

## Residence Life

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# Residence Hall Contract

## I. Introduction

Assignment to a room in a NHTI residence hall is open to any student enrolled for 12 or more credits for the academic semester or enrolled in an Allied Health program with clinicals. All waivers to this policy must be approved by Academic and Workforce Education, faculty department chairs, and Residence Life. All students living in the residence halls are required to purchase a meal plan. Room rates are governed by the Community College System of New Hampshire Board of Trustees and may change. Board rate is also subject to change.

NHTI may terminate this agreement and take possession of the room at any time for violation of the Terms of Agreement stated herein, for health reasons, possession of illegal drugs, or other explicitly stated reasons deemed sufficient by NHTI.

## II. Application and Assignment

All students are encouraged to complete and submit the housing application and contract immediately upon being accepted to NHTI. All students that have completed the housing application and contract and are eligible to live on campus will be considered based on the date of application. All students that have completed the housing application and contract will be offered space during the semester as soon as space is available.

All students must meet the following criteria to be eligible for student housing at NHTI each term:

- Have a completed/updated health clearance information on file with Residence Life.
- Have tuition and fees paid in full, or payment plan arranged before taking possession of the residence hall assignment.
- Be enrolled in 12 credits at NHTI for the term in which housing is sought. Exceptions to this policy may be requested. Students who would like to request an exemption need to file an Application for Exemption and provide supporting documentation. Any requests because of accommodation must be submitted to Accessibility Services.
- Attend a floor meeting or have a personal interaction regarding policy with a Residence Life staff member. Attendance is documented at eligible interactions and tracked by the Residence Hall director. This includes RA floor meetings, RA office hours, or RD office hours. All students must meet this attendance requirement within 2 weeks of the first day of classes or will be placed on probationary status and notified in writing.

A student must be in residence no later than the first day of class unless the student has given prior notice of late arrival. Failure to give such notice or failure to remain in residence during the academic year, unless excused by NHTI, may result in the loss of space originally reserved for the student. In case of loss of space for the above reasons or termination of contract by NHTI, the student shall be held responsible for the residence charge based on the refund housing policy (see section VI. Refunds).

NHTI reserves the right to assign and reassign any student during the length of their contract.

Assigned rooms may not be occupied prior to the start of classes each semester unless otherwise indicated on the academic calendar. The room charge is based on normal room occupancy; NHTI reserves the right to reassign any student without a roommate if that student is unable to find a roommate of their own choice.

## III. Occupancy

Students are expected to provide their own mini fridges, microwaves (max. 700 watts), study lamps (no halogen lamps), pillows, bedspreads, blankets, throw rugs, trash containers, and linens. Refrigerators (120 volts, 2 amps) are permitted and must be UL-approved, equipped with a three-prong rounded (grounded) plug, be of 36 inches in height or less, be plugged directly into the wall, and be maintained in a safe and sanitary condition. Refrigerators should not be stored in freestanding wardrobes. A list of further acceptable items, non-permitted items, and provided furniture can be found on the NHTI website or by contacting the Residence Life Office. A meal plan is issued at the beginning of each academic semester.

If belongings remain in the room after a student has vacated, NHTI reserves the right to dispose of such belongings 30 days after the student departs. NHTI assumes no responsibility for the loss or damage to a resident's private property.

NHTI suggests that students purchase insurance to cover loss or to extend parent's insurance for this purpose.

Residence halls and dining halls are closed during holiday periods and as indicated on the academic calendar. Students are not allowed to live in the residence halls during holiday periods unless they have prior approval from the Residence Life Office.

Resident students at NHTI that expect to move in after the specified move-in day must notify the director of Residence Life and Student Engagement so as not to lose their housing assignment; they are also subject to payment in full for the semester. Late arrivals (students arriving after the scheduled move-in time) must notify the Residence Life Office in writing prior to actual move-in or assignment will be cancelled. All students not checked in as of the end of the first week of classes will have their assignment cancelled.

Students are not permitted to use their room for any commercial purpose. The sale of goods or services is permitted only with written approval of the vice president of Student Success. No permit will be granted to a person not registered as a student.

NHTI reserves the right to use public areas of the residence halls for any purpose deemed necessary. All community amenities are provided as a privilege. Residence hall directors reserve the right to limit the use of community spaces, common rooms, and recreational equipment in the event that these are not being respected by residents of the hall.

All residents of the halls must vacate their rooms by 5 p.m. on the day of their last class or examination at the end of each semester. Students must remove all personal possessions at the time of checkout.

## IV. Payment

In consideration of a room assignment in a NHTI residence hall for the full indicated academic year – from the first day of occupancy to the last day of the student's final examinations when the residence halls are open – and in consideration of the meal plan, the student agrees to pay an amount set by the college, when this figure is available, for a resident room, including meals and the residence hall activity fee, according to NHTI's schedule for payment. The student agrees to take said resident room and board for their own use in accordance with this contract and with the established rules and regulations of NHTI.

A student's bill for the semester (including tuition, fees, housing, and dining costs) must be paid or have an active payment plan prior to move-in day. In the event of a credit balance on the student's account, the reimbursement will be made directly to the student.

Room rates are subject to change and updated rates will be communicated to students as they are available.

Room Type	Standard Daily	Weekly	Semester	Semester Plus
South Double	\$31	\$220	\$3,515	\$4,450
South Super Single	\$41	\$289	\$4,618	\$5,846
Langley Double	\$31	\$220	\$3,515	\$4,450 *
Langley Single	\$38	\$264	\$4,220	n/a
Langley Super Single	\$41	\$289	\$4,618	\$5,846 *

\*Langley Hall is not available for summer accommodation. Only the Fall Plus rate applies and will accommodate students in Langley for the Winter Break. Langley single rooms are not available for Spring Plus rates due to there being no single rooms in South Hall (summer housing location).

Dates of assignment for each term will vary from year to year. Please contact [NHTIHousing@ccsnh.edu](mailto:NHTIHousing@ccsnh.edu) for specific move in and move out dates.

## V. Terms of Agreement

This agreement is for selected terms within the specified academic year with which their application and signed contract are associated, and in which the student maintains eligibility for housing as described herein. These housing terms are: a) Fall Semester, b) Winter Recess, c) Spring Semester, and d) Summer Session. Exceptions for early arrival and late stay associated with specific terms are subject

Housing Term	Fee Schedule	Approx. Dates	Eligibility Assessed By
Fall Early Arrival (w/ Fall assignment)	Daily rate	Late August	Fall enrollment, exception filed
Fall (includes Thanksgiving Break)	Semester rate	Late August to Mid-December	Fall enrollment
Winter Break (w/ Fall assignment)	Weekly rate	Mid-December to Mid-January	Fall and Spring enrollment
Winter 1-Week Courses (w/ Spring assignment)	Weekly rate	Early to Mid-January	Spring and 1-week enrollment
Spring Early Arrival (w/ Spring assignment)	Daily rate	Early to Mid-January	Spring enrollment, exception filed
Spring	Semester rate	Mid-January to Early May	Spring enrollment
Spring Break (w/ Spring assignment)	Weekly rate	Spring break (must be a Spring housing student)	Spring enrollment
Summer Weekly	Weekly rate	Early May to Early August	Summer enrollment
Fall Plus (formerly 12-month)	Semester Plus rate	Late August to Mid-January	Fall and Spring enrollment
Spring Plus (formerly 12-month)	Semester Plus rate	Mid-January to Early August	Spring and Summer enrollment, or proof of summer employment in community

If students want to remain in residence on campus for the entire calendar year, including the terms listed above, they may opt for the Plus plan for those consecutive terms when completing the housing application.

- Fall Plus refers to the housing option for students who move on campus on Fall semester opening day and meet the criteria to stay for Winter Break into the Spring semester.
- Spring Plus refers to the housing option for students who move on campus on Spring semester opening day (or had a prior Fall Plus assignment) and meet the criteria to stay for Spring Break and the Summer housing term. Students remaining on campus for Summer must be registered for Summer classes and/or working in the area (employment verification is required).
- Spring Plus students that do not have a subsequent Fall housing term assignment will be asked to resign their housing assignments no later than the first Friday of August or last day of Summer Session II for registered Summer students to allow time for the room to be refinished for a Fall housing assignment. Students that sign an additional Fall Plus plan prior to this date and meet criteria for Fall semester housing may retain their current housing assignment into the next term.

Graduation, official withdrawal from NHTI, academic dismissal from NHTI, suspension from NHTI, or an approved contract release constitute the only basis for release from this agreement. There are no refunds for dismissal or suspension due to student conduct violations. If a housing renewal is not extended to a returning student, or if a returning student is excluded from the second semester of the academic year, the result will be a cancellation of the agreement and charges assessed based on the refund schedule.

Students residing at NHTI and enrolled at another CCSNH college are subject to the same terms of agreement, payment, termination, and refund schedule as NHTI students. Housing priority goes to NHTI students.

## VI. Refunds

Students who officially withdraw from NHTI housing will receive refunds based on established schedules. Refund schedules are published on the NHTI website.

1. Payment/cancellation/refund: NHTI establishes housing fees yearly and announces proposed fees for each academic year. Upon non-payment of any fees or any charges herein provided, NHTI may refuse to register the student for next semester,

issue transcripts, or allow the student to graduate. To ensure accommodations are available to students wishing to live on campus, NHTI will refund the student’s housing fee in accordance with the refund schedule. Subsequent to occupancy, no release from this agreement or refund can be provided unless the assigned room is left clean and all sign-out procedures, including return of keys and settlement of obligations, are completed. Effective date of release will be determined by the date of such completion. Semester payment is due when indicated on the academic calendar. Semester payment (less estimated financial aid – see Payment of Tuition and Fees policy) is due 3 weeks prior to the first day of the semester.

II. Residence hall refund schedule provisions:

- If the housing agreement is cancelled, any amount of housing refund due to a student will first be applied to said student’s NHTI balance.
- If by the end of business on the first day of classes, as designated by the academic calendar, the student fails to occupy the assigned room, cancels the agreement by mutual consent, or is cancelled for any of the reasons in the Terms of Agreement, the student receives an 100% refund of the semester’s housing fee, minus early arrival charges.
- Cancellation for any of the reasons in the Terms of Agreement or by mutual consent by the Friday of the second week of classes, as designated by the academic calendar, will result in a 40% refund of the semester’s housing fee.
- Cancellation for any of the reasons in the Terms of Agreement or by mutual consent after the Friday of the second week of classes, as designated in the academic calendar, will result in no refund of the housing fee.
- Students with extraordinary circumstances may apply to be released from this contract. A contract release is granted when circumstances are substantially different from the time when the contract went into effect. Students approved for contract release may receive a full or partial refund.
- There are no refunds issued if a student is dismissed or suspended for student conduct violations.
- If a student requests early termination of the housing contract at the end of the Fall semester, the request will be considered only if received in writing by the director of Residence Life before the second Friday of January. Early termination is subject to the Terms of Agreement and residence hall refund schedule.
- If the student is not enrolled by the start of classes, they will have their contract terminated.
- If the resident is enrolled at another CCSNH college while residing at NHTI, they will be subject to refunds based on the refund schedule (see above).
- Board fees (meal plan fees) that are prorated for the remainder of the semester may be refunded when a resident student officially withdraws from housing. The fees will be computed based on the refund schedule below.

Date	Fall Semester	Spring Semester	Board Cost Refund
First Day	8/23/2023*	1/17/2024*	100%
Up to 2nd week	9/6/2023*	1/31/2024*	80%
Up to 5th week	9/27/2023*	2/21/2024*	50%
Up to 10th week	11/1/2023*	3/28/2024*	25%
Semester end	Winter Closing	Spring Closing	0%

\*The refund noted is applied up until these dates. Contact Residence Life with questions at [NHTIHousing@ccsnh.edu](mailto:NHTIHousing@ccsnh.edu)\*

## VII. Board

All students living in the residence halls are required to purchase a meal plan . Meal plans are available in 15-meals and 19-meals per week increments. Additional flex dollars can be credited to a student’s account by contacting dining services. Residents are permitted to make changes to their meal plans within the first 3 weeks of the semester. Requests must be submitted in writing to the director of Residence Life and Student Engagement. Refunds and additional fees will be calculated on a weekly prorated basis, and the resident will be notified when the plan has been updated. Students who have documented dietary accommodations will be connected with Dining Services. Students should communicate this with Accessibility Services at [NHTIaccessibilityservices@ccsnh.edu](mailto:NHTIaccessibilityservices@ccsnh.edu).

## VIII. Damages

Damages to the residence hall will result in an assessment of the individual or group responsible, based on the actual cost to repair or replace the item or structure affected. Any maintenance or safety violation found in any room may result in a fine. Any excessive mess or malicious damage in the common areas may result in a fine to the hall, group, or individual responsible.

## IX. Community Standards and Student Conduct

Resident students at NHTI will abide by the terms of the Student Code of Conduct and all residence hall policies at all times. Students are responsible for reading the Student Handbook. Students are accountable for violations of policy due to an individual's lack of knowledge of the policies and procedures laid out in the available Code of Conduct.

Our purpose is to maintain a safe environment on campus. Campus Safety officers are available 24/7. Campus Safety is available to provide escorts for students around campus. Escorts provided can be on foot or by vehicle. Those with a medical condition can request this service at any time by calling 603-224-3287 or using the Code Blue Phones. The individual should tell the officer who they are, where they are located, and where they need to go. The officer will give them an estimated time of arrival at the location. For more information regarding Campus Safety, call 603-230-4042.

## X. CCSNH Collection Disclosure Clause

- I understand that I am financially obligated for all costs related to housing. Upon a drop below 12 credits, suspension, or withdrawal, I understand that I will be responsible for all charges as noted in the Student Handbook.
- I understand that if I do not make payment in full, my account may be reported to the credit bureau and/or turned over to an outside collection agency.
- I understand that I will be responsible for the costs of the outside collection agency and any legal and bounced check fees, which may add significant costs to my account balance. I understand that this contract is binding for the full academic year.
- I agree to pay the announced contract rate.
- I agree to abide by the terms and conditions of this contract, the Residence Hall Policy, or rules as may be published or posted.