



# HOWARD COLLEGE HOUSING APPLICATION

OFFICE USE	
Rec Application	_____
Rec Deposit	_____
Rec Meningitis Form	_____
Sent request for	_____
_____ date	_____
Sent Confirmation letter	_____

Indicate the term and year for which you are applying:

Academic Year 17-18 \_\_\_\_\_ Spring 20 \_\_\_\_\_ Mini 20 \_\_\_\_\_ Summer I 20 \_\_\_\_\_ Summer II 20 \_\_\_\_\_

Name: \_\_\_\_\_  
Last First Middle

Mailing Address: \_\_\_\_\_  
City State Zip

SS#: \_\_\_\_\_ Howard College ID#: \_\_\_\_\_ E-Mail address: \_\_\_\_\_

Home Phone # \_\_\_\_\_ Cell Phone # \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Male \_\_\_\_\_ Female \_\_\_\_\_ Ethnicity: Black \_\_\_\_\_ Hispanic \_\_\_\_\_ White \_\_\_\_\_ Other \_\_\_\_\_

Roommate Preference: \_\_\_\_\_

What is your area of study? \_\_\_\_\_

Will you be a member of any school sponsored team or organization? : \_\_\_\_\_

### Emergency Contact Information:

Parent/Guardian Name(s): \_\_\_\_\_

Phone: Home \_\_\_\_\_ Work \_\_\_\_\_

List a second contact: \_\_\_\_\_ Phone \_\_\_\_\_

Medical Information:  
Insurance Company: \_\_\_\_\_ Policy # \_\_\_\_\_ Group # \_\_\_\_\_

Insurance is under what name? \_\_\_\_\_

**Effective January 1, 2010 all students residing in residence halls on college campus' are required by state law to have received a vaccination for bacterial meningitis at least ten days prior to taking residence. All residents must include proof of vaccination when submitting this application.**

List any medications you are allergic to and/or medical conditions that may be pertinent to the type of medical attention you receive:

Liability Release: I release Howard College, its employees and representatives from any responsibility for incidents that cause me physical, mental, or monetary loss or damage.

Have you ever been convicted of a felony?  No  Yes (if yes please explain on separate sheet of paper)

Date: \_\_\_\_\_ Applicant Signature: \_\_\_\_\_

**This application and contract become valid when completed and returned with a \$100 room deposit made payable to Howard College. Deposits are refundable only if requested by July 15 for the 2017-2018 academic year, December 15 for new housing applicants for the spring '18 semester, and May 1 for summer terms. All Housing fees are subject to change without notice.**

If you have any questions, please contact:  
Turner Hall at 432-264-5300 or Partee Complex at 432-264-5200 Return this application and deposit to:  
Howard College Housing Office \* 1001 Birdwell Lane \* Big Spring, TX 79720

**HOWARD COLLEGE RESIDENCE HALL CONTRACT**

This agreement, between the Howard County Junior College District, a state institution, hereinafter referred to as "District" and:

\*Last Name \_\_\_\_\_ First \_\_\_\_\_ Middle Initial \_\_\_\_\_ Social Security # \_\_\_\_\_  
\*Hereinafter referred to as "student":

**Occupancy term covered by this contract (please select one):**

Academic Year \_\_\_\_\_ Spring \_\_\_\_\_ Summer I \_\_\_\_\_ Summer II \_\_\_\_\_ Mini \_\_\_\_\_

**Cost per semester**

**HC Fall and Spring Terms**

All Rooms \$725.00  
Meals \$1,516.70  
Laundry Fee \$ 50.00  
Tax \$125.13  
Total \$2,416.83

**HC Summer and Mini Terms**

Summer\* \$325 each session + \$50 laundry fee = \$375  
Mini\* \$225 + \$50 laundry fee = \$275

\*A meal plan is not available for these terms.

Student agrees to pay the established rate for room and board in the District Residence Halls for the amount specified and the contract period indicated above. **HC reserves the right to change prices without notice. All students residing in the Residence Halls are required to purchase the meal plan.**

**Payment Agreement (Check One)**

\_\_\_\_\_ **Scholarship** (please specify what will be covered) \_\_\_\_\_ Full room & board \_\_\_\_\_ Room only \_\_\_\_\_ \$ amount

\_\_\_\_\_ **Payment in Full** (Due at registration.) (Student must pay in full for summer and mini)

\_\_\_\_\_ **Installment Plan:** First payment due at registration; remaining payments due on dates indicated by the Business Office. See Housing and Food Service Information Sheet for exact amounts.

\_\_\_\_\_ **TRC/VR pays in full; if in part, Amount \$**

Payment is due at the time student registers for classes and/or moves into the residence halls. Room rent is non-refundable regardless of reason for withdrawal from the residence hall. Breach of contract does not release student from financial obligation to the District.

**Student Conduct**

Student agrees to abide by the terms and conditions of this contract, District Catalog, Student Handbook, Residence Hall Supplement, and other rules and regulations governing the conduct of students which are now in effect and any that may be reviewed and published at a later date. The Student Handbook and Housing Supplement may be found by logging on to: [www.howardcollege.edu](http://www.howardcollege.edu) under Forms & Publications. It is the student's responsibility to become knowledgeable of policies and procedures.

All rooms are subject to entry at reasonable times by residence hall supervisors and other college officials to check the condition of rooms, the need for repairs, or to make repairs. The college reserves the right to enter any room to maintain discipline and to provide security of student's property. If possible, room entry will be arranged in advance; however, authorized representatives of the college shall have the immediate right to enter in case of an emergency or when circumstances warrant strong evidence of violation of college policies. In order to control the use of illegal drugs in the residence halls, the District reserves the right to use the services of law enforcement and/or private agencies to search for drugs in the residence halls, including students' rooms at any time. These searches may be conducted on a random basis and without notice to students.

**Liability**

Although Howard College and the Housing department will exercise reasonable efforts to protect student property, Howard College and the Housing department are not liable for loss from theft or damage to any property belonging to students or guests. All students are urged to make sure that **personal properties** are covered by insurance, either with their parents' homeowners' insurance policy or by a special student policy available for this specific purpose by an insurance firm specializing in this type of coverage.

**I hereby agree to assume and be primarily responsible for all rental payments and other obligations provided for above. In witness whereof the parties hereto have executed this agreement as of:**

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Residence Hall Director Signature

\_\_\_\_\_  
Date

The Howard County Junior College District does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, veteran status, or any other legally protected status in educational programs, activities, admission, or employment practices. The following position has been designated to handle inquiries regarding the non-discrimination policies: Director of Human Resources, 1001 Birdwell Lane, Big Spring, TX 79720  
Revised 7/20/2017