



HOUSING CONTRACT

PLEASE READ TERMS AND CONDITIONS OF THIS CONTRACT CAREFULLY

Kilgore College agrees to provide a space in the residence hall and meals in the College cafeteria according to the conditions and situations noted below. The signature of the student indicates their awareness of an agreement to these terms.

GENERAL AGREEMENT- The resident agrees to comply with all rules and regulations of the College as noted in the College Catalog, Student Rights and Responsibilities, Resident Contract, Residence Hall Handbook, and as may be provided to the resident at any other time in any other form by a College official. The resident agrees that College employees, particularly the Coordinator of Campus Life, Campus Life Specialist, and Campus Police, have the authority to enforce College policy and to make reasonable demands of residents, other students, and guests within the limits of enforcing those policies.

USE OF ASSIGNMENT- An assignment to Kilgore College Housing is a license to occupy for residential purposes only, and does not constitute a lease of College property. This assignment is non-transferable and the resident may not reassign, sublet, or allow any person or property in their assigned space without authorization from the Building Manager, Student Life Specialist or Director of Campus Life.

CONSIDERATION OF CONTRACT- This assignment is given in consideration that the student will enroll and remain enrolled and maintain a minimum of 12 semester hours for the duration of each fall or spring semester assigned. Students must enroll in at least 6 hours for each summer semester. The Director of Campus Life will approve a resident to enroll and maintain less than 12 hours on a case-by-case basis. If at any time and for any reason during the semester, a resident drops below 12 hours, disciplinary action will take place.

DIVERSITY - The Office of Campus Life at Kilgore College welcomes students of all gender identities and expressions and is committed to providing an equitable and inclusive community for all residents. It is our goal to provide an affirming and non-discriminatory housing educational experience.

Consistent with a commitment to a stated policy of non-discrimination, the college provides residence hall facilities and food services without regard to race, color, religion, national origin, sex, age, disability, marital status, veteran status or genetic data.

Residence halls are specifically designated, however, for male or female occupancy. The college provides facilities without discrimination on the basis of disability although not all residence halls and buildings have been modified to provide barrier-free access to students in wheelchairs. Considerable progress has been made, however, and continues to be made in providing a campus that is virtually barrier free.

Kilgore College has an established process available to students for redress of grievances. Additional information is available on the KC website.

MINIMUM GRADE POINT AVERAGE (GPA) REQUIREMENTS

Students must have earned a minimum of a 1.75 GPA in the immediate past semester in order to maintain their residence in a college housing facility.

FOOD SERVICE- All resident students are required to purchase a full meal plan. Meals are provided every day of the week during regular semesters, with the exception of non-contract housing periods. Specific hours

are posted in the College Cafeteria. Note: Meal service will vary for summer terms. Cafeteria hours for summer will be posted for each summer term.

ROOM RESERVATIONS- Room assignments are completed when a student is admitted to Kilgore College, enrolls in at least twelve hours, applies for housing, submits the non-refundable \$10 background check fee and has his or her background evaluated to meet the community standards. Students who fail to complete payment during any semester will result in removal from housing and loss of meal plan access. A student must be enrolled in classes before moving in. The Kilgore College Cashier's Office will check each student's account upon arrival in check-in day. Students must complete one of the following before moving in:

1. All student account balances paid in full.
2. Grants, loans and/or scholarships in place to cover balances.
3. Enroll in a payment plan online.

PERIOD OF CONTRACT- This contract is for residency in Kilgore College Housing for each academic year. The contract period is from the beginning of each regular semester for the balance of that semester. Occupancy begins no earlier than announced by the school calendar for each semester and will end 24 hours after the resident's last final exam, with an exception for graduates. Graduates will have until noon the day following graduation to vacate. Room assignments are automatically carried over from fall to spring semesters, however, you may cancel your contract at the end of fall semester if you are transferring or graduating. You must notify the Office of Campus Life in writing if you wish to cancel your room assignment between semesters. Kilgore College Office of Campus Life welcomes incoming students at all times.

NON-CONTRACT HOUSING PERIODS- Thanksgiving Holiday and weekend, Christmas Holidays and Spring Break are not part of the contract occupancy period for Nolen Hall, Gussie Nell Davis Hall or Stark Hall. However, The Quads are open during these periods. There is no meal service during these times.

CHECK-OUT- Residents who withdraw from school, move out of dorm, or are removed by administrative action for disciplinary or academic reasons during regular term, are required to vacate within 24 hours of notification. However, the person may be required to remove themselves immediately if circumstances make this abbreviated removal prudent. In these situations, the person will still be given 24 hours to go through the check-out procedure with stipulations. Check-out includes removal of all personal possessions, cleaning of the assigned space, and room key turned in to the Campus Life Specialist. Check-out is complete only after the Residence Hall Room Inventory Sheet is signed by staff and returned to the Office of Campus Life. The KC box key must be returned with forwarding address to the Office of Campus Life.

If you are removed from housing for disciplinary or contractual reasons, your meal plan will be suspended immediately and a refund processed, when applicable. You must surrender your resident key card at that time. You may request the balance of the resident meal plan be moved to a commuter meal plan that must be approved by the Director of Campus Life.

REVOCATION OF CONTRACT- This contract is binding and may only be canceled under the conditions listed below. If the resident:

1. Voluntarily withdraws from Kilgore College or is suspended for academic or disciplinary reasons.
2. Fails to complete payment for their assignment by the payment
3. Fails to take occupancy of their assigned space by noon on the day before the 1st day of classes each semester.
4. Is removed from Kilgore College housing for disciplinary reasons

REFUND OF HOUSING COST- Assuming the resident has paid for all fees for housing, the following refund policy applies:

1. Before residency is established, all housing money will be refunded.

2. After residency is established, no room rent nor mail box rental will be refunded if the resident vacates housing.

3. After residency is established, the meal service for the 19-meal plan for the fall or spring semester will be refunded as follows if the resident vacates housing:

Before the 1st official	day of move in	100%	Day 29 to day 35	5th week	40%
Day 1 to day 7	1st week	80%	Day 36 to day 42	6th week	30%
Day 8 to day 14	2nd week	70%	Day 43 to day 49	7th week	20%
Day 15 to day 21	3rd week	60%	Day 50 to day 56	8th week	10%
Day 22 to day 28	4th week	50%	Day 57 or after	8th week	No refund

4. After residency is established and if a resident vacates housing, the meal service for the 19-meal or 14-meal plan for the fall or spring semester will be refunded as above less adjustments for flex dollars used.

5. Summer meal plan refund information will be announced prior to the summer session.

Any resident not fully paid on room and board after any refund is credited to their account is still financially obligated to make payment of the balance due.

ADJUSTMENTS TO CHARGES- Residents who are assigned and move in after the beginning of the semester may receive a reduction of charges. This charge will be prorated by the Office of Campus Life.

ESTABLISHMENT OF RESIDENCY- Acceptance of a room key or placement of personal possessions within their assigned space constitutes residency and obligates the resident to this contract. If resident does not check-in before noon on the day of 1st class day each semester, the space will be released for reassignment to another student. At that time, any charges incurred on a student's account will be reversed.

CONSOLIDATION- KILGORE COLLEGE RESERVES THE RIGHT OF REASSIGNMENT AT ALL TIMES DURING THE CONTRACT PERIOD. RESIDENTS MAY BE MOVED or reassigned to maintain double occupancy as vacancies occur during each semester. Residents may have the option to request or retain a single room upon payment of an additional amount per semester if space is available. Payment must be made at the time of assignment.

MAINTENANCE OF ROOM-The resident is responsible for the cleanliness of their room and the bathroom area at all times and correcting any unsafe or unsanitary condition, abuse, or violation of College policy called to their attention by College employees. Residents are responsible for making a complete and accurate inventory of the condition of their assigned space upon check in, using the Residence Hall Room Inventory Sheet which becomes the official record of original room condition and is used to determine charges for damaged or missing items at move-out. No College property, including furniture, may be moved within the hall or removed from the residence hall without authorization of the Coordinator of Campus Life. The resident is responsible for notifying Kilgore College of all maintenance issues using the online tool.

INSPECTION OF ROOMS- Authorized representatives of the College have the right to enter the assigned space of the resident at any time for legitimate reasons, to include, but not be limited to, maintenance,

investigations of possible violations of College policy or emergencies, or to insure that standards of sanitation and safety are being observed.

LOSS OF PROPERTY-The resident shall be responsible for the security of his/her personal possessions. Kilgore College is not responsible or liable for loss, theft, or damage to personal possessions or assets, including money. Kilgore College recommends that personal property insurance be purchased for any valuable items, which the resident intends to keep in their assigned space. Any missing or stolen items, suspicious activity or persons, or any circumstances involving the safety and security of the residence hall should be reported immediately to the Building Manager, Campus Life Specialist, Campus Safety Officer and/or Kilgore College Police officers.

KEYS- Each resident is issued one key to their room. Keys are non-transferable and should not be duplicated. Keys are not to be given to any other person. A charge of \$25.00 is made to residents who lose their key or cannot produce the key upon demand to any Kilgore College person of authority.

ABANDONED PROPERTY-Any items left in the resident's room or in storage after the resident has checked out of the residence hall will be removed and disposed of. The College accepts no responsibility for items left in the room by any student after check-out.

MAIL BOX KEYS- Each resident must sign for their mailbox key in the Office of Campus Life. You must return your key at the end of your residency and give a forwarding address to the Office of Campus Life. If the key is not returned, a lost key charge will be placed on your account.

Please refer to the Residence Hall Handbook for further information regarding rules and procedures for Kilgore College residence halls. Your digital signature on this document indicates that you have read and understand the conditions under which you accept an assignment to space in Kilgore College housing.