Contact Information:

Transitional Dormitory Director:  
 Và Resident Assistant:  

Traditional Dormitory Director:  
 Và Resident Assistant:  

VP Student Services  
(406) 768-6329  

Emergencies:  
911  

Tribal Police:  
(406) 768-3204  

FPCC Building Phone Directory:

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<tr>
<th>Location</th>
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<tr>
<td>Art Department</td>
<td>768-3622</td>
<td>Robert Dumont Building WP</td>
<td>653-3900</td>
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<tr>
<td>Auto Shop</td>
<td>768-5476</td>
<td>Student Services</td>
<td>768-6326</td>
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<td>Truck Driving</td>
<td>768-5461</td>
<td>Financial Aid</td>
<td>768-6327</td>
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<td>Building Trades</td>
<td>768-5456</td>
<td>Titoka Tibi (Bookstore)</td>
<td>768-3213</td>
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<tr>
<td>Computer Lab</td>
<td>768-6370</td>
<td>Titoka Tibi (Downstairs)</td>
<td>768-3212</td>
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<tr>
<td>Day Care Center</td>
<td>768-3351</td>
<td>War Eagle Vision (Library)</td>
<td>768-6340</td>
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<tr>
<td>Enterprise Community Office</td>
<td>653-3805</td>
<td>Wellness Center (Poplar)</td>
<td>768-5630</td>
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<td>Greet the Dawn Administration</td>
<td>768-6300</td>
<td>Wellness Center (WP)</td>
<td>653-3770</td>
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<td>Community Services Building</td>
<td>768-5555</td>
<td>WP Evenstart</td>
<td>653-3902</td>
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<tr>
<td>Microsoft Lab</td>
<td>768-3086</td>
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Suggestions Concerning What to Bring:

PETS ARE NOT ALLOWED!
HOTPLATES ARE NOT ALLOWED!

**Transitional Dormitory – Short-term Training** (sheets, pillows, towels, blankets supplied, communal coffeemaker, refrigerator & stove supplied):

- ✔ Personal Hygiene Supplies, i.e., soap, shampoo, etc.
- ✔ Laptop Computer (internet access supplied)

**Traditional Dormitory – One-Year Certificates & Two-Year Degrees:**

- ✔ Twin sheets
- ✔ Mattress liner
- ✔ Blanket
- ✔ Pillow
- ✔ Towels
- ✔ Lamp
- ✔ Personal Hygiene Supplies, i.e., soap, shampoo, etc.
- ✔ Coffee maker
- ✔ Mini-refrigerator
- ✔ Small Television
- ✔ Pots & Pans (for use in kitchen area only)
- ✔ Computer (internet access supplied)

Note: if you have questions concerning items to bring, please contact the Resident Assistant or Student Services.
1. FPCC Student Housing Philosophy

Fort Peck Community College (FPCC) offers safe, clean and affordable on campus housing. The Transitional Dormitory units are designated for transitional students attending FPCC in specially selected and designed short-term programs of study. The Traditional Dormitory units are designed for full-time on-campus FPCC students. The dormitory atmosphere and student living experience will be in direct accord with the FPCC Mission Statement.

**Transitional Dormitory Unit** – applications for these units will be processed upon application and acceptance into the short-term program offered.

**Traditional Dormitory Unit** - Applications for these units will be processed on a first come, first serve basis according to the day the completed application is received and the student's ability to provide proof of financial aid. Priority will be given to students who have completed the application process, are full-time students and can provide all necessary documentation. Completed applications are reviewed by the FPCC Student Housing Committee to ensure that the application is complete and that the student is in good standing with FPCC Student Housing.

*Full-time status is defined in the FPCC college catalog. The current year FPCC catalog contains the definition of the year. Short-term programs/workshops definition of full-time status may vary.

2. Vacating Unit

The Student must vacate the unit immediately after completion of short-term program, graduation, transfer and/or not being a full-time student for any reason (unless otherwise approved by the FPCC Student Housing Advisory Committee).

3. Responsibility

Safe, clean, and affordable housing at FPCC Student Housing is a privilege for FPCC Students. It is the responsibility of the student to ensure the future of this privilege by taking personal responsibility in dealing with issues that may arise.

4. Who to Contact When Issues Arise

**The Site Resident Assistant accepts anonymous calls** and will check out any disturbance reported. If you do not get an answer leave a message so this issue may be addressed as soon as possible.

**The Site Resident Assistant is there to assist you.** Please write down your concerns so they may be addressed.

All concerns may be reported anonymously, however, it can sometimes be difficult to act on anonymous reports. Please write it down with specifics. Every attempt is made to keep all reports anonymous.
5. Who to See When You Need Help

Maintenance issues: Resident Assistant – the Resident Assistant will contact the necessary department.
Laundry Facility issues: Resident Assistant – the Resident Assistant will contact the necessary department.
Rent Payment issues: FPCC Student Housing Department
Complaint Issues: FPCC Student Housing Department

6. Drugs and Alcohol

a. Drugs and Alcohol are prohibited in all FPCC Buildings.

Drugs, Drug Paraphernalia, or Alcohol on the premises at Fort Peck Community College Student Housing is cause for:

- Immediate Eviction and Suspension from school.
- All suspected drug activity will be reported to the proper authorities.

b. No Smoking Allowed

- Smoking is not allowed in any of the units or inside the dormitory building at any time.
- Smoking is allowed only at pre-designated smoking areas.

7. Lease Agreement – apply to both Traditional & Transitional Dormitory units unless noted.

- (Traditional Dormitory Only) The Student is subject to the point system as defined under “Point System” of this handbook
- The Student is responsible for the actions of all household members, guests, and visitors.
- The Student cannot assign this lease nor sublet or transfer possession of the unit they are assigned.
- The Student cannot use or permit the use of the unit for any purpose other than as a private dwelling unit solely for the student’s use.
- All people residing in the unit must be on the lease.
- The Student shall not provide overnight accommodations to any temporary lodger, guest, or other person not listed on this lease.
8. Rent

FPCC agrees to accept rental money without regard to any other charges owed by the student to FPCC and will seek additional legal remedy for the collection of any other charges that may accrue to FPCC from the student.

(Traditional Dormitory) Rent is due on the first of each month and payable to Fort Peck Community College (Business Department). Rent is considered late on the sixth of the month and a $25.00 late fee will be charged and terminations of lease proceedings begin.

(Transitional Dormitory) – Rent is due by the end of the short-term program or as approved by the FPCC Student Housing Department.

Rent prices are subject to change within a 30-day written notice.

a. Prorated Rent

Prorated rent is a privilege for tenants that follow the policies in this handbook. Rent is prorated on a weekly rate schedule and will be determined based on the move-in or move-out date.

b. Security Deposit – Traditional Dormitory Only

A security deposit must be submitted to the Fort Peck Community College Business Office prior to occupancy of the unit. This security deposit is forfeited if the student does not move in.

The security deposit will be used at the termination of this lease for the cost of repairing damage on the premises caused by the student, his family or guests and/or for any unpaid rent or other charges owed by the Student. Any unused portion of the security deposit after deductions will be returned to the Student by FPCC. FPCC must be given a forwarding address for this purpose.

9. Termination of Lease by Student – Traditional Dormitory Only

The Student must give the Housing Department a 15-day written notice before moving out. A forwarding address must be attached. The notice will serve as termination of the lease and will allow move-out procedures to move forward. The Student agrees to leave the leased premises in good, clean condition and to return all keys when he/she vacates. FPCC is not responsible for any articles or any personal property left in vacated area. Termination of the lease, for any reason, makes the person(s) involved in the termination ineligible for FPCC Student Housing for one academic year.

10. Termination of Lease by FPCC Student Housing Department

a. FPCC may terminate your lease by written notice for:

- Failure to pay rent by the sixth of the month (Traditional Dormitory only)
• Failure to maintain full-time student status (Traditional Dormitory only)
• Any accumulation of 30 points in 2 years. (Traditional Dormitory only)
• Excessive damage/vandalism to unit or FPCC property
• Abandonment (see Section 15 below)
• Any violation of this lease/handbook(s)
• Other good cause (as determined by the FPCC Student Housing Committee and/or the designated Student Housing Director).
• Illegal drug possession, use, sale, or distribution. Suspected drug activity will be reported to the Tribal Police and/or Roosevelt County Sheriff’s Office and subject to the point system.
• Possession of drug paraphernalia.
• Possession, use, manufacture, sale &/or distribution of alcohol on campus.
• Fireworks of any type on premises.
• Firearms of any type on premises.
• Disorderly, vicious, or immoral conduct in or near the Dormitory (as determined by the FPCC Student Housing Committee and/or designated Student Housing Director).
• Misuse, abuse, theft or destruction of FPCC property or of the property of other residents.
• Criminal convictions of any kind in any jurisdiction, which occur while residing at FPCC Student Housing.

b. When the lease is terminated, the following will apply:

• The student agrees to vacate the unit within a timeframe set, in writing, by the FPCC Student Housing Department.
• As with all delinquent payments, FPCC reserves the right to place a hold on student registration, transcripts, diplomas, and/or degrees until the time full payment is made.
• The College President, designated Student Housing Director or FPCC Student Housing Advisory Committee may terminate a student’s lease at any time for violation of the dormitory lease contract and/or this handbook (student’s may appeal this decision, see Appeal Procedure on page 9).
• The lease shall be automatically terminated if the student is required to leave Fort Peck Community College for disciplinary reasons and therefore required to move out of the unit during his or her rental period.
• The lease shall be automatically terminated if the student poses a threat and/or instigates any physical threat to other staff or student residents of the FPCC dormitory and student will be required to immediately leave the premises of the FPCC dormitory.
• Termination of the lease does not relieve the student’s obligation of rental fees or cost of property damages. The College may seek remedy by law or equity to enforce the contract.
• The College reserves the right to refuse housing to any student who is deemed detrimental to the well-being of the complex or incompatible with Fort Peck Community College’s function as an educational institution (as determined by the FPCC Student Housing Committee) or who is delinquent in the payment of student housing bills.
11. Point System - Traditional Dormitory Only

If you are home and law enforcement, campus security, and or FPCC Student Housing personnel knocks on your door and you fail to answer, it will be considered an admission of guilt and points will be assessed.

All students, children, family members and/or guests are subject to the point system. Accumulation of thirty (30) points within 24 months of executing a student housing lease will result in the automatic termination of the student housing lease. Points will be assigned (by R.A., Designated Student Housing Director or FPCC Student Housing Committee) for the following reasons:

- 10 (ten) points – infraction of guest/visitor hours
- 15 (fifteen) points – Disturbance/complaint of harassment, Pets/animals other than those used for disability purposes, Visitors during non-visiting hours
- 30 (thirty) points = termination of the lease – Alcohol/Drugs on premises, drop below full-time student status, abuse/violence against other residence/guests, firearm(s) on premises.
- If you are within your dormitory residence and law enforcement, campus security, and or FPCC Student Housing personnel knocks on your door, identifies themselves, and you refuse or fail to answer the door, it will be considered an admission of guilt (of the infraction of which you are being accused) and points will be assessed. If the accusation is detrimental to the well-being of other residence, FPCC personnel will use a pass key to enter the room.
- Other points may be assigned by the Student Housing Department and/or Student Housing Advisory Committee as deemed necessary.

12. Move-in Procedure – See Quick Steps to Check-In form

**Transitional Dormitory** – Students will meet with the Resident Assistant to receive keys to their unit. A walk-through inspection will be made at the time of check in and will be used for check-out inspection purposes.

**Traditional Dormitory** - Keys to the unit will not be released until the deposit is paid. Rent begins whether keys are released or not. Prorated rent is calculated and billed to the student (prorated rent is a privilege and available to those students who have followed the move-in procedure).

The Housing Department must be notified of your move-in date. Upon moving in, the student must make an appointment with the Resident Assistant to inspect the unit. At the time the student moves in the Resident Assistant will inspect the leased unit and place a copy of his findings in their file. The tenant should be present during the inspection. The student may request a written statement of the conditions of the dwelling and the equipment/furniture in it. This statement is used when the student moves out.

**Transitional/Traditional Dormitories** - You may use the fire lane and/or handicap space for the initial move in day. The fire lane and/or handicap space may not be used at any other time.
Vehicles are not allowed on the lawn or walkways at any time. Vehicles on the lawn and using the fire lane will be ticketed and charged a fine.

FPCC Student Housing Insurance does not cover personal belongings within a unit, outside the unit, or vehicles parked in the parking lots. You may purchase your own renter's insurance from the insurance agent of your choice.

### 13. Mail Delivery/Phone/Cable/Internet Service

**Traditional Dormitory** - Contact Poplar Post Office for details. It is important that your address be changed with FPCC and the Postal Service upon moving in and out to avoid confusion. FPCC is not responsible for mail service.

The units are also internet ready with FPCC access service.

### 14. Keys

Please take care of your unit keys to avoid unnecessary lockouts and/or key fees. If you lock yourself out of your apartment, between 8:00 am and 4:30 pm, Monday through Friday, you can check out a temporary key from the FPCC Student Housing Department Office. Please notify the FPCC Student Housing Department office if there are changes regarding those listed on the lease that may or may not have access to a key. The key must be returned within 24 hours (or the next scheduled workday) or a $5 late fee will be assessed.

If you lock yourself out after hours, between 4:30 pm and 8:00 am on weekdays, or anytime on the weekend or holidays, you can have your door opened by the Resident Assistant or maintenance (RA or Maintenance will open doors for student resident only). Your housing account will be charged a $5 fee for this service. The proceeds from this service will go towards future programming and activities in FPCC student housing.

Please report lost keys immediately to the FPCC Student Housing Department. We charge $5 to replace a lost key. If you don’t find the key by the time you vacate the apartment, we will charge a re-key fee of $35 for each exterior door. You may have the unit re-keyed when you lose a key or wait until you move out.

### 15. Inspections

Students will be subject to monthly and/or occasional inspections for “good and clean condition” (sanitary standards) as well as maintenance purposes.

The Student agrees that the employees of FPCC or representatives of this organization will be permitted to enter the Student’s unit for the purpose of conducting random inspections throughout the school year. Entry for inspections will be made at any time (am or pm).

The Student will receive a written notice of the need to take action according to the inspection findings, with the possibility of termination of this lease should the issue not be corrected and/or consistently fail to pass inspection.
FPCC reserves the right to have the unit cleaned and the cost of that cleaning charged to the student.

16. Abandonment – Traditional Dormitory Only

Students shall notify the FPCC Resident Assistant of any anticipated absence that exceeds 7 days. Failure to notify FPCC will constitute abandonment. If the student fails to notify FPCC of any anticipated absence in excess of 7 days FPCC may enter the leased premise as reasonably necessary to determine if the student has abandoned the unit. Remove and store all abandoned property from the unit for 30 days. If the student wishes to recover the abandoned property, the student may, within 30 days of the property being stored, request possession of the property. The student will be assessed a moving and storage fee for the property. After 30 days the abandoned property becomes the property of FPCC. FPCC is not responsible for any lost and/or damaged items during the 30 day storage period.

17. Appeal Procedure

All communication with the FPCC Student Housing Department must be in writing. All requests, complaints, grievances need to be put in writing in a timely manner in order for the FPCC Student Housing Department to process or take action. If it is not in writing the FPCC Student Housing Department cannot respond.

- All actions/determinations may be appealed.
- Put request for appeal in writing and give to the FPCC Student Housing Department within 3 business days of the incident. Those appeals not in writing will not be heard. Be specific as to your appeal, complaint, or grievance. Include a current class schedule.
- The statement will be reviewed by the Resident Assistant and then directed to the FPCC Student Housing Advisory Committee.
- The Resident Assistant will notify the student if the appeal will be heard. The decision of the FPCC Student Housing Advisory Committee is final.

18. FPCC Student Housing Advisory Committee

The FPCC Student Housing Advisory Committee has five members, which consist of one administration representative, one staff representative, one faculty/staff representative, and two student/tenant representatives. The FPCC Student Housing Department also attends this meeting. The advisory committee meets once a month.

19. Laundry Facility

Personal washers and dryers are not permitted at the FPCC Dormitory. However, there are laundry facilities provided on site. The laundry facility is open seven days a week from 8:30 am until 9:00 pm. Please make sure that your laundry is completed by 9:00 pm. The laundry facility will be locked each night at this time and will not be reopened until 8:30 am the following morning.

The care and cleaning of the machines and laundry room is the responsibility of the residents. Lint and garbage must be cleaned from the washers and dryers at each use. The machines
should be wiped clean and all excess laundry boxes, bottles, etc., should be placed in the garbage cans provided.

Please do not leave your clothes unattended for long periods of time. It is at these times that other residents are waiting to use the machines also. You can also reduce the risk of having your clothing damaged or stolen. Items left in the machines or laundry facility over 24 hours will be bagged and disposed of after one week if not claimed. FPCC Student Housing is not responsible for damages or loss of personal property/belongings.

To inquire about lost and found or to report a machine not working, please contact the Resident Assistant or the FPCC Student Housing Department (phone numbers located at the front of this handbook).

20. Vehicle and Parking Regulations

All parking lots are restricted to tenants only, except for designated visitor parking.

- Vehicles are not permitted on the lawns or walkways at any time.
- Guest parking decals are available from the Resident Assistant (those staying more than seven hours).
- Visitors must part in designated visitor parking areas.
- Handicap parking is reserved for those people with a valid handicap sticker. Violations will be prosecuted.
- Vehicles that are not in running order are not allowed and will be towed at the owner’s expense.
- Mechanical work and vehicle washing is not allowed on the premises.
- Any abandoned vehicle will be towed off campus after 30 days.
- Recreational vehicles are not allowed on the premises.

21. Conditions of Occupancy

In an effort to create a setting that is conducive to your educational endeavor all rules and regulations provided in this handbook will be strictly enforced.

22. Special Accommodations

Do you have any disabilities which would affect your room assignment? If yes, please submit a written request for accommodations and/or contact the FPCC Student Housing Department at (406) 768-6300.

Montana Human Rights commission at 1-406-444-2884 or 1-800-542-0807, TTD 1-406-444-0532 and MT Fair Housing at 1-800-929-2611 are available for issues related to housing.

23. Communication and Notification

All communication and notification from FPCC will be delivered to the unit and a copy placed with the Resident Assistant.

24. Maintenance, Repairs, and Unit Entry
Requests for repairs or maintenance serve as permission from the student for maintenance to enter the unit. If the repairs or improvements are of an emergency basis, students may not deny FPCC permission to enter the unit. FPCC reserves the right to enter any unit during reasonable working hours for the following reasons: 1. Safety, security and health of all occupants. 2. Preventative maintenance inspection, pest control. 3. Improvements or repairs that are needed. 4. Notice from other occupants of possible infractions.

Whenever possible, students will be informed of the possibility of an inspection. If we must enter your unit when you are not home, a written notice will be left indicating who entered and the purpose for the inspection/entry.

25. General Occupancy

- Absolutely no pets allowed on the premises including visitors’ pets with the exception of an animal that is used for disability reasons.
- Satellite dishes of any size are not permitted in FPCC Student Housing.
- No washers or dryers are permitted in the units. A laundry facility is provided on site for the tenants use.
- Waterbeds are not allowed in the units.
- Pianos and organs are not allowed with the exception of those that have volume control. It is expected that they will be kept at a minimal level.
- Plumbing, electrical or gas burning equipment will not be used for any other purpose than for which it was intended. All liquid fuel appliances are prohibited in the units. Burning of any kind is prohibited at the FPCC Student Housing.
- The Student must not adjust the hot water heater; FPCC maintenance will make adjustments.
- Low water volume causes the toilet to plug easily. Be aware of the shut off valves on all water sources and keep a plunger by each toilet.
- All broken windows will be repaired at the expense of the student. The charges will be billed to the student and be specific as to the damages involved, correctional action taken and the cost.

26. Care of the Unit and Surrounding Area

- Except for normal wear and tear, the Student may not destroy, deface, damage, repair, paint or remove any part of the premise or permit any person to do so.
- The Student will use reasonable care to keep the unit in a condition to prevent health or sanitation problems from arising.
- The Student will notify the Student Housing Department or Resident Assistant, promptly, of known needed repairs to the dwelling unit, and of known unsafe conditions that may lead to injury or damage.
- Do not wax the floors.
- Use small tacks or nails for hanging pictures or posters on the walls. Do not use adhesives, putty, or screws.
- Do not put stickers on any surface at the Student Housing.
• Do not install coat hooks, shelves, hanging plant hooks etc. on the walls, ceilings, woodwork, or doors.

• Gas grills are not allowed inside the unit and should be kept a safe distance from the units when in use.

27. Walkways and Porch Area

For life safety issues, porches and walkways must be kept clean at all times.

• Snow will be removed from the parking lot and fire lane.

• Do not store household items, boxes or personal belongings such as garbage cans, buckets, brooms, mops, building materials, furniture, household decorations or clothes racks on the walkways or sidewalks.

• Do not store furniture of any type. *Only exception will be for actual outdoor furniture that is kept neat and tidy outside the unit and does not cause any problems for life safety codes. Life safety codes involve being able to access the unit if there was a life-threatening emergency.

• Do not store appliances of any type.

• Do not store automotive supplies such as tires, oil, or gas cans.

• Trash/trashcans cannot be stored for any amount of time outside your unit-this is a NO TOLERANCE policy at FPCC Student Housing-your garbage needs to be taken immediately to the dumpsters provided. If garbage is left outside your unit and our staff has to remove it you will be billed for the removal.

• The storage or scraping of animal hides is not permitted at student housing for health and safety reasons. This is a NO TOLERANCE policy at FPCC Student Housing. If animal hides or other organic material is left outside your unit and our staff has to remove it you will be billed for the removal.

• Do not store sports equipment such as canoes, boats, etc.

Tenants will be given a notice naming the item(s) to be removed and given a date that the removal needs to be completed by. If our crew has to remove any of the above named items, there will be a minimum of $25.00 charge assessed to the resident’s account. Most items that are collected are taken to the dump.

28. Living Standards

• All persons will be expected to respect the property and privacy of others.

• The Student is responsible for the actions of all household members, guests, and visitors.

• Students shall notify the FPCC Resident Assistant, in writing, of any anticipated absence that exceeds 7 days. Failure to notify FPCC will constitute abandonment.

• The Student shall not provide accommodations to any temporary lodger, guest, or other person.

• Visitors are not allowed on the premises between 12 mid-night and 6:00 a.m. Monday thru Friday and 1:00 a.m. until 6:00 a.m. Saturday and Sunday. This means all visitors need to depart from student housing and visitors will not be
permitted to come during these hours. Any tenants violating this policy will be assessed 15 points. A second violation will result with a termination of the lease.

- 10:00 p.m. until 7:00 a.m. is considered **quiet time**. All activity and noise should be kept to a minimum.
- Stereos and Televisions should be kept at a minimal volume level.
- Smoking is not allowed inside the units. FPCC policy requires that you smoke 25 feet away from any common area buildings.
- Visiting children must be supervised at all times.
- Potentially dangerous toys and sports equipment is prohibited. This policy applies but is not limited to BB guns, gasoline-powered toys, bows and arrows, golf balls and clubs, weapons, and any other dangerous items.

### 29. Roommate Community Standards

Personal freedom tempered with responsibility is an important component of the learning process. However, there are times when one’s personal freedom can interfere with another’s rights. Sometimes this interference is unintentional, most often it is accidental and frequently it is impossible to avoid. Considerations of others, however, is the key to successful group living.

In order to enjoy life in the dormitory, students must have time to rest, time to study, time privacy, relaxation, friendship and fun. To meet those needs in a group-living situation, a student must have some understanding with his or her roommates and others living in the units. With this in mind, residents are urged to make their feelings known to their roommates and others living in the units to prevent harboring of ill will but to do so in a spirit of cooperation and to be willing to consider compromise.

Should an individual be unable to reach an understanding about his or her rights with another individual resident, the Resident Assistant should be consulted and an attempt at mediation and/or arbitration will be made. It is recommended, however that residents attempt independent mediation before taking the complaint to the Resident Assistant. They should not, however, hesitate to consult the Resident Assistant or the FPCC Student Housing Department if they feel the situation warrants it.

### 30. Room Changes

Students desiring a unit change must complete a unit change form and submit it to the Resident Assistant or FPCC Student Housing Department. Changes are made only with approval and subject to availability of space. FPCC encourages students to try to work with their roommates, both to speak up about their wishes and to be willing to listen to those of fellow residents or to seek help from the FPCC Student Housing Department or Resident Assistant.

We recommend that no unit changes be made unless there is a situation that cannot be resolved or which is detrimental to the student’s educational experience.

### 31. Maintaining an Academic Atmosphere

Students will respond to each other’s requests for quiet time whenever their behavior or the behavior of their guests is such as to create a disturbance. Students must realize that they are
obligated to extend this courtesy when requested to do so. Students may entertain guests in their units provided the rights of the other students, especially his or her roommate, are not being violated.

32. Entertaining of Guests

Realizing that units will be used for study, rest, and entertainment of guests and that these functions are sometimes conflicting, an understanding must be reached between the roommates as to the time and manner in which the unit will be used for entertaining guests. This requires a mutual respect for each other’s right to privacy. Furthermore, roommates must hold a respect for the individual’s private property.

Guests must abide by all rules and regulations of the college and the FPCC Dormitory Handbook. Residents and guests (minors and adults) are subject to all local, state and federal laws. Residents are responsible for the guests’ actions, for informing their guests of the rules and regulations and for any expenses perpetrated by their guests. Guests who cannot or do not identify their host, or found in violation of campus policies will be asked to leave the Dormitory. Failure to comply with the rules and regulations may result in local law enforcement being called.

FPCC cannot accept responsibility, in any way, for the safety or well being of any guest. FPCC insurance does not cover guests or their property. All other disclaimers in this handbook apply to guests, as well as to their hosts.

33. Property Care & Damages

- Water fights and pranks involving water (including water balloons, water guns, etc.) are prohibited. Any damages to the unit or its furnishings and fixtures from water or other causes which cannot be considered normal wear and tear will have to be paid by the residents of the unit as a deduction from deposit and/or billed as a separate charge. It is, therefore, important that residents and their guests conduct themselves in a manner that will not cause damage.

- Waterbeds are not allowed in the FPCC Student Dormitory because there is too much weight per square foot and a potential danger from electrical shock and damage of facilities exists if a bed breaks.

- Roofs, Windows and Outside Walls. Because of the danger involved, it is prohibited for residents to climb on roofs or in and out of windows.

- Throwing items of any kind from windows or storing items on window ledges is also prohibited. A minimum fine of $20 will be assessed for any violation of the Dormitory rules and regulations; this includes removal of screens from apartment windows without permission.

34. Energy Conservation

At Fort Peck Community College we are committed to saving energy. However, the greatest potential for saving energy rests with the individual resident. Here are some measures residents can take to conserve energy.

- Turn off all electrical equipment and lights when not in use.

- Electrical appliances that generate heat (hair dryers, electric blankets, etc.) are high users of energy. They should be used as little as possible.
• Do not open windows in cold weather. In particular, don't leave windows open or even cracked when the room is not occupied.
• Keeps blinds closed during cold weather except when entering sunlight may generate warmth.
• Defrost refrigerators when frost builds up on the coils.
• Do not take long showers.
• Keep heat as low as possible (65 degrees is recommended).
• Immediately report malfunctioning thermostats, broken windows, leaking taps and other situations that waste heat or energy.

Your cooperation and assistance in the conservation of energy now will help defer the frequency and amount of increased rents.

35. Move-Out Procedure

**Transitional Dormitory** – students must notify the Resident Assistant at least 1 day prior to move-out. A unit inspection will be completed and the results filed with the FPCC Student Housing Department. It is expected that short-term program students will leave the unit clean and orderly, a full-cleaning will be provided by the Resident Assistant.

**Traditional Dormitory** - The Student must give the FPCC Student Housing Department a 7-day written notice with a forwarding address before moving out. Receipt of this notice serves as a termination of the lease and the privilege of prorated rent. Failure to provide a 7-day move out notice may result in charge for a full month's rent. Rent will not be prorated until the housing department has possession of the unit. If the move out date needs to be extended notify the housing department as soon as possible. The Student agrees to leave the leased premises in good, clean condition and to return all keys when he/she vacates. FPCC is not responsible for any articles or any personal property left in vacated area.

36. Cleaning – Traditional Dormitory Only

The unit must be thoroughly cleaned to avoid cleaning charges. Any damage requiring professional cleaning will be billed to the tenant.

**Kitchen (after each use):** Scrub the sink, countertops, cabinets, range hood or exhaust fan.

**Range (after each use):** Clean range top, burner rings, drip pans, under burners, and area beneath burners and if necessary, clean all inside oven surfaces with an oven cleaner, removing all traces of food and burned encrusted food.

**Refrigerator (personal fridge and communal fridge if necessary):** Clean removing all traces of food and odor. Do not use sharp objects to remove encrusted food or stains.

**Bathroom:** Clean tub/shower, toilet and basin, removing all traces of grime and detergent build-up. Clean medicine cabinet inside and out.

**Floors:** Sweep and Mop and/or scrub all floors removing all traces of dirt and stains.
Walls: Wipe down walls, with mild soap and warm water, removing all dirt and smudges. Do not attempt to cover up holes with spackle, maintenance will do this with no charge to the tenant.

Windows: Clean inside and outside of windows, windowsills, and blinds.

Keys: Turn-in your keys to the FPCC Student Housing Department or leave the keys on the kitchen counter, call the FPCC Student Housing Department at 768-6300 and leave a message that the unit is vacant and the keys are on the counter to avoid extra days of rent being charged. With proper notification, prorated rent will be determined upon receipt of keys. Keys can only be received and verified during business hours.

The following forms are designated for use by the Traditional Dormitory Program Only
Dear Student:

Enclosed please find several forms for occupancy at FPCC Student Housing. First, is your notification that you have been selected for a unit at Student Housing and the costs for security deposit, monthly rent and the due date for these items to be paid. Next, is your unit lease that outlines your monthly rent, late fees, deposit, and other essential information you may need while in residency. Last is the FPCC Student Housing Handbook, which outlines all Dormitory rules and regulations, student responsibilities and all other information pertinent to a successful campus living experience.

Please sign the enclosed lease agreement and send it back to us with your housing deposit. This deposit will secure your unit until you are able to move in (posted move-in dates). Unit leases sent in or delivered without the housing deposit will not be considered and the unit will be given to the next person on the waiting list.

Please familiarize yourself with the FPCC Student Dormitory Handbook so that you are aware of what is required of you. Keys to your unit will not be released unless your deposit is paid in full. Finally, you need to make arrangements with the FPCC Student Housing Department to move into your unit. Please call (406) 768-6326 to make an appointment for move-in. Move-in appointments need to be scheduled for Monday-Friday between 8:00 a.m. and 4:30 p.m.

We are looking forward to working with you.

Fort Peck Community College
Student Housing Department
P.O. Box 398
Poplar, Montana  59255
(406) 768-6300
Congratulations!! Your name is at the top of the waiting list for FPCC Student Housing. The following steps must be taken by the date listed to secure your housing. Please mark all correspondence: Attn: FPCC Student Housing Department

The limited number of available units affects our providing this privilege to you, we hope you will remember this is indeed a privilege and you will treat your unit, roommate and neighbors accordingly and abide by the lease.

___ A deposit of $______ is due by ________ to the FPCC Business Office for housing unit number ______, a copy of your receipt must be given to the FPCC Student Housing Department for your file.

___ The enclosed lease must be signed and returned by___________. A statement of what day you will be moving in MUST be attached. Move-in must be scheduled Monday-Friday, between 8:00 a.m. and 4:30 p.m. The lease is a legal document; you are bound to all of the conditions of it. Please read it carefully.

___ After completing all of the above steps, call the FPCC Student Housing Department at (406) 768-6326 to schedule a move-in inspection on your move-in day.

___ The first months prorated rent is ______ per week and is due by move-in to the FPCC Business Office. Your monthly rent will be $_______.

___ Mail Service is provided by the Poplar Post Office (406) 768-3398. On-site mail delivery is not provided.

There are NO exceptions to the dates and steps outlined, please do not ask. If you are unable to meet the above steps, you will forfeit the unit.

We are looking forward to working with you.
Dwelling Lease

Unit Number: ________  Occupancy Date: ________  FPCC ID#: ________

Fort Peck Community College, hereinafter referred to as FPCC, does hereby lease, from month to month, unto __________________________ individually referred to as the “Student”, the dwelling unit listed above, located and under the terms and conditions slated herein:

Current Mailing Address: ___________________________  Phone: ___________________________

_________________________  Cell: ___________________________

Email Address: ___________________________  SS#: ___________________________

The Student agrees to lease the listed unit for a monthly rate of $________ to be paid on or before the fifth of each month. After the fifth, a $25 late fee will be assessed. The Student agrees to maintain the current rent balance according to the policy set forth in the FPCC Student Dormitory Handbook.

The Student agrees to pay a $________ security deposit to the FPCC Business Office prior to occupying the unit. This will be processed according to the FPCC Student Dormitory Handbook.

The Student agrees to abide by all of the conditions stated in the FPCC Student Dormitory Handbook, as well as the FPCC Student Handbook. The Student will be responsible for all actions of visitors and will inform them of the policies. The Student acknowledges that the units are on campus and are subject to all policies as outlined in the FPCC Student Dormitory Handbook and FPCC Student Handbook. It is the Student’s responsibility to read, understand and abide by the conditions in both handbooks. The Student is responsible for any FPCC furniture provided for the unit. Damage or replacement costs will be assessed if necessary, as described in the handbook. FPCC is not responsible for items left in units after the move-out date.

This lease, together with the FPCC Student Dormitory Handbook and FPCC Student Handbook evidences the entire agreement between FPCC and the Student.

By signing this lease, I understand, and agree to abide by the standards set forth in the FPCC Student Dormitory Handbook and FPCC Student Handbook.

IN WITNESS WHEREOF, the parties have hereunto set their hands on this _______day of______, 20______.

Student:__________________________________________

Witness:__________________________________________

Fort Peck Community College
Student Housing Department
P.O. Box 398
Poplar, Montana  59255
(406) 768-6300
Dormitory Intake Form

Name of Resident: _____________________________________________

Date of Move-in: ____________________________________________

Unit #: ________________ Parking Permit Information: ________________________________

Check List:

<table>
<thead>
<tr>
<th>Deposit</th>
<th>Pro-Rated Rent</th>
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<tr>
<td>_______</td>
<td>_________</td>
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</table>

<table>
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<tr>
<th>MVP</th>
<th>Received Handbook</th>
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<tr>
<td>_______</td>
<td>_________</td>
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<th>Lease</th>
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<td>_______</td>
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</table>

**Keys Issued**

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<th># of keys</th>
<th>Date</th>
<th># of keys</th>
<th>Date</th>
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</table>

**Furniture in unit at move-in:**

The resident is responsible for the furniture listed below. Damages to furniture or missing furniture will be billed to the resident’s housing account.

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

<table>
<thead>
<tr>
<th># of keys</th>
<th>Date</th>
</tr>
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<tbody>
<tr>
<td>________</td>
<td>_____</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Condition of Unit at Move-in: Good - Yes______ No_______</th>
</tr>
</thead>
</table>

Resident Signature ____________________________ Date: ______________________
FPCC Student Housing Dormitory Application

Have you been a tenant at FPCC Student Housing in the past? _______ When?___________

What is your declared major? _____________________________________________________

Name: ___________________________ Phone Number: __________________________

Address: _________________________ Msg. Phone: __________________________

________________________________ E-Mail: __________________________

________________________________ SS #: __________________________

Date of Birth: _____________________ Male: _________ Female: _________

Unit Preference:

Single Occupancy: _____________ (at the double occupancy rent rate)

Double Occupancy: _____________

The following information must be included with your application to be considered for processing:

_________Two letters of reference from past landlords or creditors. If you have never had a landlord
or creditor, you may submit two personal references from someone other than family.

_________Letter of Acceptance from Fort Peck Community College.

_________Sign the application.

Please read and sign the back of this application.

Monthly rent prices are subject to change with written notice.  
FPCC does not guarantee you will receive housing, it is your responsibility to secure your housing.

Back page – Housing Application

To be considered for FPCC housing you must complete this application and return it to the FPCC
Student Housing Department along with all items requested.
INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED SO READ THE DIRECTIONS CAREFULLY.

Due to the limited number of units available, FPCC does not guarantee housing, therefore your application should be submitted as early as possible prior to needing housing.

When a unit becomes available and you are next on the waiting list, you will be notified by mail, it is your responsibility to keep your address up to date and send the changes in writing to Fort Peck Community College Student Housing. Should you accept the unit, you must be a full-time student at FPCC and will be required to pay a $___ security deposit to FPCC. You will be required to pay the deposit and rent as well as occupy the unit within two weeks of your acceptance. It is the responsibility of the student to secure the funds needed for deposits and rent.

I declare that I have read and understand the information in this application and that the information I have provided in this application for FPCC Student Housing is full, true, and complete to the best of my knowledge. I hereby authorize FPCC to obtain any and all information necessary for the purpose of verifying the statements made. Furthermore, I grant FPCC the ability to release information necessary in assisting me in obtaining other services for which I may be eligible. I understand that I must be a full-time student to occupy FPCC Student Housing.

Signed:________________________________________________Date:___________________

Please keep a copy of this application for your files.

Send original signed application and attachments to:

Fort Peck Community College
Student Housing
P.O. Box 398
Poplar, Montana  59255

If you have any questions you may call (406) 768-6300
If you need to fax any information fax to: (406) 768-6306

The FPCC Student Housing Application is subject to change without notice.

Office Use Only:

Date Application Received:  _______________  Complete:  ____
Date: __________________

Dear: __________________

Your application for FPCC Student Housing is considered complete. This puts you on the waiting list with the completion date of ____________________.

When your name comes up for a vacancy suitable to your needs, notification will be sent to you by mail.

In the meantime, it is your responsibility to keep your address updated with the FPCC Student Housing Department. Failure to do so may result in your name being removed from the waiting list. All correspondence should be marked Attn: Student Housing. You may also call (406)768-6329 or Fax (406)768-6306 with any updates.

If you are selected for a unit you will need to sign a lease and make a security deposit.

Sincerely,
Fort Peck Community College
Student Housing
P.O. Box 398
Poplar, Montana 59255
Dear: ___________________________________

Your application was incomplete; therefore, you must submit the following information to have a complete file. Your name cannot be put on the waiting list until the application is complete.

___ Letters of reference from past landlords, creditors, or personal references. Letters from family members will not be accepted.

___ A copy of the letter of acceptance from FPCC

___ Sign the application

___ Verification of Disability if applicable

Please provide the following and return this page.

___ Social Security Number ________________

___ Declared Major ________________________

All correspondence should be marked Attn: Student Housing. This information can be mailed to the address below or faxed to (406)768-6306. If you have any questions you can reach FPCC Student Housing at (406)768-6329.

Sincerely,
Fort Peck Community College
Student Housing
P.O. Box 398
Poplar, Montana 59255
Eviction for failure to pay rent
First Letter

Date: _______________________

Unit: _______________________

Dear: ___________________________________________ ID #: __________________________

It has been brought to my attention that your rent balance is past due for the month of ____________. Currently your balance is $______________. At this time you need to pay your rent or I need to hear from you about a payment plan to get the rent current as soon as possible. If your rent will not be current by the 15th an FPCC Payment Schedule must be submitted and approved by the ____________ by the 15th. An FPCC Payment Schedule is either attached or available from the Resident Assistant or Housing Department Office.

Would you please come to meet with me or drop off a copy or your rent receipt paid in full before the end of business on ________________20_____.

Please contact the ________________ at ________________ to discuss this matter to avoid termination of lease proceedings. Your lease with FPCC Student Housing is in jeopardy.

___________Your account has been charged a $25.00 late rent fee.

Total Current Balance: $_______ Late Fee: $_______ Total Due:________

Sincerely,
Fort Peck Community College
Student Housing
P.O. Box 398
Poplar, Montana  59255
Eviction for failure to pay rent
Second Letter

Date: ______________________
Unit: ______________________

Dear: ___________________________________________ ID #: ____________________

________ I am writing this letter to set up a payment agreement with you and our office in order to get your rent current. An FPCC Payment Schedule must be submitted to the ______________ as soon as possible. An FPCC Payment Schedule is either attached or available from the ______________ or the Student Housing Department. I would like to get the balance for the month of ______________ paid as soon as possible and then work up a payment plan to go towards the month of ______________. Currently, your balance is $______________.

________ It has come to my attention that the payment agreement with our office is in arrears. Your student housing account will be charged a $25.00 late rent fee. I am requesting at this time for you to contact our office in order to get your rent current and a payment plan in place or eviction proceedings will begin.

Please contact the ______________ at ______________ to discuss this matter to avoid termination of lease proceedings. Your lease with FPCC Student Housing is in jeopardy.

Sincerely,
Fort Peck Community College
Student Housing
P.O. Box 398
Poplar, Montana  59255

Fort Peck Community College
Student Housing Department
P.O. Box 398
Poplar, Montana  59255
Eviction for failure to pay rent
Third Letter

Date: ______________________

Unit: ______________________

Dear ___________________________________________ ID # ____________________________

At this time I have no choice but to go forth with eviction. After trying to contact you several times to make payment arrangements I still have not received the requested FPCC Payment Schedule and your account is past due. Currently your balance is $_______________.

It has come to my attention that the payment agreement your signed with our office is in arrears.

At this time I need for you to vacate Unit ______ by _____________. Please have all of your personal belongings out of the unit and follow the move out procedure outlined in your FPCC Student Housing Handbook. The unit will be re-keyed and all costs associated with the eviction will be your financial responsibility.

Sincerely,
Fort Peck Community College
Student Housing
P.O. Box 398
Poplar, Montana 59255
Notice of Eviction
Final Letter

Date: ______________________

Unit: ______________________

Dear ____________________________________________  ID # ______________________

After trying to contact you several times, FPCC Student Housing has no choice but to go forth with eviction. Currently your balance is $__________.

At this time access to this unit is denied according to the FPCC Student Housing Handbook. Belongings will be stored for 30 days and then removed. To make arrangements to pick up belongings call the ________________ during business hours at ____________.

Sincerely,
Fort Peck Community College
Student Housing
P.O. Box 398
Poplar, Montana  59255

Notes: _________________________________________________________________

_______________________________________________________________________
Eviction for Failure to Pay Rent Proceedings

Four Letter Process

First Letter
If rent payment is not received by the fifth of the month, a letter is delivered to the unit. This letter requests a meeting with the resident and FPCC Student Housing Department to establish communication and work on a budget and payment plan with the student.

- A $25 late fee is charged to the students housing account.
- If the student initiates communication, in writing, before the 5th of the month, the fee is waived, however, the three-letter process begins and continues.
- If the student chooses the payment plan option the FPCC Student Housing Schedule must be filled out and approved by the 15th of the month.

Second Letter
If there is no response from the student by the 15th of the month or the student does not adhere to the budget and agreement the second letter is sent to the unit indicating the amount and date the rent funds must be paid by or eviction proceedings will begin. If this notice is acknowledged we will still work with the student.

Third Letter
If there is no response or the student failed to meet the agreement, an eviction notice will be placed on the door of the unit giving notice of lock changes, etc.

Final Letter
This is an official letter of eviction that will be delivered or mailed to the student.
Internal Procedure for Failure to Pay Rent:

6th of Month – First letter goes out. Rent needs to be paid in full or a Payment Schedule approved and on file. Copy of Payment Schedule and comments delivered to unit, copy to Resident Assistant and original on file in the FPCC Student Housing Department.

15th of Month – Second letter goes out if owed amount is $100 or more. Or payment Schedule is in arrears.

25th of Month – Third letter goes out with notice that student access to the unit will be terminated on the last business day of the current month.

1st Business day Of the following month – Final letter is delivered & posted at unit (copy mailed).

If resident is still in the unit they are given 48 hours to vacate.

If there is no answer, the unit will be entered to determine vacancy and a deadbolt will be applied (a deadbolt key will be provided to the roommate if necessary) until keys are turned in.

48 Hour Notice Expires – if the resident is still residing in the unit, they will be given 10-15 minutes to gather their property, return their keys and vacate the premises.
FPCC Payment Schedule

Date: _______________________________  Unit: _______________

Name: _______________________________  Monthly Rent: $______________

Current Balance Due: $__________________

Payment Plan:

<table>
<thead>
<tr>
<th>Date</th>
<th>Amount Payment</th>
<th>Amount Charge</th>
<th>Balance</th>
<th>Source of Income/Charge</th>
<th>Office Use</th>
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Income:

Please fill in the table below. Verification of income must be attached or initialed by FPCC Personnel.

<table>
<thead>
<tr>
<th>Sources of Income to be used to pay rent</th>
<th>Date to Receive</th>
<th>Amount</th>
<th>Verified</th>
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</thead>
<tbody>
<tr>
<td>1</td>
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</tbody>
</table>

Example provided on back of this sheet.

Office Use:

Accept: _______________  Deny: _______________

Notes:
Vacancy Notice

_______ Move Out      _______ Abandonment     Unit #:___________
_______ Transfer      _______ Eviction       Date: ____________________________

Name:______________________________________  Move-in Date: _________________
ID#:________________________________________  Actual Move-out Date: ___________

Forwarding Address:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Inspection Date: _________________

Inspection Findings:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Circumstance Surrounding
Vacancy:____________________________________________________________________
________________________________________________________________________

Exit Status:      _____Rent to Again      _____Not Rent to Again

Keys Turned In: _______________ Date

Notes: