



Resident Housing and Food Service Application

Fill in your responses carefully, as they will affect your room assignment. All applications are considered incomplete and will not be processed until we have received the \$150 deposit, \$50 room cleaning fee & the signed acknowledgment form found at www.milescc.edu/CampusServices/ResidenceHall. Returning residents need only to submit the \$50 room cleaning fee.

If you have any questions, please feel free to contact the Resident Life Coordinator at: (406) 874-6442 or email at residethousing@milescc.edu

1 PERSONAL INFORMATION																		
LAST NAME (family name)	FIRST NAME (given name)	MI																
CURRENT ADDRESS																		
CITY	STATE	ZIP CODE																
COUNTRY																		
HOME PHONE NUMBER () - -	STUDENT CELL NUMBER () - -	BIRTHDATE MM/DD/YYYY																
E-MAIL ADDRESS		AGE																
GENDER <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE																		
2 TERM WHEN I WILL MOVE IN <input type="checkbox"/> FALL 20_____ <input type="checkbox"/> SPRING 20_____	6 LIVING PREFERENCE <small>Please read the descriptions of the building below and indicate you 1st, 2nd, and 3rd choices in the space provided below.</small> Room Charges per Semester <table style="width:100%; border: none;"> <tr> <td>Pioneer Hall</td> <td>Quads</td> </tr> <tr> <td>Double: \$1125</td> <td>Double: \$1550</td> </tr> <tr> <td>Single: \$1900</td> <td>Single: \$2300</td> </tr> </table>	Pioneer Hall	Quads	Double: \$1125	Double: \$1550	Single: \$1900	Single: \$2300	8 SPECIAL ACCOMODATION NEEDS? <input type="checkbox"/> Yes <input type="checkbox"/> No Please Describe: _____ _____ _____ _____ _____										
Pioneer Hall	Quads																	
Double: \$1125	Double: \$1550																	
Single: \$1900	Single: \$2300																	
3 MEAL PLAN PREFERENCE <small>(per semester - these amounts will NOT roll over)</small> Please choose one of the following: <input type="checkbox"/> Meal plan "A" \$1300 <input type="checkbox"/> Meal plan "B" \$1150 <input type="checkbox"/> Meal plan "C" \$995	<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Room Code</th> <th>Room Options</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Example: A1</td> <td>(A1) Pioneer Hall - Double</td> </tr> <tr> <td style="text-align: center;">1st</td> <td>(A2) Pioneer Hall - Single <i>(if available)</i></td> </tr> <tr> <td style="text-align: center;">2nd</td> <td>(A3) Quad - Double</td> </tr> <tr> <td style="text-align: center;">3rd</td> <td>(A4) Quad - Single <i>(if available)</i></td> </tr> <tr> <td></td> <td>(A5) Quad - Non-traditional</td> </tr> <tr> <td></td> <td>(A6) Pioneer Hall - Nursing /Quiet</td> </tr> <tr> <td></td> <td>(A7) Quad - Nursing/Quiet</td> </tr> </tbody> </table>	Room Code	Room Options	Example: A1	(A1) Pioneer Hall - Double	1st	(A2) Pioneer Hall - Single <i>(if available)</i>	2nd	(A3) Quad - Double	3rd	(A4) Quad - Single <i>(if available)</i>		(A5) Quad - Non-traditional		(A6) Pioneer Hall - Nursing /Quiet		(A7) Quad - Nursing/Quiet	9 VEHICLE INFORMATION Vehicle Make _____ Vehicle Model _____ Vehicle Color _____ State Registered In _____ License Plate # _____
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	(A7) Quad - Nursing/Quiet																	
4 ACADEMIC STATUS <input type="checkbox"/> New <input type="checkbox"/> Transfer <input type="checkbox"/> Continuing When I move in, I will be a: <input type="checkbox"/> FRESHMAN (0-30 Credits) <input type="checkbox"/> SOPHOMORE (31-59 Credits) <input type="checkbox"/> NON-TRADITIONAL STUDENT (21+ years of age)	7 ROOMMATE REQUEST ROOMMATE NAME _____ ROOMMATE'S PHONE NUMBER () - -	OFFICIAL USE DATE STAMP RECEIVE																
5 EMERGENCY CONTACT INFORMATION PARENT/GUARDIAN NAME _____ PARENT/GUARDIAN PHONE NUMBER () - -	<input type="checkbox"/> Application Complete <input type="checkbox"/> Deposit Received <input type="checkbox"/> Signed acknowledgement sheet from resident handbook found at: www.milescc.edu/CampusServices/ResidenceHall <input type="checkbox"/> Deposit Receipt # _____																	

LIFESTYLE PREFERENCES

Responses to these situations must be indicated below. **Please choose only one options under each item.** You should not expect to have similar responses on all of these situations. It is important for roommates to discuss their likes and dislikes as a means to better understand each other and to build a cooperative relationship.

DO YOU SMOKE/CHEW?

- I do not smoke
 I smoke
 I do not chew
 I chew

YOUR VIEW OF ALCOHOL USE

- I approve of its use
 It's ok, but not to excess
 I'm tolerant if not in my presence
 I do not approve of its use

AGE RANGE WHEN YOU MOVE IN

- 17-18
 19-20
 21-24
 25-29
 30 +

YOUR SLEEPING PREFERENCES

- I am a light sleeper
 I sleep with the TV or Music on
 I go to bed late/stay up late
 I get up early
 I like to sleep with the window open
 I like to sleep with a fan on
 I like to sleep with a light on

ROOM CONDITION

- I prefer the room to be cold
 I prefer the room to be warm

APPROACH TO CLEANLINESS

- Always messy
 Casually messy
 Fairly Clean/Neat
 Super Clean/Spotless

YOUR SOCIAL/STUDYING LIFESTYLE

- I will spend most of my time studying
 I would like quiet time at least part of each day
 I am a good student but like to be social
 I am very social and like to have friends over
 I study with the TV or Music on

BELIEF PREFERENCES

(Choose one)

- I have no preference
 I would like to live with someone of the same faith

(Please List)

ACADEMIC INTERESTS

(Choose One)

- Programs
 Associate of Arts
 Associate of Science
 Agriculture/Agribusiness
 Allied Health
 Automotive
 Biofuels & Energy
 Building Technology
 Business
 Education
 Equine Studies
 Heavy Equipment
 Information Technology
 Nursing
 Pre-engineering
 Undetermined

ATHLETIC PROGRAM

(please check any program that you will be part of)

- Baseball
 Basketball
 Cheerleading
 Golf
 Rodeo

OTHER PROGRAMS of INTEREST

(Choose all that apply)

- Ag Club
 Campus Ministry/Christian Fellowship
 Multi-cultural Club
 Phi Theta Kappa
 Student Ambassadors
 Student Senate

Any student who has been designated as a violent or sexual offender by a county, state or federal court and/or who is required to register as a violent or sexual offender and who is requesting housing in Pioneer Village must notify the Residence Life Office of this information on this residence hall application. This office must also be notified when a student residing in Pioneer Village is designated as a violent or sexual offender within 24 hours following such designation. The College reserves the right to review the student tenant's offender status and the potential risk to the community due to the tenant's residence in the Pioneer Village. After such review the College may deny occupancy to the tenant based on designation status. A student's failure to provide the notification required in this paragraph may also result in the student's unauthorized occupancy of College premises or other Miles Community College Student Conduct Code violations, subjecting the student to Student Conduct Code disciplinary proceedings.

*** I have been designated a violent or sexual offender (check one):**

- Yes No

PIONEER VILLAGE CODE OF CONDUCT

Miles Community College is dedicated to both personal and scholastic excellence. When you choose to live in Pioneer Village you choose to agree to our standards and expectations of our residents.

- I will practice high standards in my personal life and my scholastic life
- I will show respect to my fellow residents, staff and faculty
- I will respect other people's property
- I will not use loud or abusive language
- I will not be prejudiced against others
- I will not possess or consume alcohol or drugs in Pioneer Village; which is a free zone
- I will follow all the rules and expectations as laid out in the MCC Pioneer Village Resident Handbook

When living in Pioneer Village, I state that I will not engage in any behaviors and will discourage others from engaging in any behaviors which threaten the freedom and respect that all other Pioneer Village residents deserve.

Initial _____

PAYMENT INFORMATION

STEP ONE: Once you have completed the housing application, double-check the contents of your application and make sure it's filled out completely. Read the housing contract, date & sign. We encourage you to keep copies of all documents and checks or money orders for your records.

STEP TWO: Return the housing application with a damage deposit of \$150 and a non-refundable cleaning deposit of \$50 (\$200 total) and the acknowledgement form from the Resident Life Handbook to:

**Residence Life Office
Miles Community College
2715 Dickinson
Miles City, MT 59301**

Your Application is accompanied by (CHECK ONE): CHECK (Check No.: _____) MONEY ORDER **DO NOT MAIL CASH**
Checks and money orders can be made out to Miles Community College. If you would like to pay your deposit with a credit card, please call the MCC Business Office to make a payment over the phone.

***Miles Community College accepts all credit cards**

STEP THREE: Wait for housing confirmation and assignment information through your email.

*Returning residents need to only submit a non-refundable cleaning fee.

STUDENT HOUSING AND FOOD SERVICE CONTRACT & SIGNATURE

When students apply for Housing and Food Service in the fall, the contract will good be for one academic year. However, students may voluntarily apply for Miles Community College student housing on a semester basis. Once the reservation has been claimed by checking into Miles Community College housing, students are financially obligated for the remainder of that semester. All pricing is on a semester basis and will be assessed automatically at the beginning of each semester. Unless a change form is filled out within 2 weeks of the first day of school each semester, all requested options will stand as is, in regards to pricing and fees.

Miles Community College (MCC) requires all freshmen and students who have earned less than 30 semester credit hours to reside in the College's residence halls or are receiving a scholarship (athletic or academic) from MCC. Students are required to continue residence hall living until the student earns 30 credits. Exceptions are made for students who are married, who are single parents, who reside with immediate relatives established in the Miles City community, who are registered for 8 credits or less, or who have documented medical or mental health reasons. Other exceptions are made under special circumstances on an individual basis. Any students requesting an exception to the residency requirements must submit a letter of explanation to the Coordinator of Residence Life. All requests must be in writing, accompanied by supporting documentation. Students are not released from the residency requirements until the student receives an official notification from the Coordinator of Residence Life. Any student released and who moves over mid-semester will be assessed a \$100 cancellation fee plus the monthly prorated amount for each month I had the keys to the room.

Students not subject to the residency requirements may opt for residence hall living on a semester basis. These students who apply to live in the residence halls are required to live in the halls for the entire semester. All students living in the residence halls are also required to contract for one of the available meal plans.

MCC is pleased to provide various meal plan options for our students. Food Service is available Monday thru Friday from 7am until 8pm during the semester. All students residing in the residence halls are required to contract for one of the available meal plans. Meal plans will be automatically assessed each semester and may **not** be carried over from semester to semester or transferred to another student. No unused amount of the meal plan will be refunded. If a student leaves during the semester, charges will be documented as of the date of check-out and the student will owe that amount to the college. If it is after the 60% point in the semester, the meal plan will be considered used in full and the student will not receive a refund on the unused portion of his/her meal plan.

CANCELLATION OF RESIDENCE HALLS RESERVATION

This is my application to reside in Pioneer Village at Miles Community College. I understand that if I later decide not to attend MCC or to live off campus, I must cancel this application in writing with Residence Life. Failure to cancel this application by the stated deadline will result in forfeiture of the \$150 application fee and room cleaning fee.

- For Fall Semester, cancellations received by July 15th will receive a \$200 refund. Cancellations between July 15th and August 15th will receive a \$100 refund. There is no refund for cancellations received after August 15th. If I move out mid-semester, there will be a \$100 cancellation fee plus the monthly prorated amount for each month I had the keys to the room.
- For the spring semester, cancellations received by December 15th will receive a \$200 refund. Cancellations between December 15th and January 15th will receive a \$100 refund. There is no refund for cancellations received after January 15th. If I move out mid-semester, there will be a \$100 cancellation fee plus the monthly prorated amount for each month I had the keys to the room.

NOTE: If a student is not accepted to Miles Community College or the Housing Office is unable to fill the student's housing request, the full deposit will be refunded.

The Housing Office reserves the right to refuse housing to any student. Occupancy of Miles Community College housing is a privilege extended to the students of the College. Continuation of this privilege is dependent upon reasonable and satisfactory personal conduct and proper care of the unit to which the student is assigned. Students intending to vacate a room must notify the Housing Office at least two weeks prior to their departure. Students who do not intend to contract for Miles Community College housing the following semester have five (5) days to remove all personal possessions or they may be charged for the entire next semester.

The College reserves the right to perform maintenance functions, to determine the condition of the property, to determine when emergency conditions exist, and to determine when state and/or federal laws are being violated.

All fees for housing and food service are to be paid in full at the time of registration unless payment by installments is selected. All installment payments are to be paid by the time indicated on the Fee Installment Schedule. No reduction in housing fees are made for late arrival at the beginning of a semester, and no housing fee refund will be given for early departure at any time during the semester.

No resident will be permitted to have firearms, explosives, alcohol or illegal drugs, pets, or water beds in the residence hall. Furnishings belonging to Miles Community College cannot be taken from their assigned area. Students are responsible for leasing/buying their own refrigerators and microwave ovens if they want them in their units. The College is not responsible for theft of personal property or damage to personal articles in the event of flood, fire, wind, or natural disaster. The College shall not be liable for damages nor shall this contract be terminable if the College's performance of its obligations is necessarily curtailed or suspended due to storm, flood, or other acts of God, fire, war, rebellion, scarcity of water, insurrection, riots, strikes or other labor disputes, or due to any cause beyond the control of the College.

All residents are subject to local, state, and federal laws. Consequently, any violation of such laws could result in prosecution by local, state, and federal authorities. All rules and regulations are subject to change at the option of the College. Miles Community College reserves the right to inspect rooms at any time to ensure health and safety standards and cleanliness objectives are maintained.

By signing below, I certify that I have read and agree to abide by all terms and conditions of this contract.

Student Signature

_____/_____/_____
Month Day Year

Parent/Guardian Signature (if a student is under 18 years of age)

_____/_____/_____
Month Day Year

Fines for Offenses are as Follows

(please read the on-line Resident Handbook for more information)

1. Replace Room or Lobby Key	\$150	each Key
2. Illegal transfer of Room or Lobby Keys	\$75	each Key
3. Damaged or Removing Window Screens	\$100	(split between roommates)
4. Throwing trash from windows	\$300 to \$500	
5. Damaged Bed Frame	\$100 to \$500	
6. Damaged Mattress	\$150	
7. Stained Mattress	\$50	
8. Damaged Door	\$400 to \$700	
9. Damaged Peep Hole in Door	\$25	each resident
10. Damaged Desk	\$100	and/or replacement cost
11. Writing on Desk	\$25	
12. Damaged or missing Desk Chair	\$25	
13. Broken Wardrobe	\$100	and/or replacement cost
14. Mirror missing from Wardrobe	\$25	
15. Damaged Towel Bars	\$25	
16. Damaged Toilet Paper Holder	\$25	
17. Damaged Internet Connections	\$25	
18. Damaged or Broken Switch Plate Covers	\$25	
19. Holes in Wall	\$25	or more, maintenance evaluates
20. Dirty Walls	\$25	
21. Nail Holes in Walls	\$25	
22. Damage to countertops (Quads)	\$25	or replacement cost
23. Dirty Room fine	\$25	must be cleaned within 24 hours
24. PET FINE	\$100	
25. Each additional day pet remains on Campus	\$50	
26. Improper Check-out	\$75	
27. Burning Candles	\$50	
28. Noise Violation (1 st Offense)	\$50	
29. Noise Violation (2 nd Offense)	\$75	
30. Noise Violation (3 rd Offense)	\$100	Possible Eviction
31. Dismantling Smoke Detectors	\$50	Eviction hearing before Committee
32. Smoking in undesignated areas	\$50	
33. Chewing in undesignated areas	\$50	
34. Pulling Fire Alarm	\$200	Eviction hearing before Committee
35. Discharging Fire Extinguishers	\$200	Eviction hearing before Committee
36. Propping Doors Open (Lobby & Emergency)	\$200	
37. Tampering with Cameras	\$300+	Eviction hearing before Committee
38. Chemicals, Explosives, Weapons	\$200	Eviction hearing before Committee
39. Visitors not checked in (1 st offense)	\$25	
40. Visitors not checked in (2 nd offense)	\$50	Possible loss of guest privileges
41. Alcohol Warning (2 nd offense)	\$25	
42. Alcohol Warning (3 rd offense)	\$100	
43. Alcohol Possession (First Offense)	\$100	
44. Alcohol Possession (Second offense)	\$300	
45. Alcohol Possession (Third Offense)	\$500	Eviction hearing before Committee

_____ Initial recognizing fines

**You can find further information in regards to policies in the resident handbook found on-line at:
<http://www.milesc.edu/CampusServices/ResidenceHall/>*