

STUDENT PERSONAL DATA INFORMATION

Social Security Number (optional)*

Office Use Only - Student's "N" Number

Last Name

First Name

MI

--	--	--

Street Address AND P. O. Box address

City

State

Zip

--	--	--

Country

Cell Number

Home/Work Number

--	--	--

Birth date

Gender

Class Rank

Month	Day	Year
/	/	

Male Female
the unit?

What will your class standing be when you move into

Freshman Sophomore

Junior Senior

*Furnishing this information is voluntary. If you do not wish your Social Security Number used, you will be assigned a 9-digit "N" Number. For an explanation of your rights and the uses to which the Social Security Number will be put, please see the GBC Catalog.

HOUSING LICENSE AGREEMENT INFORMATION

Housing Accommodations Preferred

Residence Suites

- Fall and Spring
- Fall only
- Spring only

Regular Student
\$1,650.00 per semester

Technical Student
Extended Semester
\$1,925.00 per semester

Summer
Weekly Occupancy
\$91.67 per week

Christmas Break
\$100.00

Griswold Hall Dorms

- Fall and Spring
- Fall only
- Spring only

Double Occupancy
\$1,045.00 per semester

Double Occupancy
Technical Student
Extended Semester
\$1,265.00 per semester

Guaranteed Private Room
\$1,650.00 per semester

Guaranteed Private Room
Technical Student
\$1,925.00 per semester

Meals

Students may participate in the optional food service program by purchasing a debit meal card from Café X. Purchase cards through Controllers Office on the GBC campus.

ASSIGNMENT PREFERENCES

We do not guarantee these assignment preferences, as they are limited to availability. After checking the items describing yourself and what you would like in a roommate, refer to the "rating" column of each item.

On a scale of 1-3, relating to the importance to you and your ideal roommate.

1 = least importance, 2 = average importance, 3 = highest importance.

RATING	DESCRIBE YOU		RATING	DESCRIBE YOUR IDEAL ROOMMATE	
	<input type="checkbox"/> Smoker*	<input type="checkbox"/> Non-Smoker*		<input type="checkbox"/> Smoker*	<input type="checkbox"/> Non-Smoker*
	<input type="checkbox"/> Messy	<input type="checkbox"/> Neat		<input type="checkbox"/> Messy	<input type="checkbox"/> Neat
	<input type="checkbox"/> Late to Bed	<input type="checkbox"/> Early to Bed		<input type="checkbox"/> Late to Bed	<input type="checkbox"/> Early to Bed
	<input type="checkbox"/> Late Riser	<input type="checkbox"/> Early Riser		<input type="checkbox"/> Late Riser	<input type="checkbox"/> Early Riser
	<input type="checkbox"/> Social Drinker**	<input type="checkbox"/> Non-drinker**		<input type="checkbox"/> Social Drinker**	<input type="checkbox"/> Non-drinker**
	<input type="checkbox"/> In favor of opposite sex visitation	<input type="checkbox"/> Opposed to opposite sex visitation		<input type="checkbox"/> In favor of opposite sex visitation	<input type="checkbox"/> Opposed to opposite sex visitation

* The suites/dorms/ at Great Basin College are all smoke free environments.

There is no smoking allowed any place inside the buildings of GBC.

** Drinking and possessing alcohol within the suites/dorms or on campus is prohibited.

List other items that you think are important which are not listed above.

ROOMMATE REQUEST INFORMATION

If you are requesting a specific roommate, it must be a mutual request and the license agreements should be submitted at the same time, if possible. Roommate request are not guaranteed, but we will do our best to accommodate the request.

NAME OF REQUESTED ROOMMATE	TELEPHONE NUMBER

EMERGENCY CONTACT INFORMATION

Last Name

First Name

MI

--	--	--

Relationship

--

Daytime Telephone

Evening Telephone

Are you allergic to any medications?

--	--	--

PAYMENT INFORMATION

I will be paying four installments according to the housing deferred payment plan.

I will be paying one payment – due the first day instruction begins.

I will be applying for or receiving financial aid and will be using these funds for housing.

Note: If you are using financial aid funds for student housing, you will *still be required* to pay for housing fees at the appropriate times scheduled until your aid has arrived.

Mail this completed form with your \$50.00 non-refundable processing fee **plus** your deposit as follows:
Residence Suites \$50.00 + \$200.00 = \$250.00 **OR** Griswold Hall Dorms \$50.00 + \$100.00 = \$150.00

Checks should be made payable to "Board of Regents"

Mail your application and payment to:

GBC Cashier's Office

Attn: Housing

1500 College Parkway

Elko, NV 89801

Pay by credit card on the GBC website at www.gbcnv.edu or

deposit non-cash payments into the drop box in the back of Berg Hall.

Students may choose to pay in full before the start of the semester or they may choose to pay in four schedules installments. Students who pay in full before the start of the semester will receive a \$50.00 discount. Students whose payments are late will be charged a \$25.00 late fee if they are five or more days late; please refer to the payment schedule if you are planning to use the housing deferred payment plan.

A cancellation charge of \$100.00 will be assessed after 12/20 for the Spring Semester and after 7/20 for Fall Semester.

**Please initial each policy. Then sign at the end of the Housing License Agreement.
Housing License Agreements without initials and signature will not be accepted.**

HOUSING LICENSE AGREEMENT POLICY



1. _____ **Processing Fee:** The processing fee is non-refundable unless: the Housing Coordinator is unable to place the student in GBC student housing accommodations.
2. _____ **Deposit:** Student will receive a refund of the deposit after moving out if: a) there are no fees due to any other department of the college; b) there is no damage to the property and it is clean upon inspection; c) student has abided by the Housing License Agreement and GBC Policies - otherwise the deposit is forfeited. Deposit refunds will be withheld and/or prorated to cover the costs of any damage to the GBC housing accommodations.
3. _____ **Payment schedule:** for Spring and Fall.

Fall Semester:

August 27	25% of full fee
September 20	25% of full fee
October 18	25% of full fee
November 8	Remaining Balance

Spring Semester:

January 21	25% of full fee
February 8	25% of full fee
March 8	25% of full fee
April 20	Remaining Balance

The deferred payment plan is designed to make payment for Student Housing more convenient. They are not monthly payments and are not refunded as such.

4. _____ **Assignment and Subletting:** Student shall not assign this License Agreement, or sublet or grant any concession or license to use the demised premises or any part thereof. An assignment, subletting, concession or license without the prior written consent of GBC, or an assignment or subletting by operation of law, shall be void and shall, at GBC's opinion, terminate this License Agreement.
5. _____ **Delinquent Payments:** A late fee of \$25.00 will be charged when an account becomes five days past due. In addition to assessing late fees, the college reserves the right to place holds on class registration and transcripts until account is cleared.
6. _____ **Eligibility Condition:** Student residents must be registered at GBC. Dropping below six credits could lead to breach of the Housing License Agreement. Preference is given to students enrolled in nine or more credits that are applicable toward a degree or showing progress toward a degree.
7. _____ **Food Service:** Students may participate in an optional food service program by purchasing a debit meal card for Café X. The debit meal cards are available throughout the semester through the Controller's Office.
8. _____ **Housing Standards:** Students agree to conduct themselves in accordance with Code, and to abide by the published on-campus guidelines. Inappropriate use of computing or networking resources, as defined in the NSHE and Copyright Policy, may result in the loss of computing privileges. Using products and services to interfere with the use of the network by other customers or authorized users, or in violation of the law or in aid of any unlawful act is prohibited. Failure to comply constitutes a material breach of the Housing License Agreement. GBC reserves the right to amend or formulate rules and regulations at any time, and the resident agrees to comply with any amended or newly formulated rules and regulations. Please be advised that you are responsible for knowing and complying with the Student Conduct Policy in your college catalog.

9. **Entry:** The College reserves the right to enter student suite/dorm/room at any time. The RA will schedule three visits during each semester to check the condition/safety/cleanliness of the suite/dorm. Student Housing representatives will make a minimum of one unannounced suite/dorm check per semester.
10. **Transfers/Consolidations:** The College reserves the right to transfer or consolidate a student to other than the originally assigned suite/dorm.
11. **Holdover by Student:** Should student remain in possession of the demised premise with the consent of GBC after the natural expiration of this license agreement, a continual month-to-month tenancy shall be created between GBC and student which shall be subject to all the terms and conditions hereof but shall be terminated on 30 days written notice served by either GBC or student on the other party.
12. **Reassignment to Accommodate a Disability:** Students assigned to suites/dorms which have been designed to be accessible for students with disabilities may be required by GBC, at any time to move, to a different suite/dorm should there be a need to use the original assigned suite/dorm to accommodate another student's disability.
13. **Building Access:** A \$5 charge will be assigned for lost or unreturned house keys. A \$40 charge will be assessed for lost or unreturned mail box keys. Keys must be returned on the day of move-out to avoid charges. If you are locked out of your suite/dorm, you are required to show photo ID once staff has opened your suite/dorm for you. Student agrees not to change locks on any door or mailbox without first obtaining GBC's written permission that shall be placed in student's records as documentation. Duplication of GBC keys is prohibited.
14. **Maintenance:** The resident shall properly use and operate all furniture, furnishings, and appliances, and electrical and plumbing fixtures, and keep them as clean and sanitary as their condition permits. Student shall use all electrical, plumbing, sanitary, heating, ventilating, air conditioning, and other facilities and appliances in the demised premises in a reasonable manner. The resident shall not use the parking lot for anything other than parking a motor vehicle which is in compliance and which is operated in compliance with all applicable Nevada Revised Statutes, including any licensing and registration requirements. Excluding ordinary wear and tear, the resident shall notify GBC and pay for all repairs and replacement caused by the resident or the resident's invitee's negligence or misuse. A checklist inspection will be performed at the time of occupancy to identify the condition of the suite/dorm. The same checklist inspection will occur when the suite/dorm is vacated and assessments will be made relative to any damage above and beyond normal wear and tear to the suite/dorm. If you do not follow the proper check out procedure, this could negatively affect any appeal concerning check out and/or damage charges. All maintenance problems should be reported to the RA or Housing Coordinator immediately for prompt repair. The resident's personal property is not insured by GBC. Student shall make no alterations to the building on the demised premises or construct any building or make other improvements on the demised premises.
15. **Moving:** Reassignment of rooms is allowed only upon approval from the Housing Coordinator and upon determination there is no other alternative. Students may be charged additional room fees should reassignment be necessary.
16. **Use of Premises:** The demised premises shall be used and occupied by Student exclusively as student housing for GBC college and neither the demised premises nor any part thereof shall be used at any time during the term of this license agreement by student for carrying on any business, profession, or trade of any kind, or for any purpose other than as a private single family residence. Student shall comply with all the sanitary laws, ordinances, rules, and orders of appropriate governmental authorities affecting the cleanliness, occupancy, and preservation of the demised premises, and the sidewalks connected thereto, during the term of this license agreement. Student shall keep the demised premises as clean and safe as the conditions of the demised premises permits and shall dispose of all ashes, garbage, rubbish and other waste from the demised premises in a clean and safe manner. Student shall not deliberately or negligently render the demised premises uninhabitable or destroy, deface, damage, impair, or remove any part of the demised premises or knowingly permit any person to do so. Student shall act, and shall require others on the demised premises with student's consent to act in a manner that shall not disturb student's neighbors' peaceful enjoyment.
17. **Insurance:** GBC's insurance does not cover student's possessions or student's negligence. Student should obtain a student's insurance policy to cover damage or loss of personal possessions, as well as losses resulting from student's negligence or negligence from student's guest.
18. **Withdrawal or dismissal from GBC:** Students suspended, expelled, or withdrawing from the college prior to the end of the term of the Housing License Agreement must contact the Housing Coordinator and Resident Adviser. Withdrawal or dismissal from GBC is considered a material breach of the Housing License Agreement requiring the student's immediate removal from GBC housing and payment of all existing and future obligations under the Housing License Agreement.
19. **Alcohol/Controlled Substance Violation Response Policy:** Alcoholic beverages are not permitted in the suite/dorm or on the surrounding property. The Nevada Revised Statutes relative to drug offenses are very strict. Possession of the smallest measurable amount is considered to be a felony. Any suspected use,

possession, distribution or manufacture of controlled substances or alcohol may result in a \$250 fine and /or immediate termination of the Housing License Agreement with all fees and deposits forfeited and housing probation as well as a college disciplinary sanction. Great Basin College maintains a NO TOLERANCE policy in regard to controlled substances and alcohol. Students are considered to be in possession of alcohol if they are in the same suite/dorm/room as the alcohol. Being under the influence on any Great Basin College housing premises violates the NSHE Code and makes one subject to disciplinary action.

20. **Guests:** The number of guests in a suite/dorm at any particular time is limited to a number based upon the activity and/or noise level, does not constitute a disturbance. If the activity and/or number of guests in a particular suite/dorm result in complaints from other residents, the Resident Adviser will ask the guests to leave the property. The Housing Coordinator or the Resident Adviser must pre-approve overnight guests. Guests must adhere to all rules and regulations. Guests may receive disciplinary action from the College if they violate the Alcohol/Controlled Substance Policy while in the residence halls. Students in the suites are allowed 3 pre-approved guests per semester and must fill out a visitor pass prior to the guest arrival. All guests must park on the street and not in designated housing parking no matter what time of day or night. Guests are considered to be overnight guests if they are present before 8:00am or stay past 12:00 midnight. If this rule is broken at anytime and Housing staff discover someone is staying in the suite without permission from the RA or Housing Coordinator, you will be charged \$250 penalty fee each incident. There are no overnight guests allowed in Griswold Hall Dorms and no dorm guests after midnight. Guest must be accompanied by the housing tenant at all times when on housing premises.
21. **Smoking:** Smoking is not allowed within any campus building including all apartments, residence suites, and dorms.
22. **Walls:** Posters, pictures, etc. may be hung on the walls with scotch tape. Residents may ask permission to hang some items on the walls with small nails by contacting the Housing Coordinator or RA.
23. **Parking:** Any parking that may be provided is strictly self-park and is at owner's risk. GBC is not responsible for, nor does GBC assume any liability for damages caused by fire, theft, and casualty or any other cause whatsoever with respect to any car or its contents.
24. **Pet Policy:** No pets are allowed in the dorms/suites or surrounding premises. Not even fish.
25. **Littering Fee:** There will be a \$25 littering fee. Cigarette butts are considered litter.
26. **Firearms:** Firearms are not allowed on campus or in the suite/dorm at any time. As noted in the NSHE Code 6.2.2 (f) knowing possession on any premise of the System of any firearms, explosives, dangerous chemicals or other instruments of destruction or other dangerous weapons as defined by the laws of the State of Nevada, without the written authorization of the President of any System institution or the President's authorized agent, unless such possession reasonably relates to duly recognized System functions by appropriate members of the faculty, other employees, or students. Examples of those items that are prohibited listed under Prohibited Activity 6.2.2 (f) are listed below. This is not intended to be a complete or inclusive listing but solely a sample listing to assist a student in understanding the Code.
Firearms: This section includes any and all firearms of any caliber including air pistols and air rifles both CO2 and pump. It also includes black power pistols and rifles. Nevada Revised Statute 202.265 defines firearm on school property as "any device used to mark the clothing of a person with paint or any other substance; and any device from which a metallic projectile, including any ball bearing or pellet may be expelled by means of spring, gas, air, or other force."
Explosives: This section includes both commercially made explosives such as those made for the mining industry as well as any attempt to combine off the shelf ingredients to construct an explosive. This also includes any type of fireworks purchased or homemade or "small" items such as bottle rockets.
Dangerous Chemicals: Because all of our buildings are multiple residence establishments they are in a different fire department class than a single family home. Because of that many over-the-counter chemicals are in the class of dangerous and are not permitted without the express permission of the Housing Coordinator for a specific use. Items in this category include storage of propane bottles or white gas (Coleman fuel). Storage or use of denatured alcohol, acetone, ether, or excessive amounts of items used for cleaning such as bleach or ammonia or any chemical known to be flammable is not permitted.
***Students enrolled in art courses may have need of some flammable items such as acetone for their coursework. A quart size container with the factory labels clearly visible of these products is permitted for coursework.*
Other Dangerous Weapons: This includes items such as hunting bows and arrows, swords, daggers, throwing stars, machetes and knives. Students are permitted to have certain types of knives such as normal kitchen knives (i.e., chef's knife, fillet knife, bread knife, paring knife or steak knives). Students are also permitted to have one or two pocket knives (i.e., folding knife that clips to pocket approximately 3-4" long or a Swiss army type knife). Students should not have large fixed blade Bowie type hunting knives, skinning knives, survival type knives, large (over 5") serrated blade knives or switch blades.

27. _____ **Satellite Dishes:** Satellites or external hardware are not allowed to be installed on any of the GBC Residence Buildings. Violation of this rule may be considered breach of the Housing License Agreement.
28. _____ **Open Flames:** Open flames, such as candles and incense, are not allowed in the suite/dorm at any time. Students may barbeque on a safe barbeque grill stationed 20 or more feet from any housing structure. All flames must be doused with water once you are done cooking. Lighter fluid and charcoal may not be stored in or around the residence halls.
29. _____ **Remaining in Housing between Semesters:** Students may remain in the suites/dorms between the fall and spring semesters for an additional \$100.00 per student. Students may also arrange to stay in the suites/dorms during summer sessions at a weekly rate per student.
30. _____ **Check In Procedures:**
 (a) Incoming resident must call the Housing Coordinator to make an appointment for check in.
 (b) The suite/dorm check list must be completed upon check in, along with any forms or updates in data.
 (c) Keys must be signed for by none other than the intended resident.
31. _____ **Check Out Procedures:**
 (a) Outgoing resident must call the Housing Coordinator/RA to make an appointment for check out.
 (b) The suite/dorm check list must be complete upon check out, along with providing a forwarding address for mail and contact reasons.
 (c) Keys must be signed back in by none other than the outgoing resident.
 (d) All hardware in dorm/suites must be left in the original condition.
 (e) If you do not follow the proper check out procedure, this could negatively affect any appeal concerning check out and/or damage charges.
32. _____ **Termination by GBC Housing:** In any of the following instances GBC may declare a material breach of the Housing License Agreement and elect to terminate the Housing License Agreement and remove the student from GBC housing when:
 (a) Failure of the student to make any payment required under the Housing License Agreement when due;
 (b) the student causes material, substantial, or continuing breach of the Housing License Agreement;
 (c) the student violates the Campus Housing Rules or Policies;
 (d) the student recklessly endangers human life, assaults, harasses, annoys, or disturbs the peace;
 (e) the student and/or guest intentionally damages, defaces, or destroys the property of or threatens physical harm against other students or Resident Adviser.
 (f) As noted in the NSHE Code 6.2.2 (e) willful damage, destruction, defacement, theft, or misappropriation of equipment or property belonging to, in the possession of, or on premises occupied by Great Basin College.
 (g) As noted in the NSHE Code 6.2.2 (l) disorderly, lewd or indecent conduct occurring on Great Basin College premises or at a College sponsored function on or off such premises.
 (h) the student suffers, permits, or maintains any nuisance or health or safety hazard in the space provided by GBC Housing;
 (i) the student uses the premises for unlawful purpose or contrary to policy.
 (j) The Housing Coordinator determines that the student requires medical assistance or supervision that cannot be adequately supplied while the student lives in student housing.
If the College seeks termination, the student will have the obligation for all past and future amounts owed under the Housing License Agreement.
33. _____ **Refund Policy:**
 (1-2 weeks = 75%) - (3-6 weeks = 50%) - (7-8 weeks = No Refund)
 According to the Housing Agreement, the appeal process can be initiated under certain exceptions. If you would like to request an appeal, please call Lynn Mahlberg, Vice President of Student Services at 753-2184 and schedule an appointment within 48 hours of receipt of a violation letter or learning of an adverse decision.

SIGNATURE

When you sign this form you are agreeing to the Terms and Conditions of the Housing License Agreement, to pay all room and board fees when due, to abide by: all rules and regulations, policies as outlined in the GBC Housing License Agreement Policy. Preference is given to students enrolled in nine or more credits that are applicable toward a degree or showing progress toward a degree. This Housing License Agreement terminates at the end of spring semester. Moving or checking out of the suite/dorm does not constitute release from the Housing License Agreement. There is no refund for meal tickets.

Student Tenant: _____ **Date:** _____

Guarantor/Relationship: _____ **Date:** _____

Housing Coordinator: _____ **Date:** _____

*Students under 18 years of age must also have a parent or guardian signature.
 Under FERPA, we have the right to disclose information to parents if you are younger than 21 years of age.*