

*Minnesota North College*  
*Vermilion Campus*

*Housing Contract*  
*Academic Year 2024-25*

## Minnesota North Vermilion Campus Residence Facilities

Vermilion housing facilities are designed for comfortable, convenient student living. Each apartment comes equipped with wireless Internet and cable television service. Students supply their own bedding, kitchen items, television, and personal touches. Students living in on-campus housing choose from a 2 or 3 meal plan option. Bedrooms are double occupancy and single gender, with a limited number of singles available.

**Housing facilities are alcohol, drug, and tobacco free.**

### Vermilion Hall:

This 24-apartment facility is attached to the college. Six students share the three-bedroom units, which include a kitchen, living room, two bathrooms, storage space, and an outdoor deck/patio. Each bedroom houses two students. There are three floors on each of the two wings of this facility. Four apartments clustered on each floor provide opportunities for students to visit with neighbors. A commons area centrally located between the two wings includes a lounge, office, mailroom, laundry facilities, and vending. The game room, Fireside Lounge, small theater, and housing offices are located in the attached College Center building.

### College Apartments:

This 8-apartment complex is located a short walk from the campus theater. These are two-bedroom apartment-style units with two students housed in each bedroom. Students share a common living room, dining room, and kitchen. The apartments are furnished and have one bathroom.

### Timber Ridge:

This newer 12-unit townhome facility is located on the north side of the campus a very short walk from the Natural Science building. Each townhome is furnished with 4 or 6 bedrooms housing 8 or 10 students across multiple levels. The main floor of each unit houses a common area with a full kitchen and furnished gathering space. Each unit has two large bathrooms. There are 16 single bedrooms available in Timber Ridge. Dishwashers and TVs are provided in each unit.

## 2024-25 Housing and Meal Plan Costs and Payment Policies

### Meal Plan Rates

#### **MEAL PLAN OPTION A:**

2 meal plan, Monday-Friday. Any two meals selected daily. Meals served each day regular classes are in session and final exams.  
Fall: **\$1080**     Spring: **\$1080**     (Approximately \$6.92/meal)

#### **MEAL PLAN OPTION B:**

3 meal plan, Monday-Friday. Breakfast-Lunch-Dinner. Meals served each day regular classes are in session and final exam days.  
Fall: **\$1215**     Spring: **\$1215**     (Approximately \$5.19/meal)

### Fall Semester/Spring Semester Housing Rates

	<b><u>Fall Semester</u></b>	<b><u>Spring Semester</u></b>
Vermilion Hall	<b>\$2400</b> plus meal plan option below	<b>\$2400</b> plus meal plan option below
College Apartments	<b>\$2400</b> plus meal plan option below	<b>\$2400</b> plus meal plan option below
Timber Ridge – NEW in 2017!	<b>\$2600</b> plus meal plan option below	<b>\$2600</b> plus meal plan option below

**Single Bedroom Option:** Bedrooms are double occupancy. However, sixteen dedicated single bedrooms are available in Timber Ridge and may be available in other buildings on a first-come, first-served limited basis depending upon occupancy levels. Please indicate on the housing contract form if you would like this option. These requests will be granted first come, first served only if space is available.

**The fee for a single bedroom is an additional \$800 per semester.**

**Housing/Meal Plan Cancellation Policy:** Minnesota North College housing and meal plan contracts are binding for the entire academic year. Full academic year is defined as Fall and Spring Semesters excluding any times that housing is officially closed for breaks. Students wishing to be released from their housing/meal plan contract are required to complete a Petition for Contract Release. Petitions will only be approved if one of the following conditions is met: (1) official withdrawal, departure, or transfer from Minnesota North College, or (2) official graduation from Minnesota North College. If a Petition for Contract Release is approved, student housing and meal plan charges will be prorated up to the day of departure, provided departure occurs within the first 20 class days of the semester. After the 20<sup>th</sup> class day, students are responsible for full payment of housing and meal plan charges.

**PAYMENT POLICY:** Semester housing and meal plan charges are payable in full by move-in day. If full payment is not received, a payment plan established, or a financial aid deferment granted by this date, students will be charged a \$50 late payment fee. If full payment is not received, payment plan established, or financial aid deferment granted by the 20<sup>th</sup> class day of the semester, Minnesota North College reserves the right to remove the student from college housing and/or to suspend dining privileges. If housing removal or meal plan suspension occurs, full housing and meal plan charges remain as a receivable on the student's account. Students removed from housing or denied dining privileges will not receive credit for days/nights not in housing or for missed meals.

**Minnesota North Vermilion Campus Housing Contract**  
**THIS HOUSING CONTRACT IS BINDING FOR THE ENTIRE ACADEMIC YEAR.**

**UPON SIGNING THE CONTRACT ACCEPTANCE FORM I HEREBY AGREE TO THE FOLLOWING TERMS AND CONDITIONS:**

1. I understand that this contract is binding for the **full academic year**. I understand and agree that the Housing Contract represents a landlord/tenant relationship and that I have no right to assign, sublet or transfer my rights in the Housing Contract, in whole or in part. Any resident who decides to leave Minnesota North College Housing before the end of the school year must petition for contract release and meet one of the following conditions in order for their petition to be approved: (1) Official withdrawal, departure, or transfer from Minnesota North College, or (2) Official graduation from Minnesota North College.

**STUDENTS REMOVED FROM HOUSING FOR ANY REASON WILL STILL BE HELD RESPONSIBLE FOR FULL ACADEMIC YEAR CHARGES.**

2. I understand that I must maintain full-time student status at a Minnesota North College campus (12 credits/semester) in order to live in campus housing. If I drop below full-time status, the Director of Residence Life has sole discretion as to whether I remain in campus housing. Residents of Minnesota North Housing **MUST** be currently enrolled at Minnesota North College and academically engaged.
3. I understand that I must occupy my room, or notify the College of my intent to occupy, by the first day class of each semester, or my contract may be cancelled. **I further understand that no keys will be issued to me and I will not be allowed to move in until Minnesota North College receives assurance of full payment of my housing and meal plan.** For financial aid recipients, a valid completed FAFSA, completed loan counseling, and completed loan applications prior to move-in will be considered assurance of payment. Students whose financial aid is insufficient to cover their housing and meal plan charges must pay or set up a payment plan with the College Business Office prior to move-in.
4. I understand that this housing contract is effective from the published move-in day or the day that I move-in, whichever comes first, until noon on the day following the last day of regularly scheduled final exams each semester. I also understand that Minnesota North Housing will be closed and that I will need to leave during Winter Break and Spring Break. Notification of the actual dates and of these breaks will be communicated to students in advance. Students wishing to move in early for a semester or after a break may request this from the Residence Life office. If this request is granted, the student will be charged a prorated daily rate, but not less than a total of \$100, early move-in/late-move out fee per occurrence.
5. I understand that Minnesota North College reserves the following rights: (a) The right to terminate a contract. The College may terminate a housing contract with an individual or exclude that individual from the premises for a breach of any term, condition or regulation of the housing contract. (b) The right to inspect/show an apartment. Minnesota North College reserves the right to enter an apartment at any time to inspect and make necessary repairs or alterations, to show the apartment to prospective tenants, or to investigate suspected policy violations. (c) The right to assign roommates. The College reserves the right to assign tenants to apartments, in its sole discretion. (d) The right to reject any housing contract for any reason, including those from students who have not attained a high school diploma or GED or whose high school class has not graduated. Minnesota North College reserves the right to reject or cancel a housing contract with any tenant, at any time, including after move-in. PSEO students wishing to reside in campus housing must interview, along with their parent(s), with the Director of Residence Life, who has sole discretion in the admission of PSEO students to campus housing.
6. I understand the College shall have no responsibility for personal injury, theft, destruction or loss of monies, valuables or personal properties belonging to me or being in my custody from any cause whatsoever, whether such losses occur from my room, apartment, storage room, deck/patio, laundry room, vehicle, or public areas and agree to make no claim and hereby waive all claims. **EACH STUDENT IS ENCOURAGED TO CARRY HIS/HER OWN PERSONAL PROPERTY INSURANCE.**
7. In addition to the policies listed here, I also agree to observe and abide by the policies and procedures of the Minnesota North College Residence Life Program as published in the Residence Life Handbook. I further agree to observe and abide by all policies and procedures set forth in the Student Handbook. Failure to comply with any of these policies can result in disciplinary action, up to and including removal from Residence Life and/or expulsion from Minnesota North College.

**REQUIRED HOUSING DEPOSIT: A check/money order or credit card payment to Minnesota North College in the amount of \$250 must be returned with this contract as a security deposit. This entire deposit will be forfeited if this contract is canceled on or after June 1 for Fall Semester. For Spring Semester start, the entire deposit will be forfeited if this contract is canceled on or after December 1. Students who turn in contracts after these dates (6/1 or 12/1) also forfeit this deposit if they cancel their contract.** The \$250 deposit is held as a security deposit and will be refunded, without interest, after a student checks out for the academic year, provided no damage has been done, check out procedures are followed, and the student has a zero balance on their account with the College. In the event that the unit is damaged or not properly cleaned, costs will be assessed to the student accordingly. If the person(s) responsible for damages to a housing unit cannot be identified, applicable damage/cleaning costs will be split between all residents of the unit. **If a student leaves Minnesota North College Housing before the end of the academic year, for any reason, the \$250 deposit will be forfeited.**

1. **EARLY CHECK-IN/LATE CHECK-OUT:** Early check-in or late check-out for either semester can be arranged through the Residence Life office for a fee. If this request is granted, the student will be charged a prorated daily rate, but not less than a total of \$100, early move-in/late-move out fee per occurrence. **The minimum charge for this service is \$100 per occurrence. This charge will be assessed to fall or spring semester athletes who must arrive early or check out late for practice.**

**GENERAL REGULATIONS**

**The policies listed below constitute the major policies of Minnesota North College Residence Life, but are by no means the only ones listed in the handbook.**

- **Alcoholic Beverages and Containers:** The possession, association with, and/or consumption of alcoholic beverages, regardless of age, is **NOT** permitted in Housing facilities. Alcohol containers are not allowed in Housing facilities. Alcohol signs may not be displayed in windows or on the outside of apartment doors. Unannounced inspections of apartments by campus personnel may occur at any time.
- **Drugs:** The possession, association with, use or sale of illegal drugs, marijuana, or drug paraphernalia is not permitted in Housing facilities or on campus grounds. Students may not be in the presence of illegal drugs. Unannounced inspections of apartments by campus personnel may occur at any time and may be accompanied by police.
- **Tobacco:** Minnesota North College campuses are generally tobacco free. Tobacco use, if allowed at all, is only permitted in designated areas.
- **Cleaning:** Residents are responsible for cleaning their own room and apartments and keeping these spaces reasonably clean.
- **Decorating:** Residents are encouraged to add their own personal touches to their apartments within the guidelines published in the Residence Life Handbook. Generally, students may hang posters and pictures on the walls with pins or staples, but they may not paint their rooms or drill holes.
- **Weapons:** Firearms, bows and arrows, paintball guns, darts, sling shots/launchers, fireworks, or any other item that may create a health hazard or inflict bodily injury is **strictly prohibited** in housing facilities and/or on campus grounds unless stored in Residence Life safes. BB-guns and Air-Soft guns are not permitted.
- **Fire Safety:** The use or possession of the following is not permitted in Housing facilities: incense, candles, real Christmas trees, hookahs, halogen lamps, grills, and devices with an open flame. Residents are not allowed to tamper with any fire safety mechanism including smoke detectors and fire extinguishers.
- **Guests:** Residents may have guests for a maximum of 72 hours. All guests must comply with the policies and regulations of the College and Residential Life and be signed in. Residents will be held responsible for any property damage and/or violation of College policies by their guests.
- **Keys:** All keys remain the property of the College and may not be duplicated by residents. Residents are not allowed to loan, sell, or transfer a College key to any person for the purpose of allowing that person to use College facilities. Fees will be assessed for lost keys or keys not returned to Minnesota North Housing.
- **Pets:** Pets are not allowed in Housing facilities, with the exception of fish in an aquarium.

## ANSWERS TO FREQUENTLY ASKED QUESTIONS

### **How do I apply for housing?**

The Housing Contract Application and the Contract Acceptance Form are attached. Fill in all spaces and sign the Acceptance Form and return it along with a **\$250.00 deposit** to Minnesota North College. A space in housing will **ONLY** be reserved for students who submit **BOTH** the signed contract **AND** the \$250 deposit.

### **What if I need to cancel my contract?**

For fall semester start, contracts cancelled prior to June 1<sup>st</sup> entitle students to a full refund of their \$250 deposit. For spring semester start, contracts cancelled prior to December 1<sup>st</sup> entitle students to a full refund of their \$250 deposit. Cancellations received after the dates listed above result in forfeiture of the full \$250 deposit even if the contract was received after these dates. Cancellations must be phoned or emailed to the Residential Life office by the student who signed the contract.

### **How are room assignments made?**

While not always possible, the Residence Life staff make every attempt to honor preferences listed on the Contract Acceptance Form. Returning students are placed first, followed by first-year VCC students. **Hall and room assignments are made on a first-come, first-served basis.** The earlier you return your housing contract and deposit, the greater the chance of having your preferences granted. Generally, housing at Minnesota North College is single or double occupancy. At the beginning of some academic years, three students may temporarily be placed in a bedroom. Students placed in this situation for an extended period of time (more than three weeks) will be given a partial rent credit.

### **How are roommates assigned?**

Roommate assignments are based on the information provided on the Contract Acceptance Form. We do not make assignments based on race, religion, or national origin. Housing assignments are made based on the following priority list: 1) Date of application, 2) roommate preference (please send in Contract Acceptance Forms together), and 3) hall preference/availability.

### **Are single occupancy apartments available?**

Single bedrooms are available in Timber Ridge and may be available elsewhere on a limited basis. If available, single bedrooms are assigned on a first-come, first-served basis. Students residing in a single room are charged an additional \$800 per semester. Please indicate on the contract acceptance form if you are interested in this option. Your indication of interest on the contract does not guarantee a single room but does indicate your willingness to pay for a single room should one be available. Note that single rooms are in high demand.

### **Are there laundry facilities available?**

Coin laundry facilities are located in Vermilion Hall for use by all on campus housing students. The cost is \$1 wash and \$1 dry

### **When will I receive my apartment, hall and roommate assignments?**

We send these assignments in early July for Fall Semester. For Spring Semester, assignments will be sent in mid-December. Along with this information, you will also receive the names and phone numbers of your roommates so you may contact people to coordinate your apartment essentials such as audio/visual equipment, T.V., microwave, pots and pans, etc.

### **Can apartment assignments be changed?**

Once apartment assignments have been made, it is very difficult to make changes due to space limitations. Even if space permits, changes are seldom granted during the first several weeks of school. Six weeks into each semester, apartment changes may be made on an individual basis. At the end of the first semester, apartment changes may be made on a space available basis.

### **Can I store my guns and bows?**

We have several gun safes for storage of all guns and bows. Guns and bows are not allowed inside any housing facility. This includes paintball guns. These items must be stored in gun safes located in the Residence Life office. BB guns and "air-soft" guns are not permitted on campus.

### **What items and furnishings must I provide?**

Students need to supply their own linens and (standard twin size sheets for Vermilion Hall and College Apartments; twin long for Timber Ridge), kitchen and bath items, and any personal decorative touches they might desire.

### **When can I check in to my unit?**

Students applying to live on-campus will be notified of dates and times once they become available for the 2024-25 academic year. Generally, move in begins the Saturday prior to the first day of regularly scheduled classes. All new students will be required to attend a Freshmen Orientation. You will be receiving additional information prior to the start of the academic year.

### **What if I have additional questions?**

If you have any questions or concerns, please feel free to call the Residence Life office (218) 235-2123. If, after submitting this contract, you decide not to attend Minnesota North College, please let us know as soon as possible.

**-Complete Both Sides of this Form in Ink-**

Please Print

**Contract Acceptance Form**

Minnesota North College  
2024-25 Academic Year

Contract Binding for Entire Academic Year

<i>FOR OFFICE USE ONLY</i>	
Date Received	_____
Contract Number	_____
Deposit Received	_____
Student ID#	_____

Student Name (Last) \_\_\_\_\_ (First) \_\_\_\_\_ (Middle) \_\_\_\_\_

(\_\_\_\_) \_\_\_\_\_  
Home Telephone \_\_\_\_\_ Gender \_\_\_\_\_ Age \_\_\_\_\_ Birth Date \_\_\_\_\_

Permanent Address (Street) \_\_\_\_\_ (City) \_\_\_\_\_ (State) (Zip) \_\_\_\_\_

(\_\_\_\_) \_\_\_\_\_  
Student Cell Phone \_\_\_\_\_

**Meal Plan Choice (required):**

- OPTION A: 2 meal plan, Monday-Friday when classes are in session (Up to 10 meals per week)
- OPTION B: 3 meal plan, Monday-Friday when classes are in session (Up to 15 meals per week)

Semester of entry:  Fall  Spring  
Classification next semester:  Freshman  Sophomore

Did you reside in VCC Housing last year?  Yes  No If yes, list hall and room number: \_\_\_\_\_

Are you participating in intercollegiate athletics?  Yes  No If yes, what sport(s)? \_\_\_\_\_

**Send this form and a \$250 deposit (required) in the form of a check or credit card payable to Vermilion :  
1900 E Camp St. Ely, MN 55731.**

**COMPLETE THIS SECTION, BUT PLEASE DO NOT DETACH - PLEASE PRINT**

STUDENT NAME (Last) \_\_\_\_\_ (First) \_\_\_\_\_ (Middle Initial) \_\_\_\_\_

PERMANENT ADDRESS (Street) \_\_\_\_\_

(City) \_\_\_\_\_ (State) (Zip) \_\_\_\_\_

Payment Type:

Check # \_\_\_\_\_ Cash  Credit Card # \_\_\_\_\_ Exp. Date \_\_\_\_/\_\_\_\_/\_\_\_\_ CV Code (3-digits) \_\_\_\_\_

Signature for Credit Card authorization \_\_\_\_\_

Office Use:

Contract # \_\_\_\_\_ Student ID # \_\_\_\_\_

CASHIER CARD



# RESIDENCE LIFE ROOM PREFERENCE FORM

Minnesota North College

*In order for us to consider your preferences, this form **MUST** be received by **June 1, 2024** for fall semester or **December 1, 2024** for spring semester.*

Name: \_\_\_\_\_ Age: \_\_\_\_\_ Gender: \_\_\_\_\_

Major/area of study: \_\_\_\_\_

Please complete this section honestly. Every attempt will be made to match you with roommates who appear compatible. Those requests for specific roommates of the same gender that appear on the housing contract will be honored if all roommates have made the same request.

Would you consider yourself:  a neat housekeeper  
 a casual housekeeper

Would you consider yourself:  an early riser  
 a late sleeper

Do you prefer to go to sleep:  before 11:00 pm on weeknights  
 between 11:00 pm and 1:00 am on weeknights  
 later than 1:00 am on weeknights

Do you prefer your apartment or Duplex to be:  a gathering place for friends  
 a private place

Do you prefer to play music:  loudly  
 softly or not at all

Do you prefer a roommate who:  is in your program of study  
 is in a different program or major

Do you smoke or use tobacco?  Yes  No

What was most influential in your decision to attend Minnesota North College? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please describe your musical preferences:

\_\_\_\_\_  
\_\_\_\_\_

Additional comments, including interests and hobbies:

\_\_\_\_\_  
\_\_\_\_\_

Please return to:  
**Office of Residential Life**  
**Vermilion Community College**  
**1900 East Camp Street**

