

# Treasure Valley Community College

Code: **JECA**  
Adopted: 12/18/07  
Readopted: 10/14/09; 3/15/11  
Orig. Code(s): 902-1; 902-2; AR 300-25;  
AR 300-32

## Housing

### Housing Contract and Food Service

The housing office requires a signed housing contract and a residence life deposit (“Residence Hall/Food Service Contract”) to reserve a room in the residence hall. All students living in College housing are required to eat in the food service unless, by direction of a physician, they are required to eat elsewhere.

Students who reside in College housing must obey all rules as established by the housing office and College.

If you are considering moving off campus, please be aware of the following:

Once a student has signed a Residence Hall/Food Service Contract, he/she is obligated to live in the residence halls for all three quarters of the academic year. A student may be given permission by the Housing Administrative Committee to move off campus during the academic year if:

1. His/her financial situation has drastically changed from when the contract was signed;
2. He/she is moving home to live with parents or legal guardians and can provide a notarized statement;
3. He/she is getting legally married during the contract period and documentation is provided to the Housing Administrative Committee;
4. He/she has developed a severe medical condition preventing them to live in the residence halls. This request must be supported by documentation.

If a student fails to apply and get written approval from the Housing Administrative Committee before moving off-campus, the Housing Administrative Committee may require the student to forfeit his/her deposit and be subject to other fines and charges as outlined in the Residence Life Handbook *Schedule of Fines and Charges*.

If a student is approved for off-campus housing, the student’s housing reservation for the next semester will be automatically cancelled.

## **Registration and Payment**

It is the policy of the College that students living in the residence hall must be registered for at least six credit hours no later than one week before the beginning of the term. If registration has not occurred by the above noted deadline, the student will not be given housing or, if currently living in the hall, will be removed from the residence hall per the Residence Hall/Food Service Contract. The student will also forfeit all deposits and will be required to pay back any cancellation fees or other assigned fees administered by the College.

### **First Payment**

If the student has not paid (or does not have adequate financial aid to cover the classes and residence hall costs currently incurred) by the second day of the first week of the term, the College will send a letter to the student, via his/her residence hall mailbox, informing him/her that payment is required. The letter will be sent no later than two days after the second day of the beginning of term, and the student will have until the following Monday after the letter was sent in order to provide proper payment to the Business Office. If proper payment or a payment arrangement, is not provided by the Monday noted above, the student's meal plan will be placed on hold on that Monday at 5:00 p.m. and on Wednesday of that same week the student's access card to the residence hall will be shut down and the eviction process will begin.

Example: If classes began on Monday September 24th; the student is required to have made a first payment on Tuesday or a letter will be sent to him/her stating that his/her meal plan will be placed on hold as of Monday October 1st. The letters will be placed in the student's residence hall mail-boxes no later than Thursday September 27th. If payment is not received by Monday, October 1st, the student's meal plan will be placed on hold at 5:00 p.m. on that day and the student's access card to the residence hall would be shut down as of Wednesday, October 3rd at 5:00 p.m.

### **Second Payment**

If the student has not paid by the Monday, following the Wednesday when payments are due, the student will receive a letter on Tuesday, in his/her residence hall mailbox stating that the student has until Friday to go to the Business Office and make a payment or payment arrangements or the meal plan will not be available. If payment has not been made by that Friday at 12:00 p.m., the student's meal plan will be placed on hold. If by the Tuesday following the meal plan being put on hold the student has not paid, the eviction process will begin.

Example: If the second payment deadline is October 17th; by October 22nd the student will receive a letter in his/her residence hall mailbox stating that he/she has until Friday, October 26th, at 12:00 p.m. to make a payment or payment arrangements otherwise his/her mail plan will be placed on hold.

If by October 30th a payment or payment arrangements have not been made, the eviction process for the student will begin.

## **Handbook**

The Housing Administrative Committee will review the *Residence Life Handbook* annually and make recommendations for change to administration and the Board.

END OF POLICY

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### **Legal Reference(s):**

[ORS 316.117](#)

[ORS 316.127](#)

[ORS 341.527](#)

[ORS 341.528](#)

[ORS 351.647](#)

[ORS Chapter 660](#)

[OAR 589-002-0200](#)