



DMACC Boone Campus  
Housing Agreement  
Agreement Year: 2023-2024

PLEASE CHECK ONE

- Fall Only (8/18/23-12/17/23)
- Fall & Spring (8/18/23-5/5/24)
- Spring Only (1/07/24-5/5/24)

The Housing Agreement between Des Moines Area Community College and applicant is for the period you have selected above. This agreement is for the purpose of billing, collection, and payment to Des Moines Area Community College in accordance with applicant's formal agreement with DMACC.

**Please Note:** Any resident who does not fulfill the terms of this agreement will pay the housing agreement breakage fee of \$850.00; leaving before fulfilling this formal agreement 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.

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 \_\_\_\_\_

Circle Sport: Baseball M. Basketball W. Basketball M. Cross Country W. Cross Country M. Golf W. Golf Softball Volleyball

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.

Fall and Spring cost is \$5,400. Student accounts will be charged \$2,700 per term. This charge will be posted prior to the term starting.

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 at the Borgen Square Apartments. I have read and agree to abide by the terms and conditions of the housing agreement as stated. **I have enclosed the \$400.00 security deposit.** The deposit will be refunded if application/agreement 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 515-432-7203. **Written cancellation for fall only or fall and spring housing** received by **July 17, 2023** will be refunded **\$200.00**; notices received after **July 17, 2023** will have **\$0.00** of the deposit refunded. **Written cancellation for spring only housing** received by **Dec. 1, 2023** will be refunded **\$200.00**; notices received after **Dec. 1, 2023** will have **\$0.00** of the deposit refunded. Please note all housing deposit refunds will be subject to cleaning and damage charges. Please refer back to the Student Housing Handbook for more information on charges.

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

Applicant Signature (Signature cannot be typed.)

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 formal agreement between Des Moines Area Community College and the applicant, I guarantee to abide by all the terms and conditions of the agreement and Student Housing Handbook for housing.

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

Parent/Guardian Signature (Signature cannot be typed.)

\*Send this housing agreement and the \$400.00 security deposit, payable to DMACC 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 RECORD

### 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. Payment arrangements must be made in advance for each semester. A payment plan is an option and carries a \$25.00 fee per semester (subject to change). If students choose to pay via a payment plan they will use the DMACC student payment plan processed through Nelnet Business Solutions. Information is available at [www.dmacc.edu/studentaccounts/pages/paymentplan.aspx](http://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 of 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 written notification for fall only or fall and spring housing is not received on or before July 17, 2023 the applicant will forfeit the \$400 security deposit. If written notification for spring only housing is not received on or before December 1, 2023 the applicant will forfeit the \$400 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 the housing agreement fee of \$850.00; and will result in forfeiture of the \$400.00 security deposit.**

d. By signing this housing agreement 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 fall only, spring only or fall and spring. If the terms of this agreement are not fulfilled, the student will pay a lease breakage fee of \$850.00. Subleasing is not allowed by any student.**

### 4. Appeal-Early Housing Agreement Termination

If a resident experiences exceptional life circumstance, they may appeal assessment of the \$850 housing agreement breakage fee.

a. A resident has the option to appeal the early termination fee no later than the last day of the current term. The appeal can be found at:

<https://www.dmacc.edu/boone/Pages/studenthousing.aspx>

b. The resident should include an explanation of the situation and provide documentation that demonstrates their circumstances are exception or beyond their control.

c. All appeals will be reviewed by the housing appeal committee.

d. The committee's decision will be communicated by the Director of Housing. All official communication is made using the resident's DMACC email address.

**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 questions.**