

**North Country Community College Association, Inc.**  
**2023-24 HOUSING ELIGIBILITY INFORMATION**

**ELIGIBILITY REQUIREMENTS:**

Students must meet the following to be eligible to live in North Country Community College Association on-campus housing at the Saranac Lake Campus. Rooms are granted on a first come, first served basis once all the items below are completed. As signed Housing Licenses are received and rooms become available, students will be contacted and offered a room assignment. **CAMPUS HOUSING IS LIMITED AND NOT GUARANTEED.** A waitlist will be maintained.

- 1) GPA Requirement
  - All students living on campus must maintain the College's Satisfactory Academic Progress.
- 2) Course Load
  - All students in campus housing must be matriculated, enrolled as full-time students (minimum of 12 credits), and in good academic and disciplinary standing.
  - Exceptions to full-time student status must be pre-approved by the Director of Residence Life & Housing in consultation with the Executive Director of the NCCC Association.
  - If after occupancy and the drop/add period, a student is no longer full-time, the decision to terminate the license is at the discretion of the Director of Residence Life & Housing in consultation with the Executive Director of the NCCC Association.
  - All students must be at least eighteen (18) years old by December 31 of the year during which occupancy shall commence.
- 3) Financial Requirements
  - All financial aid and student account paperwork must be completely processed by August 1 for approval to live in campus housing. Late applicants (after August 15) will not be permitted to move into the Residence Halls without completed financial aid and student account paperwork. Completed paperwork is defined as having accepted your (1) Financial Aid Award letter, (2) submitting your Certificate of Residence if you are a New York State resident, and (3) signing your Billing Disclosure & Authorization Form all located within the NCCC Student Portal (<https://student.nccc.edu/>). Housing Assignments will NOT be processed until these requirements are verified as complete.
    - 1) Requirements for Financial Aid include:
      - 1) Completing a FAFSA Free Application for Federal Student Aid online at <https://studentaid.gov/h/apply-for-aid/fafsa>
      - 2) All necessary documents required to finalize your financial aid (accepting award offers, loan documents, verification paperwork)
    - 2) Requirements for Certificates of Residence:
      - 1) Certificates of Residence are required for all New York State residents to receive in-state tuition. Residents of these counties may request proof of residency for the Fall semester beginning June 30<sup>th</sup>.
      - 2) Students who reside in Franklin and Essex Counties must complete the Residency Verification form with the NCCC Business Office.
    - 3) Completed Billing Disclosure & Authorization Form
    - 4) Complete Payment Plan with the Business Office in the event that there is an outstanding balance for the semester.

**IMPORTANT REMINDERS:**

- The NCCC Association has recently made changes to the Housing License for the 2023-24 academic year. It is the resident's responsibility to review all portions of the Housing License before accepting to abide by its policies and standards. The Association reserves the right to amend the Housing Licenses upon notice to the residents.
- The NCCC Association Residence Halls are a 100% smoke-free, vape-free, and tobacco-free property inside and out. Students who violate this policy risk losing their campus housing assignment.
- Students who tamper with fire safety equipment and/or set off the fire alarm for illegal activity (including but not limited to burning candles, smoking or vaping, cooking chemicals), and are found responsible may be removed from Housing.
- No alcohol, marijuana or non-prescribed drugs, or drug paraphernalia is permitted on the grounds of the residence halls or in the residence hall buildings or rooms. This includes but is not limited to hookahs, grinders, cloves, etc. Students who violate this policy risk losing their campus housing assignment.



**North Country Community College Association, Inc.  
2023-24 HOUSING LICENSE**

This is a binding agreement between you and the NCCC Association, Inc. This housing license is for the term specified below. It is a revocable license that gives you the right to share a suite and to have a bedroom in the residence hall owned and operated by the North Country Community College Association, Inc (herein "NCCCA" or "NCCC Association"). This license will be in effect as long as you remain eligible for housing and are a student at North Country Community College (herein the "College") as determined by the College's Registrar.

Residents must adhere to the terms of this license, and all the College's rules and regulations, and to any amendments thereof issued by NCCC Association or the College. This information may be found at: <https://www.nccc.edu/housing/>

To be eligible to reside within campus housing, you must either pay the applicable room charge for that semester to the College or submit a College approved payment plan by the advertised deadline. All housing payments shall be paid to the College as noted on the Student Bill. **The Housing Rate is billed by semester at a standard single rate or a premium single rate, plus a 14 Meal/Week Plan. THIS HOUSING LICENSE IS A TWO SEMESER BINDING CONTRACT.** You will be asked to rank your preference for room assignment on the last page of this License.

Standard Single \$3568/Semester	Premium Single \$3818/semester	14 meals/week Meal Plan \$2100/Semester
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**DEFINITION OF TERMS:**

- **Residence Halls:** Includes all interior and exterior spaces of the NCCC Association Residence Hall Property (e.g., Saints Community Centers, parking lots, and common spaces) to be controlled by the License.
- **Suite:** Includes all spaces within the 4-bedroom suite (e.g., gully kitchen, common space, bathrooms) to be controlled by the License.
- **Bedroom (or Room):** The specific area assigned to a student within the suite. Bedrooms are currently designated as (1) standard single or (2) premium single.
- **Room Assignment:** The actual bedroom and suite assigned to the resident, and for which the resident is responsible.

**LICENSE:**

NCCC Association hereby licenses to you the right to occupy a portion of the Residence Hall, subject to the terms and conditions of this Housing License and the policies, procedures, codes of conduct, and rules and regulations of the College and NCCC Association, which may be amended from time to time. The portion of the residence hall licensed to you shall consist of the exclusive use and occupancy of a single room. Decisions on placement are at the discretion of the Director of Residence Life & Housing. Common spaces or other public areas within the Residence Hall may be used by the residents of the building, but ownership and occupancy rights are retained by NCCC Association.

**TERM:**

The right to occupancy within the NCCC Association Residence Halls shall commence upon receipt of your residence hall key and shall terminate upon the conclusion of the College's spring final examination period for non- graduating students and following the College's commencement ceremony for graduating students, unless sooner terminated as provided herein. Except for students who have received written approval for break housing, the residence hall will be closed during Thanksgiving Break, Winter Break, and Spring Break, and students must vacate the residence hall during these periods. The specific dates for these breaks and dates for move-in and out will be determined by the College's academic calendar. Break Housing will only be offered for Thanksgiving and Spring Break and **a separate Break Housing Agreement is required.** Note that there may be a fee associated with Break Housing, please see the current Break Housing Agreement for specific information.

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### **AGREEMENT CONSTITUTES A LICENSE:**

NCCC Association and you acknowledge and agree that this Housing License and the license granted hereunder constitutes a revocable license and not a lease, and that nothing contained in this Housing License creates a landlord-tenant relationship. As a resident entering into a license and not a lease, you understand and acknowledge that the rights or protections afforded to lessees or tenants under the laws of the State of New York are **not** afforded to you. You are **strongly encouraged** to seek legal counsel with respect to this license before signing it. If a student is under the age of 18 at the time of completing the Housing License, a parent signature is required on this Housing License. Once a student 18 years of age or older, responsibilities and all communications regarding Residence Life and Housing will take place with the registered student via their NCCC e-mail.

### **Use of Premises:**

You understand and agree that the room is licensed for residential use only. You shall not use the room as a business, nor shall you conduct any business activities anywhere in the room, suite or on the grounds of the residential community. Conducting business activities includes- but is not limited- to using the living unit address as a mailing address for business related activities and functions, and hosting of websites. You additionally understand and agree to not permit the room to be used for illegal purposes, nor to engage in illegal acts in the room or upon the grounds of the residential community. At no time will any member of the Residence Life & Housing staff permit an individual, including parents/guardians, into a space of the Residence Halls in which they are not assigned to.

### **LICENSE TERMINATION:**

The College and NCCC Association, at their sole discretion, reserve the right not to renew or continue this Housing License for any subsequent periods. NCCC Association may exercise any and all rights it may have under this Housing License and under applicable laws in the event that you fail to vacate the room and the residence hall upon such termination.

NCCC Association may administratively terminate this Housing License and require you to vacate the residence hall by giving written notice to vacate for any of the following reasons:

- a) You are or become ineligible to be a resident.
- b) You fail, for any reason, to comply with any provision of this Housing License or any rule/regulation established at any time by NCCC Association or the College.
- c) If NCCC Association or the College, in their sole discretion, deem such termination necessary or advisable; or
- d) If you are sanctioned to be removed from housing as part of the Student Conduct process.

### **ADDITIONAL FEES:**

You shall pay a charge of \$40.00 for any payment returned for insufficient funds or which otherwise fails to clear the issuing bank. Such charges shall be due and payable immediately upon notification to you of each such instance and shall be in addition to any late charges assessed. The insufficient funds check charge shall constitute an additional license fee and not a penalty. Additional fees, including but not limited to insufficient funds fees, lock-out fees, key/card replacement fees, cancellation fees, damage fees, storage fees, etc. will be billed by NCCC Association onto the Student Account. Payments received will first be applied to any outstanding charges, including but not limited to damage repair and insufficient funds check charges, incurred by you or on your behalf, prior to applying payment to the current license fee payment due. In the event the payment is insufficient to pay in full all charges then outstanding, you shall immediately pay the difference. A \$75.00 fee is issued for late payments. See Business Office for policy details and Payment Plan options.

### **COLLECTION COST FEES:**

You accept liability for any collection costs as a result of failure to pay, including without limitation, collection agency fees, court costs and attorney's fees. You agree that if your payment includes approved financial aid, you will be fully obligated to pay the balance of any balance as a result of financial aid that does not materialize or for which the student is deemed ineligible (as a result of withdrawals, drops, failure to meet academic progress or other reasons). See Billing Disclosure and Authorization Form for more details.

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**MEAL PLAN:**

Students living in campus housing **are required** to purchase a minimum of a fourteen (14) meals per week plan. Payment for the meal plans shall be payable at the time housing rates are paid.

**HOUSING AND MEAL PLAN REFUND POLICY:**

Requests to be released from the terms of the Housing Contract and receive a refund for housing costs must be made in writing. If you withdraw from the College, you will be charged fees for housing and meals according to the following schedule:

TIME PERIOD:	PERCENT THAT IS REFUNDABLE:
Prior to first day of classes	A daily rate of \$35/day will be charged for each day
During the first week of classes	A daily rate of \$45/day will be charged for each day
During the second week of classes	75%
During the third week of classes	50%
During the fourth week of classes	25%
After the fourth week of classes	0%

If this Housing License is administratively terminated as described in the earlier section you will not be entitled to a refund of residence hall charges, meal charges, or to the deposit.

If you occupy the space and vacate prior to classes beginning and you are not taking classes during that term, you will be charged a daily prorated amount of \$35/day for the time you had your key as well as your belongings in the space occupied as per the NCCC Association Refund Policy.

If you occupy the space and have informed Residence Life & Housing Office that you do not plan to attend or return for an upcoming semester and fail to remove your belongings by the published date for a specific semester, you will be charged a daily rate of \$35 per day prior to the designated move-in date, and \$45 per day once classes start, that your belongings are in the space as per the NCCC Association Refund Policy.

**CANCELLATION POLICY:**

Continuing students and new incoming students who wish to cancel their Housing License must submit their cancellation request in writing to [reslife@nccc.edu](mailto:reslife@nccc.edu) by August 1, 2023, for Fall semester and by December 1, 2023, for Spring semester. Please refer to the Refund Policy in the Housing License.

Students may terminate their Housing License for the following reasons:

1. December graduation,
2. Military service,
3. Medical withdrawal,
4. Transferring to another college after one Fall semester, or
5. Loss of Financial Aid or other documentable financial hardship: documentation supporting these hardships need to be submitted for review with the Petition for Release from Housing

If you remain enrolled for the spring semester, you will be held liable for spring room and meal charges, even if you are registered online only. If you graduate in December but enroll in the spring semester, the Housing License will still be in effect. You may be released from your obligation under this license only with written permission of the Director of Residence Life & Housing. All requests for release must be submitted on a **Petition for Release from Housing License Form** available from the NCCC Association.

**HOLDS:**

Failure to pay all Housing License fees, meal charges, other fees, charges, and other amounts due will result in a hold placed on your College Student Account.

**RESIDENCE LIFE POLICIES AND CONDITIONS OF OCCUPANCY:**

At the discretion of the Director of Residence Life & Housing or the Executive Director any student requesting housing may be subject to a criminal background check prior to or after being accepted to live in the Residence Halls. By signing this License Agreement, the resident authorizes the criminal background check to be done.

Students in housing must be matriculated, enrolled as full-time students (12 credits minimum), in good academic and disciplinary standing, and will be at least eighteen (18) years old by December 31 of the year during which occupancy shall commence, and not be deemed by the Director of Residence Life & Housing or Executive Director to pose a risk to the

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safety of the community based on the results of any criminal background check. If prior to the end of the withdrawal period a student is no longer full-time, or for any of the within stated reasons, the decision to terminate the license is at the discretion of the Director of Residence Life & Housing in consultation with the Executive Director of the NCCC Association. Other exceptions to full-time credit load requirement for residents must be approved by the Director of Residence Life & Housing.

NCCC Association may terminate this license, revoke a student's right to reside in the residence hall, and take possession of his/her room, if at any time a resident (or his or her guests) violates any rules set forth in the Residence Life Handbook and/or Student Code of Conduct, or any policies and conditions recited in this license. Upon such termination, the student may not be a guest of any other resident.

NCCC Association understands and respects the student's right to privacy, however, when health, safety, sanitary, repair, or emergency maintenance issues arise, the NCCC Association and the College reserves the right to enter and inspect any room and make repairs where necessary without prior notice. NCCC Association is entitled to enter and inspect residence hall rooms at any time to protect the health and safety of all students, and to ensure the maintenance and sanitation of such rooms. NCCC Association shall endeavor (but not be required) to post notice of any general room inspection at least twenty-four (24) hours beforehand. In addition, NCCC Association is entitled to enter and conduct an unannounced inspection of any residence hall room if it has reasonable cause to believe that illegal activity is, or may be, occurring in such room, that violation of any policies or conditions of occupancy either in this Housing License or contained in the Residence Life Handbook and/or Student Code of Conduct is or may be occurring therein, or in the case of an emergency.

No weapons of any kind shall be permitted in the Residence Halls as stated in the Residential Life Handbook and Student Code of Conduct. This includes items that are replicas or have been altered to appear as a real weapon, including BB guns and airsoft guns. No alcohol, marijuana, non-prescribed drugs, or drug paraphernalia is permitted in the residence hall or room. This includes but is not limited to hookahs, cloves, etc. Residents are responsible for any guests found in violation of this policy. No alcohol or tobacco-products are permitted, even for residents that are of the legal age. Residents may not be under the influence of drugs and/or alcohol in the Residence Halls. This policy includes the parking lots and outside grounds of the Residence Hall property.

No animals or pets of any kind are permitted in the Residence Halls with the exception of certified service animals in accordance with the Americans with Disabilities Act and Federal Fair Housing Act. Any prospective resident may request additional information related to service animals by contacting the Director of Residence Life & Housing, Executive Director of the NCCC Association or designee for more information. Emotional Support Animals are not permitted.

#### **ARRIVAL:**

Student may not occupy or deliver items to the Residence Halls prior to the official move-in date. Students will receive a letter indicating move-in date specifics, room assignment, and name(s) of roommate(s) prior to move-in. Requests to allow early arrival of specific student shall be made in writing to the Director of Residence Life & Housing. All requests will be reviewed and the Director of Residence Life & Housing will determine whether the request is granted. Upon arrival, ALL Students must report to the Saints Community Center where keys and further instructions will be issued.

#### ***Fall 2023 Residence Life & Housing Move-In***

New Students: August 24, 2023  
Returning Students: August 26, 2023

#### ***Spring 2024 Residence Life & Housing Move-In***

All Residents: January 20, 2024

#### **LOSS OR DAMAGE:**

Students are responsible for the daily care and cleaning of their rooms and suites. Failure to keep the common areas in the suite clean may result in all occupants of the suite being charged for cleaning of these areas. Students are responsible for keeping suites and bedrooms clean and free from insect infestation (e.g. ants, cockroaches, bedbugs, crickets, etc.) and are responsible for pest control costs if needed. All suites and rooms will be checked at each break closing, and any that possess a health hazard or are not cleaned so that a new occupant can move in will be cleaned, and all current residents will be charged for the cleaning.

Each Student must complete and sign a **Room Condition Report** provided by the NCCC Association within 24 hours of occupying any room; either an original assignment or following a room change. This form, when countersigned by the NCCC Association, is the basis for assessment of any damage and/or loss attributable to the student at the termination of occupancy. Failure to complete, sign, and return the form will result in the student's assumption of responsibility for any damages evident in the room and does not absolve the student of damage costs.

Students residing in a room are jointly and individually responsible for the furniture and condition of the room and suite. Students will be charged for damages and will be expected to promptly and fully pay for any and all such damages. Students

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who fail to respond to notices of fire safety violations will be fined for these violations. Fines are determined by the NCCC Association and/or the Saranac Lake Fire Chief.

The College, the NCCC Association, their agents, and any affiliated entities or individuals shall not be liable, directly or indirectly, for- and you agree to hold them harmless from- any loss or damage to any article of personal property or vehicle anywhere on the premises or on College property caused by fire, water, steam, the elements, insufficient heat, loss, surges of electricity, the actions of third persons, or any other acts of nature resulting in the interruption of service or damage to personal belongings. Additionally, students who cause damage in the Residence Halls, including major structural damage, will be held financially accountable for all damages caused.

No resident may paint, put nails or screws in, make holes in, or otherwise alter or damage the residence accommodation or any other part of the Residence Halls without on each occasion obtaining prior written consent from the appropriate NCCC Association administrator. The cost of any repair, cleaning, damage, or loss to the facility will result in appropriate charges to the resident responsible for violating this policy.

Room damages beyond normal wear and tear will be charged to the student's account. Damages to common areas are the sole responsibility of the resident (which includes the resident's guests or invitees) causing the damage and will be charged. If a determination cannot be made as to which resident is responsible, all residents sharing the common area will be charged on a pro rata basis. Students are responsible for all damage costs.

Students will be billed for the cost of re-keying a door. Key(s) returned at check-out that are not the same keys issued at move-in will also necessitate the re-keying of the door with assessment of charges to the student responsible. All keys remain the property of the NCCC Association. Duplication is strictly prohibited. Failure to turn in a room key immediately upon vacating will result in a charge of \$75.00 for the replacement and rekey of the room and \$15 for the mailbox key replacement. Re-coring a door for any reason other than mechanical failure will result in a charge of \$150 for core replacement.

Mail and items shipped by common carrier will be accepted by Residence Life & Housing as an accommodation to students. Residence Life & Housing and NCCC Association do not accept liability for damage or loss (even as a result of negligence) of any such article. Mail and package service will be limited to Monday through Friday, and may be limited during NCCC break periods, and NCCC holidays. Student is responsible for providing a forwarding address to senders upon leaving NCCC, as USPS will not forward mail. Any mail received after a student has left will be returned to sender.

A list of items most commonly billed, and the cost is available upon request.

#### **ROOMMATES, ROOM CHANGES, AND ASSIGNMENTS:**

NCCC Association will make room assignments. North Country Community College supports diversity and offers a residential experience with people of different beliefs, backgrounds and cultures. The residence hall system **does not** discriminate on the basis of race, color, national origin, religion, creed, age, disability, self-identified sex, gender identity or expression, status of being transgender, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, carrier status, military or U.S. veteran status, domestic violence victim status, prior criminal conviction, or socioeconomic status. NCCC Association will not change or alter room assignments based on the protected classes previously described. For more information, please visit <https://www.nccc.edu/about/diversity/>

Resident's request for specific roommates will be considered but not guaranteed. In the event that a Resident's assigned roommate shall fail to take occupancy of the room or shall cease to occupy the room, NCCC Association shall have the right to fill the space with another student.

All room changes must have the prior approval of the NCCC Association Residence Life Professional Staff. As all room changes require turnover cleaning, the cost of cleaning, beyond normal wear/tear the room shall be charged to the student's account any time rooms are changed. Room rates will be adjusted and pro-rated if you move to a different type of room (rates differ by premium single or regular single).

NCCC Association reserves the right to reassign students' rooms at any time.

Students shall not assign, transfer or sublet this License. Subletting includes short-term or temporary rental arrangements including, but not limited to, those offered through peer-to-peer accommodation services such as, but not limited to, Airbnb, Craigslist, or Couchsurfing. Assigning, transferring or subletting may result in discipline and/or license revocation without compensation, or rebate of license charges or prior payments.

#### **GUESTS:**

No other person or persons shall occupy the room or the residence hall. **You, as host, assume full responsibility for**

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**your guests' behavior as well as all charges for damages that result from your guests' behavior.**

Residents who wish to invite guests are required to register them electronically as well as escort them the entire time they are in the building. Guests whose actions or whose presence in the residence hall is in violation of the rules/regulations of NCCC Association or the College will be considered trespassers.

Fire Code limits suite occupancy to a maximum of nine (9) people in a suite at any one time due to fire safety concerns. Student and student guests may not make excessive noise or otherwise disrupt the residence community or adversely affect other residents. Please reference the NCCC Association Guest Policy for further information.

**VACATING/DEPARTURE:**

When leaving the residence or changing rooms at any time of the year, Student shall complete the following procedures in order for room to be considered vacated:

- Remove all personal belongings;
- Remove all refuse/discarded material and leave the assigned space as clean as it was upon check-in;
- Return all issued keys and complete appropriate forms;
- Complete a Room Condition Report;
- Complete forwarding address information.

If a student withdraws from the College or is approved to change rooms, they must vacate their currently assigned space at the residence hall within 48 hours. If a student withdraws from the College between semesters, they must vacate currently assigned space at the residence hall within 5 business days. Please reference our Abandoned Property Policy contained within this License regarding Failure to Vacate.

**ACADEMIC OR BEHAVIORAL DISMISSALS:**

Student who are academically or administratively dismissed must follow these procedures:

- Fall Dismissal. A student dismissed following the fall semester must notify the Director of Residence Life & Housing at [reslife@nccc.edu](mailto:reslife@nccc.edu) immediately following receipt of the official letter of academic dismissal. The student must make arrangements with the NCCC Association Residence Life Professional Staff to formally check out of room assignment.
- Spring Dismissal. A student dismissed following the spring semester must notify the Director of Residence Life & Housing at [reslife@nccc.edu](mailto:reslife@nccc.edu) within 30 days of receipt of the official letter of academic dismissal. Students appealing the academic dismissal must notify the Director of Residence Life and Housing via email at [reslife@nccc.edu](mailto:reslife@nccc.edu) of their intent or they will lose their fall housing assignment.
- Administrative Referrals/Actions. A student, either dismissed or suspended from NCCC for disciplinary reasons, or administratively withdrawn by the Associate Vice President of Student Affairs, Executive Director or designee of the NCCC Association, will be responsible for all fees associated with this license.

**ABANDONED PROPERTY POLICY AND FAILURE TO VACATE:**

Any personal property that remains in a room upon termination of the license shall be deemed abandoned and may be disposed of by NCCC Association at its sole discretion after 15 days following termination of the license. NCCC Association may, at its discretion, make efforts to notify the student and/or the student's parent(s) and/or guardian(s) that property has been found in the room. Neither NCCC Association, the College, nor their agents or contractors, assume any responsibility for such property at any time, regardless of any course of action taken. A fee of \$250 will be charged to student's accounts whose abandoned property needs to be stored and/or removed. For those who do not claim their belongings by the published deadline and inform the Residence Life & Housing staff they will be coming to claim their personal items, a daily charge of \$35/day will be charged for the space that is occupied prior to the start of a semester, and \$45 per day once classes begin.

If you fail to vacate the room and the residence hall at the end of the Housing License term or earlier date of termination of the Housing License, in addition to all other remedies available to NCCC Association, the student will be sent through the Student Conduct Process.

Students are required to move out of their rooms at the end of the semester if they are not registered for the spring semester. Students who do not remove their belongings at the end of the semester and are not registered for the spring semester, may have their belongings discarded or recycled and will be financially responsible for the cost of doing so.

**CONTACT PERMISSION:**

You grant permission to NCCC Association and the College to contact at any time your parent(s) and/or guardian(s) regarding any issue related to your occupancy of the room or the residence hall or any issue related to payments or financial accountability. A FERPA release of student information form is required to be on file upon check in. NCCC's Missing Person Policy requires us to collect an emergency contact for every resident. This information will also be collected upon check-in at the Residence Halls.

**INSURANCE:**

It is **highly** recommended that you obtain and maintain **health AND renter's equivalent type** insurance. You acknowledge that NCCC Association does not have any responsibility for any costs, fees, or other charges- financial or otherwise- for medical services or care for you. Any insurance carried by NCCC Association does not cover you or your guests, your personal property, or the personal property of your guests. You acknowledge that you have been strongly encouraged to obtain personal insurance that may provide coverage against these and other physical losses of property, in addition to providing temporary housing accommodations and protection against personal loss.

**ENFORCEMENT PROCEDURE AND POLICY:**

NCCC Association and College staff are delegated the responsibility to take the actions necessary to ensure the health, safety, and welfare of the residents. Responsibility for interpretations of the residence hall rules and their enforcement is solely that of the Director of Residence Life & Housing, the Executive Director of the NCCC Association and the Residence Life staff. Students may be removed from Housing for actions committed by their suitemates. It is important that if there are violations of the Student Code of Conduct and/or Residence Hall Policy in the suite, the student informs the Director of Residence Life & Housing, the Executive Director of the NCCC Association and/or Residence Life personnel as soon as possible. It is understood and agreed that you accept and agree to the rules of the Housing License herein and that you are responsible for adherence to all policies specified in the Student Code of Conduct and Residence Life & Housing Student Handbook.

If you fail to observe any of the terms and conditions of this Housing License, you forfeit your right to reside in the residence hall and may be subject to disciplinary action according to the rules and regulations of the College. NCCC Association reserves the right to remove any student from his/her residence hall room if, in the judgment of the Associate Vice President of Student Affairs, the Director of Residence Life & Housing, the Executive Director of the NCCC Association, or their designee, the student has engaged in or threatened acts of misconduct such that his/her continued presence would endanger public order, property, threaten the personal safety or security of others whether by acts of physical or mental harassment or other means or be sufficiently disruptive as to adversely affect the ability of others to pursue their academic goals.

**SEVERABILITY CLAUSE:**

If any provision of this Housing License or portion of such provisions is held to be invalid, the remainder of this Housing License shall not be affected.

**AMENDMENTS AND MODIFICATIONS:**

You understand that any modifications, changes, additions, or deletions of the terms of this Housing License must be signed by both you and NCCC Association in order to be effective and binding.

**GOVERNING LAW:**

This Housing License shall be governed by and construed in accordance with the laws of the State of New York, without regard to principles of conflicts of law. All disputes shall only be resolved in the Supreme Court of Essex or Franklin Counties of New York State.

**FORCE MAJEURE:**

In the event NCCC Association is unable to perform its obligations hereunder, or if such performance is hampered, interrupted, or rendered impossible, hazardous or interfered with by reason of fire, casualty, lockout, act(s) of God or nature, riots, strikes, labor difficulties, pandemic, epidemics, any act or order of any public authority, administrative or judicial regulations, order or decree or by any local or national governmental or police authority of an emergency, or any other cause or event beyond such NCCC Association's control, the NCCC Association shall be excused from performance of this License Agreement and will not have any liability in connection herewith.

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**NOTICES:**

To be effective, all notices and other communications to the resident under this Agreement shall be in writing and sent to the intended recipient by personal delivery or by registered or certified mail, return receipt requested, at his or her address first set forth below. All notices and other communications to NCCC Association under this Agreement shall be in writing and personally delivered to the Director of Residence Life & Housing or sent by registered or certified mail, return receipt requested to NCCC Association, 23 Santanoni Ave. Saranac Lake, NY 12983. Each party may change their address for receipt of notice by giving notice of such change to each of the other parties pursuant to this paragraph. Notice will be deemed given immediately upon personal delivery, or three business days following the date on which such notice is mailed in accordance with this paragraph.

**COUNTERPART EXECUTION:**

This Housing License may be executed in two or more counterparts, each of which shall be deemed an original, but all of which together shall constitute but one and the same instrument. Each party may execute this Housing License by any electronic method, and such electronic signature shall constitute an original signature.

**IN WITNESS WHEREOF**, you and NCCC Association have caused this Housing License to be duly executed as of the date you receive acceptance of your Housing License and room assignment **for the full academic year (Fall 2023 and Spring 2024)** from the NCCC Association.

The signature(s) below confirm that the Resident (student) and Co-signor agree to the terms and conditions of this legally binding Housing License.

Student Name: \_\_\_\_\_ Signature \_\_\_\_\_

Date Signed: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

**Please rank your preference for room assignment below with (1) being your first choice and (2) being your last choice.** Premium singles and doubles are limited and assigned on a first come first served basis. We will do best to accommodate your request.

\_\_\_\_\_ Standard Single \$3568/Semester \_\_\_\_\_ Premium Single \$3818/Semester

**Please rank your preference for the following housing options below if applicable with (1) being your first choice and (3) being your last choice.** If you have no preference for these options, please indicate Not Applicable

\_\_\_\_\_ Quiet Living \_\_\_\_\_ Gender Neutral Suite \_\_\_\_\_ Break Housing Requested  Not Applicable

**Check here if you are under the age of 18 years and require a parental/legal guardian as a co-signor.**

Name of Parent/Guardian Co-Signer: \_\_\_\_\_

Parent/Guardian Email Address: \_\_\_\_\_

**The Undersigned Parent/Guardian/Guarantor Agrees to the Following Terms and Conditions:**

- a) I/We have read the foregoing NCCC Association Housing License and agree to its terms.
- b) I/We hereby jointly and severally and unconditionally guarantee payment of all sums due and owing as set forth of this Agreement and further agree that in the case of nonpayment the NCCC Association may proceed directly against me/us to enforce its right to payment hereunder.

Parent/Guardian Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date Signed: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Initialed by Student \_\_\_\_\_



**North Country Community College Association, Inc.**

FOR NCCC ASSOCIATION OFFICE USE ONLY

Housing License Status:

Date Housing License Received: \_\_\_\_\_

Background Check Status:  Complete  Pending  Not Required

Housing Assignment:

- ✓ BUILDING:  Franklin Hall  Essex Hall  High Peaks Hall
- ✓ ROOM ASSIGNMENT: \_\_\_\_\_
- ✓ THEME:  Quiet Living  Gender Neutral Suite  Break Housing Requested
- ✓ RATE:  Standard Single \$3568/Semester  Premium Single \$3818/Semester
- ✓ Student Staff:  Resident Assistant (RA)  Administrative Resident Assistant (ARA)

Housing License Processed by (staff initials) \_\_\_\_\_

NOTES:

Approval Date \_\_\_\_\_ Denial Date \_\_\_\_\_ Waitlisted Date \_\_\_\_\_

Approved or Denied:

Initialed by Student \_\_\_\_\_