

# HINDS COMMUNITY COLLEGE

## Residence Hall Contract

I hereby accept this offer to contract with Hinds Community College for housing accommodations as stated in the Hinds Community College Handbook. In addition, I agree to pay the appropriate amount for the meal plan I choose mentioned in Section VII of the College Student Handbook.

I have read and agreed to THE STATEMENT OF TERMS AND CONDITIONS OF OCCUPANCY below, I understand that when this contract is signed and returned to Hinds Community College it becomes a binding contract between me and Hinds Community College.

### Notice of Non-discrimination Statement

In compliance with the following: Title VI of the Civil Rights Act of 1964, Title IX, Education Amendments of 1972 of the Higher Education Act, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 and other applicable Federal and State Acts, Hinds Community College offers equal education and employment opportunities and does not discriminate on the basis of race, color, national origin, religion, sex, age, disability or veteran status in its educational programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Dr. Tyrone Jackson, Vice President for Utica Campus and Administrative Services and District Dean of Student Services & Title IX Coordinator, Box 1003, Utica, MS 39175, Phone: 601.885.7002 or email: [titleIX@hindsc.edu](mailto:titleIX@hindsc.edu)

### Disability Support Services Statement

Hinds Community College provides reasonable and appropriate accommodations for students with disabilities. Disability Services staff members verify eligibility for accommodations and work with eligible students who have self-identified and provided current documentation. Students with disabilities should schedule an appointment with the designated Disability Services staff member on their respective campus to establish a plan for reasonable, appropriate classroom accommodations.

Jackson Campus – Academic/Technical  
Center 601.987.8158  
Jackson Campus – Nursing/Allied Health  
Center 601.376.4803  
Rankin Campus  
601.936.5544  
District Coordinator 601.857.3359

Raymond Campus and fully online  
601.857.3646  
Utica Campus academic  
601.885.7022  
Utica Campus career-technical  
601.885.7128  
Vicksburg-Warren  
Campus 601.629.6807

Individuals with a hearing impairment may call 601.526.4918 (video phone)  
Email [STO-Disabilitysupportservices@hindsc.edu](mailto:STO-Disabilitysupportservices@hindsc.edu)

## STATEMENT OF TERMS AND CONDITIONS OF OCCUPANCY

### I. INTRODUCTION

The purpose of this document is to establish the terms and conditions of occupancy in the College Residence Halls. This document and the Student Housing Application together constitute an offer by the College to contract with the student indicated above for housing facilities. The student may accept this offer to contract by electronically signing this document below. The College requires that all students must be at least 17 years of age to live on campus, unless give special permission by the Dean of Students on the Raymond or Utica Campus. When this contract is electronically signed below it establishes a binding contract between the student (and guarantor) and Hinds Community College.

### II. ENROLLMENT STATUS

Residents must be admitted full-time students (12 or more academic or technical hours, or 16 vocational hours) currently enrolled and registered for classes at Hinds Community College with at least 75% of their classes being face to face.

### III. ROOM RESERVATION FEE

Each semester a \$50 non-refundable room reservation fee is required to reserve a residence hall room for a new applicant and for returning students. The \$50 room reservation fee will be applied to the student's account. *If the student chooses to not live on-campus at Hinds, the fee will not be refunded.*

### IV. PERIOD OF CONTRACT

Hinds Community College attempts to provide Housing for students at the lowest possible rate, and for that reason THIS CONTRACT IS FOR THE ENTIRE SEMESTER, OR IF ENTERED INTO AFTER THE BEGINNING OF THE SEMESTER, FOR THE REMAINDER OF THE SEMESTER.

### V. PERIOD OF OCCUPANCY

The period of occupancy begins upon receipt of the room key by the student and will terminate on the last day of exams for each semester (if not returning to housing for the following semester). The student agrees to vacate the assigned room within 24 hours after his/her last class or examination. All residence halls are closed between academic semesters and during official holidays (i.e., Thanksgiving, Christmas, and Spring Break).

### VI. INCREASE OF RENTAL RATE

Since it is not possible at the time of contracting to determine projected utility increases, the

College reserves the right, subject to order of the Board of Trustees, to raise, lower, or modify fees without notice.

## **VII. MEAL PLAN SELECTION**

Hinds Community College desires to provide on campus meals for students at the lowest possible rate and for that reason ***ALL STUDENTS RESIDING WITHIN ON-CAMPUS HOUSING ARE REQUIRED TO CHOOSE A 19-PER-WEEK MEAL PLAN AS OUTLINED IN THE HANDBOOK.***

## **VIII. CANCELLATION OF THE HOUSING CONTRACT**

### **By the Student**

#### **Contracts Beginning Fall Semester**

A contract which has been electronically signed by the student, and accepted by the College, constitutes an agreement to reside within the residence hall system for a semester. Contracts may be cancelled by the student if written notification is received by the College as stated in the Student Handbook which is part of this contract by reference hereto.

A contract which has been electronically signed by the student, and accepted by the College, will be cancelled if the student fails to register for classes or fails to maintain 12 academic or technical hours or 16 vocational hours. The contract will also be cancelled if the student fails to do one of the following by the date of check-in: pay all fees in full, pay the first required payment if on the deferment plan, or provide proof of financial aid coverage for room and meals.

A contract will be canceled upon the completion of graduation/program requirements by the student who subsequently leaves the College.

### **By the College**

In the event that the accommodations assigned to the student are destroyed or made unavailable and the College does not furnish other accommodations, the contract shall terminate. All rights and liabilities of parties hereto shall cease, and payments previously made by the student shall be refunded on a pro-rated basis for the period during which accommodations were not available to the student.

The College may cancel the contract if the student fails to meet the full terms and conditions stated herein, or for violation of College or residence hall regulations as stated in the Student Handbook. Cancellation of the contract for the above reasons may result in the eviction of the student upon 3 days' notice, except where the College determines that the continued residency of the student would pose a danger to the life, limb, health, or general well-being of other members of the residential community, in which case the student may be evicted upon official notice.

## **IX. REFUND OF ROOM AND BOARD**

In order to be eligible for a refund, a student must officially complete the housing check-out procedure. Prior to the time that a student receives a refund, any balance which is owed to the college will be deducted from this amount. Refunds will be made to the Hinds Debit Card.

Room: 100% before the first day of check in (room assignments must be canceled prior to the first day of check-in). 75% before the sixth day of class, 50% before the eleventh day of classes—0% after the 10<sup>th</sup> day of class.

Meals: A student withdrawing from the residence hall during the semester will be refunded all full weeks remaining on the meal ticket period. The meal plan goes from Friday through Thursday of each week.

Please note that a student can cancel his/her/their room reservation with a full refund of housing and meal fees as long as written notice of such cancellation is received in the Office of Student Housing and Residence Life before the first check-in day of the semester. To cancel, please e-mail the following, "I (insert first and last name, student ID number), wish to cancel my housing and meal plan for the current semester." to [reslife@hindscc.edu](mailto:reslife@hindscc.edu).

However, the room reservation fee will not be refunded. Failure to claim a room on the first check-in day, as notified by the Office of Student Housing, will result in charges for 1 week of housing and 1 week of meals assessed to the student's account.

## **X. GENERAL PROCEDURES AND POLICIES**

The College does not assume any legal obligation to pay for the loss or damage to the student's personal property if such loss or damage occurs in its building or on its ground, prior to, during, or subsequent to the period of the contract. The student or parents are encouraged to carry appropriate insurance to cover such losses.

The student is responsible for the accommodations assigned (rooms and common areas of residence halls to include lobbies, bathrooms, laundry room, etc.) and shall reimburse the College for all damages within or to said accommodations. Charges for damages and/ or necessary cleaning will be assessed to the student, or students, by the College and must be paid promptly. Failure to pay assessments will result in a hold on a student's registration, graduation, and/ or transcript.

Double rooms are to be occupied by two persons. In case one of the occupants does not claim his/her assigned double room space or moves, the student who remains agrees to accept an assigned roommate, move to another double room upon request, or to pay the difference in order to retain a double room as a single (when available).

While this contract is in effect, the student will be required to meet all financial obligations of this contract. It is the student's responsibility to pay room charges by the date specified by the College.

This housing contract may not be transferred or assigned to another person. The College reserves the right to make any assignment changes considered necessary.

Failure to occupy an assigned space does not constitute a release from the housing contract with the College.

The cost of re-keying the lock for and illegally duplicated key or for any key not returned will be charged to the student.

The policies and procedures contained within this document are also applicable to overflow housing assignments which may be made on a temporary basis at the beginning of each semester.

Certain electrical appliances are allowed within residence hall rooms. Please refer to the Students Handbook when deciding on what appliances to bring.

All room changes must be coordinated through the Hall Director and/ or the student who makes an unauthorized move must pay a monetary penalty and return to the assigned room.

If a student is currently pregnant or becomes pregnant at any time during this contract period, the student agrees to comply with any and all reasonable requests made by the Office of Student Housing and Residence Life staff. The pregnant student agrees to provide the following information to her Hall Director: Doctor's name and phone number, name of contact person in case of an emergency, due date, and information about any complications or special circumstances. Failure to comply with these policies may result in the student's removal from the residence hall.