



ACCREDITATION EVIDENCE

Title: Board Policy and Procedure 5520A: On Campus Housing

Evidence Type: Clear

Date: 17 March 2017

WAN: 22-0079

Classification: Policy

PII: No

Redacted: No



ON-CAMPUS HOUSING

Reference: Western Wyoming Community College On-Campus Housing Contract

The College has established clear guidelines regarding eligibility for on-campus housing both during the academic year and the summer.

Housing rules and regulations are subject to annual review or sooner when the need arises.

DEPOSIT FOR ON-CAMPUS HOUSING

Students who live in on-campus housing must deposit an established sum of money to reserve a room and to cover possible cleaning or damage costs for the room.

Non-Payment

Students may lose housing eligibility for non-payment.

See following pages for procedure.

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|-------------|-------------------|
| Adopted | April 28, 1977 |
| Revised | April 26, 1984 |
| Revised | May 26, 1988 |
| Reformatted | February 2012 |
| Revised | December 10, 2015 |
| Reformatted | March 17, 2017 |

Residence hall rules and regulations are clearly established in the on-campus housing contract and residence halls handbook and are part of these procedures by reference.

ELIGIBILITY FOR HOUSING

Students, staff, resident assistants, hall directors, or the Director of Residence Halls and Student Life may live in on-campus housing under the following conditions:

Students

Regular Academic Year

- Students enrolled as full-time students with at least twelve credit hours. In order to maintain eligibility, students must maintain full-time status. Dropping below twelve credit hours will cause the residence hall contract to be cancelled. Exceptions must be approved by the Director of Residence Halls and Student Life in consultation with the Vice President for Student Services.
- Students involved in articulated programs which involve courses that are taught by another college or university on the Western campus. If the combined number of credit hours from another institution and Western equals at least twelve credit hours, the student is eligible to live in the residence halls.
- Students and/or staff hired to serve as resident assistants or hall directors.

Summer Term

- Returning students who have pre-registered for at least twelve credit hours for the coming fall semester;
- Students who are enrolled in regularly scheduled summer classes, workshops, or seminars. Housing, however, is limited to the duration of the summer class;
- Students who are enrolled in articulated programs as described above;
- Interns from other institutions who are receiving college credit for their internship and are approved by the Director of the Residence Halls and Student Life.
- Students participating in summer camps and activities sponsored by Western or its direct partners.

Staff

Faculty or staff may temporarily stay in on-campus housing if space is available.

Resident Assistants/Hall Directors

Resident assistants and hall directors must live in on-campus housing.

DEPOSIT FOR ON-CAMPUS HOUSING

Each student who lives or applies to live in on-campus housing must pay the established deposit to reserve a room and to cover possible cleaning or damage costs for the room. A portion of the deposit paid by students who live in on-campus housing is non-refundable and is used as a processing fee.

Deposit for Reserving a Room

The deposit will reserve a room for the student (subject to availability). If, however, the student does not subsequently register, and does not notify the College of this decision in advance, the College may not refund the deposit.

Housing Deposit Refund

The College will mail that portion of the deposit which is refundable, if any, within 30 days of the processing of the properly completed check-out documents, to students who officially withdraw, terminate at the end of the semester, or graduate unless:

- The room has been damaged or requires cleaning, or
- The student owes the College money.

Cross Reference: Student Housing Handbook

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