



Housing Application – Douglas Campus

RESIDENCE LIFE OFFICE

PHONE: (520) 417-4062

EMAIL: housing@cochise.edu

Applicant Information

Last Name	First Name	Middle Name	Cochise College C#:
Mailing Address	City	State	Country
Home phone	Mobile phone	Cochise College email	Alternate email
Parent/Guardian Name	Parent Home phone	Parent Mobile phone	Parent email
Gender	Age	Date of Birth	

Emergency Contact Information

In case of an emergency, please contact:

☐

Same as Parent/Guardian

Full Name	Email	Home phone	Mobile phone
Relationship to applicant			

I authorize _____ to take possession of my personal property in case of an emergency. (Full Name & Phone Number)

Enrollment Information

Are you on an athletic scholarship? ____ Yes, Sport: _____ ____ No

Are you an international student attending on an F-1 Visa? ____ Yes ____ No

Semester(s) applying for housing: ____ Fall semester ____ Spring semester

Enrollment intentions:

____ 15 credits or more/semester (qualifies for Cochise Combo – no room fee, only pay for meal plan)

____ 12-14 credits/semester (semester room rate & meal plan)

____ Less than 12 credits (requires Vice President approval – room rate & meal plan)

Room & Meal Plan

Residential students are required to purchase a meal plan with their housing agreement.

Select your meal plan:

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17-Week Meal Plan - \$3,245 (per semester)

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21-Week Meal Plan - \$4,012 (per semester) (Aviation Students Only)

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17 Week Student Huachuca Hall (Single Room – shared bathroom) \$1,725/semester*

☐

17 Week Student Huachuca Hall (Double Room – shared bathroom) \$1,520/semester*

☐

17 Week Student Mountain View Townhome (Double Room – shared bathroom) \$1,570/semester*

☐

21-Week Student Room Rate \$2,125/semester*

*If qualified for Cochise Combo, housing fee waived.

Roommate Preference (Optional)

Housing preferences are not guaranteed and will only be honored when available.

Roommate: _____

BACKGROUND/PRIOR RECORD

NOTE: Failure to disclose a prior felony conviction, pending charges and/or any sexual offense or if you are convicted or found guilty of, or adjudicated to have committed a sexual offense, or if you are classified as a sex offender or placed under active supervision by any jurisdiction pursuant to a sex offense in any jurisdiction in the U.S. or any other country or territory, will subject you to potential termination of your on-campus housing contract. In this event, you would be forced to vacate the residence halls within 24 hours.

Have you ever been convicted or plea bargained to a felony, sexual offense, or misdemeanor? (Other than a minor traffic violation)

_____ Yes _____ No

Do you have any pending criminal charges?

_____ Yes _____ No

Have you ever been suspended or expelled after being adjudicated through a College/University Code of Conduct System?

_____ Yes _____ No

If you answer yes to any of the above questions, please contact housing@cochise.edu to schedule a background review meeting. Your housing application will not be processed and you will not be eligible to live on-campus until the meeting

has been conducted and you receive a decision from the Residential Life Office. An answer of yes does not automatically disqualify an applicant from on-campus housing.

EMERGENCY CONTACT & VEHICLE INFORMATION

Emergency Contact Name: _____ Relationship: _____

Emergency Contact Phone: + () _____ Email: _____

Does your emergency contact have permission to take possession of your belongings in case of an emergency, including any ESAs and your personal vehicle (if applicable)? _____ Yes _____ No

Vehicle Information
Color: _____ Make: _____ State: _____ Model: _____
License Plate #: _____

Have you requested and been approved for an ESA? _____ Yes _____ No

Do you have any allergies or health concerns professional housing staff should be aware of? _____ No _____ Yes, please explain:

TERMS AND CONDITIONS

This License Agreement serves as a binding agreement between Cochise College (hereinafter referred to as the College) and the Student (and parent or legal guardian, in the event said student is under eighteen (18) years of age (also referred to as “resident”). Students must be a minimum of 17 years of age to live on campus. Parents/Legal Guardians understand the college environment is one of adult interaction where students will likely be exposed to concepts, educational activities, and materials that are for adults and adult audiences, including unrestricted internet access. The License Agreement is effective upon receipt of a complete application, \$50 application fee and \$100 deposit.

The College hereby grants to the student permission to occupy a residence hall room as a licensee for the academic year indicated on the application, unless terminated sooner under the provisions of this License Agreement.

The License Agreement shall not be assigned, in whole or in part, and may be terminated by the College for any reason by giving no less than one-day’s written notice to the student.

The College and the student agree that no lease or any other interest in real property is created by this License Agreement.

1. ELIGIBILITY

Before an application for residence will be considered, the applicant must complete and sign the Housing Application, of which this License Agreement are a part and pay the required deposit. Students must enroll at the College and maintain a minimum of twelve (12) credit hours each semester. Students with less than twelve (12) credit hours may be subjected to removal. The Residential Life office will determine whether the student will be required to vacate the residence hall or sign a reduced credit contract.

2. CONTRACT TERM

This contract is for the academic year and cannot be terminated except under the conditions stated under item (10) TERMINATION OF LICENSE AGREEMENT/CONTRACT and item (17) VACATING,

. If the dates of the academic year are revised by the College, the revised dates will apply and will not change the financial obligations of this contract. The Residential Life Office and the College further reserve the right to adjust opening dates each semester in order to adapt to the registration calendar of the College without any adjustments to rates.

3. RESIDENT AGREES

Student agrees to make payment of all housing fees established by the District Governing Board according to the current payment schedule; to observe all rules, regulations and procedures as published in the Residential Life Handbook and the College Social Standards policy which are by reference made a part of this contract and to honor the terms and conditions stated in this contract.

4. RATES

A copy of current tuition and fees schedule is online at <https://www.cochise.edu/25-26-tuition-fees/>.

5. PAYMENT SCHEDULE FOR OCCUPANCY

- a) Full account balance must be paid in full by the first Friday of the semester.
- b) Payment Plans may be arranged online through the student's Self-Service account.
- c) Cochise College may forward delinquent accounts to a collection agency.

6. INDEBTEDNESS

- a) Students must ensure a complete financial aid package before the semester deadline. Students with an incomplete financial aid package must make arrangements to pay in full or set up the authorized Payment Plan online by logging into the MyCochise self-service. The balance of any financial aid award will be applied toward the room/board account.
- b) Students that fail to make room and board payments on time or have delinquent accounts may be suspended from the Residence Halls. In addition, food service privileges may be terminated/suspended, the student will not be allowed to register for future classes until the balance is paid in full. The student agrees to pay all attorneys' fees and other costs/charges necessary for collection of any unpaid balance.

7. ASSIGNMENT POLICY

The Residential Life Office (hereinafter referred to as the Office) will not discriminate in assignment to Campus Housing on the basis of race, color, creed, disability, age, ancestry, sex, national origin, sexual orientation, or gender identity and/or expression. New residents who return a complete housing packet will be assigned, as space is available, on the date of completed housing packet. Residents are assigned to single or double rooms and share same-gender bathroom facilities. Family housing is not available on campus.

Returning residents are given first preference regarding roommates and room location if requested prior to the application deadline. Assignment requests usually will be granted when space is available. The College reserves the right to make changes in room assignments when the College deems necessary.

8. ROOM CHANGES

Students may change rooms only with prior written authorization from the Director of Residence Life.

Unauthorized room changes or failure to move out of a room at a designated time may result in being required to move back to the authorized assignment and/or disciplinary action.

9. DEPOSIT

The room deposit is a guarantee against cancellation of the residential agreement, termination of residency prior to full semester payment, property damages and other possible charges that may accrue during residency. If you are eligible for a refund of your deposit, you will receive it 4 to 8 weeks after the add/drop period of the following semester. Although normally refundable, the entire room deposit, or a portion thereof as appropriate depending on the circumstances, is subject to forfeiture under the following conditions:

- a) Failure of the student to cancel the residence hall license agreement with the Residential Life by the set deadlines
- b) Failure of the student to claim his/her room by the first Friday of the semester.
- c) Failure to follow prescribed checkout procedures when departing from the residence hall.
- d) To defray the cost of damage to the residence hall caused by the student or damage to the room to which the student is assigned.
- e) Breach of any of the terms and conditions of the License Agreement, including removal for disciplinary action.
- f) To satisfy any other unpaid housing charges and assessed fees owed to the College documented through the Business Office/Bursar.

10. TERMINATION OF LICENSE AGREEMENT

- a) Mandatory Termination – termination of this license agreement is mandatory if the student loses eligibility as defined in this contract under item (1) ELIGIBILITY.
- b) Termination by the College – the Office may terminate this contract under the following circumstances:
 - i. Exigency – the Office may terminate or temporarily suspend performance of any part of this contract without notice in the event of an exigency that would make continued operation for student housing not feasible or when the Residential Life Office believes a resident of a temporary assignment cannot be placed in a permanent assignment within a reasonable time period.
 - ii. Violation of Rules and Regulations – once a student signs and returns the enclosed License Agreement, the Residential Life Office may terminate this contract if the student is found to have violated rules or regulations listed or referred to in this contract and/or the Social Standards Policy or in the Residential Life Handbook. Disciplinary dismissal from the College or Residence Halls will subject resident to a full charge of their room and board and a forfeiture of their deposit.
 - iii. The College reserves the right to deny or cancel a License Agreement/Contract for College provided housing to an individual whose conduct and/or proven criminal record indicates a potential threat or danger to the College community including students, faculty, and staff.

11. RELEASE, REFUND, AND FORFEITURE PROCEDURE

- a. During Contract Term – if a student does not check-in to their room by 5:00pm on the first Friday of the semester, and has not notified the Residential Life Office in writing that they will be arriving late, their application and housing assignment will be voided and the deposit will be forfeited.
- b. Refunds to students departing from the residence halls prior to the end of the semester are computed on the following basis: Students forfeit their room deposit and will be charged 10% if the total semester rate for each week or partial week of registered occupancy beginning with the day the residence halls open. After the 10th week of the halls opening, a student is not entitled to any refund for room and board but is eligible for the deposit refund of \$100 upon a successful check out process. The total housing charges shall not exceed the semester rate except when added charges are assessed for losses and/or damages to College property.

12. LICENSE AGREEMENT / CONTRACT ASSIGNMENT

This contract cannot be assigned by the student to another person. Students may not sublet any part of the premises.

13. LIABILITY

The District Governing Board of the College, its officers, employees and agents have no legal obligation, nor any ability to provide reimbursement for student's personal property as a result from loss, theft, water or fire damage, vandalism, or any other perils. Accordingly, student agrees to hold harmless and indemnify the District Governing Board, The College, the Office and its officers, employees, and agents, for damages sustained by student or others, as a result of their acts or omissions, relating to any changes of modifications made by student to their room or furnishings, such as the construction of loft beds, bunk beds, bookshelves, partitions, or other structures. This means that the student is financially responsible for injury to another party, or damage to their

property, as a result of any equipment or items the student has constructed, created, purchased or used improperly, and that student will pay any resulting claims on behalf of the College.

14. DAMAGES AND COST

Student agrees to pay for any damages to the building, including fire damage, and for damage or missing furniture, lost property, or service costs caused by the student to the Residence Halls because of their negligent actions or intentions. Where two or more residents occupy the same room and responsibility for damage or loss in the room cannot be ascertained by the Office, the cost of damage or loss will be divided and assessed equally between or among the residents of the room/suite/townhome. The Office reserves the right to assess common area damage between residents of the hall/building/area.

15. VACATION PERIODS

Students must vacate their room 24 hours after their last final exam or the last day of the semester, whichever occurs first. All buildings remain open during Thanksgiving and Spring Break; however dining services may be on limited operations and these breaks are not covered within the dining plan. All buildings will be closed during Winter and Summer break, and all services normally provided will be discontinued.

16. FOOD SERVICE

All residents are required to purchase the college meal plan. Meal plans are non-refundable and non-transferrable. The last day of food service each semester will be the same day that the Residence Halls close. The weekend meal schedule will be observed on school holidays.

17. VACATING

Students will vacate the premises within 24 hours after termination of this contract, discontinuance as a student or their last final exam of the semester, whichever occurs earliest. If the student is graduating and participating in the College Commencement, they may remain in their room until 12pm the day following Commencement with written prior approval from the Residence Life Office.

18. CHECK-IN AND CHECK-OUT

Upon moving into the assigned room, the student should complete, sign and turn in a Room Condition Report within 24 hours, which will be an accurate and complete record of the contents and condition of the room. When vacating the assigned room, the student must schedule a check out with a Resident Assistant (RA), make sure their room is clean, and turn in any keys issued. The Check-Out Form, Room Condition Report, plus a room inspection by the RA will serve as the basis for check-out charges or refunds as appropriate. Student agrees to follow proper check-out procedures when vacating the premises, which include returning keys to the RA, removing personally owned belongings, waste and debris, and leaving the room in acceptable, clean condition. Should extra cleaning or be required due to the student's poor housekeeping, a service charge may be deducted from the deposit. In the event of contract termination, the student's failure to checkout according to the required procedures and timelines may result in an improper check-out, additional fees being assessed to the student's account, and a forfeiture of the housing deposit.

19. ROOM ENTRY AND MAINTENANCE OF PREMISES

The College and the Office reserve the right to make repairs or improvements to the facilities and residents' rooms during occupancy periods. The College shall provide twenty-four (24) hours advanced notice to the student, when possible. In case of emergency, or when 24-hour notice is not feasible, The College reserves the right to enter premises without student's consent and/or advance notice. Authorized personnel may enter a student's room for serious life-or-health threatening emergencies at any time including over break periods. Authorized personnel may enter a student room to perform requested, preventive, prescheduled, or emergency maintenance, or, in the absence of occupants of the room, to silence a disruptive noise. The College employees are required to report any violations of the terms of this contract they observe when in the room. The College reserves the right to search a room if there is reasonable cause to believe that the search of that room will reveal evidence of an illegal act or College policy violation. Health and Safety Checks will be conducted on a regularly scheduled basis. Property can be seized and removed from a student's room when it constitutes an imminent danger, when it is deemed illegal, when it is College-owned property, or when staff has found an unauthorized pet in the room. Student agrees to make no alteration to the housing facility without the written permission from the College. Any

structural addition or alteration is prohibited without written permission from the College. Students shall not possess any highly flammable material, firearms, ammunition, fireworks, explosives, BB gun/airsoft device, dangerous weapon, or any other material or instrument which, in the opinion of the College authorities, poses an unreasonable risk of damage or injury.

Student agrees to be jointly responsible with other residents for protection of the common area furnishings, equipment, and facilities. Damage or loss of common area furnishings unless specifically assigned to individuals shall be equally divided among all members of the living group who have reasonable access to the common area.

20. PERSONAL PROPERTY AND ABANDONMENT

The Office shall, without liability, have the right to donate, destroy, or discard any personal property left or abandoned on the premises three (3) days after check-out. The College shall hold property for 30 days. After the 30-day period, property will be donated or discarded. During such a period, the College, Governing Board, Residential Life Office, and its officers, employees, and agents will not be responsible for loss, damage, or theft of the property.

21. CONTRACT CHANGES

Changes may not be made in the terms and conditions of this contract without the agreement and written permission from the Director of Residence Life.

22. ENHANCEMENT OF EDUCATION EXPERIENCE

The College shall maintain a professional staff to work with students to develop a community concept within the housing facility to enhance students' experiences at the College. The facility shall be operated to enhance the social, educational, and recreational experiences available to the student.

Student agrees to recognize the importance of maintaining the Residence Halls as an environment that is conducive for fellow students to study, live, and sleep. Student agrees to not disturb this environment.

23. TOBACCO, DRUG & ALCOHOL-FREE CAMPUS

Cochise College is dedicated to providing a healthy and safe learning environment for students, faculty, staff, and visitors. The College prohibits all manner of smoking (including vaping), as well as the use of smokeless tobacco products within the Residence Halls and campus community. An individual shall not possess, sell, offer to sell, purchase, offer to purchase, use or transfer drugs, drug paraphernalia or alcohol, or be under the influence of alcohol or drugs, or be under suspicion for any of the above. Students found in violation of college policy 5003 Drug and Alcohol-Free Environment and policy 4006 Social Standards, may face disciplinary action, including but not limited to dismissal from housing.

24. INSURANCE

- a) During the period covered by this license agreement, students are highly encouraged to obtain health and accident insurance, on either an individual or group basis.
- b) The College has no insurance to cover the personal or property damage of the student. Therefore, the College highly recommends that the student obtain insurance, such as a renter policy.

25. NOTICE OF EVICTION / REMOVAL

Notice of eviction/removal shall be served upon the student or be posted in some suitable place upon the housing facility of the student.

I have read, understand and accept the terms of the Residence Hall License Agreement/Contract and all conditions of the residences as stated therein or incorporated by reference. I will abide by the terms of Cochise College policies, rules and procedures pertaining to students as published in the Residence Life Handbook and the College Social Standards policy. I understand and agree that should I fail to make arrangements for late arrival, that my room may be given away to another student after the first Friday of the semester. I further accept all financial responsibility for the full occupancy period that I have indicated above, including fines, fees, and charges as incurred by me during my residence.

If under 18 years of age at anytime while residing in housing:

Student Signature

Date

Parent/Legal Guardian
Signature

Date