

Student Dormitory Agreement

National First Responder Training Complex Student Dormitories

Student Name: _____

Student ID: _____

Room/Unit #: _____

Purpose

This agreement outlines the rules, responsibilities, and expectations for students residing in on-campus housing. By signing, the student acknowledges and agrees to comply with all terms below.

1. Code of Conduct

- **No Drugs or Alcohol:** Possession, use, or distribution of illegal drugs, controlled substances, or alcohol is strictly prohibited on campus property.
- **No Smoking or Vaping:** Smoking, vaping, or use of tobacco products is not permitted inside dormitories or within designated smoke-free zones.
- **Quiet Hours:** Quiet hours are from **10:00 PM to 7:00 AM** daily. Noise must be kept at a level that does not disturb others at all times.
- **Visitor Policy:** No visitors are permitted after **7:00 PM**. All visitors must be signed in and accompanied by the resident at all times. Overnight guests are prohibited unless expressly approved in writing by housing administration.
- **Gender-Specific Room Access:** No males are permitted inside designated female rooms, and no females are permitted inside designated male rooms at any time.
 - **Married Student Housing Exception:** Married couples may reside together in the same room if both individuals are enrolled as students at the institution. A valid marriage certificate must be provided to housing administration before approval is granted.

- **Respect for Property:** Students must not damage, alter, or remove any campus property.
- **Cleanliness:** Rooms and shared spaces must be kept clean and free of hazards.
- **Prohibited Items:**
 - Firearms, weapons, fireworks, and open flames (candles, incense) are not allowed.
 - **No Pets:** Animals of any kind are prohibited in dormitories, except approved service animals as defined by law.
 - **No Cooking Appliances in Private Rooms:** Mini-fridges, coffee makers, hot plates, toasters, microwaves, or any other personal cooking/heating devices are not permitted in private rooms. Approved appliances may be provided in designated common areas only.
- **Personal Toiletries & Supplies:** Students are responsible for bringing and maintaining their own toiletry items such as soap, shampoo/conditioner, toothbrush, toothpaste, laundry detergent, and any other personal hygiene or cleaning supplies. These items will not be provided by the institution.

2. Safety & Security

- Students must keep their assigned room locked when unattended.
- Tampering with fire alarms, extinguishers, or other safety equipment is strictly prohibited.
- Any suspicious activity or safety concerns must be reported immediately to campus security or housing staff.
- Exterior dormitory doors will be locked at 11:00 PM each night. All residents must be inside the building before this time or risk being locked out.

3. Compliance & Enforcement

- Violations of this agreement may result in disciplinary action, including fines, loss of housing privileges, or expulsion from the institution.
- The institution reserves the right to inspect rooms for maintenance, safety, or policy compliance.

4. Liability Release

By signing this agreement, the student (and parent/guardian if under 18) acknowledges and agrees that:

- The institution is **not responsible** for loss, theft, or damage to personal property. Students are encouraged to secure personal belongings at all times.
- The institution is **not liable** for injuries, accidents, or medical conditions that occur in the dormitory or on campus grounds.
- The institution is **not responsible** for any damage to, or theft of, vehicles or their contents while parked on campus property, including designated student parking areas.
- The student assumes all risks associated with living in shared housing, including but not limited to exposure to illness, accidents in common areas, and interpersonal conflicts.

5. Refund & Payment Policy

- **Full Payment Requirement:** All housing invoices must be paid **in full** prior to the scheduled check-in date. Failure to pay in full will result in loss of the housing reservation.
- **Refund Processing Fee:** All approved refunds are subject to a **3.5% processing fee** to cover payment gateway charges.
- **Refund Eligibility:** No refunds will be granted for eviction due to policy violations.
- **Payment Allocation Restriction:** Payments made toward a **housing invoice** will be applied **only** to housing charges and cannot be reassigned to class tuition or other fees. Likewise, payments made toward a **class invoice** will be applied **only** to class tuition and cannot be reassigned to housing charges.

6. Reservation Deposit & Cancellation Policy

- **Deposit Requirement:** A **non-refundable \$100 deposit** is required to reserve a room. This deposit is a **partial payment** toward the total invoice and will be applied to the full balance of the stay.
- **Shared Room Rate Disclaimer:** The shared room rate is available only when two students occupy the same room. If a student reserves a shared room and no roommate is available, the student will be assigned the room as a private room and will be charged the private room rate.

- **Cancellation Notice (Before Stay):** Cancellations must be made at least **24 hours prior** to the scheduled check-in time (3:00 PM) on the arrival date to avoid additional charges.
- **Late Cancellations (Before Stay):** If notice is received **less than 24 hours** before the scheduled check-in time, the student will be charged for **one night's stay** at the applicable room rate.
- **Mid-Stay Cancellations:** If a student cancels **after checking in**, they will be charged for the **following day's stay** and will receive a **partial refund** for any remaining unused nights beyond that, minus the 3.5% processing fee.

7. Check-In & Check-Out Procedures

- **Check-In Time:** 3:00 PM on the scheduled arrival date. Early check-in may be available only with prior written approval from housing administration and may be subject to additional fees.
- **Check-Out Time:** 11:00 AM on the scheduled departure date. Late check-out without prior approval may result in additional charges.
- **Room Inspection:** A housing representative will inspect the room at check-out. Any damages, missing items, or excessive cleaning needs will be billed to the student.
- **Keys & Access Cards:** All keys and access cards must be returned at check-out. Lost or unreturned items will incur replacement fees.

8. Damages & Security Deposit Policy

- **Identification & Payment Method on File:** At check-in, a copy of the student's valid driver's license and credit card will be scanned and securely kept on file for the duration of the stay.
- **Damage Charges:** If damages are found during the post-stay room inspection, a **\$100 damages fee** will be charged to the credit card on file.
- **Scope of Damages:** This fee covers, but is not limited to, repair or replacement of damaged property, excessive cleaning, or other costs resulting from the student's actions or negligence.
- **Additional Charges:** If damages exceed \$100, the student will be billed for the full cost of repairs or replacements, and payment will be due within 14 days of invoice.

9. Acknowledgment

By signing below, I acknowledge that I have read, understood, and agree to abide by the terms of this Student Dormitory Agreement, including the Liability Release, Refund & Payment Policy, Reservation Deposit & Cancellation Policy, and Check-In & Check-Out Procedures. I understand that failure to comply may result in disciplinary action and/or removal from housing.

Student Signature: _____ **Date:** _____

Parent/Guardian Signature (if under 18): _____ **Date:** _____

Housing Representative: _____ **Date:** _____