



WALLACE STATE

HOUSING AND MEAL PLAN APPLICATION

Please return this form to apply for college housing and meal plans. Complete the form, sign in ink, and return to: Wallace State Community College, Attn: Cashier, P O Box 2000, Hanceville, AL 35077-2000. Keep a copy of this form for your records. A \$200 room deposit is required when you apply for housing. Please enclose a check with your housing application form. Submission of this application is not a dorm space guarantee.

Applying for: Year ____ Fall ____ Spring ____ Summer ____

Form with fields: Last name, First Name, Middle Initial, Address, City, State, Zip, Student Number, Date of Birth, Gender, Major, Cell Phone, Parent/Emergency Phone, Roommate Preference/Sport

- Residence options: New resident, Returning resident, Women's Dorm, Men's Dorm

Housing costs per semester (check box that applies):

- Housing cost options: \$1,400.00 Double Occupancy, \$2,800.00 Single Occupancy, \$1,075.00 Summer, \$2,150.00 Summer

Applicants admitted to the dorms after the 2nd week of classes will be charged a prorated dorm rental rate based on the number of days in the semester.

Optional meal plan costs per semester (check box that applies):

- Meal plan options: \$850.00 Plan A, \$1,050.00 Plan B, \$500.00 Summer, \$600.00 Summer, I do not wish to request a meal plan

Applicants joining the meal plan after the 2nd week of classes will be charged a prorated rate based on the number of days in the semester.

I have read and understand the terms and conditions of residence hall living as outlined in this document and agree to abide by these terms and conditions as well as all residence hall rules and regulations. I also understand that failure to comply with these conditions could lead to disciplinary action and/or eviction from the residence halls. All Costs are subject to change. I give my permission to take the rent amount due along with any optional meal plan charges from my financial aid: Grant, Loan or Scholarship. If the amount is not enough to cover all charges, I will pay the balance before entering the dorms.

Student Signature _____ Date _____

For internal purposes only – do not write below this line

Form for tracking dorm deposit and rent: Dorm Deposit \$, Date Paid, Receipt Number, Initials, Dorm Rent \$, Date Charged, Date Paid, Room, Initials, Dorm Deposit Refund \$, Date Requested, Initials

Residence Hall Program: General Policy

Wallace State Community College Residence Hall policy is based on the theory that students have the right to expect a quiet, clean, safe atmosphere in which to live. All students residing in on-campus housing are expected to adhere to this policy.

The administration of Wallace State Community College realizes that not all individuals can adjust to group living. For this reason and to safeguard the rights and privileges of the majority of the students, the College reserves the right to dismiss any student from the residence halls when such action is considered advisable.

I. Terms and Conditions of Residence Hall Living

- A. Students must be registered in a Wallace State Community College educational program to be eligible for campus housing. Students must maintain full-time status (typically 12 hours per semester) in order to reside in the dorms.
- B. Room rental charges and meal plan charges are billed on a semester basis.
- C. Full payment or proof of deferment status for room and meal plan fees must be received in advance of occupancy. Students will have a hold placed on their records if any outstanding financial obligations to the college are not met.
- D. Campus housing is assigned on a first come, first serve basis. Your position on the applicant list is based upon the date that your application and deposit are received by the cashier's office.
- E. Returning dorm resident's applications are due by April 1 for the upcoming academic year that will begin in August.
- F. Residents agree to become aware of and observe all published rules affecting his/her status with the college. Specifically those published in the Wallace State Community College Student Handbook and the Residence Halls Rules and Regulations.

II. Responsibilities

A. Students are responsible for:

1. The care and cleaning of assigned rooms and surrounding areas.
2. Maintaining health and safety standards.
3. Abiding by all state and federal laws; college and residence hall policies.
4. Providing emergency contact information.

B. Insurance: Wallace State shall not be liable either directly or indirectly for any loss or damage caused by insufficient heat, irregular electrical current, flooding, fire, storm damage, or theft to any article of property belonging to residence hall occupants wherever situated. Therefore, students are strongly advised to carry personal property insurance.

III. Assignment/Reassignment to Residence Halls

- A. Campus housing is assigned on a first come, first serve basis. Your position on the applicant list is based upon the date that your application and deposit are received by the cashier's office.
- B. Room changes within or between halls are allowed only with the approval of the Housing Office.
- C. Wallace State reserves the right to:
 1. The director of campus housing has the ability to reassign or terminate a resident's housing based on, but not limited to, Residence Hall Rules and Regulations.
 2. Assign and reassign rooms at the sole discretion of the Director of Housing and to terminate such assignment.
 3. Enter a room to conduct health and safety inspections.
 4. Contact parents or guardians in case of emergency or serious incident.

IV. Break Periods

- A. Although residence hall occupancy is for the academic year, it shall be expressly understood that semester breaks are not included, with some exceptions. The Housing Office is not responsible for housing students during break periods; students must vacate halls at the conclusion of each semester according to the campus class schedule.
- B. Exceptions to this policy may be possible at the discretion of the Housing Office. Additional room charges may apply for residents wishing to remain on campus during break periods.

V. Financial Responsibilities

- A. Fees: All room and meal plan fees are payable on a semester basis. Rent for new residents must be paid before moving into the dorms. Dorm rent and meal plan fees for all students must be paid according to the fee schedule published in the class schedule each semester.

B. Withdrawal and Refund Policies

1. **Withdrawal Date:** Students who withdraw from the dorms or the meal plan must notify the housing office. The official withdrawal date is the date that all belongings have been removed from the room and all keys have been returned to the housing office.
2. **Returning Students:** Students who have reserved a room for the upcoming semester/year but decide not to return must notify the housing office by the following dates or additional fees may apply:
 - November 1-If you plan to move out at the end of the Fall semester.
 - April 1-If you plan to move out at the end of the Spring semester.
 - July 1-If you have applied for the upcoming academic year but wish to reverse that decision.
3. **Refunds:**
 - Refunds for dorm rent and meal plan fees follow the same schedule as tuition refunds. The refund dates and percentages can be found in the Tuition & Fees section of the schedule that is published for each semester.
 - Room deposit refunds: Students who have not yet moved into a dorm room and have decided not to live in the dorms may request a refund of the \$200.00 deposit by contacting the Housing Office. Students who have already moved into a dorm room may request a refund of the \$200.00 deposit after following the check-out procedure below. When the refund is processed, the funds will be used to pay any remaining balance on the student account before funds are returned directly to the student.

C. Check-Out Procedure

1. Remove all personal belongings and clean room.
2. Return all key fobs and keys to the Housing Office.
3. Complete a dorm deposit refund request at the Housing Office.
4. Failure to return all keys, clean your room or damage your room will result in additional damage fees deducted from your room deposit.

VI. Room Inspections

Room inspections are performed before, during and at the termination of occupancy. Please be prepared for room inspections at any time.

VII. Meal Plan Information

Meals are available on campus Monday thru Thursday while classes are in session. You must have a photo I.D. available to receive your meal. Meals will not be served on days that campus is closed. Café employees maintain records of all meals consumed. If you are unable to use a meal on a particular day you can request the missed meal on a following day.

Housing Office Contact Information:

Phone: 256-352-8156 Email: housing@wallacestate.edu

The Housing Office is located inside the Wallace State Bookstore.