

POLICIES AND PROCEDURES:

1. The student is, at all times, required to comply with all policies and procedures outlined in the Student Handbook and any other official publication/communication from the College.
2. The student agrees to maintain the assigned room and public areas of the residence halls in good condition, to make no alterations or repairs, and to surrender the premises at the termination of this contract in as good condition as when taken. MCA reserves the right to inspect all rooms, in the presence of the resident whenever possible, for purposes of inventory, fire protection, sanitation, safety, maintenance, and rule enforcement.
3. The student may not paint or alter any part of the residence hall property, nor may they nail or screw into the woodwork or build non-removable structures. At the end of this agreement period, any changes made to the residences not covered by the rules and regulations published by MCA will be repaired by the College or selected vendor and the cost will be charged to the student.
4. In the event that the student is reassigned to a new space, the resident is responsible for moving their belongings in a timely fashion. A timeframe may be set by the Residence Life Coordinator or their designee to promote an effective transition for all. Students who choose not to move their belongings by the established timeframe may have their belongings removed by college employees under the direction of the Residence Life Coordinator, **at the expense of the student**. In the event of a college-initiated removal of possessions, the College and its officers are not responsible for any damaged, stolen or missing items.
5. MCA reserves the right to assign and to reassign rooms when in its sole discretion such action is deemed necessary. For reasons of health, safety or general welfare of the College community, the College may, in its sole discretion, reassign rooms or dismiss, suspend, or expel students from College Housing. In cases involving violation of Housing Contract and/or College policies and procedures, MCA reserves the right to take appropriate administrative and/or Student Conduct action which may result in the termination of residency in College Housing. If a student is dismissed from housing for violations of rules and/or regulations, no refund of housing charges will be granted.
6. The College Rules and Regulations, which can be found on the College’s Campus Life webpage, are based on the principles of self and mutual respect whereby the rights and responsibilities of the students and the College are defined. Disregard of any of the Rules and Regulations may be viewed as a deliberate disregard for the rights of the community at large and may result in the unilateral termination of the “Housing Contract” by the College. The student is responsible for reading and knowing the College Rules and Regulations outlined in the Student Handbook. MCA reserves the right to make amendments to the College Rules and Regulations as deemed necessary.
7. Sleeping in public common spaces is not permitted.
8. Students are not permitted to relocate within residence halls without authorization from Campus Life.
9. No pets are permitted in any college residence hall.
10. No smoking in any college building, including the residence halls.
11. No possession or use of alcohol or illegal drugs or paraphernalia.
12. All policies are outlined in the Student Handbook.

FEES: All new and returning students are required to submit a non-refundable deposit along with the housing questionnaire and/or contract.

AGREEMENT:

I will abide by and be legally bound to, the terms and conditions outlined in this Housing Contract, the Student Handbook and any other official publication and/or communication. I hereby acknowledge that I have read and agree to the contract terms and conditions and do hereby agree that if assigned, I will abide by and am legally bound to the terms and conditions for the entire academic year.

Signature of student: _____ Date: _____

(ONLY if student is under 18)

Name of parent/guardian: _____ Date: _____

Signature of parent/guardian: _____ Date: _____

FOR OFFICE USE ONLY: _____

Assignment

Date

Staff Initials