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**2022 - 2023**

**GA HOUSING APPLICATION AND AGREEMENT**

*TERMS AND CONDITIONS OF RESIDENCE*

Housing is not guaranteed for any Graduate Assistant and is not a requirement of your role. All inquiries are determined on a first come first served basis through the Division of Student Life based on availability. By submitting this form, you are requesting on-campus housing and agree to these terms should a space become available.

The intent of the policy is to ensure consistent treatment of occupancy, lease rates, general condition, and to establish guidelines regarding expectations of occupants. TheGraduate Assistant agrees to pay rent of $125 per pay period. Upon completion of a Payroll Deduction Form, rent payment can be made through Payroll. GAs will be billed every two weeks for the duration of their stay and are expected to move out by their agreed end-date.

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 housing/rooms unilaterally.

2. Consolidate students who are without roommates.

3. Use a room/shared space when it is not occupied.

4. Reassign students to different rooms or residence halls in the event such reassignments are determined necessary.

Under no circumstances may a student sell, transfer, or sublet their assigned space to any other person, including another student.

1. **HOUSING**
* All students must comply with the appropriate check-in procedures for each semester through the Office of Residential Life
* No other individuals can reside in the assigned space
* All students must comply with the appropriate check-out procedures each semester

**2. AGREEMENT PERIOD**

Housing, if approved, should run concurrently with your Graduate Assistant responsibilities. Once your start and end date have been identified and approved, you are expected to:

* + *Arrive no sooner than one week prior to your pre-determined start date*
	+ *Vacate your assigned space within one week of your pre-determined end date*

All requests outside of this timeframe require advance notice and are evaluated by the Division of Student Life in consultation with the division in which your GA position reports.

**3. TERMS & CONDITIONS OF OCCUPANCY**

GAs are held to the standard of both Student Life and Human Resources. Any residential misconduct will be handled through the Student Life department. It is the student’s responsibility to become familiar with College regulations, including, but not limited to, those in this Housing Agreement and Student Code of Conduct, and other rules and regulations promulgated by Residence Life. Graduate Assistants not abiding by College policies and regulations are subject to conduct action and may forfeit any opportunity to live on-campus, be assessed with a conduct violation, be re-assigned to an alternate location, and/or lose their privilege to live on campus.

A. **KEYS:** Keys will be issued at the beginning of the year at no charge. Graduate Assistants must promptly return the keys upon their departure or if 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/proximity card will be issued for a replacement fee. Room keys may not be duplicated or given to other students. It is expected and strongly encouraged that you will lock your door whenever you are sleeping or leave your room, even if just for a short period of time. Each student will be issued a key that opens their individual room**.** A charge will be assessed for each lost key (as locks will have to be changed).

B. **NOTICES:** Any announcement from the College which is delivered personally, posted on your room door or in your hall, emailed to your Nichols College account or mailed to your campus unit number is considered sufficient notice as required by law.

C. **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. The Office of Residence Life has the right to confiscate items if deemed necessary.

D. **PETS:** Fish are the only pets allowed in student rooms. There is a 10-gallon limitation on tank size. A fine will be billed to the resident(s) violating this policy. Repeat violations could result in dismissal, in addition to a conduct action.

E. **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 Nichols College 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.

The College reserves the right to inspect the students' rooms at times convenient to its staff, and to enter rooms for maintenance purposes, health and safety inspections or in response to a possible conduct violation. The College also reserves the right to make other rules as deemed necessary for the protection of property and the safety, health, comfort, and convenience of residents.

F. **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.

G. **SAFETY AND SECURITY:** All of the halls are locked 24 hours a day. A Resident’s keys and/or identification 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, on the College web site and through the Office of Public Safety. Tampering, damaging, or misuse of fire safety equipment, alarms, extinguishers, exit signs, and smoke detectors is not permitted. Appropriate Community Standards action and fines will apply.

H. **CARE OF ROOMS:** Each student is responsible for daily room care and is expected to preserve reasonable order and cleanliness in it. Charges will be assessed against the occupant(s) of a room if custodial cleaning is required during the year or if extra cleaning is needed upon the closing of the residence halls. Residents are expected to cooperate in keeping public areas clean. For safety, sanitary, and maintenance reasons, the residence hall staff will inspect rooms periodically, through health and safety inspections.

**Please refer to the Residence Life Policy Guide and Student Code of Conduct for additional information, policies and procedures.**

*By signing this document, I understand my responsibilities and obligations as a resident of Nichols College serving as a Graduate Assistant. I understand that this is an application for Housing, which is not guaranteed. I understand the conditions and requirements of campus housing as referenced in this Agreement, as well as in the Nichols College Student Handbook. Upon acceptance of an on-campus assignment and confirmation of availability, I agree to assume my responsibilities and obligations. I realize that failure to act in accordance with those responsibilities and obligations, with College regulations, and with referenced Terms and Conditions may result in my being subject to one or more penalties authorized by the College and described in the Nichols College Student Handbook.* ***I have read this Agreement and understand that I will be held responsible for all the information contained herein.***

Graduate Assistant Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

GA Start Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

GA End Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

HR Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_