



Residence Hall Application and License Agreement Information

Please read this information before completing and signing the attached Residence Hall Application. Following are the “Terms and Conditions” governing application for, assignment to, and occupancy of the residence halls at Eastern Arizona College. The College reserves the right to deny campus housing, change room assignments, or remove a student from campus housing if it is felt to be in the best interest of the student and/or the College. You may also apply online at www.eac.edu/campus_life/housing/formchoice.shtm

Room Availability

The 370 spaces in Campus Housing are at a premium, especially during Fall Semester. At times there can be waiting lists for the traditional halls (Mark Allen Hall/Nellie Lee Hall) in the Fall and both semesters in Residence Towers. Assignments are made in the following order of priority:

1. Returning residential students
2. Room Scholarship recipients in traditional halls only*
3. New students by date of receipt of application and \$150 deposit
4. All academically-active (6+hrs) part-time students on a space-available basis only

**All applications for Residence Towers are handled in chronological order. There are no spaces reserved for scholarship recipients.*

Application and Assignment Procedure

1. Apply early! Your place on the Housing reservation list is based on the date a completed application and \$150 deposit is received by the Housing Office. Attach a check or money order made out to Eastern Arizona College to pay deposit. You may also pay with a credit card by calling the Housing Office at 928-428-8605.
2. Within two weeks of submission, you will receive an email acknowledging receipt of application and deposit payment.
3. By mid-May (Dec for Spring semester), our current residents will have completed their reservation process and the Housing Office will determine the number of spaces available for new residents.
4. In early June (early Dec for Spring Semester), a housing assignment email along with roommate preference questionnaire will be emailed to the applicant. From that point on, assignment letters are emailed to new applicants to fill spaces as they come available throughout the reservation period.

5. In early July, check-in informational packets will be emailed to assigned applicants. If you have changed plans and do not want your room reservation, you have until July 15 (December 15 for Spring Semester) to request a refund of your \$150 deposit. Use this link to cancel: https://eac.edu/Campus_Life/Housing/resCancelForm.shtm
6. Communication will generally be by email or U.S. mail, and occasionally by telephone. It is your responsibility to access these communications in a timely manner. The Housing Office is available throughout the year if you would like to verify receipt of applications/deposits and check on hall space availability.

Campus Housing Waiting List

Do not panic! Waiting lists are a normal part of campus housing. If you are placed on a waiting list, you can call the Housing Office at 1-800-678-3808 Ext. 8605 to determine your current status. College students' plans change constantly and the waiting list will change from moment to moment. Residence hall spaces become available continually throughout the process.

Residence Towers Waiting List

If you have been on a waiting list for Residence Towers, you may be temporarily assigned to a traditional hall (Mark Allen Hall or Nellie Lee Hall) until space becomes available in Residence Towers. When a space does become available, you will be contacted by email or by Residence Life Staff notifying you of your status and provide a time frame in which you are to check into Residence Towers.

If you do not move within the time frame established, or opt to stay in a traditional hall, your name will be passed and the next resident on the waiting list will be notified.

The difference in room cost for Residence Towers must be paid prior to checking in. The Housing Office can assist you in determining that cost.

If you prefer to wait off campus instead of being assigned to a traditional hall, please notify the Housing Office.

Damages/Alarms

Residents can be charged for individual room damages, community damages, or false fire alarms. Residents can help reduce or eliminate damage costs by locking room and community doors, limiting visitors, and identifying students that may have caused damage.

Refunding

The \$150 deposit is a resident's reservation deposit. If a resident does not check into campus housing, deposit will be refunded if:

- Resident cancels on or before July 15 for Fall Semester or December 15 for Spring Semester; Or
- Resident cancels using the link: https://eac.edu/Campus_Life/Housing/resCancelForm.shtm
- Resident has not been assigned to campus housing space and asks to be removed from the reservation list.
- After a resident checks into campus housing, the \$150 converts to a damage deposit. The deposit will be refunded minus any individual or community damages once a resident has moved out of campus housing after the end of the registration period for that semester.

Deposit refunds generally can take three to four weeks after check-out to process a refund. You should not expect the refund to be available at departure.

The damage deposit is carried over to each subsequent semester as residents reserve a room space as a returning resident. Residents will be required to pay any damage costs incurred during the semester to keep deposit amount at \$150 prior to the start of a new semester.

- Students who cancel a residence hall reservation on or before the day the residence hall opens will be eligible for a full refund of room costs. Students who cancel or move out of a residence hall by the close of registration will be eligible for a 50 percent refund of room costs. There is no refund of housing cost after the end of registration.
- Students must check-out with head resident to be eligible for refund and be released from responsibility for room.

Payment/Check-In

The halls open a few days before classes begin. Residents will be notified of the date by email. Room and meals plan fees must be paid by the date the halls open for check-in or a resident is at risk of reservation being canceled and assigned to another resident. If a resident does not check into a room in person or notify the Housing Office by telephone by 5 p.m. of the first day of classes, a resident's space will be reassigned.

Hall Closures

On-campus residence halls are closed to all residents during the semester break between the fall and spring semesters and during Spring Break. Fall semester student residents returning for the spring semester may leave their personal possessions in their room if they have been assigned. Residents are not required to remove personal possessions from rooms during the Spring Break. Food service/meal plan use will not be available during closure periods and Thanksgiving day.

Residents not returning after the fall or spring semesters are expected to check-out of the hall by 9am on the closure date for the hall or earlier. Residents who have not checked out by that date/time are subject to a daily-rate charge.

Residence Hall Standards

All hall residents are expected to be knowledgeable of and follow all the guidelines and regulations included in the Residence Life Handbook.* The following text is a summary of regulations you are required to follow immediately upon check-in:

- Smoking and smokeless tobacco use are not permitted in any campus building. No smoking is allowed within 50 feet of any residence hall.
- Possession, consumption, or being in the presence of alcohol is prohibited in all residence halls and all other buildings and areas campus.
- The possession of any type of drug, hallucinogen, narcotic, illegal substance, including marijuana and/or related paraphernalia, or any mind-altering substance, is forbidden on District property. Any student or College employee found possessing, using, under the influence of, or selling controlled substances or related materials as defined above, is subject to loss of campus housing privileges and expulsion from the College, as well as, legal action by local authorities.
- All weapons, simulated weapons, or paintball apparatus are prohibited in all campus areas. Behavior that may result in personal injury or damage to property is not acceptable. This includes practical jokes and tampering with alarms.
- Keys cost \$50 in traditional halls and \$62.50 in Residence Towers to replace.

- Activating alarm equipped doors during a non-emergency has a fine of \$50. If the culprit is unknown, the fine will be shared as a common damage charge.
- Residents and guests are expected to follow visitation regulations established for each hall. It is a resident's responsibility to read, be knowledgeable of, and abide by posted visitation hours.
- Residents are responsible for the behavior of their guests. A resident must inform guest of Residence Life policies.
- Residents are responsible for the security of their living area and vehicles. Keep room doors locked and belongings secured. The College is not responsible for loss, damage, or theft of personal property.
- Residents are responsible for the loss, damage, or theft of College property in their assigned areas.
- Theft by a resident will result in the loss of campus living privileges, possible expulsion from EAC, and possible legal actions taken.
- Roller blades, skateboards, and bicycles cannot be used in any building on campus.
- Microwave and small refrigerator are allowed in hall rooms.

The College reserves the right to inspect rooms for cleanliness, safety, repairs, and/or compliance with Student Code of Conduct and Residence Life policies and regulations at any time.

**For a comprehensive list of Residence Hall policies and regulations, a copy of the Residence Life Handbook can be found on EAC's website at https://eac.edu/Campus_Life/Housing/ResidenceLifeHandbook.pdf*

Residence Hall Cost Information for 2021-2022

- The refundable \$150 Reservation Deposit must be submitted with this application. This deposit is NOT paid by scholarships. If available to student, financial aid funds can be used to pay deposit.
- Room and Meal Plan fees must be paid prior to the first day of hall check-in at the beginning of each semester or your room reservation can be canceled to make space for others. Students who cancel a residence hall reservation on or before the day the residence halls open will be eligible for a full refund of room costs. Students who cancel or move out of a residence hall by the close of registration will be eligible for a 50% refund of room costs. There is no refund of housing cost after the end of registration.

	<i>Fall 2021</i>	<i>Spring 2022</i>
Traditional Halls—		
Mark Allen and Nellie Lee	\$1,400	\$1,400
Residence Towers	<u>\$1,850</u>	<u>\$1,850</u>
<i>Cost difference for Residence Towers</i>	<u>\$450</u>	<u>\$450</u>

- Room scholarship recipients who are assigned to Residence Towers must pay the additional fee amount for the Residence Towers prior to checking into hall. Additional fee amount is generally not included as part of the room scholarship.

Meal Plan Cost Information for 2021-2022

- All residential students are required to purchase a meal plan to live in a residence hall. Plans are placed on an EAC Monster Meal Card or on your smart phone as a Monster Meal E-Card with an option of reloading the card throughout the semester. Plan C is a minimum amount to be eligible to live in a residence hall.

Cafeteria Meal Plans (Please indicate your preference):

- Plan A—\$2,700 per semester declining balance
- Plan B—\$2,100 per semester declining balance
- Plan C—\$500 per semester declining balance minimum

- If you are participating in summer placement testing or touring campus, you may visit the Housing Office located on the 2nd floor of the lobby of Residence Towers. Please stop by and check on your housing status.
- If you have Housing and/or Meal Plan questions, please call 800-678-3808, ext. 8605, or (928) 428-8605.
- Meal plans may be changed through the end of registration for semester attended.

PLEASE RETAIN THIS SHEET FOR YOUR INFORMATION!



Residence Hall Application and License Agreement

Use this form to apply for Eastern Arizona College Thatcher on campus housing. Please complete both sides of this form, sign, and return with \$150 deposit. Tear off the attached information sheet and retain for your reference. You may also apply on EAC's website at: https://eac.edu/Campus_Life/Housing/formChoice.shtm

Please reserve EAC Campus housing for Fall Semester 20 _____ Spring Semester 20 _____

Name _____ EAC ID # _____
first middle initial last

Mailing Address _____
street city county zip state country

Telephone (_____) _____ Email Address _____

Date of Birth _____ How old will you be when you arrive at EAC*? _____ Gender: Male Female
month / day / year *Students must be 18 by the 45th day of the semester to live in a residence hall.

If you have any physical disability which would require special assistance in housing, please contact the Counseling Office at 1-800-678-3808, ext. 8253 or (928) 428-8253.

Room Scholarship Recipients Only:

Please check the area for which you are receiving a room scholarship:

- Baseball Men's Basketball Softball Men's Golf
 Volleyball Women's Basketball Women's Tennis Presidential Preferential Presidential Award of Excellence

Please attach a \$150 deposit. Cost for a Traditional Hall will be paid by a scholarship from one of the areas checked above. You will auto-matically be assigned to a Traditional Hall. If requesting Residence Towers, you will be assigned a space if available, and will need to pay the additional cost. Please note that scholarships do not cover additional cost for Residence Towers or the \$150 deposit.

Reservation Information

Please refer to www.eac.edu/campus_life/housing/h_optcost.shtm for room descriptions.

Please indicate your EAC Residence Hall preference:

- Mark Allen North (Male) Mark Allen South (Female) Nellie Lee Hall (Male)

RESIDENCE TOWERS COMMUNITIES *(A refrigerator is supplied in each community)*

- Male Residence Towers Community Female Residence Towers Community

Roommate Preference(s)

If you list specific roommate name(s), that student must complete the application process and be on the Housing Assignment List before being considered as your roommate. Please indicate your roommate preference below (list up to 3 for Residence Towers/ 1 for a traditional hall):

_____ New Resident Returning Resident

_____ New Resident Returning Resident

_____ New Resident Returning Resident

All students applying for campus housing will also be requested to complete the Roommate Preference Survey. This form is mailed to applicants once a hall is assigned.

over, please

EAC Room Cost Information for 2021-2022

(Room fees are subject to change. For most current room costs go to www.eac.edu)

- The refundable \$150 Reservation Deposit must be submitted with this application. Reservation deposit is NOT covered by scholarships. If available to student, financial aid funds can be used to pay deposit. Application is “not active” without submission of deposit.
- Room and Meal Plan fees must be paid by the first day of hall check-in at the beginning of each semester or your room reservation can be canceled to make space for others. Students who cancel a residence hall reservation on or before the day the residence halls open for check-in will be eligible for a full refund of room costs. Students who cancel or move out of a residence hall by the close of registration for current semester will be eligible for a 50% refund of room costs. There is no refund of room cost after the end of registration for current semester.

	<i>Fall 2021</i>	<i>Spring 2022</i>
Traditional Halls—Mark Allen and Nellie Lee	\$1,400	\$1,400
Residence Towers	<u>\$1,850</u>	<u>\$1,850</u>
<i>Cost Difference Between Traditional and Towers</i>	<i>\$ 450</i>	<i>\$ 450</i>

I am receiving a room scholarship to live in a traditional hall as indicated on the reverse side of this form. If I prefer to live in Residence Towers, I understand that I have to pay the difference in room cost to live in Residence Towers, if assigned.

EAC Meal Plan Cost Information for 2021-2022

- All residential students are required to purchase a meal plan to live in a residence hall. Plans are placed on an EAC Monster Meal Card or on your smart phone as a Monster Meal E-Card with an option of reloading the card throughout the semester. Plan C is a minimum amount to be eligible to live in a residence hall. ***Cafeteria Meal Plans for 2021-2022 (Please indicate your preference):***

- Plan A—\$2700 Declining balance
- Plan B—\$2100 Declining balance
- Plan C—\$500 Declining balance minimum (to live in a hall)

Signature

I have received, read, and agree to abide by the provisions included in this Application and License Agreement. I understand that my failure to abide by these provisions may result in the loss of my housing reservation deposit, meal plan, or campus housing privileges.

Signature of Applicant _____ *Date* _____

*Signature of Applicant’s Parent or Legal Guardian (if Applicant is under 18 years of age)** _____ *Date* _____

**Students must be 18 by the 45th day of the semester to live in a residence hall.*

Mail Completed Application and Deposit to:

Eastern Arizona College Housing Office
615 N. Stadium Ave
PO Box 769
Thatcher, Arizona 85552-0769

For EAC Office Use Only:

Deposit Paid _____

Date