

NORTH COUNTRY COMMUNITY COLLEGE ASSOCIATION, INC.

RESIDENCE HALLS
23 Santanoni Ave, PO BOX 89
Saranac Lake NY 12983



(518) 891-2915, ext. 382
FAX: (518) 891-8494
E-Mail: association@nccc.edu

Thursday, March 6, 2009

Enclosed is the packet of forms to reserve a room and meal plan for Fall 2009 and Spring 2010. **By filling this form out you are obligated PAY for a FULL ACADEMIC YEAR (FALL & SPRING SEMESTER).** As long as you are attending NCCC, **Refunds will not be given if you want to move off campus second semester.**

If you wish to enter the residence halls in the fall and spring, you must complete the enclosed forms and return them along with a NON-refundable deposit of \$500.00, which is the first payment for the residence hall. All payments from the spring 2008 semester must be paid in full prior to being allowed in the halls for the fall 2008 semester.

Your damage deposit for the fall semester is \$225.00. Estimated costs for dorm damage is attached. This deposit CANNOT be rolled over from the previous spring semester.

Please read the information carefully and fully complete the forms. The cosignor is required no matter what your age.

The rate for **each semester** will depend on which meal plan you would like (meal plan provides a set amount of food for each meal) .

- **Meals** (15 maximum meals anytime/week, **Plus** \$20.00 is Pal Points/semester): **\$8500.00/year for lodging and meal plan** (\$4250.00/semester).
- **Meals all week** (19 plan-3 meal mon-fri., 2 meals sat-sun, **Plus** \$40.00 in Pal Points/semester): **\$8700.00/year for lodging and meal** (\$4350.00/semester)

Prices are subject to change. No reimbursements for any unused meals or Pal Points. Pal Points are for food service only. **You are responsible for the payment of both semesters (1 full academic year)**

All forms received are treated on a first come, first serve basis. Forms MUST be accompanied with the non-refundable deposit to be considered complete.

CHECKING INTO THE RESIDENCE HALL FALL 2009

1. THE EARLIEST you can check in on Sunday, Sept. 6th 2009 (for Fall) Sunday, January 24, 2010 (for Spring). Athletes staying in Res. Halls will be allowed an earlier check in. An additional pre-season contract supplied by your coach is required. You will not be able to check in earlier than the noted scheduled dates. There will be mandatory Resident Hall Orientation, your student ID/ meal cards will be done then.
2. Check in times: 11 am to 9 pm.
3. **Bring your full damage deposit (\$225.00) with you! THIS IS DIFFERENT FROM THE NON-REFUNDABLE DEPOSIT OF \$500.00. You will not be able to check into the room** if both the \$500.00 non-refundable deposit and the \$225.00 damage deposit have not been received.
4. You will need to complete some forms so please be patient.
5. The Resident Directors number is (518) 891-0025. Student Service telephone number is (518)891-2915 ext 205
6. Regular meals will begin beginning on Tuesday with the Orientation.

If you will be coming for Winterim, please come see Diana for an additional contract, cost and details.

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(518) 891-2915, ext. 382
FAX: (518) 891-8494
E-Mail: association@nccc.edu

NCCC Association offers Residence Halls and dining that is a five-minute walk from the classrooms at North Country Community College. Our three residence halls, housing 96 students, and accompanying meal plan offer convenience and comfort. North Country Community College Provides a live-in Residence Hall Director, evening security, and student Resident Assistants staff the residence halls.

Each student has a **single bedroom**, in a furnished four-room suite with a common living room and bathroom area. Students may find that they do not need to bring additional furnishings with them. The residence halls are a five-minute walk from the main classroom building. The village is a short walk from campus. Parking is available in front of each residence hall. Although many students have cars, it is not a necessity for students living the residence halls.

Payments are explained in the materials enclosed and the contract. **The first payment is a non-refundable amount of \$500.00**, which cannot be paid by financial aid (grants, loans, scholarships), must accompany the contract. Other than the initial payment and the damage/key deposit, all payments are made directly to NCCC as part of the college's master bill. The college payment guidelines must be met.

Some costs are not included in the room and board rates: optional telephone (voice and data) and cable television. Each bedroom and the living room within the suite are wired for telephone service and/or cable. The local telephone service provider is Verizon, and the cable provider is Adelphia. A pay telephone is available. Another option is a cell phone with pre-purchased minutes. There are two television lounges in Saints Hall. A coin-operated laundry is in Saints hall. Computers with internet access are set up in Saints hall. We are in the process of trying to provide free wireless internet service, however, it is not guaranteed at this time.

YOU HAVE 2 MEAL PLAN OPTIONS: The food service includes breakfast, lunch and dinner are served Monday through Friday, and brunch and dinner on Saturday and Sunday. A specific amount of food is designated for each meal. You may choose a 15 meal plan, which includes a maximum of 15 meals anytime OR you may chose a 19 meal plan which are meals Monday – Sunday. A meal plan is mandatory when living in the Residence halls. The 15 meal plan includes \$20.00 in Pal Points per semester and the 19 meal plan includes \$40.00 in Pal Points per semester. You may use your buddy bucks within that semester at anytime for anyone. Unused Meals and Pal Points are not refundable.

The residence halls are smoke, alcohol and drug free environments. Residents must comply with both the College Student Code of Conduct and that of the Residence Halls. Residents are responsible for cleaning within the suites.

The Residence Hall staff provides activities throughout the semester that are social and educational.

The attached pages include the following: Meal plan requirements, Contact info & estimated cost, Contract, Promissory Note, Payment info and Financial Access. **Pages 7-11 must be returned with deposit.**

If you are visiting campus, you may tour a suite by contacting the Residence Hall director at (518) 891-0025. The enrollment management office (518) 891-2915, ext. 686 can also arrange tours.

If you wish to apply for a room in the residence halls, please refer to the enclosed forms. **Application to the college is separate from the residence halls.** You must mail the forms (see Contact Numbers). Don't hesitate to call if you have question. Acceptance is on a first come first serve basis. You will be notified if you have been accepted into the residence halls. Rooms are reserved quickly, so please be prompt in your request to ensure that you have a room for the semester. We look forward to hearing from you!

NORTH COUNTRY COMMUNITY COLLEGE ASSOCIATION, INC.

Fall 2009 and Spring 2010 MEAL PLAN REQUIREMENTS

NCCCA is pleased to provide you with a nutritious selection of meals in a pleasant and efficient manner. NCCCA treats its customers with courtesy and requests the same courtesy in return.

YOU HAVE 2 MEAL PLAN OPTIONS: The food service includes breakfast, lunch and dinner are served Monday through Friday, and brunch and dinner on Saturday and Sunday. A specific amount of food is designated for each meal. You may **choose a 15 meal plan**, a maximum 15 meals anytime OR you may **choose a 19 meal plan** which are meals Monday – Sunday. If you do not choose the 19 meal plan will be assumed. The **15 meal plan includes \$20.00 in Pal Points per semester** and the **19 meal plan includes \$40.00 in Pal Points per semester**. You may use your pal points within that semester at anytime for anyone. Unused Meals and Pal Points are not refundable.

In order to achieve the food service goal and to have an efficient service, the following procedures are set forth:

1. You must present your college identification card which will have a bar code on the back for meal service. No exceptions are permitted.
2. You may not use anyone else's card at any time.
3. There is set amount of food for each meal.
4. You may not purchase food for anyone other than yourself.
5. All meals must be consumed in the dining room.
6. The meal plan includes breakfast, lunch, and dinner, Monday through Friday, and brunch and dinner on Saturday and Sunday.
*Operating hours are:
Monday through Friday, 7:30 am to 7:00 pm (small breaks throughout the day)
Saturday and Sunday, 11:00 am to 6:00 pm
7. *Closures:
Beginning of food service: (09/08/09) Tuesday with breakfast.
Thanksgiving: Last meal is Lunch- Tuesday, Nov. 24, 2009
Meals resume with Breakfast Monday, November 30, 2009
Christmas Break: Last Meal is Lunch Monday, December 22
Meals resume with Breakfast for returning students Monday, January 25
Presidents Weekend:
Last full meal is dinner- Friday, February 12
Sat, Sun and Monday meals are not guaranteed
Regular meal service will resume with breakfast- Tuesday, February 16
Spring Break:
Last meal is Breakfast- Friday, March 26
Meals resume breakfast- Monday, April 6
Semester end: Last meal, continental Breakfast, Saturday, May 22

Snow days or other unscheduled closures: weekend hours are maintained
8. NCCCA reserves the right to withhold service from anyone who has outstanding bill balances.
9. NCCCA further reserves the right to withhold service for other causes of a serious nature.

*** Hours and closure are subject to change once academic calendar is completed.**

CONTACT INFORMATION & ESTIMATED COST WORKSHEET BASED ON 2008-2009 PRICES:

All Financial inquiries and required forms must be sent to:

North Country Community College Association
PO BOX 89, 23 Santanoni Ave.
Saranac Lake NY 12983

Telephone inquiries may be made Monday-Thursday, 8:30 am to 4:30 pm, to:
(518) 891-2915, ext. 382

All Student Service inquiries may be made Monday-Thursday, 8:30 am to 4:30 pm, to:
(518) 891-2915, ext. 204

There is a voice mail system. Please leave a name, a telephone number including the area code, and an indication of a time that you as the caller will be available for a return call.

Fax: (518) 891-8494

E-mail inquiries may be made to: dfriedlander@nccc.edu

NCCC Financial Aid (518) 891-2915, ext. 687

NCCC Enrollment Management (518) 891-2915, ext. 686

NCCC Records (518) 891-2915, ext. 689

NCCC Student Services (518) 891-2915, ext. 204 OR ext 215

NCCC ASSOCIATION—RESIDENCE HALLS/MEAL PLAN PER SEMESTER

ESTIMATED COST WORKSHEET:

NCCC and Association COSTS PER SEMESTER

ESTIMATED

*Tuition	New York Resident	\$ 1,850 (may increase due to state budget)
	Non-New York resident substitute \$4550	

*Fees	(estimated average)	\$ 450
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Books	(estimated average for liberal arts: nursing, massage, and radiation tech programs are higher -- \$800-\$1,200)	\$ 700
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Residence Hall/meal plan	Spring or Fall	\$ 4350
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SUBTOTAL ACADEMIC COSTS	\$ 7350
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**Subject to change by Board of Trustees and once tuition and fee's are confirmed (after this contract has been given out).*

**The following prices are estimated for any damage done to the Residential halls.
 You will be invoiced for any damage done. A finance charge of 1 & 1/2% will be added to bill every 30 days
 payment has not been collected**

Damage Costs:

Door: Suite or Room	\$900.00 + Labor
Door Frame	\$200.00 + Labor
Mattress	\$125.00
Bed Frame	\$300.00
Bed Board	\$ 75.00
Desk	\$350.00
Desk Chair	\$145.00
Dresser	\$350.00
Closet Door	\$250.00
Dining Room Table	\$300.00
Coffee Table	\$250.00
End Table	\$200.00
Sofa	\$450.00
Loveseat	\$400.00
Dining Room Chair	\$175.00
Towel Bar/Other Bathroom Fixtures	\$50.00 & wall repair \$125.00
Entrance Light	\$120.00
Window	\$350.00
Window Sash Only	\$125.00
Window Screen	\$ 50.00
Window Treatments	\$100.00
Phone Jack	\$ 35.00
Cable Hookup	\$ 35.00
Outlets	\$ 45.00
Heat Sensor	\$ 90.00
Smoke Sensor	\$ 100.00
Wall Repair	\$45.00 per sq ft (4 hrs. labor minimum)
Removal of personal property	per actual charge
Failure to return assigned furniture	per actual charge
Carpet Repair	\$125.00
Excessive Cleaning	per actual charge
Suite Floor Lamp	\$110.00
Pay Phone	per actual charge
Laundry/Vending/Recreation Room property	per actual charge
Shutters	\$50.00 per shutter
Bed Slats	\$10 per slat
Emergency Lights	\$140
Fire Extinguisher Repair	\$50
Fire Extinguisher Replace	\$120
Painting Bedroom	\$100
Painting Living Room	\$250
Painting Bathroom/Kitchen	\$150
Painting Entire Suite	\$700
Refinishing Furniture	per actual charge
Door Locks	\$110
Door Handles	\$40

All of the following papers must be filled out and returned
NORTH COUNTRY COMMUNITY COLLEGE ASSOCIATION, INC.
RESIDENCE HALL CONTRACT FOR NORTH COUNTRY COMMUNITY COLLEGE STUDENTS
Fall 2009 & Spring 2010

NAME: _____ Social Security Number: _____
Last First MI

HOME ADDRESS: _____ E-mail Address: _____

CITY/STATE/ZIP _____

Date of Birth _____ Gender _____ Home Phone (incl area code) _____

PLEASE CIRCLE MEAL CHOICE

COST: **15 meal plan (\$4250/ semester) OR 19 meal plan (\$4350/semester)**

THIS IS A CONTRACT A FULL ACADEMIC COMMITMENT
YOU ARE RESPONSIBLE FOR THE FULL PAYMENT OF BOTH SEMESTERS

For information regarding the facility, financials and meal plan, contact North Country Community College Association, (518) 891-2915, ext. 382. If you have questions regarding Student Services please call (518) 891-2915, ext 205 Contract should be mailed to NCCC Association, PO BOX 89, 23 Santanoni Ave., Saranac Lake NY 12983 Payments may be in the form of check, money order, credit card (Mastercard, VISA,)

THIS CONTRACT and any/all signatures ARE FOR BOTH FALL 2009 and SPRING 2010

1. I wish to reserve one bedroom contained within a suite housing four students, including a common living area and bathroom located within a Residence Hall. **THIS RESERVATION OBLIGATES ME FINANCIALLY FOR THE BOTH SEMESTERS. Residency begins on September 7, 2009 through December 22, 2009 for Fall and January 24, 2010 through May 20, 2010 for Spring Semester.**
2. I understand that NCCC and the Association reserves all rights concerning inspection of rooms, assignments or reassignments of residents, some rooms may have to double up and/or termination of occupancy. I agree to abide by the all rules and regulations concerning living in a residence as set out in the *Housing Manual*, the *Residence Hall Code of Conduct* including its sanctions, both of which are hereby incorporated by reference.
3. I understand that the Residence Hall is a substance free, alcohol free, and smoke free environment and I can be removed at any time without any refund for breaking these rules. Items left may cause additional storage fees.
4. I understand that the Association's regulations require a certain minimum level of cleanliness that is outlined in the *Housing Manual*.
5. I understand that this contract **does not cover the Winterim period**. I also understand that the Residence Halls are closed at specific times during the semester and I must make other arrangements. Non-compliance with these regulations may result in eviction and/or storage charges.
6. I understand that this contract does not include the break between semesters. At the end of each semester I am obligated to remove my belongings and vehicles at this time or face additional charges
7. I understand that the Residence Hall occupancy includes a meal plan. This meal plan includes breakfast, lunch and dinner Monday through Friday (**15 meal plan – Maximum of 15 meals per week**), and brunch and dinner on Saturday and Sunday (**19 meal plan – every day meals supplied**), each meal includes a set amount of food. I understand that during unexpected college closures that the weekend meal plan is in effect. The meal service is limited/not provided over Columbus and Presidents Weekend and not provided during the Christmas and Spring Break or Easter Weekend. I understand my **meal privileges may be revoked if I share food or break any food service rules**. If I do not choose a meal plan it will be assumed I will take the 19 meal plan.
8. I understand that the Association and College are not responsible for loss of personal property in the Residence Halls by fire, theft or other cause. Parental insurance for homeowners or renters can often cover these expenses. Medical issues are first covered by the student's family insurance, then the mandatory student insurance through NCCC.
9. I understand that it is my responsibility to ensure that my room door, the suite door and the building door are locked at all times.

10. I understand that suitemate assignments are made without restriction based on disability, race, religion, sexual orientation, color or national orientation. Any suitemate requests must be mutual and made at approximately the same time for consideration.

11. I understand that my birthdate and gender are collected solely for the purpose of room assignment based on gender.

PAYMENTS: (Include student name and Fall 2009/Spring 2010 on all checks or money orders)

12. I understand that I must have a cosigner for this document regardless of my age. I understand that I and/or my cosigner am obligated to pay the full amount due no later than the beginning of the semester or show proof that all my grants and loans are processed and verifiable. I further understand that the Association may remove me from my housing if my payment is not complete or verifiable.

13. The housing/dining bill will be stated on the College Master Bill and is subject to all terms and conditions as set forth by North Country Community College and by the Association.

14. I understand that the promissory note that I and my cosigner execute as part of this agreement is subject to collections if the payments are in default regardless of my continued residence. I further understand that any related attorney's fees related to collection become my and/or my cosigner's obligation.

15. I understand that the fees for room and meal plan for the academic year (fall 2009 and spring 2010), are \$4250 or \$4350.00/semester plus the damage deposit fee which will not be returned if I am suspended from the halls for any reason. I understand I am obligated for the entire academic year.

DUE PRIOR TO ARRIVAL

16. A **nonrefundable first payment \$500.00 must accompany this contract to reserve the room.** This deposit is applied to the fee for each semester. **This fee cannot be deferred until receipt of financial aid. I understand that this fee is required to reserve the room.**

DUE NO LATER THAN ARRIVAL

17. A **damage deposit of \$225** is required on or before arrival at the campus. This deposit guarantees that the room condition is maintained during its use. I have the opportunity to inspect the room at the beginning of occupancy and understand that the Residence Hall staff will inspect from time to time and upon my departure. I understand that I along with my suitemates am responsible for any damage in the common area. The deposit is returned via mail with fees for any damages removed. **This deposit cannot be deferred until the receipt of financial aid.** Estimated damage costs for "dorm" items is attached. Upon return of keys at the end of the contract period, this deposit will be refunded. Lost keys must be reported immediately to the Residence Hall Director. Replacement mail keys cost \$25 each.

FINANCIAL AID: Grants and/or Loans

19. I understand that Financial Aid in this document includes all grants and loans awarded to defray the costs of my college expenses. I understand that the Association will permit these funds to be used for the room and board for the semester if the grants and loans are executed and verifiable. I understand that it is my responsibility to work with the Financial Aid Office, the College Business Office and the Association to ensure that the grants and loans are available at the earliest time in the semester.

20. I understand that if the grants and/or loans are not available in a timely fashion, that I may forfeit my room. I further understand that I remain responsible for the payment regardless of occupancy.

21. I understand that the grants and loans may not cover all my college costs. In this case I understand that I continue to be responsible for any unpaid amounts due to the Association.

REFUNDS

22. I understand that the first payment of **\$500 is non refundable** and the **full room and meal fees** are also not refundable one month prior to and/or during the semester.

MUST BE COMPLETED BY STUDENT AND COSIGNOR

PROMISSORY NOTE (STUDENT)

I, _____, promise to pay to North Country Community College Association, located at Saranac Lake, NY \$8700.00 or \$8500.00 for the academic year for the residence hall room and mandatory 19 or 15 meal plan, according to the North Country Community College's payment schedule. I understand that this my personal obligation and is not contingent upon actual receipt of ANY allowances, awards, loans or other forms of reimbursement for which I may or may not be eligible. I further understand that I will be obligated to pay all attorney's fees and other costs and charges necessary for collection of any amount not paid when due. Until all amounts due and owing on this note are paid in full, the Association may withdraw the residence hall and meal privileges. If full payment is not made according to payment schedule the Association may also cancel, remove or bar me from my residence hall room.

STUDENT SIGNATURE _____ DATE _____

If student is under 18 years old, parent must also sign here: _____

COSIGNOR PROMMISSORY NOTE (REQUIRED FOR ALL STUDENTS REGARDLESS OF AGE)

I, _____, promise to pay to North Country Community College Association, located at Saranac Lake, NY \$8700.00 or \$8500.00 for the academic year for the residence hall room and mandatory 19 or 15 meal plan, according to the North Country Community College's payment schedule. I understand that this my personal obligation and is not contingent upon actual receipt of ANY allowances, awards, loans or other forms of reimbursement for which I may or may not be eligible. I further understand that I will be obligated to pay all attorney's fees and other costs and charges necessary for collection of any amount not paid when due. Until all amounts due and owing on this note are paid in full, the Association may withdraw the residence hall and meal privileges. If full payment is not made according to payment schedule the Association may also cancel, remove or bar me from my residence hall room.

COSIGNER SIGNATURE: _____ DATE _____

COSIGNER PRINTED NAME: _____

COSIGNER SOCIAL SECURITY NUMBER: _____

ADDRESS: _____

TOWN/STATE/ZIP _____

TELEPHONE NUMBER (with area code) _____

PLEASE NOTE THAT YOUR SIGNATURE INDICATES YOUR UNDERSTANDING THAT THIS OBLIGATION IS FOR THE FULL ACADEMIC YEAR COSTS. FAILURE TO ABIDE BY THE PAYMENT TERMS SUBJECTS YOU TO THE LOSS OF YOUR RESERVATION IN THE RESIDENCE HALL AS WELL AS REMOVAL OF ACCESS TO FOOD SERVICE, AND ULTIMATELY TO LEGAL ACTION.

NORTH COUNTRY COMMUNITY COLLEGE ASSOCIATION, INC.

**RESIDENCE HALL PAYMENT PER SEMESTER
Fall 2009 & Spring 2010**

STUDENT NAME (PRINT) _____

STUDENT SIGNATURE _____

All students must select one of the following options for payment of the residence hall and meal plan fees. Please refer to the contract which states the first payment of \$500 must be in cash, check, money order or credit card.

Please circle and complete one of these options and return this with the contract.

OPTION 1: I will pay the entire room and board fee \$8700.00 or \$8500.00 per academic year applied less the \$500 deposit) directly to the College.

I will use:

Check No. _____ Amount _____

Money Order _____ Amount _____

Credit Card: Number _____
Expiration Date _____
Card Holder's Name _____
Card Holder's Signature _____

OPTION 2: I have a financial aid award letter that covers all my costs including the room and board fees \$8700.00 or \$8500.00 per academic year less the \$500 deposit) and I have completed all promissory notes for loans.

My financial aid award is \$ _____ per semester.

I understand that I am responsible for the full payment for room and board if my financial aid does not materialize as indicated.

OPTION 3: I will receive financial aid (grants, loans, etc) and have completed all promissory notes for loans, but the aid will not cover all my costs. I therefore will need to pay directly for part of my bill.

Expected financial aid (grants, loans) \$ _____

*****I am unaware of the amount I am receiving, but know I am responsible for payment of what aid does not cover**

Signature _____ **Date** _____

Necessary payment: \$ _____

I will use:

Check No. _____ Amount _____

Money Order _____ Amount _____

Credit Card: Number _____
Expiration Date _____
Card Holder's Name _____
Card Holder's Signature _____

**NORTH COUNTRY COMMUNITY COLLEGE ASSOCIATION
RESIDENCE HALLS
STUDENT'S AUTHORIZATION TO ACCESS FINANCIAL AID INFORMATION AND FUNDING
FALL 2009/SPRING 2010**

STUDENT NAME (Printed) _____

STUDENT SIGNATURE _____

If student is under 18, signature of parent/guardian _____

I hereby grant permission to North Country Community College Association, Inc., to access any financial aid information I have on file with North Country Community College pertaining to monies available to cover all or part of my residence hall room and board for the semester. I understand that once my obligations to North Country Community College have been met, all remaining monies due to North Country Community College Association, Inc. will be forwarded to the Association prior to any refunds due to me.

I understand that depending on my financial circumstances, payment in full may have to be made prior to the semester's beginning if the financial aid determination is incomplete or insufficient to cover all the related expenses (tuition, fees, books, residence and food service).

I understand that as security against a granted deferment of payment in anticipation of financial aid awards, I must submit a valid Mastercard or VISA number to be held in case of default or as payment for the balance. I further understand that I will be notified prior to any charges posted on my credit card at the time of final financial aid determination of the financial aid monies to cover room and/or board in full.

If a credit card number is not available, I understand that I must contact the Executive Director of the Association to make other arrangement prior to occupancy. Failure to do so jeopardizes the room reservation.

I understand that my signature on this form obligates me for the semester's residence hall and food service fees regardless of my financial aid status. The contract is a promissory note. Any unpaid balances are turned over to a collection agency and the student is dismissed from residency and participation in the meal plan.

This form is required by federal law and will be maintained in the student's financial aid file. If the form is not completed and returned, a room will not be assigned.

CREDIT CARD INFORMATION:

CARD NUMBER: _____ Expiration Date _____

CARD TYPE (Circle one) MASTERCARD VISA Discover

CARD HOLDER'S NAME (Printed) _____

CARD HOLDER'S SIGNATURE _____