

## SOUTH PLAINS COLLEGE REQUEST FOR HOUSING

To request campus housing, submit this Request for Housing form, the Housing Contract found on the other side, a recent photograph and a \$100 security deposit.

Check Starting Semester     Fall     Spring     Summer 1     Summer 2

Social Security No.	Last Name	First Name	Initial	Date
Home Address		City, State, Zip		Home Phone
<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Single <input type="checkbox"/> Married				Date of Birth
Name of person to contact in case of emergency. Include home and work telephone numbers.				
Have you ever been convicted of a crime other than a routine traffic violation? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain.				
Dorm 1st Choice		Roommate 1st Choice		
Dorm 2nd Choice		Roommate 2nd Choice		

**Payment Method:**     Pay in Full     Pay in Installments (\$35 fee)  
*One-half of the total cost of room and meals must be paid by August 1 for the fall semester and at registration for the spring semester, with the balance payable in two equal installments*

FOR OFFICE USE ONLY. DO NOT WRITE BELOW THIS POINT.				
SEM	YEAR	DORM / ROOM	DESCRIPTION	CHARGES \$

REFUND:     YES     NO    DATE CANCELLED \_\_\_\_\_ AUTHORIZED BY: \_\_\_\_\_

**RETURN COMPLETED HOUSING REQUEST FORM TO:**  
**Student Housing Office**  
**South Plains College**  
**1401 S. College Ave.**  
**Levelland, TX 79336**

DEPOSIT / RECEIPT #	\$100.00
TOTAL CHARGES	
ROOM AND MEALS	
REFUND	\$
BALANCE DUE	\$

REFUND CHECK # \_\_\_\_\_ DATE MAILED \_\_\_\_\_

# CONTRACT FOR HOUSING AND FOOD SERVICE

## SOUTH PLAINS COLLEGE

### TERMS OF CONTRACT

**IMPORTANT:** When you are assigned a dorm room, this contract takes effect. At this time, you are obligated to remain in college housing for the academic year. You may not move out during the contract period unless you have permission from the Student Housing Office. You are also required to enroll as a full-time student (12 semester hours or more) to live in student housing. Exceptions MUST be approved by the Student Housing Office.

- I. **PAYMENT:** Payment of room and meals is due at registration. Payments may be paid in installments as described in the Student Housing section of the current General Catalog. Failure to make arranged payments will result in eviction from student housing. Current room and meal rates are available from the Business Office and the Student Housing Office. Room and meal rates are subject to change without notice.
- II. **CANCELLATIONS:** Housing reservations may be cancelled upon written notification to the Student Housing Office prior to the cancellation deadline date of August 1 for the fall semester and January 5 for the spring semester. Failure to cancel room reservations by the deadline date will result in forfeiture of the room deposit.

### III. REFUNDS

**Room Deposit:** When a student moves out of student housing at the end of the contract period or at the end of a semester, he or she may request a room deposit refund. The resident must officially check out of the residence hall which includes: notification of the residence hall director, a room inspection, and turning in keys. Failure to do any of these items may result in forfeiture of all or part of the deposit. The deposit is subject to charges for damages and/or cleaning. If a resident moves out of student housing for voluntary reasons before the end of the semester, the deposit is forfeited.

**Room and Meal Refunds:** If a student moves out of student housing before the end of the semester, charges will be prorated according to a daily rate for room and meals. If a student has paid more than the prorated charges, the balance will be refunded within 30 days of check out. Room and meal refunds will not be made if a student moves out during the last two weeks of classes for any reason. Policy questions should be referred to the Student Housing Office.

- IV. **PROPERTY DAMAGES:** If substantial damages occur during the semester, you may be required to pay for the damage at that time. If damage is noted at the time of check out, the amount will be deducted from the room deposit.
- V. **RULES AND REGULATIONS:** Students enrolled at South Plains College and living in student housing are subject to the rules and policies of the college as stated in the current General Catalog, the Student Guidebook, and Regulations for College Housing. Substantial violation of these rules and regulations can be justification for termination of this contract and removal from student housing.
- VI. **EMERGENCY CONTACT:** In the event that you should display behavior that is detrimental to yourself or others or you are involved in an emergency situation, the person(s) you have listed as an emergency contact on your Residence Hall Information Card and/or SPC Housing Application will be notified.
- VII. **ROOM AND ROOMMATE ASSIGNMENTS:** Room assignments will be made by the Student Housing Office. Effort will be made to assign students as roommates who have designated mutual requests for each other on their application for housing. Students who do not designate a mutual request for each other will be assigned roommates on the basis of all information listed without regard to race, color, creed or religion. All assignments are made by priority according to the date each student's completed application is received by the Student Housing Office. If the requested residence hall is full, the student will be assigned a room in another residence hall if vacancies exist. If all residence halls are full, the applicant will be informed. The college reserves the right to determine room and residence hall assignments and to consolidate vacancies.
- VIII. **VACATIONS AND HOLIDAYS:** College residence halls are closed during official college holidays and between semester breaks. During these periods, rooms may not be occupied by students. Meals are not served while halls are closed. Room and meal charges do not cover these periods. Apartments are not closed during official college holidays and between semester breaks.
- IX. **ROOM CHECKS:** Privacy of rooms will be observed. However, rooms may be entered by residence hall personnel for the following reasons:
  - A. Routine inspection: Rooms will be checked weekly for cleanliness and damages.
  - B. Repairs and cleaning: Maintenance and custodial staff may enter for repairs and cleaning.
  - C. Violation of College Rules or Laws: A representative of the college may enter and search a room if there is reasonable cause to suspect that a violation is occurring.
- X. **SECURITY:** The college provides reasonable protection from fire, theft, and other hazards. The college is NOT responsible for the loss of personal property. If you wish to protect personal property, you should contract with an insurance agency.
- XI. **CHECK OUT:** All residents are required to check out of student housing on the last day of final exams. Graduating sophomores may stay until Graduation Day. All other exceptions must be approved by the Student Housing Office.

Signature \_\_\_\_\_ Date \_\_\_\_\_