

East Georgia State College **RESIDENCE HALL HANDBOOK** and Guide to Living “On Campus”



BOBCAT VILLAS...Where you are a neighbor, not a number!

Office of Housing and Residence Life
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Swainsboro, GA 30401

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IMPORTANT PHONE NUMBERS

Full Directory at www.ega.edu

EGSC Main Number	478-289-2000
Public Safety	478-455-0125
Housing and Residence Life (main office)	478-289-2172
Assistant Director of Housing	478-289-2371
Residence Life Coordinator	478-289-2363
Resident Assistant (RA)-on-Duty	478-455-1492
Admissions	478-289-2169
Financial Aid	478-289-2169
Registrar's Office	478-289-2169
Information Desk/Lost and Found	478-289-2169
Health Center	478-289-2182
Counseling	478-289-2039
Student Conduct	478-289-2360
Business Office	478-289-2142
Library	478-289-2083
Bookstore	478-289-2098
ACE (Academic Center for Excellence)	478-289-2151

IMPORTANT DATES

January 1: All monies owed to EGSC for Spring semester due

January TBA: Move In Day for Spring semester

April 1: Deadline for returning residents to apply for guaranteed housing for Fall semester

May TBA: Move Out Day for Spring semester

Last Friday in May: All monies owed to EGSC for Summer semester due

June TBA: Move In Day for Summer semester

July 1: Deadline for Housing Agreement Cancellation (Fall/Spring agreements)

July TBA: Move Out Day for Summer semester

August 1: All monies owed to EGSC for Fall semester due

August TBA: Move In Day for Fall semester

December TBA: Move Out Day for Fall semester

Bobcat Villas closes for Spring break (March or April), Thanksgiving break (November) and the Winter break (December). Specific dates will be available on the academic calendar. Any resident who has special circumstances and needs to request permission to stay should contact the Director of Housing.

OFFICIAL COMMUNICATION

The official means of communication with all students is via their EGSC email account. Any mention of a student being notified in writing should be construed to mean via their EGSC email account.

SERVICES FOR STUDENTS WITH DISABILITIES

East Georgia State College is committed to assisting students in attaining their highest potential by providing reasonable academic accommodations for those students with various learning, physical and/or psychological disabilities. Services presently available include counseling, liaison with faculty/staff, access to technology, and referral to other services. For assistance, please contact the Disability Services Provider in the JAM Student Services Complex on the Swainsboro campus at 478-289-2039, Augusta students are encouraged to call 478-289-2039 or in Statesboro at 912-688-6912.

Process for Special Accommodation in Bobcat Villas: Student must first contact the Disability Service Provider to disclose the disability and request for special accommodations. If providing special accommodations is warranted, the student will work with the Disability Service Provider to arrange appropriate accommodations in conjunction with the Director of Housing and Corvias Campus Living.

GETTING READY TO MOVE IN

A: Application Process

Residence hall rooms are temporarily assigned after all items below have been completed.

1. Acceptance to East Georgia State College by the Admissions Office, including receipt of the immunization documentation required.
2. Receipt of the Residence Hall Application in the Office of Housing and Residence Life and the \$50 nonrefundable application fee to the Business Office.
3. Receipt of the Criminal Background Investigation Consent Form and review of Criminal Background Report by committee.
4. Receipt of Residence Hall Housing Agreement in the Office of Housing and Residence Life and the \$200 (or \$50, after June 9, 2016) housing reservation fee to the Business Office.

NOTE: Housing applicants must have graduated from high school or have obtained an equivalency degree (GED).

A student who has completed steps 1-4 above AND has paid all EGSC housing fees (application fee, housing reservation fee and semester housing payment, including meal plan) in full, will receive a confirmed assignment by email to their EGSC account. Students may use financial aid money to cover housing. The priority dates for financial aid are available from the Financial Aid Office.

A student may not move in to the residence hall until **all** EGSC fees have been paid in full, including tuition/fees and all housing fees (application fee, housing deposit and semester housing payment, including meal plan).

Students who plan to live on campus during the Summer semester or return for a new academic year will be required to submit a new application.

B: Housing Agreement, a.k.a. “Contract”

Students sign a Housing Agreement for each semester that they live on campus. This document is legal and binding and should be carefully read before a student signs and returns it. Although the entire agreement is important, the things that students most often have questions about are:

1. Cancellation: Section V. and VI. of the Housing Agreement discusses **deadlines to cancel**, reasons for cancellation and *fees* associated with cancellation. A copy of the Housing Agreement Cancellation Request can be found in the Forms section or requested from the Director of Housing.
 - a. If a student enters on-campus housing in **Fall**, they sign a two-semester Housing Agreement.
 - i. The deadline to cancel for no specific reason is **July 1; student will forfeit their reservation fee**.
 - ii. After July 1, if the student cancels the agreement for either term or for both terms, they could *forfeit their reservation fee, lose a semester’s rent and owe a \$1000 cancellation fee*.
 - b. If a student enters on-campus housing in **Spring**, they sign a one-semester Housing Agreement.
 - i. The deadline to cancel for no specific reason is **November 1; student will forfeit their reservation fee**.
 - ii. After November 1, if the student cancels the agreement, they could *forfeit their reservation fee, lose a semester’s rent and owe a \$1000 cancellation fee*.
 - c. If a student enters on-campus housing in **Summer**, they sign a one-semester Housing Agreement.
 - i. The deadline to cancel for no specific reason is **May 1; student will forfeit their reservation fee**.
 - ii. If the student cancels the agreement after May 1, they could *forfeit their reservation fee and lose their semester’s rent*.
 - d. A student can request cancellation with no penalty if they meet one of the reasons listed and follow guidelines listed in the Housing Agreement.
 - i. Graduation;
 - ii. Call to active military duty;
 - iii. Marriage;
 - iv. Birth of a Resident’s child;
 - v. Enrollment in a College-sponsored study abroad program or affiliated academic internship;
 - vi. Approved medical withdrawal from the College; or
 - vii. Death of Resident
2. Payment Deadline
 - a. Each Housing Agreement gives a payment deadline for students for each semester; these dates are also listed on the Academic Calendar.
 - b. If a student misses the payment deadline, their space can be given to someone else and they will be placed on the waiting list.
 - c. Financial aid funds can be used as long as the student has completed all paperwork required by financial aid and has been awarded.
3. Closing during breaks

- a. The Housing Agreement states that Bobcat Villas will close for posted breaks.
 - b. A student will return to the same room after the break and may leave their belongings.
 - c. Any student who has extenuating circumstances that will not allow them to leave during a break should complete a Request for Housing during a Break form which can be found in the Forms section or requested from the Director of Housing.
 - i. A student must be in good academic standing and have had minimal disciplinary interaction in order to be approved to stay.
 - ii. No outside visitors will be allowed during any break.
 - iii. During most breaks, limited services will be available on campus. This typically means that all offices, with the exception of Public Safety, will be closed and no food services will be offered.
4. Right of Entry
- a. EGSC can enter an apartment and bedroom for routine maintenance and health/safety inspections or emergency situations without the resident being present or given notice.
 - b. Civil authorities (police) can search an apartment or bedroom with the permission of the resident or a search warrant.

C: Choosing Roommates

Residents participate in roommate selection in a multitude of ways.

1. The Residence Hall Application has a section that asks them to list names of those they would like to select.
2. The Residence Hall Application also has a section that allows them to answer questions about themselves that we can use to match them to others.
3. The Office of Housing and Residence Life manages a Facebook group that is open to current residents only. Residents can meet others who will be living on campus and provide the names of those they choose to the Office of Housing and Residence Life.
4. Residents often meet people when they attend Orientation that they would consider for roommates. Names of those they choose should be forwarded to the Office of Housing and Residence Life.

A deadline will be set for each semester to allow residents to provide names of those they choose; after the deadline, the decision will be made by the Office of Housing and Residence Life.

Although we attempt to honor all requests, no guarantees are made that a resident will be roomed with those they choose.

D: Items to Bring/Not Bring

Each apartment is a four-bedroom, two-bath unit with full kitchen and living room. The apartment includes living room furniture, a big-screen television (South only) with cable, kitchen appliances (stove, microwave, dishwasher (South only), and refrigerator), a pantry and cabinet storage space. Each bedroom includes an extra-long twin mattress, under-bed drawer space, a desk, a convertible desk chair that can become a gaming chair (South only) and stool and a build-a-closet set up with one shelf and hanging rack. A ceiling fan is located in each bedroom and in the living room and the apartment has a thermostat to individually control the heat/air in each unit. Blinds are provided on each window.

There are items that residents must provide for themselves. We suggest that a resident speak with their roommates before purchasing some items, in order to coordinate and not end up with multiples of some items. Those include: cleaning supplies, mop, broom, dishes, pots/pans, ironing board, shower curtain, and bathmat.

A resident must also provide their own bedding, towels/washcloths, toilet paper and toiletries. A laundry room is provided at no cost to the resident, but they must bring their own detergent and bleach.

If students would like to hang items on their walls, we recommend using painter's tape, poster putty or the removable Command-like strips. Reminder: the sticky squares that do not have a tab to remove them are not safe to use.

There are also items that are not allowed. Those include: weapons, tobacco products, drugs/alcohol or any paraphernalia (including empty alcohol bottles/cans), toasters, toaster ovens, personal grills (including George Foreman-like), sandwich or waffle makers, heaters with glowing-red coils, candles, incense, and hammer/nails. Residents are also not allowed to have personal refrigerators or microwaves.

Abandoned property

1. Bobcat Villas does not have storage space. Abandoned items will be given to charity or thrown away.
2. If a resident follows the proper check out procedures, any items left will be seen as abandoned property.
3. If a resident has an improper check out, any items left may be stored for 15 days at a cost to the resident. After 15 days, any items left will be seen as abandoned.

E: Mail

Every resident will receive their mailing address as part of their move in packet. Their mailbox key will be provided at the mandatory meeting set for residents at the beginning of each semester. It is the resident's responsibility to provide a forwarding address to businesses/friends when they no longer live on campus. All mail that is received after a student moves out will be returned to the sender. Replacement of a lost mailbox key is \$25.

F: Liability

Although precautions are taken to maintain the security of the EGSC campus, EGSC does not assume any legal liability to pay for injury to person (including death) or loss of or damage to personal property which may occur in buildings or on its grounds prior to, during or subsequent to the contract period. The resident and his/her parent, guardian or other guarantor are encouraged to carry appropriate insurance to cover such losses (renter's insurance).

MOVING IN

Each resident will be sent a move in packet to their EGSC email address. This packet of information will include their mailing address, roommate information, room assignment and their move in appointment. Residents cannot move in until all EGSC fees (rent, meal plan, tuition, fees, etc.) have been paid.

When a resident moves in, they will complete an Emergency Information Card that provides general information about any health conditions or drug allergies they may have and tells our staff who to contact in case of an emergency. This information is kept on file in the Residence Life Coordinator's office and can be

shared with emergency personnel.

A resident will also complete a Room Condition Report (RCR). All rooms will be inventoried and inspected by a staff member before a resident moves in. When the resident arrives, they will be prompted to review the RCR and provide notes on any discrepancies within 24 hours. The signed RCR is kept on file until the resident moves out.

Residents receive two keys when they move in, one for their bedroom door and one for their mailbox. Replacement of a lost key is \$25.

Residents use their EGSC ID card to enter lobbies, interior hallways and their apartment door. Their ID card will be activated at move in and their pin number will be issued. If a resident loses their ID card, they should report to the Business Office during normal business hours (typically, Monday-Friday from 8 am to 5 pm) to have a replacement card issued. A replacement card is \$20. If a resident forgets their pin, they should see the Residence Life Coordinator.

EVERYDAY LIVING

A: Conduct

Each student of EGSC is bound by the Student Code of Conduct in the *Student Handbook* and sanctions can include removal from Bobcat Villas. Residents of Bobcat Villas are also bound by terms in their Housing Agreement. Failure to attend and/or pass classes can be grounds for removal. Failure to report arrests and convictions can be grounds for removal.

There are sections in the Student Code of Conduct that are specific to the residence hall:

1. Noise: Any noise that can be heard outside an apartment between midnight and 8 am is prohibited.
2. Visitation: All visitation policies should be followed at all times.
 - a. Allowing your visitor to enter Bobcat Villas or the Clubhouse without signing in properly is prohibited. Sign in is only allowed at the front desk of Bobcat Villas.
 - b. No student shall have visitors outside the posted visitation hours. Standard hours are Sunday-Thursday from 10 am to midnight and Friday-Saturday from 10 am to 2 am.
 - c. No student shall have a visitor who is under the age of 18, with the exception of approved family members.
 - d. No student shall have more than one visitor at a time, with the exception of approved family members.
 - e. No student shall have a visitor who cannot produce a current picture ID with date of birth and expiration date.
 - f. Leaving your visitor alone or with someone else inside Bobcat Villas or the Clubhouse is prohibited.
 - g. Allowing your visitor to enter/exit Bobcat Villas or the Clubhouse in any way except the main lobby entrance is prohibited.
 - h. Allowing your visitor to violate the policies and procedures published in the Student Handbook is prohibited.
 - i. No student shall have an overnight visitor who has not been approved by the Residence Life Coordinator.
3. Health and Safety: No student shall fail a health and safety inspection.

B: Overnight Visitors

Overnight visitors are welcome at Bobcat Villas; however, there are guidelines that a resident must follow:

1. The resident must email the Residence Life Coordinator (housing@ega.edu) with their name and room number and the name and date of birth of their guest, along with the type of ID they will present. This email should include the date(s) that the guest wishes to stay.
2. The Residence Life Coordinator will email the resident an approval or denial.
3. If approved, the resident should print the approval and submit it to the front desk worker when their guest arrives to check in.
4. The overnight guest must be of the same gender as the resident.
5. A resident is only allowed to have an overnight guest for three nights per month.
6. The overnight guest will retrieve their ID from the front desk when they check out.

C: EGSC ID Card/Keys

It is the responsibility of each resident to keep up with their ID card and bedroom key. If a staff member is needed to let a resident in to their apartment or bedroom, the resident will sign a Lockout Fee form and be charged \$20 per incident.

D: Amenities

Residents of Bobcat Villas enjoy 24-hour access to a computer lab with printer and a no-cost laundry facility. A clubhouse is located directly behind Bobcat Villas and includes a fitness center, a game room, a computer lab, study rooms, a reading room, a kitchen and meeting space. Hours of operation are posted at the beginning of each semester.

E: Meal Plan

Residents are required to purchase the meal plan during Fall and Spring semesters. The meal plan includes lunch and dinner Monday-Thursday, lunch on Friday and \$200 in flex money. Flex money can be used at the cafeteria, café or in the coffee shop in the library. Lunch and dinner hours are posted each semester.

F: Getting Involved

Students at EGSC have many ways to get involved, including student clubs/organizations, intramural sports, a literary magazine, inter-collegiate sports, community service opportunities and student employment. The Office of Student Life hosts multiple events throughout the semester using student activity fees. A calendar of events is provided to residents each month. Student employment opportunities are handled through Human Resources.

G: Health Center

All students on the Swainsboro campus pay a health fee and can use the health center on campus for no cost. Any services that cannot be provided by the health center or that are not covered by the health fee will be discussed with the patient and appropriate recommendations/referrals made. Operating hours are posted each semester.

H: Security

Security is a top priority for EGSC and the Office of Housing and Residence Life. The outside doors of Bobcat Villas remain locked at all times and can only be accessed by those with a valid EGSC ID who have right of entry. Hallways and apartment doors can only be accessed by those with a valid ID and pin number. The

common areas of the facility can be monitored by video surveillance by Public Safety, the Office of Housing and Residence Life and the Office of Student Conduct. Public Safety has 24-hour police presence on campus. Emergency phones that dial directly to 911 are available on each hallway and the entire facility has monitored fire alarm and sprinkler systems. Fire extinguishers are provided in the hallways, common areas and in each apartment and inspected monthly.

I: Maintenance/Cleaning

Every effort is made to keep Bobcat Villas in prime condition. Apartments are inspected regularly for maintenance concerns and cleaned professionally between residents. Residents are responsible for promptly reporting any maintenance issues and cleaning all living spaces during residency. This can be done by using the Housing Student Yardi Work Order form found in their MyEGSC portal. Emergencies can also be phoned in to 866-210-2734.

Health and safety inspections will be completed at least once per semester. These inspections are completed by at least two staff members and are used as a tool to ensure proper care is being taken of the facility. Violations are seen as vandalism and are turned over to the Office of Student Conduct.

Damages incurred while a resident lives on campus will be charged directly to their student account and a hold placed on their record until paid.

J: Academics

Residents of Bobcat Villas are students above all else. Failure to attend and/or pass classes can be cause for removal from the residence hall. Residents must be enrolled in at least 12 hours each Fall and Spring semester and at least 6 hours each Summer semester (12 hours is still a full-time load for financial aid purposes). If a student has extenuating circumstances that make it impossible for them to take or maintain the required hours, they must complete a Permission to Reside with Fewer Hours form and have it approved in order to remain on campus. Removal from Bobcat Villas for failure to maintain the required hours will violate the Housing Agreement and cancellation terms will go into effect.

Because the Office of Housing and Residence Life views academics as the number one priority of all residents, new residents who have one or more Ds or Fs after five-week grades are posted may be required to meet with the Director of Housing for a review of resources on campus.

An academic advisement packet is sent to residents each semester to get them ready for registration for upcoming semesters. This packet contains information about all current and previous coursework and grades, outstanding courses needed for graduation, important dates, the satisfactory academic progress policy for financial aid and how to find information about holds that might prevent registration.

EMERGENCY PREPAREDNESS

A: Fire

In the case of a fire alarm sounding, you should immediately exit the building from the closest exterior door and meet in the grass near Ezra Pond. You should not reenter the building until EGSC personnel tell you that it is safe to do so, even if the alarm stops.

If you are inside an apartment, you should check the door for heat before opening the door. If the door is hot,

DO NOT open the door. Immediately contact 911 and tell them that you are located in Bobcat Villas (and which building) on the EGSC campus and give them your apartment number. You should hang a white towel (or available material) from your apartment window and stay low to the floor near that window until the fire department can get to you. DO NOT open the window until help is there, as this may cause the fire to seek out this oxygen source and reach you faster. If the door is not hot, you can crack the door and see if smoke enters the room. If smoke is present, close the door and proceed with the same procedures you would use if the door was hot. If smoke is not present, stay low to the floor and proceed to the closest exit. Remember that smoke inhalation is the most common cause of death in a fire. Smoke rises, so stay low to the floor and cover your mouth and nose.

B: Weather

Tornado Watch:

A tornado watch signifies that atmospheric conditions are such that a tornado could develop. The National Weather Service will issue a tornado watch for a specific time period and geographic area. Although a tornado watch does not represent imminent danger, it should not be treated lightly. You should monitor both television and radio weather bulletins and begin taking precautionary measures.

Tornado Warning:

A tornado warning means that a tornado has been sighted in the immediate area. You should take shelter at once on the first floor of Bobcat Villas, away from windows and glass. Become familiar with the Designated Severe Weather Rooms in all buildings on campus.

Ice/Snow:

While it is rare for Swainsboro/EGSC to have ice/snow, it is not impossible. The Office of Housing and Residence Life and Public Safety will work together to keep you informed about the suspension of College operations. You should monitor both television and radio weather bulletins and take precautionary measures.

C: Missing Person

This policy contains the official notification procedures for East Georgia State College concerning missing students who reside in on-campus housing, in accordance with the requirements of the Higher Education Opportunity Act of 2008 (HEAO).

Residents will be informed each academic year that they have the option to identify one or more people as confidential contacts on the Confidential Contact Information Form, which will be completed as part of move in weekend and updated when requested. This form is confidential and the information provided will not be disclosed to anyone other than authorized East Georgia State College officials and law enforcement personnel. If a resident is under 18 and not emancipated, EGSC must contact a custodial parent or guardian in addition to any contact person designated by the resident.

To register a confidential contact:

1. Residents may register a confidential contact by completing the Confidential Contact Information Form when they check in to the residence hall.
2. Residents may choose anyone, including their emergency contact.

3. Residents may make updates by completing a new Confidential Contact Information Form with the Residence Life Coordinator.

NOTE: The resident is responsible for the accuracy of the contact information provided.

To report a missing resident:

1. Contact Public Safety at 478-455-0125.
2. Provide information pertinent to report, including:
 - a. Date/time resident last seen
 - b. Any attempts made to contact resident and the information used (i.e. cell phone number, email address, facebook status, etc.)
 - c. The general routine or habits of the resident including any recent changes in behavior or demeanor
3. Cooperate with Public Safety officials and provide your contact information in case more information is needed.

When a report is received by Public Safety:

1. An investigation takes place to determine if the resident has been missing for 24 hours or more.
2. If yes, within 24 hours;
 - a. The Swainsboro Police Department will be notified by Public Safety.
 - b. The Director of Housing will notify the confidential contact provided by the resident or the emergency contact if no confidential contact has been registered. NOTE: If a resident is under 18 and not emancipated, EGSC must contact a custodial parent or guardian in addition to any confidential contact person designated by the resident.

D: Medical

Each resident completes an Emergency Information Card when they move in. This card provides the Office of Housing and Residence Life with contact information and gives us general information about any health conditions or allergies that the resident wishes to disclose. This information will be shared with medical personnel in the case of an emergency.

Swainboro/Emanuel County has a hospital within 3 miles of EGSC. In the case of a medical emergency, 911 should be called first, followed by EGSC Public Safety. You should calmly provide specific information about the emergency. For example:

I am in Room 1111 in Bobcat Villas at East Georgia State College. My friend fell and hit his head on the floor. He is not responding when we talk to him and is bleeding from his head and nose.

The 911 Operator may ask you questions. Be honest and specific, but only answer the question you were asked; you don't want to slow down the process. If you are alone, attempt to get someone's attention in the hallway and have them contact Public Safety.

E: Lockdown

If there were a reason that EGSC had to go into lockdown, residents would be notified via Connect Ed. You should immediately go to the nearest room and secure the door behind yourself. The door should only be opened when the all-clear is given via Connect Ed or emergency personnel are there to evacuate.

If evacuation of EGSC becomes necessary, residential students will be given an evacuation location to report to and all information will be routed to those locations. If you do not have personal transportation, immediately report to the nearest EGSC employee.

MOVING OUT

There will be a posted move out deadline for each semester; typically, it is the Saturday after the last final exam is given. If a student is returning to Bobcat Villas the following semester, they do not need to take their belongings home, but should pay special attention to any procedures they need to follow in order to properly check out. Anyone who is not returning to Bobcat Villas, or has a semester break between residency, should follow these check out guidelines:

1. Sign up for a check out appointment on the list on the glass of the Residence Life Coordinator's office in the lobby of Bobcat Villas.
2. At your appointment time, a staff member will meet you in your room.
 - a. Your bedroom must be completely empty
 - b. The bed should be pushed against the wall with the window (long-ways, giving you lots of floor space)
 - c. The desk and chair should be against the wall farthest from your door (if you are in bedroom A or C, this will be the left wall; if you are in bedroom B or D, this will be the right wall)
 - d. Pictures will be taken of all common areas when you check out...you will be responsible for anything that is not cleaned when you check out if it is not cleaned when everyone leaves.
 - e. You will return your keys (bedroom, laptop safe, mailbox)
 - f. You will complete and sign your Room Condition Report
 - g. If your room is not ready at the time of your appointment, you will have to sign up for a different time and may not be able to leave when you requested.
3. If you do not sign up for an appointment or miss your appointment, you may be charged a \$50 improper check out fee.

FAQs

How do I apply to live on campus?

You can print an application by visiting our website and looking under "Forms."

In addition to submitting your application, you will need to submit your \$50.00 non-refundable housing application fee to the EGSC Business Office (make sure you include student name and ID number). After your application and application fee are received, it will be processed by the EGSC Office of Housing and Residence Life.

Each student who chooses to live on campus will also have to complete a Criminal Background Investigation Consent Form and return it for processing. The CBI Consent Form is also available under "Forms."

Note: Housing applicants must have graduated from high school or have obtained an equivalency degree (GED).

What if I change my permanent address or email address after I submit my Residence Hall Application?

Please contact us at housing@ega.edu or 478-289-2172 when any of your personal information changes. Please include your legal name and student ID number in your email message.

What is the application deadline for housing?

There is no deadline, but rooms are assigned on a first-come basis dependent on completion of paperwork and payment of fees.

How do I request a specific roommate?

The Residence Hall Application has a space for you to write the name of specific roommates. If you choose someone after you have turned in your application, you can email or call us with the addition.

How are roommates assigned?

Roommates are assigned based on information provided on the Residence Hall Application and input from the student. On the application, students can request roommates by name. They also complete a section about hobbies/preferences that helps us match them. Any spots available after July 5 will be assigned by the Office of Housing and Residence Life.

Can you change roommates after they have been assigned?

Yes, you can request a roommate change. Changes can be made via EGSC email up to one week before the posted move-in date if space is available.

If I'm having trouble with my roommates, can I change rooms during a semester?

You may request a room change during a semester, but space may not be available for an immediate move. Roommate Agreements will be completed during the first month that the student is on campus. This agreement will ask the four roommates to consider situations they might encounter during a semester and discuss a plan of action. The agreement can be altered at any time to fit the changing needs of the group, but also serves as a platform for mediation.

How do I know which apartment I have been assigned?

After you have completed all the steps for application, a temporary assignment will be made and you will be contacted by email.

What if I need special accommodations in housing as a result of a disability?

Contact the Coordinator of Disability Services at 478-289-2039, as soon as possible because accommodations take time to be approved and arranged.

May I apply for on-campus housing before being formally accepted to EGSC?

Yes, applications will be processed, and you will be contacted about any missing requirements for admission to EGSC. You cannot live on campus if you are not accepted as a student.

Can I live with a person of a different gender?

No, on-campus housing at EGSC is designed for roommates of the same gender only.

Do I need Renter's Insurance?

The Office of Housing and Residence Life very strongly advises that each resident carry individual renter's insurance for his or her personal property in the event of fire, flood, theft, hurricane, tornado, overflowing tubs, broken pipes, water main breaks, etc.

You must understand that East Georgia State College and the Office of Housing and Residence Life DOES NOT and CANNOT protect any personal belongings against burglary, vandalism, fire, smoke, and other perils.

You must also understand that by not having personal liability insurance, you may be liable to third parties and to East Georgia State College and the Office of Housing and Residence Life, for certain perils which are covered by renter's insurance.

You may be covered by your parents' homeowner's insurance. Check with your parents' homeowner's insurance company to see what is covered and additional information necessary for coverage.

Can I see my room or place items in it before I arrive on opening day?

We will make every effort to have a Preview Room available for touring during Orientation, EGSC Open House, and regularly scheduled campus tours, but cannot allow items to be placed in apartments before a student moves in.

What is a Room Condition Report?

You must complete, sign and return a Room Condition Report at move-in to document any problems with the condition of the room when it is initially occupied. You will be held responsible for any damages to the room found upon move-out unless originally noted on the Room Condition Report or a previously reported maintenance problem.

Rooms will be inspected again at move-out. You must schedule this inspection and be present when it takes place.

Housing and Residence Life will maintain and repair the mechanical systems, plumbing systems, and appliances. Residents will be responsible for any costs that occur from misuse, abuse or neglect to the apartment or the premises.

Do ONLY freshman get to live on campus?

No, any EGSC student can live on campus.

Are all students living on campus required to have a meal plan?

Yes, all students who choose to live on campus will be required to purchase the meal plan.

Will students have access to Wi-Fi if they wanted to bring a laptop?

The entire building offers wireless internet access!

Do I need a computer?

A computer lab is available inside Bobcat Villas, inside the Jean and L.C. "Shot" Strange Clubhouse, in the Student Services Complex and in the Library, so a student has multiple options on campus if they do not bring a computer. However, all residents have access to the lab in Bobcat Villas and all EGSC students have access to the other labs, so a student may have to wait their turn during peak times.

Are cookware and utensils provided?

No, cookware and utensils will need to be provided by the student.

Can students stay on campus during holidays?

Bobcat Villas will close during Thanksgiving Week, the Winter break and Spring break. Students will need to secure other housing options during these times. However, students may leave all belongings in their rooms. Any student who has extenuating circumstances that will not allow them to leave during a break should complete a Request for Housing during a Break form which can be found in the Forms section or requested from the Director of Housing.

- A student must be in good academic standing and have had minimal disciplinary interaction in order to be approved to stay.

- A student must be registered for the upcoming semester if they are asking to stay during Winter break.
- No outside visitors will be allowed during any break.
- During most breaks, limited services will be available on campus. This typically means that all offices, with the exception of Public Safety, will be closed and no food services will be offered.

What are the visitation procedures and hours for residents?

Visitation hours are posted by the Office of Housing and Residence Life and students are kept updated. Visitors must be 18 years of age or older, must have a current picture ID and must abide by all policies while visiting. Residents are only allowed one visitor at a time since they must escort their guest and are responsible for their actions while visiting.

If each student is only allowed one visitor at a time, what will the procedure be if more than one person wants to come by for the day or stay overnight?

Permission can be requested from the Residence Life Coordinator via email for special circumstances. Overnight guests must be of the same gender as the resident they are visiting.

What happens to my reservation fee (\$200/\$50) if I decide to cancel my on-campus housing?

The reservation fee is non-refundable if the student cancels his/her contract.

Are pets allowed?

Only service animals are allowed in Bobcat Villas.

Do I have to take a specific number of credit hours to be able to obtain on-campus housing?

We ask that students carry a full academic load (12 hours) during Fall and Spring semester and at least 6 hours during Summer semester.

Can financial aid be used towards housing costs?

Financial Aid money can be used to pay for housing and meal plan costs beyond the application fee and deposit. The application fee and deposit must be paid out-of-pocket.

Who is responsible for cleaning the bedrooms and bathrooms?

After students move in, they are responsible for cleaning the apartment. Health and safety inspections will be performed by staff to make sure the apartments are being cleaned on a regular basis.

Can I bring a bicycle?

Absolutely! Bike racks are provided, but students will need to provide their own lock.

Are telephones available on campus or within the units?

Telephone access is available in the Residence Life Coordinator's office inside Bobcat Villas for students to use if they need to call home. Emergency phones that directly dial 911 are located near the emergency exit on each hallway.

Is tutoring available for students?

EGSC offers free tutoring in the Academic Center for Excellence located in the Luck Flanders Gambrell building.

Where do I receive my mail?

Each resident will have a mailbox in the Clubhouse. Residents will receive their EGSC address as part of their move-in packet.

Is there a curfew?

Residents do not have a curfew. The lobby doors are locked 24/7 and can only be accessed by a resident with an ID card.

Is cable television service provided?

Cable service is provided in the living room of each apartment. If a student would like to have cable service in their bedroom, they can request information from our local provider and have the service connected in their name.

Where do we do laundry?

Bobcat Villas has a laundry room. Students do have to provide their own laundry detergent, etc. The residents will not be charged to use the equipment.

Can I bring my own furniture?

EGSC furniture cannot be removed and a clear path has to be maintained to the exit, but students can bring their own furniture to supplement/decorate the apartment.

Is there a place where I can hang out?

The Jean and L.C. "Shot" Strange Clubhouse is accessible to residents and their guests. This facility has a fitness center, a game room, four big-screen TVs, a computer lab, study rooms and a multi-purpose room with kitchen.

Who do I go to if I have questions or need help?

Please contact our office at 478-289-2172 or by email at housing@ega.edu. We will be happy to help you or put you in contact with the correct resource.

FORMS

- A. Residence Hall Application
- B. Criminal Background Investigation Consent
- C. Residence Hall Application Renewal (Summer 2015)
- D. Permission to Reside with Fewer Hours
- E. Housing Agreement
- F. Housing Agreement Cancellation Request
- G. Emergency Information Card
- H. Room Condition Report
- I. Missing Student Contact Information
- J. Request for Housing During a Break
- K. Lockout Fee
- L. Reservation Fee Refund

APPLICATION AND ASSIGNMENT PROCESS

Residence hall rooms are temporarily assigned after all items below have been completed.

1. Acceptance to East Georgia State College by the Admissions Office, including receipt of the immunization documentation required.
2. Receipt of the Residence Hall Application in the Office of Housing and Residence Life and the \$50 nonrefundable application fee to the Business Office.
3. Receipt of the Criminal Background Investigation Consent Form and review of Criminal Background Report by committee.
4. Receipt of Residence Hall Housing Agreement in the Office of Housing and Residence Life and the \$50 housing reservation fee to the Business Office. This reservation fee will be used for the first semester's rent if the student receives on-campus housing.

NOTE: Housing applicants must have graduated from high school or have obtained an equivalency degree (GED).

A student who has completed steps 1-4 above AND has paid all EGSC housing fees (application fee, housing reservation fee and semester housing payment, including meal plan) in full, will receive a confirmed assignment by email to their EGSC account. Students may use financial aid money to cover housing. The priority dates for financial aid are available from the Financial Aid Office.

A student may not move in to the residence hall until **all** EGSC fees have been paid in full, including tuition/fees and all housing fees (application fee, housing deposit and semester housing payment, including meal plan).

MENINGITIS INFORMATION

In accordance with Georgia Code Section 31-12-3.2, all students living in college owned housing must EITHER receive a vaccine for bacterial meningitis OR sign a waiver indicating that he/she has reviewed information about the risks of bacterial meningitis and have already been vaccinated or chose not to be vaccinated. You will need the following information in accordance with Georgia Code Section 31-12-3.2: What is Meningococcal disease?

(1) Meningococcal disease is a serious disease that can lead to death within only a few hours of onset; one in ten cases is fatal; and one in seven survivors of the disease is left with a severe disability, such as loss of limb, mental retardation, paralysis, deafness, or seizures; (2) Meningococcal disease is contagious but is a largely preventable infection of the spinal cord fluid and the fluid that surrounds the brain; (3) Scientific evidence suggests that college students living in dormitory facilities have a moderately increased risk of contracting meningococcal disease; and (4) Immunization against meningococcal disease will decrease the risk of the disease. Students who apply for college housing will not be permitted to submit housing contracts without initialing that he/she is aware of the risks of bacterial meningitis. Students are encouraged to discuss the vaccination with his/her family physicians.

Welcome Home!



Submit your documents to: Office of Housing and Residence Life
c/o Enrollment Management
131 College Circle
Swainsboro, GA 30401
or
(478) 289-2353 fax or
documents@ega.edu

For questions: call (478) 289-2172 or email
housing@ega.edu



EAST GEORGIA STATE COLLEGE
 UNIVERSITY SYSTEM OF GEORGIA
 131 College Circle
 Swainsboro, Georgia 30401-2699

Enrollment Services
 Tel: (478) 289-2169
 Fax: (478) 289-2140
 Web: www.ega.edu

Criminal Background Investigation Consent Form

Effective Fall 2007, East Georgia State College instituted a Criminal Background Investigation policy for admission to the institution, admission to the Teacher Education Program, and to be eligible to serve as an EGSC Post-Secondary Readiness Enrichment (PREP) tutor. Effective Spring 2011, all students applying for the EGSC Study Abroad Program or applying to live in on-campus housing will be required to obtain a criminal background investigation. You have identified yourself as a potential candidate for the program of study in Teacher Education, as a potential candidate for student tutoring in a local school system, as an applicant for an EGSC Study Abroad Program, as an applicant for on-campus housing or as having previously been convicted of a crime other than a traffic offense or having criminal charges pending. East Georgia State College requests your consent to a criminal background investigation report and review by designated College officials. Upon receipt of the background investigation an evaluation will be undertaken and you will receive written notification of the results of this process. This criminal background investigation report will be provided by a contracted vendor after student presents this original document to EGSC with the appropriate payment.

By signing below, you agree to the following:

"I certify that all information provided in this release is true and complete. I understand that any false information, by omission or otherwise, or identification of certain criminal activity on the part of the applicant/student either past or present as identified via the criminal background investigation report may disqualify me from consideration for admission, readmission, disqualification for consideration as a student tutor in a local school system, participation in the Teacher Education curriculum at East Georgia State College, participation in an EGSC Study Abroad Program or permission to live in on-campus housing. I authorize the release of this information to East Georgia State College, Enrollment Services and college personnel with legitimate educational interests and any additional information or investigation by outside agency which the institution deems beneficial. I understand this will include information of public record, which may include DMV records, civil and criminal court records, and other records as may be appropriate. I understand I have a right to make a written request within five days for the disclosure of the name and address of the reporting agency so that I may obtain a complete disclosure of the nature and scope of the investigation. I hereby fully waive any claim against you and any outside agency utilized by you as a result of any information which is obtained in this investigation. No action will be taken on the part of the institution in reference to your request for admission until such time as this information is provided and evaluated. I understand this Criminal Background Investigation Report is valid for one year. For Teacher Education Students: I understand that if I do not complete EDUC 2110, 2120, and 2130 within one year of this report, I will be required to provide an additional Criminal Background Investigation Report and bear the expense for the same." I have read, understand, and by my signature consent to the above statements.

Purpose of Criminal Background Investigation (please check): Submit form with \$25 fee to cover cost of report & processing

Admission to EGSC Admission to Teacher Education PREP tutor Study Abroad Program
 On-Campus Housing Only (DO NOT submit \$25 fee; fee will be covered by your \$50 application fee for housing)

Student Name: _____ SS # _____
 (please print)

Address _____ City: _____ St: _____ Zip: _____

List all cities and states lived in since turning 16: _____

Date of Birth: _____ Race: _____ Sex: _____ Maiden Name or Alias(es) _____

Signature: _____ Date: _____

<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Office Use Only Signature _____ Date _____	
Date of Background Report _____		

Procedure for Obtaining Criminal Background Investigation Report

Applicants/students must:

- Complete a Criminal Background Investigation Consent Form which can be picked up from Enrollment Services, mailed to your permanent home address, or accessed on-line at www.ega.edu/registrar/forms/.
- Return completed Criminal Background Investigation Consent Form to Admissions.
- If requesting the report for any reason other than on-campus housing, submit \$25 processing fee to: East Georgia State College, Business Office, 131 College Circle, Swainsboro, GA 30401. Make note with your payment that your fee is for "CBI."

Committee Review

Upon receipt of CBI report, the Criminal Background Investigation Committee will review and render a decision concerning admissibility of applicant/student to institution and/or on-campus housing, educational program or employment as a tutor. The Committee reserves the right to call the student to appear before the committee to answer questions concerning discrepancies or incomplete information.

Factors used by the committee to evaluate the information in the criminal background check report include:

- (1) Nature, circumstances and frequency of the reported offense;
- (2) Length of time since the offense;
- (3) Information that addresses efforts at rehabilitation including whether the student accepted responsibility for the act or contested it, the punishment imposed, and efforts of positive life changes
- (4) Accuracy of information provided by the applicant in the admissions application; and
- (5) Whether admission would compromise the safety of EGSC faculty, staff, students and visitors, or compromise the safety of any parties participating in an off campus tutorial site.

For teacher education students: Criminal Background Investigation reports for Teacher Education students will be evaluated using the above standards with specific attention to the nature of the prohibited crimes as set forth by the Georgia Professional Standards Commission (GPSC). The GPSC denies licensure for applicants convicted of crimes of moral turpitude such as: fraud or false pretenses in obtaining something of value, larceny or misdemeanor theft by taking, larceny after trust, murder, soliciting for prostitutes, voluntary manslaughter, sale of narcotics or other illegal drugs, pattern of failure to file federal tax returns in years in which taxes are due, criminal issuance of a bad check, and making a false report of a crime.

Applying the standards above, the committee may take the following action(s):

- (1) Denial of admission to the institution;
- (2) Denial of admission to the Teacher Education Program, or in the alternative, counsel and advise student of future risks and barriers if he/she elects to continue this program of study;
- (3) Denial of employment as a PREP tutor;
- (4) Denial of admission to EGSC Study Abroad Program; and/or
- (5) Denial of admission to on-campus housing.

An official written response will be directed to applicant/student at their permanent home address concerning the committee's decision. In the event a teacher education student is denied admission to the teacher education program, and said student desires to continue in the teacher education program of study, the student must sign a Waiver form. The Waiver advises the student that enrollment in EDUC 2110, EDUC 2120 and/or 2130 may result in:

- (1) Student being unable to fulfill the essential requirements (classroom experience) of the course;
- (2) Student may be ineligible for a teacher education program of study (after transfer) at a 4 year degree granting institution; and
- (3) If the student completes a four year degree in an alternate field of study, the student may not be able to obtain professional certification from the Georgia Performance Standards Commission.

All students have the right to request reconsideration, in writing, within 5 days of the committee decision. The student will receive only one reconsideration opportunity. The Committee's reconsideration decision is final; no further appeals are allowed.

Access to Report, Student Right to Appeal, Storage of Report

The report is conducted by an outside vendor. The applicant or student has the right to challenge the accuracy of the information contained therein. Challenges must be directed to the vendor certifying the report. All information contained within the report is confidential under the Family and Educational Rights and Privacy Act (FERPA) and will be reviewed only by the East Georgia State College Criminal Background Investigation Committee. The committee consists of representatives from admissions, registrar's office, counseling, campus security, housing and legal affairs. The committee will meet and render a decision within five working days. The criminal background check report and the committee's decision (Consent Form) will remain separate from the student's academic file.

Residence Hall Application Renewal
(For Current Residents Only)
East Georgia State College
Summer 2016

NAME: _____ EGSC ID # _____
(Please print)

Cell Phone Number: _____ Email: _____

I am requesting permission to live on campus for Summer Semester 2016 (May 8-July 26). I understand that I may be asked to leave my current room assignment in order for all students to be in one area of the building during the semester.

PLEASE CIRCLE YOUR CHOICE

1. Maymester ONLY (May 8-24); \$415
2. Maymester AND Full Summer (May 8-July 26); \$1315 **(DISCOUNT!!!!)**
3. Summer Session II ONLY (May 31-June 24); \$570
4. Summer Session III ONLY (June 26-July 23); \$570
5. Full Summer (May 31-July 26); \$1100
6. Maymester and Summer Session II (May 8-June 26); \$985
7. Maymester and Summer Session III (May 8-24 and June 26-July 26); \$985

I would like to room with: (Write N/A if you have no preference; otherwise, list names here)

1. _____
2. _____
3. _____

I am requesting the following meal plan option be added to my student account. I understand that any money left in my flexible dining dollars account after Tuesday, July 26, will be forfeited.

PLEASE CIRCLE YOUR CHOICE

1. No meal plan (\$0)
2. Option 1: \$150 Declining Balance (\$150)
3. Option 2: \$250 Declining Balance (\$250)

Student Signature

Date

EAST GEORGIA STATE COLLEGE
Office of Housing and Residence Life

Permission to Reside with Fewer Hours

EGSC policy requires campus residents to be enrolled in 12 or more credit hours each Fall Semester and Spring Semester, and 6 or more hours during the Summer term. Exceptions are made when Housing and Residence Life staff members are convinced that the student taking the smaller load will not adversely affect the educational environment. Requests for exceptions to this policy must be submitted in writing. This form may be used to seek the required written permission. .

I request permission to reside on campus with fewer semester hours for _____ semester. I understand that campus housing is designed to help promote college success and progress toward graduation. I make this request for the following reason(s):

In the column on the left below, please list the course(s) you propose to drop, and on the right list the courses in which you will remain enrolled.

-
-
-
-

I understand that it is my responsibility to complete the necessary steps to actually withdraw from classes. I also understand that withdrawing from 1 or more classes may affect financial aid, scholarships, and progress toward degree completion.

PRINTED NAME (Resident) EGSC ID #: _____

SIGNATURE (Resident) DATE: _____

*****FOR OFFICE USE ONLY

Received by: _____ Date: _____

____ Approved ____ Denied Decision Emailed on _____

Comments:

**2016-2017 Academic Year
East Georgia State College
Housing Agreement**

This Housing Agreement (this "Agreement") should be read carefully and signed by Resident (and the Parent or Legal Guardian as a guarantor of Resident's obligations under this Agreement if Resident is under age 18).

The Board of Regents of the University System of Georgia by and on behalf of East Georgia State College ("College") is acting as the agent for Corvias Campus Living-USG, LLC ("Provider") in administering this Agreement and the assignment of housing space to Resident.

Provider is the operator of Bobcat Villas-South and Bobcat Villas-West (the "Residence Facility") to which Resident is assigned.

This Agreement is administered by College's Office of Housing and Residence Life ("College Housing").

I. TERM OF AGREEMENT

This Agreement is binding when executed by Resident (*i.e.*, the date signed by Resident or submitted by Resident online). The Agreement obligates Resident for the entire academic year identified in the heading (consisting of the fall and spring semesters) or the portion of the academic year remaining after Resident moves into the Residence Facility (the "Term").

College Housing will designate the date when a Resident may move into the Residence Facility and the date by which the Resident must move out of the Residence Facility. These dates will be published on the College Housing website (www.ega.edu/housing). The Housing Facility may be closed during academic breaks. A calendar of official closings is published each year by College Housing and governs the times during which residency is available in the Residence Facility. All Residents must make alternative arrangements at their sole expense for housing during periods of closure of the Residence Facility. If Provider elects to allow Residents to remain in the Residence Facility during any academic break, Resident will be responsible for payment of all fees charged by Provider during that period.

II. HOUSING ASSIGNMENT AND GRANT OF LICENSE FOR USE OF SPACE

Provider agrees to furnish Resident with housing space in accordance with the terms of this Agreement. The parties to this Agreement do not intend that an estate, a tenancy, or any interest in the property should pass to Resident from Provider to Resident, nor is it intended that a usufruct be granted to Resident. Instead, it is the intention of the parties that the relationship between Provider and Resident is one of licensor and licensee and that the sole right of Resident to use his/her assigned room as a living unit is based upon the license granted to Resident in this Agreement.

- A. Right of Occupancy. Provider will provide Resident with a space in the Residence Facility for his/her occupancy as a residence. The right of occupancy does not include the right to a specific residence space, roommate, or type of accommodation by this Agreement. College will make housing assignments on behalf of Provider subject to availability of space and without regard to race, religion, color, age, disability, national origin, or sexual orientation. Final determinations on housing assignments are in the sole discretion of College acting on behalf of Provider. No guarantee of a specific unit space assignment is implied or made.
- B. Move-In. Move-in dates are published on the College Housing website (www.ega.edu/housing). Resident must meet all residency requirements (as published on the College Housing website) before moving into Residence Facility. Resident must occupy the assigned space or deliver written notice of delayed arrival to the College Housing office no later than 9:00 a.m. on the first day of classes of the first academic term of residency. If Resident has not registered for courses and occupied Resident's assigned room by 9:00 a.m. on the first day of classes, the room assignment may, at the sole discretion of College on behalf of Provider, be cancelled without notice to Resident, in which case Resident will be responsible for all fees described in the Cancellation Schedule B to this Agreement.
- C. Room Changes. No changes in room assignment will be based upon age, race, religion, national origin, disability, sexual orientation, and online profiles except as needed to provide a reasonable accommodation to residents with eligible disabilities registered with the College Office of Counseling and Disability Services. Room change may only be made with the written approval of College Housing and is dependent upon space availability, timing of the request, and grounds for transfer. Residents who receive approval for a room change may be charged a room change fee as shown on the College Housing website, which will be posted to Resident's account. Room changes that are not authorized by College Housing will result in a fine as shown on the College Housing website, which will be posted to Resident's account.
- D. Personal Residence. Resident is to use and occupy the assigned space exclusively as a personal residence and for no other purpose except as may be permitted by College acting on behalf of Provider. Resident may not occupy or

reside in any space other than the assigned room except for customary use of the common areas of the Residence Facility.

E. Conduct.

a. *Living Standards/Code of Conduct.* The College Housing Residence Hall Handbook (“the Guide”) and Student Code of Conduct govern Resident’s use of the assigned space and conduct in the Residence Facility and are incorporated into this Agreement and made a part of it. The Guide is available on the College Housing website (www.ega.edu/housing) and hard copies are available upon request from College Housing. College reserves the right to revise the Guide at any time and to make such other rules as deemed appropriate or necessary for the safety, care, and cleanliness of the Residence Facility and for securing the comfort and convenience of all occupants of the Residence Facility. Resident agrees to abide by all College policies, procedures, and applicable law.

b. *Visitors.* Resident will be responsible in all matters regarding this Agreement for the conduct of anyone Resident invites or permits to enter the Residence Facility or its grounds. Any violation of the provisions of this Agreement by such a person will be attributed to Resident and will be grounds for cancellation of this Agreement by College on behalf of Provider, as well as grounds for discipline of Resident by College through its disciplinary process.

F. Keys. Resident is issued a key for Resident’s assigned space. This key remains the property of Provider and may not be duplicated by Resident or loaned to any other person by Resident.

G. Reassignment. College Housing reserves the right to change Resident’s housing assignment for purposes such as consolidation, maximization of space and resource utilization, responding to enrollment fluctuations, physical facility problems, establishment of a special interest building, floor, unit, or section, disciplinary reasons, staff changes, emergency evacuation and shelter purposes, and other reasonable purposes determined by College. Reassignment may be to another building or unit operated by Provider or College.

H. Entering Resident’s Room. College and Provider reserve the right to enter Resident’s room for purposes of verifying occupancy, housing and College policy enforcement, maintenance, improvements, inventory control, sanitation, pest control, safety, fire protection, evaluation of conditions potentially affecting the health or safety of occupants of Residence Facility, responding to epidemic or emergency conditions, to reclaim College property, and for any other purpose allowed by College policy. Resident is not required to be present at the time of maintenance, inspection, or other entries described in this Agreement. Furthermore, College and Provider reserve the right to provide law enforcement officers with access to Resident’s room for purposes of conducting a valid search or serving an arrest warrant. Health, fire, and safety inspections will occur on a periodic basis.

I. Cleanliness. Resident agrees to keep the room in a clean and sanitary condition during the entire term of occupancy and to return his/her room to Provider in the same condition, including general cleanliness, as it was at the beginning of the term of occupancy, normal wear and tear excepted as determined by College acting on behalf of Provider. When there is vacant space in a partially occupied multi-person room, the vacant space must be maintained by the occupant(s) in a manner that will allow a new Resident to move in immediately. Failure to do so will result in assessment of a cleaning charge to Resident’s account.

J. Damages. Resident shall pay Provider for loss of Provider property and the cost of repair for any breakage or damage to Resident’s assigned room, its fixtures or any appliances and furniture, plus any damages caused by Resident or guests of Resident to other parts of the Residence Facility, including but not limited to special cleaning necessitated by improper care of rooms, furnishings, or appliances.

K. Alterations. No changes may be made by Resident to the Residence Facility or assigned space without the advance written permission of College Housing. Prohibited alterations include, but are not limited to, shelves, partitions, lofts, window coverings, wallpaper, painting, plumbing, heating, structural changes or alterations to furniture, or removal of Provider owned furniture and its replacement with items owned by Resident.

L. Tobacco and Smoke-Free Campus. Residence Facility and the entire College campus is tobacco and smoke-free pursuant to BOR Policy 9.1.7. The use of all forms of tobacco products is expressly prohibited. Tobacco products is defined as cigarettes, cigars, pipes, all forms of smokeless tobacco, clove cigarettes, and any other smoking devices that use tobacco such as hookahs or simulate the use of tobacco such as electronic cigarettes.

M. Sales and Solicitations. Sales and solicitations in any form within the Residence Facility are prohibited unless specifically authorized in writing by College’s Director of Housing. Door to door solicitation, distribution, or advertising is expressly prohibited. Resident will not allow any person to conduct sales, demonstrations, or presentations of any product or service in Resident’s assigned space or in the Residence Facility without the prior written permission of College’s Director of Housing.

III. MEAL PLANS

Residents living in Residence Facility are required to purchase a College meal plan. Information regarding the meal plan options can be found at www.ega.edu/housing.

IV. FEES AND PAYMENTS

- A. Housing Fee. Resident agrees to pay Provider a Housing Fee that is payable in two equal per-semester installments during the Term in accordance with the provisions of this Agreement. The Housing Fee is shown on Exhibit A to this Agreement. The Housing Fee is payable on a per-semester basis and must be received by College on behalf of Provider no later than 5:00 p.m. on the date for payment of Housing Fees for the semester as shown on the College Housing website (www.ega.edu/housing). Payment in full must be made for each semester regardless of Resident's move-in date.
- B. Other Fees. Resident agrees to pay those other fees shown on Exhibit A to this Agreement, which also shows the due date of such fees.
- C. Late Fee. Resident will be charged a late fee in the amount shown on Exhibit A to this Agreement for each semester that any part of the Housing Fee is not paid by the payment due date.
- D. Failure to Pay Housing Fee by Due Date. If Resident does not pay the Housing Fee by the later of (i) the date Resident signs this Agreement or (ii) the date for payment of Housing Fees for the semester (as set by college), Provider may cancel this Agreement, remove Resident from the Residence Facility, and avail itself of any other remedies available at law or equity.
- E. Guarantor. If Resident is under age 18, the undersigned parent, guardian, or other guarantor ("Guarantor") agrees to guarantee payment in full to Provider and/or college (as the case may be) the Housing Fee and all other charges attributable to Resident per the terms of this Agreement. Guarantor further agrees that if Resident for any reason fails to make such payments, Guarantor will be jointly and severally responsible for making all such payments. Provider and College will not enter into this Agreement or any other agreement with Resident unless Guarantor agrees to guarantee payment.
- F. Failure to Pay Sums Due. Resident understands and agrees that College may apply any sum that would otherwise be returned to Resident under this Agreement to any amounts past-due by Resident to Provider or College; provided, in the case of refunds governed by Title IV of the Higher Education Act of 1965 (as amended), the amount of the refund will not be applied to amounts otherwise owed to Provider or College. Past-due accounts may also be referred for collection. Resident agrees to reimburse Provider the fees of any collection agency, which may be based upon a percentage of the amount owed by Resident at a maximum of 33.3% of the amount owed and all costs and expenses of collection, including reasonable attorneys' fees Provider incurs in any collection efforts.
- G. Damage to Assigned Room. The condition of Resident's assigned room, including furnishings, will be inventoried prior to move-in. Resident will have 48 hours after move-in to inspect the room and furnishings. Any defects or damage beyond normal wear and tear must be identified by Resident via College's electronic work order system within this 48-hour period to be considered for exclusion when assessing applicable damage fees upon move-out.
- H. Common Area Damages. Residents of a hall within the Residence Facility may also be required to share on a pro-rata basis the expense of cleaning, painting, repairing, or replacing damaged Residence Facility property in common areas which such damage is not due to normal wear and tear and the person causing the damage is unknown. The determination of the amount of such loss or damage, selection of repair or replacement method, and scheduling of the repair or replacement will be made by College in its sole discretion. Resident agrees to pay assessed common area charges upon demand.
- I. No-Reduction of Abatement. Temporary failure to provide electricity, hot or cold water, heat and/or air conditioning, phone service, cable television service, internet service, or any other service will not be a reason for reduction, abatement, or withholding of any portion of the Housing Fee or other payment due under this Agreement. No adjustment to the Housing Fee or other compensation may be claimed by Resident for inconvenience or discomfort from the making of repairs, improvements to facilities, or temporary service outage.

V. CANCELLATION BY STUDENT

- A. Full Cancellation. To cancel this Agreement, Resident must submit a completed Housing Cancellation Form available at the College Housing website (www.ega.edu/housing). Except as described in Subparagraph B below (No Cost Termination), a Resident's cancellation of this Housing Agreement will result in accruing certain cancellation charges as described in Exhibit B of this Agreement.
- B. No Cost Termination. Resident may cancel his/her Housing Agreement without cancellation charges upon submission of supporting documentation evidencing one of the following occurrences during the Term:
 - a. Graduation;
 - b. Call to active military duty;
 - c. Marriage;
 - d. Birth of a Resident's child;
 - e. Enrollment in a College-sponsored study abroad program or affiliated academic internship;
 - f. Approved medical withdrawal from the College; or
 - g. Death of Resident

Any Resident cancelling for one of the reasons covered by this subparagraph will remain responsible for payment of the Housing Fee on a pro-rata basis through the date of cancellation.

VI. CANCELLATION BY PROVIDER

- A. For Cause. The occurrence of any of the following events by Resident will constitute a breach of this Agreement for which College on behalf of Provider may cancel this Agreement for cause and take immediate possession of the room upon written notice to Resident:
- Violation of any term or provision of this Agreement, including but not limited to failure to pay all applicable fees when due;
 - Violation of Residence Facility policies and procedures as outlined in the Guide;
 - Violation of College's Student Code of Conduct;
 - Violation of any state, local, or College drug or alcohol policy;
 - Violation of any applicable law, rule, or regulation;
 - Endangerment of the health and safety of the residential community of the Residence Facility;
 - Academic deficiency;
 - Disciplinary suspension or dismissal by College;
 - Disruptive behavior;
 - Damage from fire or smoke, otherwise causing the assigned space to be uninhabitable;
 - Refusal to comply with the direction of College Housing or Provider staff acting in accordance with their respective scope of responsibility; or
 - Vandalizing any College or Provider owned or managed property.

Upon Resident's breach of this Agreement, College will deliver written notice of cancellation of this Agreement and give Resident a minimum of 12 hours and a maximum of 48 hours to complete the move-out procedures and vacate the premises. Cancellation by College on behalf of Provider pursuant to this paragraph will not release Resident from the obligation to pay all fees under this Agreement for the entire Term and Resident will not receive a refund of any portion of the Housing Fees or other applicable fees as a result of this cancellation. Resident's obligation to pay all applicable fees due under this Agreement for the Term will survive termination of this Agreement for cause.

- B. Failure to Occupy. Resident must occupy the assigned space or deliver written notice of delayed arrival to College by 9:00 a.m. on the first day of classes of the first academic term of residency. College on behalf of Provider reserves the right to cancel this Agreement and/or reassign the assigned space to another person if Resident does not comply with this provision. Cancellation by College on behalf of Provider pursuant to this paragraph will not release Resident from the obligation to pay all fees under this Agreement for the entire Term.

VII. INDEMNIFICATION, ACKNOWLEDGEMENT, AND RELEASE

- A. Acknowledgement and Release. Resident acknowledges and agrees that neither Provider nor College promises, warrants, or guarantees the safety and security of Resident, Resident's guest, or Resident's personal property against the criminal actions of other residents or third parties. Resident acknowledges and agrees that neither Provider nor College will be liable for any damage or injury to Resident, Resident's guests, or Resident's personal property or to any person entering the room assigned to Resident or the Residence Facility, for injury to person or property arising from theft, vandalism, or casualty occurring in the room assigned to Resident or the Residence Facility.
- B. Indemnification and Release. Resident (and Guarantor, if Resident is under age 18) agrees to indemnify and hold harmless Provider, College, and their respective directors, board members, agents, and employees from and against all claims, actions, judgments, damages, liabilities, costs, demands, losses, and expenses (including, without limitation, reasonable attorneys' fees and disbursements) resulting from or arising out of injury to the person or property of Resident or Resident's guests while Resident resides in the Residence Facility, regardless of the cause (including, but not limited to, injury resulting from engagement, involvement, participation by Resident or any of Resident's guests in any event sponsored by College or Provider) unless such injury is caused by the negligence or intentional misconduct of Provider, College, or their respective agents. Resident (and Guarantor, if Resident is under age 18) hereby release and forever discharge harmless Provider, College, and their respective directors, board members, agents, and employees from any and all demands, causes of action and/or judgments of whatsoever nature or character, past or future, known or unknown, whether in contract or tort, whether for personal injuries, property damage, payments, fees, expenses, or any other monies due or to become due, or damages of any kind or nature, and whether arising from common law or statute, arising out of, in any way, this Agreement and the use of the Residence Facility.
- C. Insurance. Resident is strongly encouraged to purchase and maintain appropriate renters insurance as well as health and accident insurance and personal liability insurance. Resident acknowledges that neither Provider nor College carry any insurance on Resident's personal property and are not liable for lost, stolen, or damaged personal property kept within the Residence Facility or on College property.

VIII. MISCELLANEOUS

- A. Emergency Contact Information. Resident must complete and provide to College an emergency contact information form provided by College Housing before Resident will be allowed to move into the Residence Facility.
- B. Fire Safety. Resident will not tamper with fire alarms, smoke detectors, fire extinguishers, fire hoses, or exit signs. Resident will promptly evacuate Residence Facility upon the sounding of an alarm or as otherwise directed by College Housing staff. Resident will participate in any periodic fire drill and fire safety training conducted by College for the Residence Facility.
- C. Communication with Resident. Resident agrees that College and Provider may (but is not required to) communicate with Resident through Resident's official College email account for all aspects of this Agreement, including but not limited to notice of charges, refunds, and housing information notices.
- D. Non-Disclosure of Room and Phone Number. Except as otherwise required by applicable law, College Housing does not disclose room or telephone information except upon written request by Resident for the release of this information.
- E. Check-out Requirements. Residents must meet the following check-out requirements: (i) Resident has moved all personal property from the Residence Facility; (ii) Resident's assigned space has been cleaned by Resident; and (iii) the proper check-out records, keys, and access card(s) have been returned to authorized College Housing staff. In addition to any fees assessed for damages, lost key(s) or lost access card(s), failure to follow the check-out guidelines will result in Resident continuing to incur room charges and Resident will be assessed an improper check-out fine as outlined on Exhibit A to this Agreement.
- F. Transfer and Assignment. No transfer or assignment of this Agreement or the space assigned to Resident is permitted without the prior written consent of Provider and College. Provider is allowed to transfer or assign its interest in this Agreement at any time.
- G. Modification of this Agreement. Provider and College reserve the right to modify any provision of this Agreement upon notice to Resident that may become reasonably necessary to efficiently and effectively operate the Residence Facility.
- H. Governing Law. This Agreement will be governed by the laws of the State of Georgia and the rules and regulations of College.
- I. Severability. If any part of this Agreement is found to be unenforceable, the remaining parts will continue in full force and effect.
- J. No Waiver. The failure of Provider or College to insist, in any one or more instances, upon strict compliance with any of the terms of this Agreement will not be considered as a waiver of such terms and the same will continue in full force and effect.
- K. Attorneys' Fee and Collection Costs. Resident agrees to reimburse Provider and/or College (as the case may be) the fees of any collection agency, which may be based upon a percentage of the amount owed by Resident to Provider and/or College (as the case may be) at a maximum of 33.3% of the amount owed and all costs and expenses, including reasonable attorneys' fees, Provider and/or College (as the case may be) incurs in such collection efforts.
- L. Assumption of Risk. There are risks associated with living in a higher education housing environment and with participating in College Housing. Resident acknowledges these risks and elects to reside and participate with full knowledge of the risks of injury, illness, or damage to property. Resident acknowledges and agrees that he/she is owed no extraordinary duty of care in connection with his/her residency in the Residence Facility or in connection with any College Housing programming.
- M. Personal Property. Neither Provider nor College is responsible for unclaimed personal property and items left in any part of the Residence Facility after check-out or termination of this Agreement will be deemed abandoned and discarded or donated to local charities.

N. Criminal Background Checks. Provider and College reserve the right to conduct criminal background checks on Resident to determine Resident's suitability to live in Residence Facility, and Resident consents and agrees that Provider and College has permission to conduct criminal background checks on Resident.

Resident (and Guarantor, as applicable) accept and agree to the terms and conditions of this Agreement.

Printed Name of Resident (as shown in College records)

Signature of Resident

Date

If Resident is under 18: Guarantor hereby agrees that he/she assumes all financial obligations of Resident

Printed Name of Guarantor

Signature of Guarantor

Date

Guarantor's Mailing Address

Guarantor's Mailing Address (continued)

EXHIBIT A
HOUSING AND OTHER FEES

- A. Housing Application Fee: \$50
 - a. Due at the time that student completes Residence Hall Application
- B. Reservation Fee: \$50; will go toward housing costs if housing is available; will be returned to student if housing is not available after classes begin
 - a. Due at the time that student completes Housing Agreement
- C. Rent/Housing Fee: \$2897 per semester (Bobcat Villas-South) or \$2980 per semester (Bobcat Villas-West)
 - a. Due by August 1 for Fall 2016 and January 1 for Spring 2017

Student Initials Parent/Guarantor Initials
 - b. If a student chooses to move to a different building on campus after a semester begins, the rate will not change on the student account
- D. Meal Plan: \$1272 per semester
 - a. Due by August 1 for Fall 2016 and January 1 for Spring 2017
- E. Late Payment Fee (see IV. C): \$50
 - a. Due by 9 a.m. on the first day of classes of the affected term
- F. Improper Room Change Fine (see II. C): \$50
 - a. Due within 10 business days of fine being assessed to student account
- G. Improper Check-out Fine (see VIII. E): \$50
 - a. Due within 10 business days of fine being assessed to student account
- H. Lockout Fee: \$20
 - a. Due within 10 business days of fine being assessed to student account
- I. Lost Key Fine: \$25 per key
 - a. Due within 10 business days of fine being assessed to student account
- J. Damages: Varying amounts
 - a. Due within 10 business days of amount being assessed to student account

EXHIBIT B
CANCELLATION SCHEDULE

Termination of Housing Agreement: Once an agreement is signed and returned, the student is obligated to all conditions and financial costs for the entire term of the agreement. Appeal is not available.

A. Cancellation by Student:

- a. If the student cancels the housing agreement in writing **before moving in**:
 - i. Prior to July 1, student forfeits the \$50 reservation fee;
 - ii. After July 1, the student forfeits the \$50 reservation fee and is charged a \$1000 cancellation fee.
Student Initials _____ Parent/Guarantor Initials _____
- b. After moving in:
 - i. If the student chooses to leave on-campus housing after moving in (receiving keys), but continues to be enrolled, no refund will be given for current semester and a \$1000 cancellation fee will be charged for any subsequent semesters left in the agreement.
Student Initials _____ Parent/Guarantor Initials _____
 - ii. If the student ceases to be enrolled at East Georgia State College during the contract period based on his/her own free will or failure to attend classes, the contract shall terminate immediately upon verification of non-enrollment and the student must vacate his/her assigned room within 48 hours after non-enrollment is verified. No refund will be given for current semester and a \$1000 cancellation fee will be charged for any subsequent semesters left in the agreement.
Student Initials _____ Parent/Guarantor Initials _____
- c. A student may request cancellation of a contract without penalty for one of the following reasons: (a) graduation; (b) call to active military duty; (c) marriage; (d) birth of a resident's child; (e) enrollment in a College-sponsored study abroad program or affiliated academic internship; (f) approved medical withdrawal from the College; (g) death of resident. Student must complete a Contract Cancellation Form and provide supporting documentation to the Director of Housing for approval. The student will be charged the daily rate until the day he/she completes all check out procedures including removing all belongings and meeting with a member of the Office of Housing and Residence Life staff.

B. Cancellation by Provider:

- a. For Cause: see Housing Agreement, VI. A.
 - i. Student will be responsible for all fees associated with living on campus for the entire term of the agreement.
- b. Failure to Occupy: see Housing Agreement, VI. B.
 - i. Student will be responsible for all fees associated with living on campus for the entire term of the agreement. The \$50 reservation fee will be forfeited.

EAST GEORGIA STATE COLLEGE

Housing Agreement Cancellation Request

If you would like to cancel your EGSC Housing Agreement commitment, please complete the following information. Once this information is complete, it should be returned to the Office of Housing and Residence Life. You will be notified of the outcome of this request via email or mail. Students who request release from their Housing Agreement are not released from their financial obligations. Please consult the East Georgia State College Housing Agreement for the financial obligations due at cancellation, as it applies to your specific circumstance, before you sign this cancellation request.

Name _____ Student ID # _____ DOB _____

EGSC Room Number _____ Phone Number _____

EGSC Email Address _____

Mailing Address for Decision Notification (DO NOT use your EGSC box #):

Street or PO Box	City	State	Zip
------------------	------	-------	-----

I hereby request cancellation of my housing contract for (mark all that apply):

Fall Semester 20 _____ Spring Semester 20 _____ Summer Semester 20 _____

I am requesting release based on the following circumstances.

- _____ Graduation (attach copy of Application for Graduation)
- _____ Call to Active Military Duty (attach copy of orders)
- _____ Marriage (attach marriage certificate)
- _____ Birth of a resident's child (attach birth certificate)
- _____ Enrollment in a College-sponsored study abroad program or affiliated internship (attach copy of verification from College professor)
- _____ Approved Medical Withdrawal from the College (attach withdrawal verification)
- _____ Death of a Resident (attach copy of the death certificate)

_____ Signature _____ Date _____

_____ Parent/Guardian/Guarantor's Signature (If student under 18) _____ Date _____

.....

FOR OFFICE USE ONLY: Received by _____ Date _____

Director of Housing Signature _____

Approved: _____ With fee or _____ Without fee Outcome _____ mailed and/or _____ e-mailed on _____

Emergency Information Card

Date _____ Room Assignment _____

Name _____
Last First MI

EGSC ID# _____ Birthday _____

Cell Phone # _____

Health Problems _____

Drug Allergies _____

In an Emergency, notify:

Name Relationship

Telephone Number _____

Address _____
Street

City State Zip

**EAST GEORGIA STATE COLLEGE
RESIDENCE HALL ROOM CONDITION REPORT**

Name: _____

EGSC ID#: _____

Room Key # _____

Laptop Safe Key # _____

ITEM	CHECK-IN CONDITION	CHECK-OUT CONDITION	BILL FOR	AMOUNT
LIVING ROOM:				
Thermostat				
Floor				
Ceiling				
Walls				
Front Door				
Door Lock				
Overhead Light & Switch				
Smoke Detector				
Sprinkler				
Ceiling Fan/Light & Switches				
Cable TV/Data Outlet				
Electrical Covers				
Window Blinds				
Window				
Window Sill/ Ledge				
Chairs				
TV				
Cable Box w/ Remote				
TV Stand				
KITCHEN:				
Refrigerator				
Stove				
Microwave				
Dishwasher				
Kitchen Drawers / Cabinets				
Kitchen Countertops				
Kitchen Sink				
(2)Kitchen Sink Stoppers				
Pantry Shelves / Doors				
Over Sink Light & Switch				
Overhead Light and Switch				
BATHROOM:				
Floor				
Ceiling				
Walls				
Door				
Door Lock				
Toilet				
Shower				
Shower Rod				

Bldg: _____

Room#: _____

ITEM	CHECK-IN CONDITION	CHECK-OUT CONDITION	BILL FOR	AMOUNT
(2) Towel Racks				
BATHROOM CONTINUED:				
Toilet Paper Holder				
Bathroom Light & Switch				
Bathroom Exhaust Fan & Switch				
Vanity Area Sink & Countertop				
Mirror				
Vanity Light				
Vanity (top, drawers, doors)				
BEDROOM:				
Bed Frame				
Mattress				
Bed Storage Drawers				
Closet Walls				
Closet Storage Rack & Rod				
Laptop Safe				
Ceiling Fan/Light & Switch				
Desk				
Chair				
Window Blinds				
Window				
Window Sill/ Ledge				
Door				
Door Lock				
Cable TV/Data Outlet				
Electrical Covers				
Smoke Detector				
Ceiling				
Floor				
Walls				
COMMENTS:		Room Key Not Returned		
		Improper Room Change		
		Improper Check-Out		
		Room Not Cleaned		

BY SIGNING THIS FORM YOU AGREE TO THE CONDITION OF THE ROOM AND FURNISHINGS AS NOTED. ITS IS IN YOUR BEST INTEREST TO MAKE SURE THAT EVERY ITEM IS CAREFULLY CHECKED. **RESIDENCE LIFE COORDINATOR MUST BE NOTIFIED OF ANY DISCREPANCIES IN CONDITION OF ROOM WITHIN 24 HOURS OF CHECK-IN.** YOU ARE RESPONSIBLE FOR ANY DAMAGES OR LOSS OF ANY ITEM WHICH OCCURS DURING YOUR PERIOD OF OCCUPANCY. RESIDENTS ARE ALSO HELD COLLECTIVELY RESPONSIBLE FOR DAMAGES WHICH OCCUR IN COMMON AREAS OF THE BUILDING PLEASE REFER ANY QUESTIONS YOU MAY HAVE TO YOUR RESIDENT ASSISTANT OR RESIDENCE LIFE COORDINATOR.

CHECK-IN		CHECK-OUT	
Resident Signature: _____	Date: _____	Resident Signature: _____	Date: _____
Staff Signature: _____	Date: _____	Staff Signature: _____	Date: _____

East Georgia State College
Missing Student Contact Information

Name: _____

EGSC ID #: _____ EGSC Email: _____@ega.edu

Choose one:

_____ I decline the option to provide contact information for someone other than my emergency contact if I am determined to be missing.

_____ Please use the contact information provided below if I am determined to be missing. I understand that if I am under 18 and not emancipated that my parent or guardian will also be contacted. I further understand that providing this information does not restrict East Georgia State College from also communicating with my emergency contact.

CONTACT PERSON INFORMATION

Name: _____

Cell phone _____ Home phone _____

Work phone _____ Additional phone _____

Home address: _____

Work address: _____

Student Signature

Date

EAST GEORGIA STATE COLLEGE
Office of Housing and Residence Life

REQUEST FOR HOUSING DURING A BREAK

I understand that I am being given special permission to stay in the residence hall during this break. I understand that I may have to move to a temporary assignment during this break. I understand that I am not allowed to have visitors, that I must notify Public Safety if I see non-residents in the facility, and that no meal plan option will be provided for me, unless otherwise indicated. Also, I understand that all other residence hall rules/policies/procedures are in effect. Maintenance services/inspections may be necessary during this time and I understand that I am to fully cooperate with all college personnel to facilitate these needs. If I need assistance during this time, I should contact Public Safety at 478-455-0125.

Dates I am requesting to stay: _____

Name _____ EGSC ID# _____

Contact # _____

OFFICE USE ONLY

_____ Registered for upcoming term (winter break)

_____ In good academic standing

_____ Disciplinary record checked

_____ Approved

_____ Not Approved

BREAK ASSIGNMENT: Residence Hall _____ Room # _____

Comments: _____

OHRL Staff Signature _____

EAST GEORGIA STATE COLLEGE
Office of Housing and Residence Life
Lockout Fee

I take responsibility for my actions. I understand that the charges are being placed on my student account and I have 10 business days to make full payment to the EGSC Business Office. Otherwise, the Office of Housing and Residence Life may block my access to my room and the building until full payment is made.

Student Name: _____

EGSC ID# _____ Date of Birth: _____

Room Number: _____ Date: _____ Time: _____

TOTAL DUE (this sheet) is \$20

I understand that failure to make full payment of monies due East Georgia State College may impact my enrollment status and ability to register for future semesters or receive a copy of my transcript.

Signature Date

.....
Office Use Only:

Staff member completing lockout: _____

TSAMASS _____ SOAHOLD on _____ SOAHOLD off _____

**EAST GEORGIA STATE COLLEGE
OFFICE OF HOUSING AND RESIDENCE LIFE
RESERVATION FEE REFUND REQUEST**

Full Name _____

Phone Number (in case of questions) _____ EGSC ID# _____

Please mail my check to the following address:

Street Address

City

State

Zip

I understand that any monies owed to East Georgia State College may be collected from the reservation fee amount the Office of Housing and Residence Life refunds to the Business Office before I receive it. Therefore, the reservation fee may be used to cover expenses other than damages before being released to me.

Signature

Date

FOR OFFICE USE ONLY:

Amount of Reservation Fee Paid: \$ _____

Fines/Damages:

\$ _____

\$ _____

\$ _____

\$ _____

Total Amount Released to Business Office: \$ _____

Signature of OHRL Staff Member

Date

**EAST GEORGIA COLLEGE
ROOM CHANGE REQUEST FORM**

NAME _____ EGC ID# _____

PRESENT ROOM # _____

This request is for _____ Semester _____ Year.

I would like to change rooms because:

I would like to room with _____

I would like to move to the _____ floor.

I would like to move to Room # _____.

Other, please explain below.

Signature _____ Date _____

Signature of requested roommates, if change is requested.

1. _____

2. _____

3. _____

Signature of current roommates, if change is requested

1. _____

2. _____

3. _____

All changes are left to the discretion of the Office of Housing and Residence Life.

.....
Received By: _____ Date: _____

Approved: Date changed in SLARASG _____

Denied-Reason: _____

Student Name: _____

EGSC ID # _____ Date _____

I have received a copy of the Residence Hall Handbook during a mandatory housing meeting and understand that I am responsible for all information provided in this document, along with any documents referenced within, including, but not limited to, the *Student Handbook*.

Student Signature

East Georgia State College
Missing Student Contact Information

Name: _____

EGSC ID #: _____ EGSC Email: _____@ega.edu

Choose one:

_____ I decline the option to provide contact information for someone other than my emergency contact if I am determined to be missing.

Student Signature Date

_____ Please use the contact information provided below if I am determined to be missing. I understand that if I am under 18 and not emancipated that my parent or guardian will also be contacted. I further understand that providing this information does not restrict East Georgia State College from also communicating with my emergency contact.

CONTACT PERSON INFORMATION

Name: _____

Cell phone _____ Home phone _____

Work phone _____ Additional phone _____

Home address: _____

Work address: _____

Student Signature Date