



## 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.shtml](http://www.eac.edu/campus_life/housing/formchoice.shtml)*

### Room Availability

The 370 spaces in Campus Housing are at a premium, especially during Fall Semester. There is typically a waiting list for the Traditional Halls in the Fall and both semesters for 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 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 because your place on the Housing Assignment List is based on the date of receipt of the completed application and \$150 deposit. Attach a check or money order made out to Eastern Arizona College. You may also pay with a credit card by calling the Housing Office at 1-800-678-3808, ext. 8605.
2. Within two weeks of submission, you should receive an email acknowledging receipt.
3. By mid-May (December for Spring Semester housing), our returning students will have completed their reservation process and the Housing Office can determine the number of spaces available for new students.
4. In early June (early-December for Spring Semester housing), a housing assignment email along with roommate preference questionnaire will be emailed to applicant. From that point on, assignment letters are

emailed to new applicants to fill spaces as they may come available throughout the reservation period.

5. In early July, check-in informational packets will be sent to assigned applicants. If you do not want your room, you have until July 15 (December 15 for Spring Semester housing) to request a refund of your \$150 deposit.
6. Communication will 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 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, please 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 can change from moment to moment. Residence hall spaces become available continually throughout the process.

### Residence Towers Waiting List

If you are on a waiting list for Residence Towers, you may be assigned to a Traditional Hall (Mark Allen, Nellie Lee, Wesley Taylor) until a space becomes available in Residence Towers. When a space becomes available, you will be contacted by email or by Residence Life Staff notifying you of your status and a time frame in which you are to move 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 student on the waiting list will be notified.

The difference in room cost for Residence Towers must be paid before 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

You will be charged for individual damages/false fire alarms and/or community damages for which the responsible party remains unidentified. You can help reduce your costs by locking room and hall/community doors, limiting visitors, and identifying students causing damage.

### Refunds

The \$150 deposit is your reservation deposit. If you do not move into campus housing, it will be refunded if:

- You cancel on or before July 15 for Fall Semester or December 15 for Spring Semester; or
- Cancel link: [www.eac.edu/campus\\_life/housing/confirmcancel.shtml](http://www.eac.edu/campus_life/housing/confirmcancel.shtml)
- You have not been assigned to campus housing and ask to be removed from the list.

As you check into campus housing, the \$150 converts to your damage deposit. It will be refunded minus any individual or community damages if you move out of campus housing after the end of the late registration period for that semester. The damage deposit carries over from semester-to-semester when you reserve your room as a returning student. You will be required to pay any damage costs incurred so that the deposit remains at \$150 at all times. It takes three to four weeks after check-out to process a refund. You should not expect the refund to be available at departure.

- 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. You will be notified of the date by email. Your room and meals must be paid for by this date or you will lose your reservation. If you do not claim your room in person or by telephone by 5 p.m. of the first day of classes, your space will be reassigned.

### Hall Closures

All halls close for Thanksgiving weekend. The halls are also closed at the end of each semester and during Spring Break. They are not open during the summer. You are required to be out of the hall on or before the date of each closure. All personal belongings must be completely removed over the summer. There is no access to the halls during closures. Exceptions must be cleared with the Housing Office two weeks prior to hall closures.

### 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 is a summary of regulations you are required to follow immediately upon check-in:

- Smoking and 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 the residence halls and on the entire campus.
- Possession, use, sale, or distribution of illegal drugs or using controlled substances/prescriptions in excess of prescribe use is against the law and a violation of Student Code of Conduct. Residents may not have drug and/or related paraphernalia in the halls or on campus.
- All weapons, simulated weapons, or paintball apparatus are prohibited in all campus areas. Possession and/or use on campus will result in immediate expulsion.
- Behavior that may result in personal injury or damage to property is not acceptable. This includes practical jokes and tampering with alarms.
- You will be charged \$50 for each lost key in Traditional Halls and \$62.50 in Residence Towers.
- You will be charged \$50 for activating the alarm equipped doors during a non-emergency. If the culprit is unknown, the charge will be shared as a community damage charge.

- You are expected to follow the visitation regulations established for each hall. It is your responsibility to read and be knowledgeable of the posted hours.
- You are responsible for the behavior of your guests. You must inform them of Residence Life policies.
- You are responsible for the security of your living area and vehicles. Keep your doors locked and belongings secured. The College is not responsible for loss, damage, or theft of personal property.
- You are responsible for the loss, damage, or theft of College property in your assigned areas.
- Theft will result in the loss of campus living privileges, possible expulsion from EAC, and possible legal actions taken against you.
- Roller blades, skateboards, and bicycles cannot be used on campus sidewalks or in any building on campus.
- Microwaves are NOT allowed in any residence hall room. Microwaves are provided in common areas of the hall for resident use.

The College reserves the right to inspect rooms for cleanliness, safety, repairs, and/or compliance with policies and rules at any time.

*\*For a comprehensive list of Residence Hall regulations and policy, a copy of the Residence Life Handbook can be found online on EAC's website at [www.eac.edu/campus\\_life/housing/residencelifehandbook.pdf](http://www.eac.edu/campus_life/housing/residencelifehandbook.pdf)*

### Residence Hall Cost Information for 2017-2018

- The refundable \$150 Reservation Deposit must be submitted with this application. This deposit is NOT covered by scholarships or financial aid.
- Room and Board costs must be paid prior to the first day of Hall Check-In at the beginning of each semester or your room reservation will be cancelled. 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 2017</i>	<i>Spring 2018</i>
Traditional Halls—		
Mark Allen and Nellie Lee	\$1,535	\$1,040
Residence Towers	<u>\$2,055</u>	<u>\$1,365</u>
<i>Cost difference for Residence Towers</i>	<b>\$520</b>	<b>\$325</b>

- Room scholarship recipients who are assigned to Residence Towers must pay the additional cost for the Residence Towers before checking in. It is not included in the room scholarship.

### Board Cost Information for 2017-2018

- All residential students are required to purchase a meal plan. A Cafeteria Meal Plan ticket serves as a pass to allow you to eat 10, 14, or 19 meals per week with “unlimited seconds.” Unused meals do not carry over to subsequent mealtimes, days, or weeks.

#### *Cafeteria Meal Plans (Please indicate your preference):*

Plan A—19 meals per week \$2,010 per semester  
 Plan B—14 meals per week \$1,865 per semester  
 Plan C—10 meals per week \$1,765 per semester

- If you are participating in summer placement testing, you may visit the Housing Office located in 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 that semester.

PLEASE RETAIN THIS SHEET FOR YOUR INFORMATION!



# Residence Hall Application and License Agreement

Use this form to apply for Eastern Arizona College Thatcher 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 online at [www.eac.edu/campus\\_life/housing/formchoice.shtml](http://www.eac.edu/campus_life/housing/formchoice.shtml)

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  Football  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 automatically 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.shtml](http://www.eac.edu/campus_life/housing/h_optcost.shtml) for room descriptions.

Please indicate your EAC Residence Hall preference:

**TRADITIONAL HALLS** (Microwaves are NOT allowed.)

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

**RESIDENCE TOWERS COMMUNITIES** (A refrigerator is supplied in each community; microwaves are not allowed.)

- Male Residence Towers Community  Female Residence Towers Community

## Roommate Preference(s)

If you list specific people, they must complete the application process and be on the Housing Assignment List before they can be considered as your roommate. Please indicate your roommate preference below (list up to 3 for Residence Towers):

\_\_\_\_\_  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 2017-2018**

*(Prices subject to change. For most current costs go to www.eac.edu)*

- The refundable \$150 Reservation Deposit must be submitted with this application. This deposit is NOT covered by scholarships or financial aid. Application is “not active” without submission of deposit.
- Room and Board costs must be paid by the first day of Hall Check-In at the beginning of each semester or your room reservation will be cancelled. 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 2017</i>	<i>Spring 2018</i>
Traditional Halls—Mark Allen and Nellie Lee	\$1,535	\$1,040
Residence Towers	<u>\$2,055</u>	<u>\$1,365</u>
<i>Cost Difference Between Traditional and Towers</i>	<i>\$ 520</i>	<i>\$ 325</i>

- I am receiving a room scholarship to live in a Traditional Hall as indicated on the reverse side of this form.  
I will pay the difference in cost to live in Residence Towers, if assigned.

**EAC Board Cost Information for 2017-2018**

- **All residential students are required to purchase a meal plan.** A Cafeteria Meal Plan ticket serves as a pass to allow you to eat 10, 14, or 19 meals per week with “unlimited seconds.” Unused meals do not carry over to subsequent mealtimes, days, or weeks.

*Cafeteria Meal Plans for 2016-2017 (Please indicate your preference):*

- Plan A—19 meals per week      \$2,010 per semester
- Plan B—14 meals per week      \$1,865 per semester
- Plan C—10 meals per week      \$1,765 per semester

**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*