



# Southern Union State Community College

## Residence Hall Application

**\*Mail to: Southern Union State Community College Business Office, P.O. Box 1000, Wadley, AL 36276**

A \$200 non-refundable deposit is required with this application (check or money order payable to Southern Union State Community College). This housing agreement is a legal and binding document for the full academic year (fall and spring semesters). Residents are financially responsible for all room charges. An assignment space must be claimed by the second day of move in or the space will be reassigned.

### STUDENT INFORMATION

Student #:	SUSCC E-mail Address:	Date:	Ethnic Group (Optional)
Last Name:	First Name:	Middle Name:	Birth Date:
			Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
Street Address/P.O. Box:	City:	State:	Zip Code:
Home Phone:	Cell Phone:	Last Four digits Social Security #	
I plan to enter SUSCC: Calendar Year 20 ____ <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer			
<b>SUSCC Academic Scholarship</b> <input type="checkbox"/> Presidential <input type="checkbox"/> Ambassador <input type="checkbox"/> Technical	<b>SUSCC Athletic Scholarship</b> <input type="checkbox"/> Women's Basketball <input type="checkbox"/> Men's Basketball <input type="checkbox"/> Women's Softball <input type="checkbox"/> Men's Baseball <input type="checkbox"/> Women's Volleyball <input type="checkbox"/> Cheerleading	<b>SUSCC Performing Arts Scholarship</b> <input type="checkbox"/> Dance <input type="checkbox"/> Show Choir <input type="checkbox"/> Theatre <input type="checkbox"/> Technical Crew	

### ROOMMATE INFORMATION

If residents do not have roommate preferences leave this section blank. Roommate requests must be mutually requested applications and deposit must be received to be considered.

Roommate Preference: \_\_\_\_\_

#### Please provide information that we can share with your assigned roommate:

E-mail address \_\_\_\_\_ ☐ Y ☐ N  
Telephone Number \_\_\_\_\_ ☐ Y ☐ N  
Twitter Name: \_\_\_\_\_ ☐ Y ☐ N

#### HOBBIES AND SPECIAL INTERESTS:

Southern Union State Community College accepts applications for residential living and makes room assignments regardless of race, color, national origin, or disability. In compliance with college policy, we will make room assignments on a first come, first serve basis. Any individual seeking accommodations under Section 504/ADA should notify Disabilities Support Services at (256)395-2211 ext 5151. Appropriate documentation is required. I acknowledge that I have read all terms and conditions of the housing application and agree to the conditions stated therein. I further acknowledge I have read and understand the *Guide to Residence Living*, which can be found at [www.suscc.edu](http://www.suscc.edu) and any exhibits as attached thereto as part of my housing agreement with SUSCC. I affirm that all representations made on my housing application are true and correct. Upon acceptance by the College Housing and Residence Life, the housing application is legally binding. Please sign and return this application agreement, along with the REQUIRED APPLICATION DEPOSIT to Southern Union State Community College Business Office, P.O. Box 1000, Wadley, AL, 36276. If you have any questions, please contact the Residence Hall Associate at (256) 395-2211 x.5171 or (256)276-2139.

Signature: \_\_\_\_\_ Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**If the student is under 19, the parent or guardian must cosign. As the cosigner, I agree to assume financial responsibility under this housing agreement.**

<b>OFFICE USE ONLY</b>		\$ _____		
	Date Received BO:	Deposit Amount Received		
	Staff Signature	Date / Time Received		



<b>Residence Hall Coordinator :</b>	Date Received RHC:	Staff Signature	Move in Date
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# Residence Hall Housing Agreement- Terms and Conditions

## OCCUPANCY PROCEDURES :

1. The Housing Agreement with the appropriate signatures applies to Fall and Spring, and if open, the Summer Semesters.
2. Applications are accepted on a first-come, first-served basis.
3. Students should check in at the residence hall on the date and hours indicated for the residence hall to open. The College is unable to accommodate students arriving ahead of published opening dates or students remaining after published College closing dates.
4. Students must be registered full-time (12 or more semester hours for Fall and Spring; 6 hours for Summer) to qualify to live in the residence hall. Students must take in-person classes. Any exceptions must be approved by the Associate Dean of Student Affairs.
5. A \$200.00 non-refundable deposit is required with each housing application. The deposit may be carried over to the following academic year.
6. The following rate per semester includes a semi-private room, wireless internet, and a meal ticket which entitles the student to three meals a day, Monday through Friday, breakfast only Saturday and Sunday. Meals are not transferable under any conditions. *The rate is subject to change without notice.* Rooms are equipped with a telephone and cable jacks. However, students must arrange telephone and cable service with a local provider.
7. The rent and meals total is \$1,800.00 for each semester, Fall and Spring. The total amount for the semester is due prior to moving into the residence hall.  
**No student will be allowed to move into the residence hall until a RESIDENCE HALL MOVE-IN AUTHORIZATION FORM is provided, verifying payment of full time tuition and full payment of rent and meals.**
8. If a resident prepays his/her residence hall fees and does not enroll in classes, he/she is entitled to a full refund of rent and meals.
9. A resident may cancel his/her contract after the beginning of the semester and receive a refund of rent and meals as follows:
  - ❖ Withdrawal prior to the announced first day of class: full refund.
  - ❖ Withdrawal prior to the end of first week of class: 75% less 5% administrative fee.
  - ❖ Withdrawal prior to the end of second week of class: 50% less 5% administrative fee.
  - ❖ Withdrawal prior to the end of third week of class: 25% less 5% administrative fee.
  - ❖ Withdrawal after the end of the third week of class. No refunds will be issued for rent.
10. A resident moving out during the semester must complete a Move-Out Request form provided by the Residence Hall Coordinator. **Move-out is not considered complete until the residence coordinator has the approved move-out and room check documents.** If the student is withdrawing from the College, they must also fill out a Withdrawal Form in Admissions.
11. If a resident is suspended for disciplinary reasons from college housing and/or classes, he/she is **NOT** entitled to any refund of rent. If a student is suspended from the residence hall and maintains full-time enrollment at the college, he or she may continue to eat in the cafeteria during the remaining contract period.
12. Rooms will be inspected periodically during a semester and when students move out of the residence hall. Students will be assessed for any damages to the rooms. Damage costs must be paid to clear holds to the student's account.
13. The Residence Hall is closed and no food service is available during published college closed dates (see college calendar/ calendar of dorm closure).

## ROOM ASSIGNMENT POLICY:

1. Every effort is made to honor roommate requests. However, the requests must be jointly agreed upon.
2. All other students will be assigned a room and roommate on a random basis.
3. During the second week of classes, there will be a designated day for room changes. The Residence Hall Coordinator must approve room changes.
4. Returning students must complete a room reservation form at the end of each semester.
5. The College reserves the right to change a student's room assignment in the best interest of the College and/or the students involved.
6. Unauthorized room changes/occupancy is a violation of policy and is subject to disciplinary actions.

## FACILITIES:

1. Students are responsible for the regular cleaning and general condition of their own room and bathroom.
2. Furniture in the residence rooms and public areas of each hall may not be removed or altered.
3. Students accept responsibility for their room and furnishings as of the date of occupancy and are responsible for any damages subsequent to that date including damage caused by guests. Charges will be assessed and placed on the student's account and must be paid prior to the release of transcripts for the current term or enrollment for the next term.
4. Where individual liability cannot be determined, students sharing common facilities (rooms, hallways, bathrooms, etc.) will share equally in the cost of any damage.
5. Students must place trash in designated receptacles/dumpsters outside.
6. Mattress covers are required.

## SAFETY, SECURITY AND LIABILITY:

1. Student rooms are subject to a periodic health, safety and maintenance inspection by members of the Residence Life staff.
2. Individual student rooms may be searched without prior notification, when there is reasonable suspicion of a potential health, safety, security or policy violation related to that room or occupants and the search is approved by the Dean of Students and/or the Residence Hall Coordinator.
3. Students are responsible for keeping their **rooms locked at all times** and for security of their key card. Loss of a room key card will result in a key replacement cost of \$50.00 to the student.
4. One complimentary reentry is granted to each student within the first two weeks of the semester. Afterwards, a \$10.00 reentry fee will be accessed to the student for each additional reentry request.
5. Propping open exterior doors to the residence hall is strictly forbidden. All residents share in the responsibility for security of their residence hall and should close and report any doors found propped open at any hour.

**Southern Union does not assume any responsibility for loss or damage to personal property. Students are urged to consider insuring personal property.**

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

#### **VISITATION:**

Open Visitation is allowed 24/7 **only** under the following guidelines:

1. Visitors and host are required to sign-in and leave identification with the residence assistant at the lobby desk or staff in the office.
2. Visitors must be at least 18 years of age or a Southern Union student or a member of the student's immediate family.
3. The student or roommate has the right to refuse visitation.
4. Visitors must be escorted by the host at all times.
5. Overnight guests must obtain written approval from the Residence Hall Coordinator and pay the \$15.00 per night fee. Approval is based upon availability of room space. Two free overnight guests are allowed per semester. **The host student is responsible for the actions/behavior of their guest. All guests are expected to abide by the College policies and procedures.**
6. No loitering on campus after 11:00 p.m.

**QUIET HOURS:** Residence hall quiet hours are Sunday - Thursday from 11 pm - 7 am. Courtesy hours are 24/7.

#### **RULES AND REGULATIONS**

A student is subject to disciplinary action by the College, up to and including dismissal, for misconduct occurring on any property owned or controlled by the College, or off campus at any function which is authorized, sponsored or conducted by the College, or in parking lots adjacent to areas or buildings where College functions are being conducted. Such misconduct shall include but is not limited to the commission of or the attempt to commit any of the following offenses.

The following (1-22) are prohibited and apply to all College property including residence halls and off-campus activities. Students found to be in violation of an offense will face disciplinary action in the form of reprimand, probation, suspension or expulsion, depending on the severity of the offense. The second violation of any rule (1-22) will result in suspension (either disciplinary, class, library, cafeteria or residence hall) or expulsion from the College and/or the residence hall. If, in the opinion of the Associate Dean of Students, the violation of rules 1-22 is sufficiently serious, suspension or expulsion from the College and/or residence hall is possible on the first offense.

1. Gambling in any form.
2. Pets on campus. Only registered service animals are allowed.
3. Open element electrical appliances and microwave ovens.
4. Solicitation and sales without permission.
5. Failure to attend mandatory student meetings.
6. Excessive noise determined to be disturbing to other residents or college officials.
7. Dartboards, darts, or any type of throwing knives.
8. Any violation of the college tobacco-free policy. See page 29.
9. Use of profane language or verbal abuse toward any College employee.
10. Violation of residence hall visitation rules as published in the College Catalog.
11. Candles, incense, or other flame-emitting articles in the residence hall.
12. Splicing into or otherwise "tampering" with existing electrical wiring in the residence hall.
13. Misuse of residence hall keys or outside entrance keys by loaning personal keys to another person.
14. The display of alcohol or drug-related materials including pictures, posters, or empty labeled containers.
15. Lewd, indecent, pornographic, obscene behavior or expression. (This offense includes the use of verbal or symbolic expressions, which could be interpreted as insulting to one's race, gender, religion, national origin or disability.)
16. Unauthorized possession of College, state, or federal property or supplies.
17. Disruptive or disorderly conduct which interferes with the rights and opportunities of those who attend the College to utilize and enjoy educational facilities or activities.
18. Hoverboards on campus.
19. Use of athletic or sports equipment (i.e. balls, bats, weight-lifting apparatus) inside college buildings without permission from a college official.
20. Littering or disposing of rubbish or unwanted debris in areas other than trash receptacles.
21. Threatened physical abuse of any person, including hazing, harassment, bullying, stalking, or any other act, which endangers the health or safety of any such person. (See College policy 601.04.)
22. Unauthorized entry to or use of any College facility including Residence Hall.

**The following rules (23-33) merit automatic disciplinary suspension or expulsion from the College and/or the residence hall.**

23. Intentional misuse of any College fire alarm or fire-fighting equipment, or smoke detection devices. 340 Southern Union State Community College
24. Possession or use of alcoholic beverages in the residence hall, all other areas of the campus, or at any off-campus function sponsored by the College.

25. Failure to promptly comply with directions of College officials or law enforcement officers acting in the performance of their duties as such officials and officers to include displaying student ID.
26. Theft or intentional damage to property of the College or to the property of any members or visitors of the College community. Theft includes unauthorized use of cable service.
27. Actual physical abuse of any person, including hazing, harassment, bullying, stalking or any other act, which endangers the health or safety of any such person. (See college policy 601.04)
28. Use, possession, sale or distribution of drug and/or drug paraphernalia as outlined by the statutes of the State of Alabama, except as expressly prescribed by a physician. In an effort to ensure a drug-free campus, the College reserves the right to use trained dogs to search for contraband substances.
29. Use, possession, sale or distribution of weapons or firearms (including pellet guns and air rifles), fireworks, and incendiary or any type of explosive device or material.
30. Disorderly or disruptive conduct, including rioting, inciting a riot, assembling to riot, raiding, inciting a raid and assembling to raid College properties. This includes unauthorized interference with the use of or access to College facilities.
31. Violation on campus of any federal, state, or local laws.
32. All forms of dishonesty including cheating and plagiarism and furnishing false information to the College.
33. Forgery, alteration or misuse of College documents, records or identification.

It is the official policy of the Alabama State Board of Education and Southern Union State Community College that no person shall, on the grounds of race, color, disability, gender, religion, creed, national origin, marital status, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. Persons requiring reasonable accommodations under the Americans with Disabilities Act (ADA) should contact the Southern Union State Community College ADA Coordinator at (256)395-2211 extension 5151

*Although every reasonable effort has been made to be factually accurate, no responsibility is assumed for editorial or clerical errors or error occasioned by honest mistake. All information contained in this document is subject to change by the appropriate officials of Southern Union State Community College without prior notice.* I have read the terms and conditions of the Residence Hall Agreement and hereby accept them and agree to abide by the rules and regulations.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**This Student Medical Report is part of your application for housing to Southern Union State Community College and should be completed and returned to the Residence Hall Coordinator. Your Housing Application cannot be cleared until this form is received. The information contained on this form is kept on file for your protection. You are expected to report fully on the state of your physical condition.**

Last Name:	First Name:	Middle Name:	
Street Address/P.O. Box:	City:	State:	Zip:
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	Height:	Weight:	Date of Birth:

**Please list any other pertinent information regarding your health status :** \_\_\_\_\_  
 \_\_\_\_\_

Do you or have you ever had: (if yes, explain)

<input type="checkbox"/> High Blood Pressure <input type="checkbox"/> Stomach Ulcers <input type="checkbox"/> Diabetes	Hernia Epilepsy or Psychiatric	<input type="checkbox"/> Tuberculosis or Lung <input type="checkbox"/> Fainting spells <input type="checkbox"/> Treatment Asthma	<input type="checkbox"/> Disease Nervous or Emotional Illness
Please explain: _____ _____ _____			
Date of your last immunization: _____			

Have you had any serious accident or injury? Yes ☐ No ☒

Are you presently under the care of a physician? Yes ☒ No ☐

Do you take medication on a regular basis? Yes ☐ No ☒

Are you allergic to any types of medications? Yes ☐ No ☒

Do you have any communicable disease or condition that would pose a threat to others with whom you may come into contact? ☐

Yes ☐ No ☐ If yes, please explain \_\_\_\_\_

Person to Contact In Case of Emergency	
Name:	Relationship
Emergency Phone Number ( )	Cell Phone Number ( )
Name:	Relationship
Emergency Phone Number ( )	Cell Phone Number ( )
Name:	Relationship
Emergency Phone Number ( )	Cell Phone Number ( )
Name of Family Physician: _____	
Address _____	
City	State
Zip	
Telephone number _____	
TO BE COMPLETED BY STUDENT AND PARENT OR GUARDIAN OF A STUDENT UNDER THE AGE OF 19: In the case of an emergency and/or upon recommendation of a local physician that hospitalization is necessary to the welfare of my son/daughter; the College has my permission to admit him/her to the nearest hospital. The attending physician also has my permission to contact my son's /daughter's physician about his/her medical history and to administer any medical aid deemed necessary. Southern Union State Community College has my permission to disclose pertinent information contained on this form to any medical personnel in an emergency situation.	
Signature: _____ Date: _____	
Parent's/Guardian Signature: _____ Date: _____	



**SOUTHERN UNION**  
STATE COMMUNITY COLLEGE

I, \_\_\_\_\_ agree to adhere to the rules and regulations as outlined in the Student Handbook & Catalog. I also agree that if I do not abide by the rules and regulations and a sanction of suspension from Residence Hall is issued I will vacate the Residence Hall with ALL of my belongings within 48 hours of receipt of the disciplinary letter.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_