$760 for room, 17 week or \$825 for room, 21 Week)

_____ I will enroll in 11 credit hours or less (must have Dean approval)

I understand that I need to continue to be enrolled in 15 credit hours throughout the semester to receive the discounted room rate. If during the semester I fail to meet these requirements, the College will charge me accordingly. _____

Initial

Any student who feels he/she may need an accommodation based on the impact of a disability should register with the Office of Disability Services and request accommodations under the Americans with Disabilities Act or Section 504.

(Please continue on the backside of this page)

Room, Roommate/Suitemate Preference:

Room/Roommate/Suitemate preferences are **not guaranteed** and will only be honored when available. Single rooms are available in Huachuca Hall only. Only preferences/requests made by **July 23rd** for the Fall and **December 17th** for the Spring will be considered.

- ☐ No Preference
☐ Single Room (Huachuca Hall, shared restroom with same gender)
☐ Townhouse (Shared room, shared restroom with same gender)

For a roommate or suitemate request to be considered, all individuals involved **MUST** request each other (please use first and last names). The request must be mutual by all parties involved.

Roommate/Suitemate Preference: _____
First Name Last Name

Roommate/Suitemate Preference: _____
First Name Last Name

Returning Residents ONLY

Preferred Room/Townhouse: _____ ☐ No Preference

I give Cochise College permission to share my name and phone number with my potential roommate. Please note that roommate changes may occur after information has been sent. _____ Initial

Residence Hall/Social Standards

You will receive a Residence Hall Handbook at check-in. You are responsible for knowing and understanding all the guidelines included in the Handbook and to follow all policies. A copy of this handbook is available online www.cochise.edu/housing for your reference. The following is a summary of regulations you are required to follow immediately upon check-in (not full list):

1. Cochise College is drug and alcohol free regardless of age or medical conditions. Smoking and tobacco are only permitted in designated locations
2. Possession, consumption/use, sale or distribution of alcohol or drugs is prohibited in the residence halls and on the entire campus. Residents may not have any drug paraphernalia in the halls.
3. Sexual Misconduct of any kind (including but not limited to, sexual harassment, sexual assault, domestic violence) is not tolerated at Cochise College. Any student found responsible for violating these policies will be subject to **REMOVAL** from the Residence Halls **IMMEDIATELY**. Accused students will be responsible for securing alternative housing at their own expense.
4. All weapons, simulated weapons or paintball apparatus are prohibited in the residence halls. This also includes toy or replica weapons (water guns, pellet guns, etc)
5. Behavior that may result in personal injury or damage to property is not tolerated. This includes practical jokes and tampering with alarms.
6. Loss of any issued/assigned keys will result in a fine. Students that are locked out of their room multiple times will be fined.
7. You are responsible for the security of your room. The College is not responsible for loss, damage, or theft of personal property. **LOCK IT OR LOSE IT!**
8. Cohabitation is not permitted. (A student co-living in a room not assigned to him/her).

The College reserves the right to inspect rooms for cleanliness, safety, repairs and/or compliance with policies and regulations at any time.

Submitting a deposit of \$150 is required to reserve a room. If you no longer require housing, please contact the Residential Life Office immediately to cancel. Failure to notify the Residential Life Office of your intentions prior to the cancelation deadline will result in the forfeiture of your deposit.

I have read and agree to abide by the provisions included in this Housing Application Form and the Housing Contract. I understand that my failure to comply with the terms of this contract or any College Policy may result in the loss of my housing reservation deposit, room, meal plan or campus housing privileges. Permission is granted to use photos for College purposes.

(Signature of Applicant)

(Date)

(Signature of Parent or Legal Guardian if Applicant is under 18 years of age) (Date)

Send application to housing@cochise.edu or by mail to:

Cochise College C/O Residential Life
4190 W. Hwy 80

Douglas, Arizona 85607

Revised 04/22/21



Cochise College

Residence Hall Contract

Terms and Conditions

This contract serves as a binding agreement between Cochise College (hereinafter referred to as the “College”) and the Student (and parent/legal guardian, if the student is under 18 years of age), also referred to as “resident”. The signed Contract is effective upon receipt of a complete application and \$150 deposit. The College grants the student permission to occupy a residence hall room for the Academic year indicated on the application, unless terminated sooner under the provisions of this contract.

Financial obligations/terms are involved - PLEASE READ CAREFULLY.

1. ELIGIBILITY

The student must complete a current academic year Housing Application, have a signed contract and \$150 deposit on file. Students must enroll at the College and maintain a minimum of twelve (12) credit hours each semester. Students with less than 12 credit hours may be subject to removal. The Dean of Student Services may approve a reduced credit waiver for eligible students.

2. CONTRACT TERM

This contract is valid for the current academic year according to the 17 week and 21 week schedule and cannot be terminated except under the conditions of this agreement. Occupancy periods will be limited to **8/14/21 to 12/14/21 (17 week Fall)**, **7/26/21 to 12/17/21 (21 week Fall)**, and **1/8/22 to 5/10/22 (17 Week Sp)**, **1/8/22 to 6/10/22 (21 Week Sp)**. Please plan accordingly as early arrivals and late check outs are prohibited. Dates are subject to change at the discretion of the College.

3. PAYMENT OF CHARGES

- The student agrees to make payment of all Housing fees established by the Cochise Governing Board according to the current fee schedule. Failure to pay will result in a hold being placed on the student's account, which prohibits further enrollment, issuance of transcripts and possible removal from housing.
- Rates are available online at <http://www.cochise.edu/housing> and subject to change by the Governing Board. Notice of such changes will be given in advance of any semester.
- Students enrolled in only a first or second eight week term will be charged a prorated room and board rate of 50% of a full 17 week rate.
- The student agrees to pay for any damages to the building, including fire damage and for damaged/missing furniture, or service repair costs caused due to student action or negligent (action/inaction). Where two or more residents are associated with a room or common area and responsibility for the damage or loss cannot be determined the cost of the damage/loss will be divided and assessed equally between or among the residents of the room/suite/quad/townhouse/area.
- Property belonging to the College may not be removed from any building without specific written authorization from the Director of Residential Life. Each student of a living unit is subject to joint liability for property damage in common areas.

4. DEPOSIT

The payment of the \$150 Deposit along with a complete current Housing Application/Contract is required to secure a room assignment. A \$30 per semester Laundry fee is assessed to each resident's deposit. This fee is assessed at the end of the year (or in December if the student is not returning). Residents planning to return to Housing the next academic year must submit payment to replenish his/her deposit back to \$150.

Although normally refundable for students not returning to Cochise Housing, the remaining deposit (less laundry fees) or a portion of the deposit depending on the circumstances, is subject to forfeiture under the following conditions:

- Failure to notify the Residential Life Office in writing (from student's Cochise email, preferred) of contract cancellation by the cancellation deadlines. Failure to meet deadline cancellation dates, will result in a loss of the entire \$150 deposit.
- Failure to check in with Residential Life staff by 8am on the first day of classes (without prior notification of a late check in to the Residential Life Office by email)
- Termination of residence by the student prior to the first 4 weeks of the 17 or 21 week semester or prior to the first 2 weeks for an 8 week only term.
- Failure to follow all Proper Check-out Procedures, including, but not limited to, submitting an online “Check out Form” prior to the end of EACH semester, signing paperwork, returning keys, properly cleaning, and/or being assessed damage charges.
- Breach of any of the terms and conditions of this Contract, including removal for Disciplinary reasons
- To satisfy any other unpaid charges and assessed fees owed to the College.

5. ROOM ASSIGNMENT

- Priority consideration for hall and room assignments are based on the date which the \$150.00 deposit and completed application/contract are received.
- Subject to availability, the College will assign accommodations according to student preferences, however the College cannot guarantee assignment to a particular building, type of accommodation, or roommate request, failure to honor preferences will not void this contract.
- The College reserves the right to temporarily assign additional residents above the original designed capacity of rooms until permanent space becomes available. No Room rate adjustments will be made during this process.
- The College reserves the right to refuse housing to any student who is delinquent in the payment of fees, who has demonstrated an unwillingness to abide by Housing policies and procedures, or who exhibits behavior which is incompatible with the maintenance of order, sanitation and the welfare of other students in the residence halls, or as deemed necessary by the Director of Residential Life and/or the Dean of Student Services.
- The College reserves the right to make reassignments or consolidations of hall or room accommodations as deemed necessary.
- Students who find themselves without a roommate (Townhouses only) may be required to consolidate. If a student in the Townhouses (double occupancy rooms) finds themselves without a roommate after consolidations, it is expected that the resident be prepared to receive a roommate at any time. If the room is unable to accommodate another resident within 24 hours the student will be charged for occupying two spaces.
- Room Changes may only occur with prior approval from the Director of Residential Life. Unauthorized room changes or failure to move out of a room at a designated time may result in being required to move back to the authorized assignment and/or disciplinary action/fines may be imposed.
- Upon check-in students are expected to report any damages or missing items as indicated on the Room Condition Report. Failing to report any defects within 24 hours of check in will result in the College's assumption there are no issues and this will be used as a reference at the time of check out.

6. AUTHORIZED ROOM ENTRY/PROHIBITED ITEMS

- The College reserves the right to make repairs or improvements to the facilities during occupancy periods. When possible the College shall provide 24- Hour advance notice.
- Announced Health & Safety Checks will occur throughout the semester; residents do not need to be present. Property may be seized and removed from a student room when it constitutes an imminent danger, when it is deemed illegal, it is College property, or is in violation of policies (e.g. alcohol, drugs, fire arms, cooking appliances, pets, etc).
- The College reserves the right to enter a student room for the purpose of inspecting the premises when an authorized agent of the College has reasonable belief, including, but not limited to the following: An occupant of the room may be physically/emotionally in harm or a danger to others or themselves, College property is being destroyed, Violations of state or College policies are occurring.

7. MEAL PLAN/FOOD SERVICE (Aladdin)

- All residents are required to purchase a Meal plan at the current semester rates.
- Meal Plans are typically eighteen (18) meals per week, three (3) meals per day, Monday -Thursday and two (2) meals per day, Friday- Sunday and holidays.
- Unused meal plan balances at the end of each semester are forfeited.
- Meal Plans are non-transferable.

- e) A Student Identification Card is required at all meals served.
- f) There is no meal service over the Winter Break. The weekend meal schedule (brunch/dinner) will be observed on school holidays/closures. Residential Life and Aladdin reserve the right to make changes to the meal service hours when necessary with no adjustment to the meal plan fee.
- g) Students withdrawing from the College may be eligible for a meal plan refund. See Refund and Forfeiture Procedure below.

8. TERMINATION BY THE COLLEGE

The College may terminate this contract under the following circumstances:

- a) Exigency – The College may terminate or temporarily suspend performance of any part of this contract without notice in the event of an exigency/emergency that would make continued operation for student housing not feasible or when the Residential Life Office believes a resident of a temporary assignment cannot be placed in a permanent assignment within a reasonable time period.
- b) Violation of Policies and Procedures- if a student is found to have violated Cochise College Policies listed or referred to in this contract, Social Standards, and/or Residential Life Handbook. Disciplinary dismissal from the College or Residence Halls will result in full room and board charges and forfeiture of deposit- no proration, no refunds.
- c) The College reserves the right to deny or cancel a Contract to an individual whose conduct and/or proven criminal record indicates a potential threat or danger to the College community including students, faculty or staff. Failure to disclose a prior criminal record may be subject to immediate termination of this contract.

9. REFUND AND FORFEITURE PROCEDURE

- a) **Residents withdrawing from the College may be eligible for a room and board (meal) plan refund, prorated on a weekly basis, up to four weeks after the start of the fall/spring semester.** (Students eligible/receiving a prorated refund are not eligible for a deposit refund.) After the 4th week of the semester a resident is not eligible for a refund of meal or room charges, but would be eligible for a deposit refund (assuming proper check out procedures are followed and less laundry fees see Deposit above)
- b) Departing eight-week only residents are eligible for refunds, prorated on a weekly basis, up to two weeks after the eight-week term begins.
- c) Any requests for a refund exception to this policy must be made in writing to the Dean of Student Services and must contain the rationale for the request along with any documentation requested by the Dean. Requests for exceptions will not be accepted after 15 working days from the departure of the resident.

10. CHECK-OUT/VACATING

- a) Residents will vacate the campus within 24 hours of his/her last scheduled in person final exam, withdrawal from all classes, end of the contract term (as referenced above) or as agreed upon due to an outcome of a conduct/disciplinary hearing, whichever happens first. Residents graduating AND participating in Commencement ceremonies will be granted an extension until noon the day following Commencement with prior notice to the Residential Life Office. Failure to properly notify the Office will result in the forfeiture of deposit.
- b) The student agrees that the College may terminate this contract and take possession of the room at any time for violation of the contract, of College Policies and Procedures, or for health/safety/security reasons.
- c) Each student is issued three (3) keys-Quad or Townhouse main key, Room key and a Mail key. Failure to return all keys at check out or the loss of the key(s) will result in a charge to the student based on the current fee schedule.
- d) Residents leaving at the end of the term must complete an Online “Check-out Form”, properly clean and follow all procedures to be eligible for a deposit refund.
- e) Alterations or changes to the premises will result in fines based on the circumstance.

ADDITIONAL CONDITIONS

- Overnight guests of residents are limited to no more than three nights per semester. Guests are not permitted until after classes begin each semester or during finals examination periods. All overnight guests must be registered with the Residential Life Office prior to stay. Guests must comply with College policies and the resident host is responsible for the actions of his/her.
- Appliances: Compact refrigerators must be Energy Star efficient and may not exceed 5.0 cu. Ft. Hot plates are not permitted. Microwaves may not exceed 1000 watts
- Residence hall rooms, buildings, or adjacent grounds may not be used for unapproved commercial enterprise. Sales, promotions, or solicitations are prohibited unless specifically authorized by the Residential Life Department.
- Although the College does not currently implement an Immunization Policy, it is recommended that residents receive (or have proof of) MMR1, MMR2, Meningococcal Vaccine (by the CDC). If an outbreak were to occur on the Cochise campus, students without proof may be required to self-quarantine or to vacate campus for the benefit of his/her health. The COVID19 vaccination is also encouraged, but not required at this time.
- Animals are not allowed in the Residence Halls. Only those with proper documentation, approved by the ADA/Disabilities Office will be permitted.

LIABILITY RELEASE/INSURANCE

I release Cochise College, it's employees and representatives from any responsibility for incidents which cause me or my family members physical, mental, or monetary loss or damage, except in those incidents where the College can be shown negligent and directly responsible for the loss or damage. Cochise College does not maintain insurance on any personal property of residents. **The College highly recommends that students obtain their own insurance such as a Renter policy.**

Upon signing this contract, I hereby agree to comply with all College regulations. Any violation of local, state or federal laws deemed serious by the College's administration, could result in immediate interim removal/suspension from the residence halls. I agree that the information provided in this document is true and accurate to the best of my knowledge.

I, _____ (Print Name), have read and agree to abide by the provisions included in this Housing Application and Housing Contract. I understand my failure to comply with the terms of this contract or any College Policy may result in the loss of my housing deposit, room, meal plan or campus housing privileges. Permission is granted to use photos for College purposes.

Signature of Applicant

(Date)

Email Application/Contract to housing@cochise.edu or mail to:
Cochise College C/O Residential Life
4190 W. Hwy 80
Douglas, Arizona 85607

^ONLY If Applicant is under 18 years of age

Name of Parent or Legal Guardian (Print)

Signature of Parent or Legal Guardian

Date

^If the applicant is under 18 years of age, his/her parents or legal guardian will become a party to this contract and will sign this agreement as evidence of accepting responsibility. By signing above, you certify you are the applicant's parent or legal guardian and accept the terms of this contract.