



2010-2011 HOUSING LICENSE AGREEMENT and CONTRACT TERMS AND CONDITIONS OF RESIDENCE

(Please **read** prior to signing the contract, and **keep** for your reference)

This Housing License Agreement is incorporated in and is binding as part of the 2010-2011 Northwest College Residence Contract. In accepting assignment to a residence hall or apartment the student agrees to live in college housing for the remainder of the semester, to participate in one of the designated meal plans, and to comply with the terms and conditions of residence incorporated into this License Agreement. Parent or legal guardian signature is required on the Residence Contract if the student is under 18 years of age at the time of signing.

The college agrees to furnish to the student a housing space in accordance with the terms of this contract. The parties to this contract do not intend that an estate, a tenancy, or any other interest in property should pass from the college to the student, nor is it intended that a usufruct¹ be granted to the student. Instead, it is the intention of the parties that the relationship between the college and the student be that of licensor and licensee and that the sole right of the student to use his/her assigned room as a living unit shall be based upon the license granted in this contract.

In the sole discretion of the college, upon any violation of this license agreement, college housing policies, college regulations, or other applicable law, or if, in the college's sole discretion, the health, safety or general well being of the resident or others is threatened in any way, the resident may be provided with the opportunity to remedy the violation, may be immediately evicted and/or may be referred for disciplinary action. In the event that a resident is provided the opportunity to remedy the violation and fails to do so to the college's satisfaction and within a reasonable time period, the resident may be immediately evicted and /or referred for disciplinary action.

1 A usufruct is a right to enjoy something that belongs to someone else.

1. ROOM AND BOARD GUIDELINES

Students under the age of 21 and enrolled in 9 or more credit hours are required to live in college residence halls their first two semesters.

Exceptions are:

Freshmen age 21, or over;

Freshmen who are married or are single parents with custody of child(ren);

Freshmen who are living with parents or legal guardian full time;

other exceptions must be approved by the Director of Residence and Campus Life

Priority for college housing is given to students enrolled for a minimum of 9 credit hours each semester. Part-time students are eligible to live in the Residence Halls as space permits. Dropping to part-time status from full-time status does NOT automatically cancel a housing contract.

Proof of MMR immunization is required prior to registration. For details call the Enrollment Services Office at extension 6101.

Because we anticipate 100% occupancy for fall semester, a resident student contracts for a space in a residence hall, but not for a specific room or roommate assignment. The College reserves the right to:

1. assign roommates unilaterally,
2. consolidate students who are without roommates,
3. use a room when it is not occupied,
4. assign single rooms at an additional cost,
5. reassign students to different rooms or residence halls in the event such reassignments are determined necessary.

Northwest College also requires that all students living on campus participate in one of the following Meal Plans. STUDENTS MAY CHANGE FROM ONE MEAL PLAN TO ANOTHER DURING THE FIRST FIVE CLASS DAYS ONLY. Flex Bucks, which may be used in the Dining Hall or the 7th Street Grille, are nonrefundable and must be used within the semester purchased. Students must present their IDs to receive service.

- Traditional 19 (7 day) ➤ Flex 15 (7 day) ➤ Traditional 10 (5 day) ➤ Flex 6 (5 day)
- Traditional 5 (5 day): Must be a sophomore; 21 years or older; from Park County, Wyoming; or from Burlington, Byron, Cowley, Deaver, Emblem, Frannie, Lovell, or Otto to be eligible

Under no circumstances may a student sell, transfer, or sublet his/her contract to any other person, including another student.

2. HOUSING PAYMENT

A. All student accounts must be paid in full by the end of regular business hours on each semester's registration day. Failure to pay room and board charges by the designated time will result in room and board privileges being suspended until payment is made and/or result in dismissal from the residence halls (**See section 5-R**).

HOUSING DEPOSIT

B. Northwest College requires a \$125.00 Housing deposit to reserve a space in the residence halls. Upon check-in \$100.00 serves as a damage/contract breakage deposit and is refundable; \$25.00 of the housing deposit is a nonrefundable processing fee. Simpson Hall requires a \$225.00 deposit. Upon check-in \$200.00 serves as a damage/contract breakage deposit and is refundable; \$25.00 of the housing deposit is a nonrefundable processing fee.

DEPOSIT REFUNDS

- C. The Housing/Damage deposit will be refunded under the following conditions:
1. Cancellation of housing contract or application prior to August 1 for Fall Semester and December 15 for Spring Semester. **All cancellations must be in writing** and addressed to Northwest College, Housing Coordinator, 231 West Sixth St., Powell, WY 82435.
 2. If a student is denied admission by the College.

3. When a student successfully completes this contractual obligation and the check-out paperwork with Residence Life staff, and if no damage charges are assessed, the deposit will be returned in full. If charges are assessed, a proportional part of the deposit will be returned. There is a \$20.00 charge if you fail to officially check-out with your Hall Staff and a \$100.00 room key and \$40.00 mail box key charge if you don't turn your keys in. Damage, cleaning charges, or outstanding debts owed to the college may also be assessed. Please refer to the Simpson Hall Key/Access Card Contract (if applicable) for charges assessed for key/lock/access card replacement.

The deposit will be refunded by mail, 60-90 days after fulfillment of the above conditions.

3. **AGREEMENT PERIOD**

- A. The residence halls will be open to receive new and continuing students at 9:00 a.m. on Thursday, August 19, 2010. Students may not occupy or leave personal belongings in any student room or hall before this time unless they are participating in a college scheduled program, have prior approval from the Residence Life Office, and pay an additional fee.
- B. Residence halls and dining facilities are closed during Winter Holiday. Rooms must be vacated by 10:00 a.m., Friday, December 17, 2010 and will reopen at 9:00 a.m., Thursday, January 13, 2011. For Spring Break, rooms must be vacated by 10:00 a.m., Saturday, March 12, 2011 and will reopen at 9:00 a.m., Sunday, March 20, 2011. Halls close for the summer break at noon, Sunday, May 15, 2011. Contact the Residence Life Office for information on summer housing.
- C. Residence halls will remain open for Fall Recess and Thanksgiving Break. Meals are not provided during Thanksgiving Break. Brunch and dinner are served during Fall Recess. No guest registration during breaks.
- D. **Break Emergency Housing:** The Residence Hall/Food Service Contract does not include housing during the Winter or Spring Break periods. However, lodging in an assigned hall may be available for certain extenuating circumstances at an additional cost (contact the Housing Office for details).
- E. Northwest College reserves the right to send housing/residential life correspondence to your home address.

4. **TERMINATION OF CONTRACT**

This contract remains in effect until the end of the contract period, but may be terminated under the following conditions:

- A. If a student violates the terms of this contract, College regulations, local, state, or federal laws, the College reserves the right to cancel the contract with no refund of room & board payment; or
- B. If the residency requirement is waived by the Residence Life Office prior to commencement of the contract period (see section 5-F in Terms and Conditions of Occupancy, below); or
- C. If, during the contract period, a student who is 21 years of age or older, or of sophomore status, and has a signed residence contract on file at the Residence Life Office, applies for and is granted a residence contract buyout. (**See section 5-T in Terms and Conditions of Occupancy**).

5. **TERMS & CONDITIONS OF OCCUPANCY**

College Policies: It is the student's responsibility to become familiar with College regulations, including, but not limited to, those in this License Agreement and Contract, the Residence Hall Policy Guide and Owner's Manual, the College Catalog, the Student Handbook, and other rules and regulations promulgated by Residence Life. Students not abiding by College policies and regulations are subject to disciplinary review. Failure to identify yourself by NWC identification will result in disciplinary action. Any violations of policy during finals week will result in dismissal from the hall pending a review.

- A. **Alcohol and Drugs:** The use or possession of alcoholic beverages or drugs and intoxicated behavior is prohibited on campus and in the residence halls. (**See Residence Hall Policy Guide and Owner's Manual for comprehensive alcohol and drug policy.**) Alcohol bottle/can collections are prohibited in rooms/apartments.
- B. **Furnishings and Responsibility for Institutional Property:** Rooms are furnished with two twin beds with mattresses, study desks with chairs, bookshelves, wardrobes, an overhead light, a wastebasket, mirror and curtains. All twin beds are standard size except for those in the male wings of Lewis and Clark Hall and all of Simpson Hall. Simpson Hall suites include extra long beds, couches, chairs, refrigerator and coffee tables. Students must provide their own study lamps, telephones, linens, rugs, and other furnishings. (**Refer to section 5-L for prohibited possessions.**) Laundry facilities are available in all residence halls. There are a limited number of extra long beds and loft kits available, contact your Resident Director for more information.

College furnishings may not be removed from students' rooms nor moved from one hall to another without permission from the Resident Director. No furniture from lounges may be moved to students' rooms. Penalties for moving such furnishings may include fines and/or disciplinary proceedings. Upon moving in, each student is required to sign a room condition report indicating receipt of the room key and conditions of room and furnishings. Students terminating residency **must** clear their departure with the Resident Director **before** checking out. Upon checkout, the occupant(s) of the room will be charged if inspection by College staff reveals damage or uncleanliness beyond normal wear to the room and/or its furnishings. At any time, if individual responsibility for damage, loss, or defacement cannot be determined, charges may be assessed equally to floor residents for damage to their floor facilities or to all hall residents for damage to hall facilities. **Personal property left behind by residents following checkout and contract termination is considered abandoned.** The resident shall be charged for any costs incurred by moving or removing property from their room or college parking lots.

1. **Vandalism / Property Damage**
Theft of, damage to, misuse of, or unauthorized possession of property of the College, other public property, or personal property of another could result in dismissal from the residence halls. All damages, vandalism either purposefully or through negligence, will be charged to the student(s) involved.
- C. **Visitation Policy and Overnight Guest Policies:** See Complete policies in the Residence Life Policy Guide and Owner's Manual.
- D. **Keys:** Keys will be issued at the beginning of the year at no charge. Students must promptly return the keys whenever their contract is terminated or they change rooms during the academic year. If a room key is lost and the student promptly reports the loss to a Residence Life staff member, a new key will be issued for a replacement fee. Room or entrance keys may not be duplicated or given to other students. A student who illegally possesses, uses, or duplicates a College key will be subject to disciplinary action. **You should lock your door whenever you are sleeping or leave your room, even if just for a short period of time.**

- E. **Mail:** In all halls, except Ashley and Simpson, students will share mailboxes with roommates. Mail is put in boxes daily, Monday-Friday. Your mailing address will be sent to you along with your room placement letter.
- F. **Off Campus Requests: Students qualified to live off-campus (as listed in Section 1 of this guide), but who signed a NWC housing contract and moved into a hall,** must seek approval from the Residence Life Office in order to move off-campus. (See Section 5-T, Room and Board Buyout and Refunds for more information).

Students who have special needs that cannot be met in the residence halls (and who do not qualify under the exemptions for living off-campus listed in section 1 of this Guide) may apply to the Residence Life Office to request a waiver of NWC's residency requirement. Because the College is committed to the role of residential living as an integral part of the student's educational experience, **such waivers will be granted only in cases of exceptional needs.** Students requesting waivers must pick up a copy of the **RESIDENCY REQUIREMENT WAIVER FORM** from the Housing Office. Letters of application should explain in detail the reasons for the request and be accompanied by extensive documentation and verification of the circumstances cited.
- G. **Notices:** Any announcement from the College which is delivered personally, posted on your room door or in your hall, or mailed to your hall box number is considered sufficient notice as required by law.
- H. **Parking Regulations:** All students are allowed to have vehicles on campus provided they're registered. Residents in residence halls must register their cars at the time of check-in. Each of the Residence Halls and Trapper Village have designated parking lots for residents. Cars/trucks illegally parked in handicapped spaces, nondesignated hall parking lots, fire lanes, or designated "No Parking" spaces are subject to being ticketed and/or towed at owner's expense. The college does not provide outlets to plug in vehicles.
- i. **Personal Property:** The College will make every reasonable effort to protect the personal property of residents, but will not be liable for articles lost, stolen, or damaged by fire, water, heat, and/or other natural disasters. **(STUDENTS SHOULD RECORD THE MAKE, MODEL AND SERIAL NUMBERS OF IMPORTANT ITEMS AND CONSIDER THE PURCHASE OF INSURANCE TO COVER LOSS OF OR DAMAGE TO PERSONAL PROPERTY OR THE EXTENSION OF PARENTS INSURANCE FOR THIS PURPOSE.)** Items in storage may need to be moved to other areas. When storing goods in College space, students assume the risk of loss or damage. NWC will not be responsible for damages due to power surges caused by individual room overloads. Students must provide their own U.L. approved fuse-type multi-plug surge protector.
- J. **Pets:** Fish are the only pets allowed in student rooms. **There is a 30-gallon limitation on tank size. ALL OTHER PETS ARE NOT ALLOWED IN RESIDENCE HALLS.** A \$300.00 fine will be billed to the resident(s) violating this policy. Repeat violations could result in dismissal.
- K. **Permitted Possessions:** Small Microwave ovens, computers, hairdryers, irons, heating pads, sewing machines, coffee pots, air popcorn poppers with automatic heat control in good condition and refrigerators (less than 5 cubic feet), are permitted. Christmas lights are allowed in windows only. Please unplug items when not in use.
- L. **Prohibited Possessions:** The following items are prohibited in student rooms: space heaters, halogen/sun lamps, exterior antennas, waterbeds, alcohol bottle collections, live Christmas trees, ham radio sets, firearms — including antique weapons (proper storage for hunting and target pieces is provided), firecrackers or other explosives and other dangerous weapons (including, but not limited to, large knives and swords), hot plates, and other open element cooking or heating appliances (for example: fry pans, George Foreman type grills). No open flames allowed (candles, incense, etc.). Prohibited items will be confiscated by the hall staff. **NO SMOKING ALLOWED IN RESIDENCE HALLS.** (A \$50.00 fine per smoking violation.) **Wireless routers, hubs, etc. are strictly prohibited.**
- M. **Quiet Hours:** Quiet hours will be observed in the residence halls from 11:00 p.m. to 9:00 a.m., daily. Individual wings or halls may choose to extend quiet hours in a particular living area, but they may not reduce them. Friday/Saturday quiet hours are subject to change based on an all-hall vote held during the fall semester.
- N. **Residence Hall Staff:** Each hall has a Resident Director and/or Resident Assistants to provide programs and to be available for residents' needs. Each hall has the ability to elect a Hall Council made up of student representatives.
- O. **Right of Privacy:** Students are guaranteed the reasonable privacy of their room and belongings. However, under specific guidelines rooms may be entered and inspected by NWC staff members. These guidelines include, but are not limited to, cases of emergency, need for repairs, health and safety inspections, and when reasonable suspicion exists to indicate that a violation of College regulations, federal, state or local laws may be taking place in the room.
- P. **Room Alterations:** Occupants are not allowed to paint, alter, or remodel any student room or public area in the residence hall without prior approval from Residence Life. Damages will be assessed to the residents concerned.
- Q. **Room Dimensions:** Lewis & Clark Hall rooms are 11'8"x16'. Cody Hall and Ashley Hall rooms are 13'11"x13'2", and Colter Hall rooms are 14'10"x11'5". Small Singles in Lewis & Clark Hall are 7'x12'. Suite singles in Simpson Hall vary in dimensions.
- R. **Room and Board Payment: A student's registration for classes indicates that the student understands and agrees to accept the responsibility for and legal obligation to pay all costs incurred or to be incurred for the student's education.** Such costs include, but are not limited to, tuition and general fees, room and board, fees required for certain specialized courses, and other special fees which may be assessed from time to time. Although the student's parents or legal guardian may serve as co-signer with the student, the student remains primarily responsible and legally obligated to Northwest.

The College, in turn, agrees to make available to the student certain educational programs and the use of certain College facilities, as applicable and described in the Catalog. A student's failure to pay college bills shall release the college from any obligation to continue to provide the applicable educational benefits and services. Such benefits and services include, but are not limited to: grade reports, transcripts of records, diplomas, letters of recommendation, preregistrations, admittance to classes, housing in the residence hall, meal plans, and the use of college facilities.

- S. **Room Changes:** All room changes must be coordinated through the Resident Director. Change can be made seven days after the semester begins.
- T. **Room and Board Buyout and Refunds:** Any student planning to live off-campus during the spring semester (those eligible or approved) must vacate their room and remove all of their belongings by the last day of the fall semester. Failure to do so will be considered an improper checkout and result in the loss of the housing deposit and a \$5.00 per day charge for each day the belongings remain in the room or in storage. There are no room and board refunds for students dismissed from the residence halls.
- Buyout:** Non-freshmen, or those exempt from the requirements to live on campus, may choose to terminate this contract by paying 100% of the remaining financial obligation of the room and board charges. The entire deposit is forfeited.
- Students completely withdrawing from the College will be refunded subject to the institution's refund policy. (See the Business Office.)**
- U. **Safety and Security:** All the halls are locked 24 hours a day. Resident's keys and/or access cards will let them into their room and building. An annual Safety and Security Report detailing safety and security procedures, and crime statistics is available from the Residence Life Office. The college also provides a full-time Campus Safety and Security Officer located in the DeWitt Student Center. For safety and damage reasons, removal of window screens is prohibited.
- Fire Safety Equipment, Evacuation, and False Alarms:** Tampering, damaging, or misusing of fire safety equipment, alarms, extinguishers, exit signs, and smoke detectors is not permitted. Failure to evacuate is prohibited (\$100.00 fine and possible dismissal from the residence halls). Falsely reporting, setting, or causing a false alarm is not permitted (**see Residence Hall Policy Guide and Owner's Manual for sanctions**). Any tampering or vandalism to fire sprinkler equipment and/or smoke alarms will result in a \$500.00 fine and all cost of damages will be charged to the resident(s) responsible.
- V. **Sexual Assault:** Rape, sexual assault, and sexual abuse, whether committed by a stranger, friend, or steady dating partner, are criminal offenses subject to prosecution under the law. (**Please see the Sexual Assault/Rape Policy in the Student Handbook for complete policy guidelines.**)
- W. **Single Rooms:** A limited number of Small Singles and Simpson Hall Singles are available. The single room process gives priority to medical needs and to returning sophomore students. A new student may get on the Room Change/Single List through his/her Resident Director once the halls have opened for the semester. At that point, the Resident Director will assign available small singles, super singles, and Simpson Singles using the Room Change/Single List. **There is an additional charge for small or super singles and Simpson Hall suite-singles. See License Agreement and Contract.**
- X. **Telephone Jack/Cable T.V. Hook-up/Internet connection:** A telephone line is furnished in each residence hall room and can be activated once the student has registered with the Hall Staff. Students must provide their own telephone. Students will be billed by NWC for any necessary repairs due to tampering or improper use. Local calls are free. A long distance calling card is required to make long distance calls. Cable T.V. hook-up, voice mail, and Internet connection is provided to student rooms at no additional charge. Although wireless internet is available in each hall lobby (with wireless card and configuration by NWC Computing Services), **wireless routers, hubs, etc. are strictly prohibited.**
- Y. **Weapons:** The possession, use, or sale of weapons, ammunition, combustibles, fireworks, explosive devices or any other substance or device designed to harm or incapacitate is prohibited on campus. "Weapons" are defined as revolvers, pistols, paintball and air-soft guns, BB guns, pellet guns, stun guns, chemical weapons, knives over 8 inches in length, slingshots, bows and arrows, martial arts weapons, and other materials that can be used to intimidate, threaten, or be an endangerment to self or others are prohibited. Toy weapons that look like real weapons are similarly prohibited on campus. Proper storage for approved weapons is provided and all weapons must be checked in at the front desk every time they are brought into the halls. **Failure to properly check in weapons will result in immediate dismissal from the residence halls. Please refer to the Residence Hall Policy Guide and Owner's Manual for the complete weapon/explosives policy.**

NOTE: Please refer to the Residence Hall Policy Guide and Owner's Manual for additional information.

Northwest College does not discriminate on the basis of age, sex, race, religion, sexual orientation, national origin, disability, or veteran status in its programs and activities. We are an Equal Opportunity Employer and Institution (EOE/EOI). Inquiries concerning Title VI, Title IX, Section 504, and ADA should be directed to the NWC Compliance Officer, Vice President for Administrative Services, 231 West Sixth Street, Powell, WY 82435-1895, 307.754.6404, or the Office of Civil Rights, U.S. Department of Education, Federal Building, 1244 Speer Blvd. #310, Denver, CO 80204-3582 – Telephone: 303.844.5695 FAX: 303.844.4303; TDD: 303.844.3417; E-mail: OCR_Denver@ed.gov.

FOR OFFICE USE ONLY	
Date Deposit Received	Amount
Check Number	Student Number

Residence License Agreement and Contract

PLEASE COMPLETE THE FOLLOWING:

NAME: _____ BIRTHDATE: _____ SEX: Male Female
Last First Middle

ADDRESS: _____
Street or P.O. Town State Zip

YOUR CELL PHONE: _____ HOME PHONE: _____

PARENT'S NAME: _____
Last First Middle

ADDRESS: _____
Street or P.O. Town State Zip

DESIRED ENTRANCE: Fall Semester Spring Semester

DO YOU HAVE A DISABILITY THAT NEEDS TO BE CONSIDERED? If yes, please explain _____
Residents with accessibility needs please notify the Housing Office as soon as possible.

HAVE YOU EVER BEEN CONVICTED OR GIVEN A DEFERRED PROSECUTION FOR ANY SEXUAL OFFENSES? Yes No
Northwest College may request additional information including, but not limited to, juvenile criminal history information.

RESIDENCE HALL FEES BREAKDOWN / PER SEMESTER

- \$100.00 REFUNDABLE RESERVATION / DAMAGE DEPOSIT and**
\$25.00 NONREFUNDABLE PROCESSING FEE \$ 125.00 **Must be sent with contract.**
- \$200.00 REFUNDABLE RESERVATION / DAMAGE DEPOSIT (Simpson Hall only) and**
\$25.00 NONREFUNDABLE PROCESSING FEE \$ 225.00 **Must be sent with contract.**

RESIDENCE CHOICES

- Standard Double Room Rent \$ 945.00
- Small Single Room (in Lewis & Clark Hall) \$ 1,080.00
- Simpson Hall Single \$ 1,410.00

[Super Single rooms are assigned depending upon availability after each semester begins.]
 [The cost is \$1300.00 per semester. See Section 5-W.]

DINING HALL / 7th STREET GRILLE MEAL PLANS* (Please check ONE)

- Flex 15 Meal Plan (Choose 15 meals weekly/weekends in Dining Hall and \$150.00 Flex Bucks**) \$ 1,156.00
- Traditional 19 Meal Plan (All 19 meals per week/weekends in Dining Hall and \$50.00 Flex Bucks**) \$ 1,156.00
- Traditional 10 Meal Plan (Any 10 meals Monday–Friday, No weekends in Dining Hall and \$50.00 Flex Bucks**) .. \$ 947.00
- Flex 6 Meal Plan (Choose any 6 meals Monday–Friday in Dining Hall and \$100.00 Flex Bucks**) \$ 947.00
- Traditional 5 Meal Plan (Any 5 meals Monday–Friday, No weekends in Dining Hall and \$50.00 Flex Bucks**) \$ 728.00

See Housing License Agreement and Contract for eligibility.

* If you do not choose a meal plan you will be assigned the Flex 15 Meal Plan. Dining Hall Policies available at time of check-in.

** Flex Bucks may be used in the Dining Hall or the 7th Street Grille, are nonrefundable, and must be used within the semester purchased.

OCCUPANCY AGREEMENT

I understand this License Agreement covers the period from 9:00 a.m. on Thursday, August 19, 2010 for all new and continuing students to 10 a.m., Friday, December 17, 2010 and when renewed, from 9:00 a.m. on Thursday, January 13, 2011 to noon on Sunday, May 15, 2011 and is binding for the entire semester (See Section 5-T). I agree to abide by the regulations of the College, and to comply with the terms and conditions of occupancy as stated in the **NORTHWEST COLLEGE STUDENT HANDBOOK, COLLEGE CATALOG, RESIDENCE HALL POLICY GUIDE AND OWNER'S MANUAL** and this **HOUSING LICENSE AGREEMENT AND CONTRACT**. Failure to abide by this License Agreement and Contract is cause for action by the College. **I also understand this License Agreement and Contract will be renewed automatically for Spring Semester unless an intent form indicating otherwise is submitted to the Housing Office by December 15, 2010. Northwest College reserves the right to deny residence hall admission for any student convicted or given a deferred prosecution for any sexual offenses.**

Date Student's Signature Parent's Signature (If student is under 18)

If you enclose payment with your contract you will avoid waiting in line when arriving on campus. The Business Office is open during summer months. Advance payments are welcome. The above costs are subject to change. Northwest College reserves the right to send housing/residential life correspondence to your home address.

Living Preference Worksheet

Not sure which hall is for you? By completing this worksheet you'll help us find your best fit. Work through the different hall options and keep in mind your academic goals and personal interests.

Section 1 - Room and Hall selection

ASHLEY HALL

- ⊙ Agriculture/Equine
- ⊙ Outdoor Adventure & Recreation
- ⊙ General Interest

CODY HALL

- ⊙ Agriculture/Equine
- ⊙ Entertainment (ANIME, GAMERS, ETC.)
- ⊙ General Interest

COLTER HALL

- ⊙ General Interest

LEWIS & CLARK HALL

- ⊙ Creative Arts (PHOTO, GRAPHICS, ART, WRITING)
- ⊙ Music, Forensics, & Peer Theatre
- ⊙ General Interest
- ⊙ Standard Visitation Wing (males only)
(See section 5-C of Housing License)

SIMPSON HALL - COED Wings

- ⊙ Four bedroom suite-style single rooms with bathroom/living room/kitchenette
- ⊙ Successful completion of 24 credit hours with a cumulative GPA of 2.0 or higher
- ⊙ Lived in NWC residence halls a minimum of one academic year or approval from the Housing Office
- ⊙ Review of your NWC discipline record prior to approval

SIMPSON HALL - All Female Wings

- ⊙ Four bedroom suite-style single rooms with bathroom/living room/kitchenette
- ⊙ Standard Visitation Wing
(See section 5-C of Housing License)



After targeting your options, we need to know what your first, second, and third hall preferences are along with the room type (single/double).

Hall Preference _____

Hall / Room Type*
(First choice)

Hall / Room Type*
(Second choice)

Hall / Room Type*
(Third choice)

* Standard Double Room, Small Single Room, or Simpson Suite

Are you requesting the Standard Visitation Wing? yes no

Limited availability in Simpson (all female wing) and Lewis and Clark Halls (See section 5-C of Housing License)

Section 2 - Roommate selection

Tell us about yourself - be sure to answer ALL 7 questions ...

Name _____ Birthdate _____ Sex: M F

Hometown _____ Academic Major _____



- 1 Do you smoke? Yes No
NO SMOKING ALLOWED IN THE RESIDENCE HALLS.



- 2 What kind of music do you prefer? _____



- 3 Are you generally a day or night person? Day (go to bed early)
 Night (go to bed late)



- 4 How do you like to keep your room? Neat Messy In between

- 5 Rank the importance of the above four factors and your hall choice.
Select each number only ONCE. 1= Most Important, 5 = Least Important.

SMOKING = _____

MUSIC = _____

DAY/NIGHT = _____

NEAT/MESSY = _____

HALL CHOICE _____

- 6 Would you like to room with an international student? Yes No Preference No

- 7 If you have a specific roommate request, please list. _____
Your intended roommate MUST also list your name on his/her worksheet to enable us to honor this request.

Please remember that we cannot guarantee room type, roommate, or hall preferences.
However, we will do our best to accommodate your request.



Thanks for taking the time to fill this worksheet out! Your next step is to send this completed form and signed contract, with your \$125 or \$225 housing deposit in the enclosed envelope back to Northwest College. This form must be completed whether you have specified a roommate or not, otherwise processing of application will be delayed. We are looking forward to seeing you at the start of the semester!