Viking Woods Resident Guide

Introduction & Community Standards

Viking Woods strives to provide a community that is:

- Safe and secure
- Conducive to learning
- Enjoyable and fun

Living in Viking Woods provides residents with new freedoms and personal choices that help shape unique educational experiences outside of the classroom. Responsibility often comes along with new opportunities and freedom, and Viking Woods is no exception. Everyone at Jefferson College is an important member of our campus community and therefore each resident is responsible for contributing to the community goals of providing a community that is: safe and secure; conducive to learning; enjoyable and fun.

Viking Woods residents will be responsible for playing a role to help achieve our goals. The policies, guidelines, procedures, and amenities outlined in this document each fit into one of the following **Community Standards**:

1. Viking Woods is a safe and secure environment.
2. Viking Woods promotes positive health and welfare for all residents, guests, and staff.
3. Viking Woods residents, guests, and staff display respect for one another.
4. Viking Woods residents and guests respect the facilities and grounds to help preserve the property.
5. Viking Woods residents learn how to live amongst a diverse population.
6. Viking Woods residents exhibit appropriate behaviors and actions.
7. Viking Woods residents accept responsibility associated with inappropriate behaviors and actions.

The Viking Woods Resident Guide is designed to provide residents with information about amenities, services, policies, guidelines, and procedures that will enable residents to fully participate in the community. Residents are responsible for reviewing this handbook, as well as the Code of Student Conduct (located in the Jefferson College Student Handbook), as these documents are an extension of the Lease Contract. Jefferson College's policies, rules, and regulations are designed to enforce existing local and state ordinances and laws, as well as to prevent the infringement of one's rights by the actions of another. Policies and procedures are subject to change.

Residents will be held responsible for their actions. Residents are expected to exhibit appropriate behavior within the residential community. Individuals who participate in or display inappropriate behavior may be subject to disciplinary action. Inappropriate behavior may be defined as an activity that disrupts, endangers, degrades, or threatens the environment of the residential community or any person within the community. Residents are expected to treat other residents, guests, and staff with dignity and respect at all times. Damage, theft, and/or vandalism to college property will not be tolerated. Harassment, irresponsible or inappropriate use of facilities, and/or failure to abide by the policies and procedures contained herein are violations of the Lease Contract, and may subject residents to removal, College disciplinary action, and/or criminal or civil charges.

Residential Life Staff

Staff can be contacted thro

1. **BBQ grills**
   Community grills are available at the pavilion for resident use. After using the community grills, please leave the equipment, grills, and area clean for the next resident. Residents interested in checking out lighter fluid, charcoal, and grilling tools will be required to submit a student ID and may be charged a small fee. Requests should be made at least 24-hours in advance by contacting the Office of Residential Life.
2. **Cable television**
   Viking Woods apartments are wired for cable television. Contact our local service provider, Spectrum, to set up an individual account.
3. **Central air & heat**
   All apartments house central air units. Window units and space heaters are not permitted. Residents should be aware that the central air runs through the entire apartment and temperature can often be controlled by opening and closing vents. For example, closing vents in the bathrooms can allow air to be concentrated in bedrooms. Maintenance staff, Residential Life staff, or other College officials and representatives will change A/C filters in each unit on a regular basis. However, cleaning vent covers is a resident's responsibility after move in. if a thermostat setting can't be collectively determined by all residents during the initial roommate meeting then the thermostat will be locked. When all apartment residents agree to change the thermostat settings as the seasons change, one resident should submit a request via email to vikingwoods@jeffco.edu. At this time all other residents will be required to sign off on the emailed request. At this time the Residential Life staff will reset the thermostat and relock it within 24-hours.
4. **Computer lab**
   The Viking Woods Clubhouse includes a 24-hour accessible computer lab. When the Clubhouse is locked, entrance can be gained through the key-pad entry door nearest the 800 parking lot. There are four (4) computers with Internet access. Printing must be done at the Library or on a personal printer. Residents should maintain the cleanliness of the computer lab by cleaning up after themselves. If you experience any problems while using these machines, please report it to the Residential Life Office immediately. Guests are not permitted to use the computer lab. Please refer to the Academic Computer Use policy in the Student Handbook.
5. **Events and programs**
   Viking Woods provides events and programs for residents to socialize, relax, learn, and enjoy their time away from academics. Events are typically held in the Clubhouse, pavilion, or on the open lawn outside of the Clubhouse. Events and programs are typically provided free of charge, however, if residents are required to pay for entertainment it may be at a discounted rate. Prizes are often given away at Viking Woods events and special privileges may be awarded to residents who attend events on a regular basis. If you are interested in a particular type of program or you would like to help plan an event, please let us know via email at vikingwoods@jeffco.edu.
6. **Fire safety equipment**
   Apartments are furnished with smoke detectors in each bedroom and in common areas. Replacement smoke detector batteries are available free of charge from the Residential Life Office. Each apartment is furnished with a mounted fire extinguisher in the kitchen. Sprinkler systems are installed in each building to serve each room of an apartment. Red "Fire Alarm" pull stations are located in building breezeways and will activate the fire alarm system that is monitored 24-hours per day.

7. **Full year housing and access**
   Viking Woods is open to residents year-round and does not close during school breaks. Once a resident receives keys to his/her apartment, he/she has access to that apartment for the duration of the Lease Contract, unless otherwise notified.
8. **Furnishings**
   Viking Woods provides basic furnishings in each apartment. Residents are welcome to bring personal appliances and furnishings, but college-issued items must remain in the area they are assigned (see list below). Living Room: coffee table, square end table, mini-blinds, kitchen: refrigerator, dishwasher, electric range, two (2) standard chairs at table, bathroom: shower rod, toilet paper holder, single bedroom: bed frame, mattress, nightstand, dresser, desk, standard chair, mini-blinds, closet shelf.
9. **Guests** *See Sanctions*
   Guests are permitted at Viking Woods with the exception that all policies and guidelines are observed. Guests must provide proof of ID and be 18 years or older. Guests are allowed from 9am-9pm Monday-Thursday. Friday and Saturday nights, guests can stay the night with the resident who checks them in. They must be 18 years or older and only one per resident is allowed.
10. **Residential Life Office**
    The Residential Life Ofv 740-4(n3y)]Tbaacuednth t( )11(V)5(i)-4(k)11(i)-4(ng)1s Clubhob(r)-3( )-12(m)15(an s)7

15. **Mail service**

    Mail should be addressed according to the resident examples on page 1. Mail is delivered during business hours (excluding holidays) to the Residential Life Office. The staff distributes all mail in resident mailboxes daily by 4:00 pm. Each resident has a private mailbox, identified by the

Policies & Guidelines

1. Abuse - verbal, physical, and/or emotional.....

guests to do so. Residents will not consume alcohol or unlawfully use drugs on campus; return to campus intoxicated or under the influence of drugs; store, sell, or distribute alcohol, drugs, paraphernalia, narcotics, or chemicals commonly associated with narcotics manufacturing on campus; display alcohol or drug-related décor. Exceptions are granted in Viking Woods only in the case of prescribed medication under a physician's supervision.

Constructive Possession

Should the presence of any contraband item(s) as defined in the alcohol & drug policy be found in a common area of an apartment, the occupant(s) of that apartment may share responsibility for the possession of such contraband items and may share equally in the disciplinary action that may result from the violation. The concept of constructive possession may not be mitigated by an admission of ownership on the part of any one resident.

Implied Consent

Should the presence of any contraband item(s) as defined in the alcohol & drug policy be found present in any room/area, all residents/guests in the room/area may be held responsible for not removing themselves from the situation and/or reporting the policy violation immediately. In addition, if residents are aware of, or in the presence of a policy violation, and remain in the presence of, or fail to take reasonable actions to stop the violation, residents are providing implied consent to the violation, and may be held partially responsible.

Right to Privacy *versus* Right to Enter and Right to Inspect/Search

Right to Privacy:

Residents have a right to privacy while living in the apartments. However, in some specific situations, it may be necessary for Residential Life staff to enter. Residents are not required to be present for staff to enter a room.

Right to Enter (see Lease Contract, Right of Entry):

The College, the Manager, and our respective agents, employees, repairers, servicers, and representatives may, without notice, at any time, enter the premises for any reason the College or the Manager deems to be reasonable. Staff may enter rooms during fire alarms or for noise violations if there is no response after knocking on the door. The policy of the Residential Life Office is that a staff member will knock and announce themselves as "housing" or "maintenance" twice. If no response is received, the staff member will first check to see if the door is unlocked to enter while continuing to announce themselves as they enter. When a door is locked, then and only then, will the staff member use a key to enter the apartment or bedroom.

Right to Inspect/Search:

Inspections occur to ensure health and safety standards are being met. Apartment common areas may be inspected/searched without consent. The policy of the Residential Life Office is that kitchen appliances, kitchen cabinets, bathroom cabinets, and toilet

obtain permission from the resident and/or allow them to be present. If the Residential Life staff is unable to make contact with the resident, the Residential Life staff will conduct a search with a witness present (i.e. secondary staff member and/or a JCPD officer). Any illegal item(s) or item(s) which violate Viking Woods policy may be confiscated.

Right to Confiscate

Residential Life staff will attempt to contact a resident prior to items being confiscated to allow for the resident to remove the item him/herself. If contact cannot be made, a member of the Residential Life staff and one witness (i.e. 10 secondary staff member and/or a JCPD officer) will be present. A list of items confiscated will be provided to the resident. Residential Life staff reserve the right to confiscate any item(s) prohibited by the Resident Guide or College property. Confiscated items will be stored in the Manager's office, unless the resident is otherwise notified, until arrangements can be made for the item to be removed from campus. Items related to alcohol,

Community Standard: 1, 4, 6, 7
Roof access is strictly prohibited. Windows are not to be used as entrances or exits. Screens may not be removed. Throwing objects out of the windows or hanging items from windows are both strictly prohibited.

9. Failure to comply and/or report

Community Standards: 3, 6, 7
Viking Woods residents/guests will comply with all written or verbal requests or instructions from Residential Life staff and College officials. Residents will report any actions or behaviors that violate Resident Guide policies to Residential Life staff.

10. Fire hazards

Community Standards: 1, 2, 4, 6, 7
Items that burn (with or without a flame), explode, or have the potential to explode are strictly prohibited in Viking Woods (i.e. candles, incense, kerosene lamps, etc.). Exceptions are granted only for personal lighters. Residents will report the presence of items that violate the fire hazard policy to Residential Life staff. Should an open flame fire start, residents will use provided fire safety equipment. Decorative lights must be approved by the Office of Residential Life. Residents must request approval of decorative lights. Standard string lights are prohibited.

Right to Confiscate
Residential Life staff will attempt to contact a resident prior to items being confiscated to allow for the resident to remove the item him/herself. If contact cannot be made, a member of the Residential Life staff and one witness (i.e. secondary staff member and/or a JCPD officer) will be present. A list of items confiscated will be provided to the resident. Residential Life staff reserve the right to confiscate any item(s) prohibited by the Resident Guide or College property. Confiscated items will be stored in the Manager's office, unless the resident is otherwise notified, until arrangements can be made for the item to be removed from campus. Items related to alcohol, drugs, and weapon policies may be confiscated by the Jefferson College Campus Police Department.

11. Fire safety equipment

Community Standards: 1, 7
Viking Woods residents will use fire extinguishers in case of an open flame fire only and may be held financially responsible for extinguisher replacement and any related damages if the fire is caused by negligence. Residents will not put themselves at risk or in danger to extinguish an open flame fire. Residents will activate a building fire alarm by using the red "Fire Alarm" pull stations located in building breezeways during an evacuation emergency only. Residents will ensure apartment smoke detectors are in good working order during their lease term; batteries are available free of charge from the Residential Life Office. Damage or misuse of emergency lighting, fire extinguishers, red "Fire Alarm" pull stations, smoke

give any guest their keys. Residents should ensure guests respect all roommate rights to privacy and personal property.

• **Guest responsibility**: Guests must provide a state-issued photo ID upon check-in. Guests must follow all Colleg

Community Standards: 4, 5, 7

Only appropriate patio furnishings for outside use should be displayed on patios, porches, & balconies, and at the residents' own risk. No household/College-issued furniture is permitted outdoors. Drying of clothing or linens is not permitted. Storage of unsightly personal property will not be permitted (including but not limited to garbage, recyclables, broken furniture, etc.). No more than one pair of shoes per unit resident is permitted on that unit's patio, porch, or balcony. Items will not be thrown or dumped from patios, porches, or balconies. Residents will keep all patios, porches, and balconies (including the grassy areas in front of an apartment) free of debris. Residents of an apartment, column, or entire building may be held responsible for the state of the grounds surrounding the area.

19. Personal appliances & electronics

Community Standards: 1, 3, 7

Residents will use personal appliances responsibly and conservatively with respect to electricity usage. Due to potential fire hazards, any devices with open heater coils or flames are not permitted in the apartments. Microwave ovens, toasters, coffee makers, etc. are permitted, preferably in the kitchen area of the apartments, however, it is recommended they have an automatic shut-off. Microwave ovens can often trip circuit breakers when plugged in the outlet nearest the kitchen refrigerator; to avoid this maintenance concern, plug all kitchen microwave ovens into an outlet away from the refrigerator. Microwave ovens and personal refrigerators (that measure 4 cubic feet or less) are allowed in bedrooms on a one-per-room basis and must be plugged directly into a wall outlet. Personal appliances & electronics (including, but not limited to fans, televisions, computers, stereos, lamps, etc.) should be unplugged during extended break periods (when the College is closed two or more consecutive days) to avoid penalty.

20. Pets

Community Standards: 6, 7

Animals of any kind are not permitted in resident apartments, the only EXCEPTION being residents with disabilities that require a service dog. Those residents need to contact the Accessibility Resource Office to provide a current City of Hillsboro animal tag, health and shot records. Residents with documented disabilities requesting permission to have an Emotional Support Animal (EMSA) as an accommodation must contact the Accessibility Resource Office Coordinator to facilitate this process in coordination with Viking Woods. Residents with disabilities are only allowed 1 approved animal in housing. It can be a service animal or an emotional support animal on an individualized basis.

21. Pranks & practical jokes

Community Standards: 1, 2, 3, 4, 6, 7

Pranks such as, but not limited to, taking/hiding belongings of others, egg throwing, pranks involving shaving cream, water fights, food throwing, trip wires, clotheslines, etc. are not permitted. Viking Woods residents will maintain proper care and condition of the facilities. In addition, residents will treat each other with respect and not put any other resident, guest, or staff member in harm's way or damage property.

22. Residency requirement

Residents must be enrolled as students in a minimum of 12 college-credit hour courses at Jefferson College to be eligible for housing. A minimum of 6 credit hours must be in person, you can't remain at Viking Woods if enrolled in all online classes. Residents enrolled in less than 12 credit hours must appeal this requirement from the Office of Residential Life. Any requests from applicants not enrolled will be reviewed by the Manager of Residential Life. Special permission must be granted in writing from the Manager for a resident to be issued a Lease Contract without a current Jefferson College enrollment status. Contact the ARO (Accessibility Resource Office) for information regarding your accommodations for a reduced course load.

23. Restricted items

Community Standards: 1, 4, 7

Restricted items include, but are not limited to:

- Adhesive wall decorations or hangers
- Air conditioning window units

staff reserve the right to confiscate any item(s) prohibited by the Resident Guide or College property. Confiscated items will be stored in the Manager's office, unless the resident is otherwise notified, until arrangements can be made for the item to be removed from campus. Items related to alcohol, drugs, and weapon policies may be confiscated by the Jefferson College Police Department.

24. Sanctions

Community Standard: 7

during the period of suspension, however, keys must be turned over to the Residential Life Office.
• Residential notice to vacate: Residents will be required to vacate Viking Woods permanently. Future housing requests may be denied. No trespass orders may be issued.

25. Security deposit refunds

Among other items, the cost of labor and materials for cleaning and repairs, over and above "normal wear" and the amount of delinquent payments and late charges may be deducted from the security deposit. The Tenant cannot use the security deposit to offset or pay in advance rent or any additional charges under this Lease, but the College can use all or any part of the security deposit, for any unpaid Rent or other obligations. The Tenant agrees that the College has forty-five (45) days after the later of the following options: (a) expiration or termination of this Lease, (b) the date on which the College received written notice of the Tenant's forwarding address, and (c) payment in full of amounts that the Tenant owes to the College, to return any unused portion of the security deposit to the Tenant, unless the Tenant has renewed the current Lease Contract for the next consecutive term or has completed a housing application for the following academic year by the appropriate deadline, which will each result in the Tenant's security deposit rolling over to the appropriate term. Upon written request, and within ninety (90) days of the Lease Contract End Date, the College will provide the Tenant a description and itemized listing of deductions that have been taken from the security deposit. Applicable refunds will be issued by the Jefferson College Business Office in the tenant's preferred refund method selected on their MyJeffco Student Tab.

26. Solicitation

Community Standards: 2, 3, 6, 7
Solicitation is defined as door-to-door contact for the purpose of soliciting funds or sales; recruiting members or support for an organization or cause; compiling data for surveys, programs, or other purposes; distributing advertising or other materials; or use of hallways, lobby, or lounge areas for any of these purposes is strictly prohibited. Requests for special permission should be submitted in writing to the Director. Special permission must be granted in writing from the Director.

27. Theft & loss of property

Community Standards: 1, 3, 4, 6, 7
Theft or unauthorized possession/use of personal or College property is prohibited. Theft should be immediately reported to the Jefferson College Police Department. The College is not liable for a resident's personal property that may be lost, stolen, or damaged. Students are encouraged to purchase renter's insurance to insure personal belongings in case of theft, fire, or other loss/damage. Residents will report any actions or behaviors that violate this policy to Residential Life staff and/or the Jefferson College Police Department.

28. Tobacco-free

Community Standards: 2, 3, 4, 7
Jefferson College, including Viking Woods, is a tobacco-free/smoke-free campus (beginning August 2014). The use of tobacco and all smoke-related products is prohibited inside apartments and/or in any public area of any Viking Woods building. These smoke-related

Residents are encouraged to handle conflict resolution between roommates, neighbors, other residents, and Residential Life staff on their own. Sometimes additional help is needed to resolve conflict, especially when residents find themselves: trying to work out conflicts but "not getting anywhere"; experiencing repeated conflict over the same issues without any change; experiencing conflict for which neither party has a suggested compromise.

The most important aspect of living within a diverse community is demonstrating respect for one another. Tips for effectively communicating with another person include:

- listening without interrupting
- discussing the behavior, not the person (avoid making personal attacks or name calling)
- being aware of the tone in your voice
- being honest about how you feel (not necessarily what you think)
- understanding that differences are okay, but it is important to find a compromise that will work for everyone

Residents agree to work through conflict by following the Viking Woods Conflict Resolution Process.

1) The complaining resident discusses the problem with the person(s) they are in conflict with using the effective communication tips provided above.
2) If the complaining resident would like assistance, the Residential Life staff will give tips on how to talk with the other party that may have not yet been attempted.
3) The complaining resident will address concerns directly with the other party and report the results to the Residential life staff.
4) If the problem is unresolved, a conflict resolution meeting may be held with all involved parties and a member of the Residential Life staff or other designated College officials. The staff will act as a facilitator and mediator to help find a resolution that will work for everyone, but it is still the responsibility of the parties involved to participate in the conversation and work to find a compromise.
5) Residential Life staff will continue to follow-up with all involved parties until the conflict has been resolved or the problems no longer exist.
NOTE: Issues involving personal safety or threats should be immediately referred to a Residential Life supervisor rather than attempting to resolve the situation through the conflict resolution process.

3. Consolidation

At different times during the year, residents may find themselves without roommates due to move-outs, cancellations, or evictions. To fill open space in Viking Woods, residents may be asked to move in to an open bed space to allow for efficient occupancy management. Residents may also have a new roommate assigned to an open bed space in their apartment by the Residential Life Office. As consolidations occur, residents will be responsible for the appropriate room change procedures and paperwork. Residents will not discourage any prospective roommate from moving into an open bed space or disciplinary action may be taken.

4. Contacting Residential Life staff

The primary form of contacting Residential Life staff will be via email to vikingwoods@jeffco.edu, the Residential Life Office phone 636-481-3294 (during business

hours), or the RA cell phone 636-212-1827 (outside of business hours). See page 1 for business hours. Residential Life staff members rotate on-call responsibilities, but should NOT be contacted by visiting their apartments or calling their personal cell phones. If you would like to speak with a Residential Life supervisor, it is advised that you make an appointment by contacting the Residential Life Office or emailing them directly.

5. Emergencies

For emergencies that occur in Viking Woods, call 911 or 636-481-3500 to notify the Campus Police Department.

EARTHQUAKE

Inside:

- STAY INSIDE. Do not run outside.
- Take cover underneath a desk or table, protecting your head and neck.

• In advance of an emergency, determine the nearest exit to your location and the best route to follow.
• Walk, do not run.
• If safe to do so, assist people with special needs as indicated by that person.
• Notify the Residential Life staff, JCPD, or fire personnel if you know or suspect someone is trapped inside a building.
• Gather at the grassy area next to the Clubhouse and behind the volleyball court. Residential Life staff will take a headcount before further instructions are given.

MEDICAL

• Call 911.
• Stay calm and carefully explain the problem and exact location (i.e. 808 Mel Carnahan Drive, Apt. 811) do not hang up until you are instructed to do so.
• Ask a bystander to call the RA cell phone.
• Stay with the victim until help arrives.

POWER OUTAGE

• Remain calm.
• Do not light candles or any other types of fire hazards for lighting.
• Unplug all electrical items and turn off light switches.
• Evacuate if instructed by the Residential Life staff or JCPD.
• In advance of an emergency, determine the nearest exit to your location and the best route to follow.
• Walk, do not run.
• If safe to do so, assist people with special needs as indicated by that person.
• Notify the Residential Life staff, JCPD, or fire personnel if you know or suspect someone is trapped inside a building.
• Gather at the grassy area next to the Clubhouse and behind the volleyball court. Residential Life staff will take a headcount before further instructions are given.

SEVERE WEATHER

Weather is constantly monitored by Residential Life staff, JCPD, and the Buildings & Grounds staff.

Watch (conditions are favorable for activity)

• Continue with normal activity, but monitor the weather and be on alert should conditions change.

Thunderstorm Warning (severe weather is occurring in the area)

• Remain indoors and away from windows until the severe weather passes

Tornado warning (trained spotters have identified a tornado in the area)

• Residential Life staff will patrol Viking Woods and sound bullhorns to notify residents to evacuate.
• Seek shelter immediately in the Fine Arts basement, via the path behind the 400 building. Residential Life staff will take a headcount before further instructions are given.

6. Health & safety inspections

Safety is a priority in Viking Woods. In order to help maintain a safe environment, Residential Life staff will conduct random health & safety inspections. Inspections are designed to assess safety and cleanliness; however, additional policy violations may become apparent during an inspection and will be documented. A copy of the inspection form will be left behind for residents

to review. Apartments or residents that fail an initial inspection will have at least 48-hours to improve the concerns reported before a second inspection is completed. Repeated inspection failures may result in disciplinary action. If a living area becomes unhealthy due to cleanliness, Residential Life or maintenance staff may clean the premises at the resident's expense.

7. Lease cancellation

Residents may wish to cancel their Lease Contract, prior to the Starting Date or during the Lease Term. Residents should request to cancel by visiting their Housing Self-Service homepage and selecting to “Cancel” the current Lease Contract under “Important Forms”. The College may wish to cancel this Lease, prior to the Starting Date or during the Lease Term, by notifying the Tenant of the decision in writing.

8. Moving in

Resident move-in days and times are scheduled and sent to the resident’s @jeffco.edu account. Residents will not be permitted to move in until they meet with a Residential Life staff member. During move-in day we will ensure all leasing paperwork is complete; if any items are missing, residents may not be eligible to move in. Residents will be issued keys/credentials and permitted to move in at this time.

The online Room Condition Report form is the preferred method of providing an initial notification of any defects or damages in the Premises to which the Tenant is assigned. This form will serve as an overview of the condition of the Premises at the time a Tenant moves into his/her bed space. Reports must be submitted within 48 hours of move- 21 in to be valid and reviewed. This report will be used by staff upon the Tenant’s move-out inspection to determine appropriate charges related to maintenance and cleaning. This form is inappropriate for submitting requests for maintenance services. The Room Condition Report form can be found on the Tenant’s Housing Self-Service homepage. Room Condition Reports are NOT a means to request maintenance or service. Work Orders are required for maintenance or service requests.

9. Moving out

When the Tenant moves out, whether on or prior to the Ending Date, the Premises (including, but not limited to, the windows, bathroom, patios, balconies, and kitchen appliances in the Common Areas) must be clean and in good condition; however, reasonable wear is considered. If the Tenant fails to clean, or if any appliances have been damaged or are missing, the Tenant may be liable for reasonable charges to complete such cleaning, repair, or replacement.

a. The Tenant has the opportunity to schedule a walk-through appointment with a Residential Life staff member. This appointment must be scheduled at least 24 hours in advance and shall take place on the day of the Tenant’s move out. The Tenant must be present at the appointment. Should the Tenant choose to not schedule a walk-through appointment, the Tenant’s bed space and Common Areas will be inspected:(a) after all roommates have vacated the unit; (b) prior to the start of any maintenance alterations; or (c) prior to a new Tenant moving into the bed space. The final determination of damages will be made by the Manager or designee. Fees for the Tenant’s bed space are the Tenant’s sole responsibility in a single or private bed space. Fees for the Tenant’s bed space are the Tenant’s shared rÁ ъ ! Á pmъ ve r ^ / ы ъ n! on As.ḏ Ŏ ƥ ɣ]

b. If the Tenant intends to leave the Premises permanently, prior to the Ending Date of the Lease Contract, he/she must provide the Manager with thirty (30) days advance written notice of the specific date the Tenant will vacate the Premises. Verbal notice is not sufficient. Active duty military personnel will be subject to the notice requirements in Section 22. The online Lease Cancellation Request form is the preferred method of

Payment for your account balance will be noted as JEFFERSON COLLEGE on your credit card statement. Payment for convenience fees will be noted as Nelnet as a separate line on your monthly credit card statement.
You may pay your bill with a credit/debit card on your MyJeffco Student Tab Payment Plan s are available on your MyJeffco Student Tab For the most current account information residents should refer to their student accounts under their MyJeffco Student Tab.

11. Reporting illness

Residents must report illnesses, communicable diseases, and any conditions which might affect the health of other residents or staff. Provide a written explanation to the Manager immediately. Failure to report health issues that impact others due to communicability may result in disciplinary action.

12. Reporting policy violations & anonymous reporting

Everyone at Jefferson College is an important member of our campus community and therefore each resident is responsible for contributing to the community goals of providing a community that is: safe and secure; conducive to learning; enjoyable and fun. Residents will report any actions or behaviors that violate the policies outlined in the Resident Guide. Reports can be made directly to Residential Life staff in-person, via email, over the phone, or through text message to