



Housing Agreement

Agreement year: 2019-2020

The Housing Agreement between Des Moines Area Community College and applicant is for the period of August 18, 2019 to May 7, 2020. This agreement is for the purpose of billing, collection, and payment to Des Moines Area Community College in accordance with applicant's contractual agreement with DMACC. This agreement is for both the fall and spring semesters.

Please Note: Any resident who does not fulfill the terms of this agreement will pay a lease breakage fee of \$850.00; leaving before fulfilling this contract will also result in forfeiture of the \$400 security deposit. The Violation of Agreement Fee may not apply for special circumstances such as: marriage, death, mid-year graduation.

Please Note: If checkout procedures are not followed, there will be an administrative assessment in the amount of \$300.00. Please refer to the student housing guidelines for correct procedures. All charges will be applied to your DMACC bill.

Student's Name _____ Male _____ Female _____
(Last) (First) (M.I.)

Student's Current Address: Street _____ City _____ State _____ Zip Code _____

Student ID/Social Security _____ Date of Birth _____ Student's Cell Phone Number _____

Applicant's College Classification: Freshman _____ Sophomore _____ Honors Student _____ Student-Athlete _____ Sport _____

Emergency Information: Please list the name(s) of the person(s) you give us permission to contact in the case of any type of an emergency.

Contact's Name _____ Home Phone _____ Cell Phone _____

Contact's Address Street _____ City _____ State _____ Zip Code _____

Roommate preference: _____
(Roommate request must be listed on both agreements)

Special Needs: _____ Please check here if you have special needs that should be considered in making your assignment.
Attach letters of explanation from you and your physician.

Room Rates:

Payment options: \$4800/year Aug. 18, 2019-May 7, 2020 (\$2400 per/semester). Summer school students will apply with Housing Director.

Agreement Responsibilities:

Please read Terms and Conditions on reverse side **before signing this agreement.** You will not be guaranteed a room until the \$400.00 security deposit is paid in full.

I hereby apply for a room within a unit from the period of August 18, 2019 to May 7, 2020 or the balance thereof. I have read and agree to abide by the terms and conditions of the room agreement as stated. **I have enclosed the \$400.00 security deposit.** The deposit will be refunded if application is denied. Make check or money order payable to Des Moines Area Community College. If you would like to pay by credit card, please call 515-433-5022 or 5023. **Written cancellation** received by **July 15, 2019** will be refunded **\$200.00**; Notices received after **July 15, 2019** will have **\$0.00** of the deposit refunded.

Date: _____
(Applicant)

If the applicant is under the age of majority (18) at the time of signing, the parent or guardian must sign as guarantor below. In consideration of the approval of this agreement between Des Moines Area Community College and the applicant, I guarantee to abide by all the terms and conditions of the agreement for housing.

Date: _____
(Parent/Guardian)

*This agreement and the \$400.00 security deposit, payable to DMACC, should be sent to:
Des Moines Area Community College
Attn: Student Housing
1125 Hancock Drive
Boone, IA 50036

TERMS AND CONDITIONS OF HOUSING AGREEMENT

IMPORTANT: PLEASE KEEP A COPY FOR YOUR RECORDS.

1. Payment and Refunds

a. A housing application will not be processed until it is completed and returned with a **\$400.00 security deposit**. If a room is not available the **\$400.00 security deposit** will be refunded in full.

b. Payments for room are made in advance for each semester. A deferred payment plan is an option and carries a \$25.00 fee per semester (subject to change). If students choose to pay on a deferred payment plan they will use the FACTS Tuition Management Plan. Information is available through the Business Office or at www.dmacc.edu/studentaccounts/pages/paymentplan.aspx.

c. If a student gives DMACC any check, draft, or money order and this payment is refused by any bank, person, or corporation due to no account, insufficient funds, or any other reason whatsoever, the student may at DMACC's option be deemed in default under the terms of this housing agreement. A return check fee of \$30.00 shall be assessed to the student. The student understands and agrees that in the event that if ONE payment made to DMACC is not honored; all future payments to DMACC shall be made by certified funds.

2. Regulations of the Agreement

a. The College reserves the right to make all final decisions concerning room assignments.

b. College housing facilities are not to be sublet. The agreement is with the named party and is not assignable, saleable or transferable. Exchanges, transfers and vacating of housing facilities require the written permission of the Director of Student Housing.

c. The College reserves the right to have its authorized personnel enter and search housing facilities for inspection of maintenance, emergencies, or for any reason deemed necessary to ensure safety for its residents. This could include reasonable suspicion of a controlled substance, alcohol, and anything that could jeopardize the safety of staff or students.

d. We recommend that a copy or immunization records accompany your application.

e. The College is not responsible for loss or damage of goods or personal property of any kind. Personal insurance is encouraged for the student's protection.

f. Each resident is expected to abide by all policies, which are established by the College and/or the student housing staff. Copies of all policies shall be made available to all students before signing the agreement. Changes in policies occurring during the academic year shall be made known by posting said changes in all buildings. Violation of the College policies will be handled by the College Judicial Board.

g. The college may dismiss students from housing who do not abide by Student Housing Guidelines concerning general behavior and maintenance in the housing facilities.

h. If a student is dismissed from the student housing facility, he/she will be responsible for paying all fines that are incurred.

i. If checkout procedures are not followed according to the Student Housing Guidelines, a \$300.00 administrative fee will be assessed to your DMACC account.

3. Termination of Agreement

a. If a student chooses not to live in student housing and notifies the college in writing on or before July 15, 2019 \$200.00 of the deposit will be refunded. After July 15, 2019 the applicant will forfeit the \$400.00 security deposit.

b. If the student is married during the academic year, he or she will be permitted to cancel his/her housing agreement upon presentation of the original copy of the marriage certificate. If a student graduates at midterm, he/she will be released from the terms of the agreement.

c. If a student drops below half-time status, he/she will no longer be eligible to live in student housing and the student will be responsible for the remainder of the balance for that semester and will **pay a breakage of lease agreement of \$850.00; and will result in forfeiture of the \$400.00 security deposit**

d. By signing this housing application I hereby authorize DMACC to obtain criminal history record information from any law enforcement agency, which may have criminal history record information on me, including but not limited to arrests, investigations, convictions, and other reports. Applicants with a pending charge or conviction for a felony, class A misdemeanor, or class B misdemeanor may be declined for DMACC campus housing.

e. This agreement is for the entire academic calendar year. If the terms of this agreement are not fulfilled, the student will pay a breakage of lease agreement of \$850.00. Subleasing is not allowed by any student.

NOTE: Any exceptions to the terms of this agreement must be approved in writing by the Director of Student Housing.

Each student resident will be provided a Student Housing Handbook with housing guidelines and expectations. Please refer to the handbook if you have qu