



NORTHWEST TECH

**HOUSING HANDBOOK
2021-2022**

IMPORTANT PHONE NUMBERS

- Silent Witness 785-890-1588
- Dispatch -(785) 890-4575 (for non-emergency calls)
- Emergency Services -911
- Including but not limited to: ambulance, fire, hospital, police & Sheriff
- Housing Director - (785) 821-2578
- Northwest Tech Office - (785) 890-3641

Frequently Used Numbers:

| Name | Number |
|-------|--------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
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Miscellaneous

- Internet (wireless) access are paid for with the signed contract.
- A First-Aid-Kit is located in the Housing Director's unit.
- Housing will be closed during official college holidays (Christmas and Spring Breaks, etc). If a resident wishes to stay in the Village during these college holidays, special arrangements must be made with the Village Manager at least one week in advance of the college holiday break.
- If a resident breaks their contract or is dismissed for disciplinary reasons, they will be responsible for rent payment as outlined in their housing contract for the remaining portion of the lease agreement. Any unused payment for food will be refunded or credited according to the terms of the housing contract.
- If there is no vacancy in campus housing, students may contract with the college for alternative housing. As open rooms become available, students will be obligated to move back on campus.
- Immunizations- Students must bring proof in English of vaccination for meningitis. This record can be a copy from the health department, previous high school, or doctors office. If you do not have proof of vaccination or are not willing to receive the vaccination, please be prepared to sign a waiver. The U.S. Centers for Disease Control and Prevention (CDC), the American College of Health Association (ACHA), and the American Academy of Pediatrics (AAP) recommend that college students, particularly freshmen that plan to live in dormitories, and their parents learn about meningococcal disease and the potential benefits of vaccination.
- AIDS Virus, ARC, and HTLV-III- Persons with AIDS, ARC, or positive HTLV-III tests will not be restricted from living in Campus Housing. Current Scientific and medical knowledge has concluded there is no risk attendant to sharing a room or living with someone infected by HIV. Specific decisions regarding residential housing of students with HIV or AIDS will be made on a case by case basis in conjunction with the County Health Department, and the 504 coordinator. There may be circumstances under which the health of the person with HIV may necessitate special housing arrangements, given the student's compromised immune system.
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- Immunization Requirements for All Students Meningitis: To reduce the spread of bacterial meningitis among the student population, the Kansas Board of Regents requires all incoming students residing in on campus housing to be vaccinated for meningitis or to sign a waiver indicating that they refuse to receive the vaccine. Non-compliant students will be placed on administrative hold following the first week of classes and remain on administrative hold until the compliance is documented with the Admissions Office. Students will be unable to enroll for the following semester until the hold is released. Northwest Tech encourages all students to consider vaccination as well as to become

knowledgeable about meningitis and its symptoms in order to reduce their personal risk. The vaccine is available at the Sherman County Health Department or Goodland Regional Medical Center.

Forms

Student Housing Repair/Maintenance Request Form

The following form must be filled out to insure requests of maintenance or needed repairs are handled in a prompt manner. Please turn in this completed form to the Housing Director.

I request the following repair/maintenance in Village I, II , Honors Village III or Maverick Suites (circle one) unit.

Repair(s) needed:

Maintenance Needed:

Student Signature

Date

LINK TO ONLINE FORM:



OFFICE USE ONLY

Date received by Housing Director: _____

Person(s) responsible for performing needed repairs: _____

Person(s) responsible for payment of repairs: _____

Signature (if needed): _____

Date of completed repair: _____

Signature of person completing repair: _____

Signature of Housing Director: _____

Date: _____

Housing Handbook Agreement Form

I, _____, have read the housing handbook and agree to follow all of the policies and procedures stated in this handbook.
PRINT FIRST and LAST NAME

Signature

Date

Apartment Unit & Room # _____

*This form must be signed and turned into the Housing Director within 48 hours *of moving into student housing.



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Rules and Regulations

Rent

Residents are to pay their rent (per the appropriate housing contract) by the 1st of day of class in August. You may also pay rent in full by the year or pay one-half of the fee each semester. Residents who have accrued delinquent accounts may be subject to disciplinary removal from housing.

Letting students back into their room:

The Housing Director can let the student into their room up to 3 times. Having to repeatedly let a student in will result in a \$5 charge. If a student loses their key(s) to their room, the Housing Director will replace their key with a \$25 charge per time to cover costs.

Cleanliness/Damage

- Residents must keep their bedroom, bathroom, and living room clean and presentable at all times.
- Cleaning supplies and a vacuum sweeper may be checked out from the manager.
- Residents must leave their unit in the same condition as when they moved in. Northwest Tech will have each unit cleaned upon a student's departure.
- Residents must report immediately any and all repairs that need to be made to the Housing Manager by completing the Student Housing Repair/Maintenance Request Form (last page of this handbook).

Northwest Tech staff has the right to conduct unannounced inspections of any unit without the resident present. An inspection team will be composed of one or more of the following individuals:

- Housing Director
- Dean of Students
- Faculty Member
- Student Services Staff

Personal Items

- All residents must respect other's personal belongings and privacy.
- Residents may bring personal items into units such as (TV's, stereos, clothes, and etc).
- Personal items moved into the unit will be allowed on the basis that college furniture will not be removed and the personal items comply with all fire safety code regulations.
- Personal beds/replacing the bed provided by the college, is not allowed.
- The college doesn't carry insurance on any of the resident's items. Residents are encouraged to obtain property insurance on their own.
- Residents are responsible for their own personal items. It is the residents' responsibility to secure their personal items by locking their doors.
- Residents may have a telephone installed in their unit. Residents are responsible for the installation charge, monthly bill, long distance charges, and any other charge attained because of the telephone service. Contact S&T Communications or AT&T for telephone installation.
- A microwave, not to exceed 1,000 watts or 1.1 cubic feet, is permitted, it must be in good working order with no broken latches or glass and all seals in place with no leakage.
- An apartment size refrigerator, not to exceed 6 cubic feet, is permitted. It must be in good working order with no broken seals. (Village 1/ Suites only)
- Microwaves and refrigerators will be allowed on the basis that college furniture will not be removed, and they comply with all fire safety regulations.
- It is recommended that residents keep the unit front door and their bedroom door locked for security of personal property.

Prohibited Items

- No HOT PLATES, SPACE HEATERS, refrigerators, and/or freezers are allowed in Village II, III, or Maverick Suites except what is already provided by the college.
- No cooking or heating units except microwaves are allowed in Village I or Maverick Suites. NO HOT PLATES or SPACE HEATERS.
- No BBQ Grills

- No outside dish or satellite receiver for television reception
- No possession of firearms, explosives, or other dangerous instruments
- No pets or animals of any kind; except in the case of medical necessity. Contact the Dean of Academic Advancement for guidelines.
- No weapons, alcohol (including EMPTY ORNAMENTAL BOTTLES and related items), fighting, illegal drugs, harassment/threats, theft, behavioral problems, and noise violations are allowed. They will be dealt with according to the Disciplinary Guidelines of the Village Student Housing Handbook and in the College Catalog.
- No burning of incense, candles or any other item exposing an open flame.

Visitors

Visitors of the opposite gender must observe visiting hours:

- Sunday - Saturday 11 a.m. – 12 a.m.
- Resident must be present during a guest's visit.
- Visitors must conduct themselves in an appropriate manner, respecting the rights of residents.
- For any overnight guests, residents must receive approval from the Housing Director. (Only same gender guests permitted). Disciplinary guidelines for breaking this policy are explained in the Housing Handbook.
- Residents must pay for any damages done to their unit by themselves or guests. Only the college staff will perform repairs.
- STUDENTS MAY NOT MAKE COPIES OF ROOM KEYS!
- No guest under the age of 18, unless accompanied by parent, shall be in a housing unit or parking lot adjacent to the housing units, without first obtaining permission from the Housing Director.
- No resident shall allow any persons under the age of 18 in a dorm room between the hours of 6PM and 6AM. This is waived if the minor is accompanied by their parents or by a sibling over the age of 18. Nothing in this policy shall supersede any policy preventing over-night guests of any age without expressed consent from the Housing Director

Smoking

KSA 21-4009 to KSA 21-40-4011 of the State of Kansas prohibits persons from smoking/tobacco use in public places and public meetings. Northwest Tech as required by said law, has developed the following institutional plan for its facilities on campus.

Any tobacco usage or smoking on campus by student, visitors, and employed personnel shall be regulated on all college property as directed by the previously mentioned statutes. It is hereby understood that there shall be no smoking (cigarettes, pipes or cigars) or chewing on any college property. No smoking will be permitted in college vehicles.

Parking

- Students must park motorized vehicles (cars, pickups, etc.) in designated areas.
- Do not park on the grass or sidewalks.
- Students must park bicycles and motorcycles in designated areas. NOT IN VII BREEZEWAYS or VI SIDEWALKS or inside dorm rooms. A bicycle rack is available in the courtyard of Village I and between Village II and Village 3. It is recommended that you obtain a personal lock. Residents are responsible for their own personal items.
- It is recommended that all students lock vehicles, bicycles, motorcycles etc. for security purposes.
- Students must have no more than one motorized vehicle in designated parking areas at any time.
- If a vehicle is found parked in an undesignated area (i.e. grass, sidewalk, etc), the student, if located, will receive a warning to remove the vehicle. If the warning is ignored, appropriate action will be taken.
- Students will be required to register for a parking sticker and have the sticker visible at all times while on campus.
- Students with large pickups or other large vehicles are required to park in the street, and may be administered a fine for parking in the lot.
- Students must have any vehicle parked on campus registered with housing and have a parking permit affixed to the windshield

Damage/Cleaning Deposit

In an effort to clarify the rights of a student renting a housing unit from Northwest Tech, the following has been established:

- It is the responsibility of the student(s) renting a Housing unit to inspect the unit and notify the Northwest Tech staff as to the condition of their unit before moving in. This is extremely important in the event of a student moving into a unit that is already occupied. Any damage to a unit that is not reported to Northwest Tech before a student moves in will be charged equally to the occupants of that unit.
- If a student moves out, it is the responsibility of the remaining residents to notify a staff member as to the condition, damage/cleaning of the unit that should be billed to the student(s) leaving immediately. If no notification is given to the Northwest Tech about conditions such as damage/cleaning, then it shall be deemed the remaining student(s) responsibility to pay for damage/cleaning.
- In order to avoid being charged to clean your unit it needs to be in the same condition as when you moved in. This includes, but is not limited to, cleaning the toilets, cleaning showers, scrubbing floors, disposing of trash, etc. and in Village II, Village III, and the Maverick House—cleaning the refrigerator and stove.
- In the event that the damage/cleaning non-refundable fee does not cover the costs of cleaning and repairs, renters will be charged the costs that exceed the \$200 damage/cleaning fee.
- If during the contract period damage occurs to the unit, these costs will be billed to the student renter(s). Bills for damage while the unit is occupied are to be paid immediately and not to be considered a part of the damage/cleaning fee.
- No student is allowed to move without prior permission from housing staff only, those students who move without permission from housing manager will be charged a \$150 fine.

Facilities

Cafeteria

19 meals per week are included in dorm costs for students living in college housing.

Maverick Dining Service Hours

MONDAY - FRIDAY

Breakfast: 6:30AM – 9:30AM
Lunch: 11:00AM – 1:00PM
Dinner: 5:00PM – 7:00PM

SATURDAY & SUNDAY

Brunch: 11:00AM – 12:00PM
Dinner: 5:30PM – 7:00PM

Casual Meal Rates

| | |
|------------------------|--------|
| Breakfast: | \$5.50 |
| Continental Breakfast: | \$5.00 |
| Lunch: | \$6.50 |
| Dinner: | \$7.00 |
| Brunch: | \$6.50 |

Students found in violating of the policy prohibiting giving food away will be subject to the following fine schedule. This will apply to students who taking and receiving the food.

1st Violation: \$10 fine.

2nd Violation: \$20 fine.

3rd/Subsequent Violation: \$50 fine.

For more information on our cafeteria please visit: nwktc.edu/campus/food-service/

Fitness Center

- Students will be required to show ID when entering the Fitness Center.
- Hours M-F 8AM to 10PM and 8AM-8PM on weekends (closed on college observed breaks and holidays)

No student shall use facility unless a staff member is present.

Emergency Procedures

Unit or Apartment

- Evacuate that unit or apartment immediately and call 911.
- Notify the residents in the other half of the building (Village I) or the other 3 apartments of that section (A, B, C, or D in Village II and A, B, or C in Honors Village III.)
- Notify the Housing Director of all emergencies including medical emergencies.
- Housing Director number: (785) 821-2578

Tornado

Village I, Village II, Village III:

- Proceed to the Student Union basement for shelter when the emergency warning siren is activated or a tornado is sighted.

Maverick Suites:

- Proceed to (Shiraz basement during business hours only)

Disciplinary Guidelines

Weapons: (Including BB guns, pellet guns, air/C'O2 gun, stun gun, blow gun, knife/switch-blade or knife longer than 4")

- 1st offense:
Village probation, possible dismissal or suspension, 20 hours of community service or \$75 and possible referral to College Counselor.
- 2nd offense:
Dismissal from village.

Alcohol: (Including full or empty alcohol containers, ornamental bottles or related items.)

- 1st offense
Village probation, 20 hours of community service or \$75 and possible referral to College Counselor.
- 2nd offense:
Dismissal from village.
*May include possible short-term suspension from college.

Fighting:

- 1st offense:
Probation in the housing unit or fine
*May include possible suspension from college.
- 2nd offense:
Dismissal from village.
*May include suspension from college.

Drugs:

- 1st offense:
Village probation, community service or fine.
*May be dismissed from housing, or the College
- 2nd offense:
Shall be subject to suspension not to exceed five days, expulsion from the college. Before the suspended student may return to classes, the student must meet with the Dean of Students and the President to establish criteria for reentry. If the student is not expelled from the college the Dean will assign community service or a fine. A Student who is expelled from College under the terms of this policy may be re-admitted at the next available date of that program or enrolled in a new program. Admission may be accepted if the student can prove in writing they have completed a drug and alcohol education and rehabilitation program at an acceptable treatment center or facility and has had a satisfactory meeting with a designated college representative. Students who are suspended or expelled under the terms of this policy will be afforded the due process rights contained in Board policies and Kansas State Statutes, KSA 72-8901, et seg. Nothing in this policy is intended to diminish the ability of the administrator or Area Board of Control of Northwest Tech to take other disciplinary action against the student in accordance with other policies governing student discipline. A list of available drug and alcohol counseling and rehabilitation programs are available from the counselor.

Smoking/Tobacco:

- 1st offense:
If smoking in room, student will be assessed \$100 to cover costs to return room back to a non-smoking unit. If smoking on grounds, student will be given a 4-hour community service sentence (picking up garbage, cigarette butts, pulling weeds, etc.).

Harassment/Threats:

- 1st offense:
Verbal reprimand, probation, and/or dismissal from housing. Each case will be reviewed on an individual basis.
*May include suspension from college.

Theft:

- 1st offense: If found guilty, possible dismissal from housing. Restitution and/or return of goods. Police charges may result from the incident if victim wants to press charges.
*May include possible short-term suspension from college.

Behavior Problems:

- 1st offense:
Depending on the situation actions may include verbal reprimand, counseling, community service, moving to another area of the village, probation in the village, dismissal from the village.
*May include possible short-term suspension from college.

Parties:

- 1st offense:
If hosting a party on campus, there will be a \$100 fine.
- 2nd offense:
If hosting a party on campus, you will be dismissed from housing permanently.

Noise Violation

- 1st offense:
Verbal warning
- 2nd offense:
Written warning
- 3rd offense:
Written warning, meet with Housing Director, noise-making device is confiscated and resident given a receipt for the property. Confiscated property is released at checkout or when it can be taken or shipped home. Possible fine or dismissal from housing.

Housekeeping/Sanitation/Guest Violation:

- 1st offense:
Written violation - will re-check in 24 hours
- 2nd offense:
\$10 fine - meeting with Housing Director and Dean of Students
- 3rd offense:
\$50 fine - meeting with Housing Director and Dean of Students.

Probation in the housing unit for housekeeping violation/guest violation. Possible dismissal from housing. Re-checking situation to verify situation has been corrected. Additional fine for each offense after the third.

*Any conduct, which substantially impinges upon or invades the rights of others will be subject to a short-term suspension.

Police involvement and charges may result from any incident that occurs on or off the college campus.

The offender being dismissed from the Village has 48 hours to move out after being notified. He/she can appeal the decision to a committee of 3, consisting of 1 member of administration, 1 member of the faculty, and 1 current student by notifying the Vice President of Student Affairs or Dean of Students in writing within 24 hours of being asked to leave the Village. The decision of the committee will be final.

Student may appeal any disciplinary action by following the procedure printed in the College Catalog under the heading of "Suspension or Expulsion of Students".

All decisions are subject to review and are based on each situation as it arises, i.e. discovery of new information. Decisions made by the Vice President of Student Affairs and/or Dean of Students are made to best serve the needs and safety of all residents.

Firearms/Weapons Possession

For any on-campus residential unit that does not have adequate security measures, each resident who lawfully possesses a handgun on campus and elects to store the handgun they possess in the room to which they are assigned when not carrying it on their person in a concealed fashion shall secure the handgun in a secure storage device that conceals the gun from view. Such storage devices shall be provided by the individual who possesses the handgun and must meet minimum industry standards for safe-keeping of handguns.

Northwest Tech does not provide approved handgun storage devices to any person under any circumstances. Each individual who stores a handgun in an on-campus residence must provide their own approved storage device. An approved storage device has each of these characteristics:

- it is of sufficient size to fully enclose the handgun while secured in an approved holster;
- it is constructed of sturdy materials that are non-flammable;
- it has a combination, digital, or other secure locking device that can only be unlocked by the individual using the storage device, but devices secured exclusively with a key lock are prohibited; and,
- the device is constructed specifically for the storage of a handgun and/or ammunition.

All ammunition stored in an on-campus residence must be stored in an approved storage device.

Nothing in this section shall be read to prohibit possession of weapons on campus by law enforcement officials in an official capacity.

All weapons other than those lawfully able to possess concealed weapons shall be prohibited from housing.

**For the purpose of this policy, "weapons" means:

Any object or device which will, is designed to, or may be readily converted to expel bullet, shot or shell by the action of an explosive or other propellant; any handgun, pistol, revolver, rifle, shotgun or other firearm of any nature, including concealed weapons licensed pursuant to the Personal and Family Protection Act, and amendments thereto;

- any BB gun, pellet gun, air/C'02 gun, stun gun or blow gun;
- any explosive, incendiary or poison gas (A) bomb, (B) mine, (C) grenade, (D) rocket having a propellant

charge of more than four ounces, or (E) missile having an explosive or incendiary charge of more than 1/4 ounce;

- any incendiary or explosive material, liquid, solid or mixture equipped with a fuse, wick or other detonating device;
- any tear gas bomb or smoke bomb; however, personal self-defense items containing mace or pepper spray shall not be deemed to be a weapon for the purpose of this policy;
- any knife, commonly referred to as a switch-blade, which has a blade that opens automatically by hand pressure applied to a button, spring or other device in the handle of the knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward or centrifugal thrust or movement;
- any straight-blade knife or four inches or more such as a dagger, dirk, dangerous knife or stiletto; except that an ordinary pocket knife or culinary knife used solely in kitchens and dining rooms in the preparation of meals, with a blade no more than four inches in length, shall not be construed to be a weapon for the purposes of this policy;
- any martial arts weapon such as nun chucks or throwing stars; or any longbow, crossbow and arrows.

Northwest Tech reserves the right to make the determination of what is considered a weapon on a case by case basis.

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Date of completed repair: _____

Signature of person completing repair: _____

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Date: _____

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