

## North Country Community College Association, Inc.

### 2025-26 HOUSING ELIGIBILITY INFORMATION

#### Section I.

##### **ELIGIBILITY REQUIREMENTS:**

Students must meet the following to be eligible to live in North Country Community College Association on-campus housing at the Saranac Lake Campus. Rooms are granted on a first-come, first served basis once all the items below are completed. As signed Housing Licenses are received and rooms become available, students will be contacted and offered a room assignment. **CAMPUS HOUSING IS LIMITED AND NOT GUARANTEED.** A waitlist will be maintained.

- **GPA Requirement:** All students living on campus must maintain the College's Satisfactory Academic Progress of a 2.0 GPA or higher for continuing students.
- **Course Load:** All students in campus housing must be matriculated, enrolled as full-time students (minimum of 12 credits), and in good academic and disciplinary standing. Exceptions to full-time student status must be pre-approved by the Residence Hall Director and Billing & Admin Coordinator in consultation with the Executive Director of the NCCC Association. If after occupancy and the drop/add period, a student is no longer full-time, the decision to terminate the license is at the discretion of the Director of Residence Life & Housing in consultation with the Executive Director of the NCCC Association.
- All students must be at least eighteen (18) years old by December 31 of the year during which occupancy shall commence.
- **Financial Requirements:** All financial aid and student account paperwork must be completely processed by August 1 for approval to live in campus housing. Late applicants (after August 15) will not be permitted to move into the Residence Halls without completing financial aid and student account paperwork. Completed paperwork is defined as having accepted your
  - (1) Financial Aid Award letter
  - (2) Submitting your Certificate of Residence if you are a New York State resident
  - (3) Signing your Billing Disclosure & Authorization Form all located within the NCCC Student Portal (<https://student.nccc.edu/>).
  - (4) Complete Payment Plan with the Business Office in the event that there is an outstanding balance for the semester.

Housing Assignments will NOT be processed until these requirements are verified as complete.

##### **IMPORTANT REMINDERS:**

- The NCCC Association has recently made changes to the Housing License for the 2025-2026 academic year. It is the resident's responsibility to review all portions of the Housing License before agreeing to abide by its policies and standards. The Association reserves the right to amend the Housing Licenses upon notice to the residents.
- The NCCC Association Residence Halls are 100% smoke-free, vape-free, and tobacco-free properties inside and out.

Students who violate this policy risk losing their campus housing assignment.

- Students who tamper with fire safety equipment and/or set off the fire alarm for illegal activity (including but not limited to burning candles, smoking or vaping, and cooking chemicals), and are found responsible may be removed from Housing.
- No alcohol, marijuana or non-prescribed drugs, or drug paraphernalia is permitted on the grounds of the residence halls or in the residence hall buildings or rooms. This includes but is not limited to hookahs, grinders, cloves, etc. Students who violate this policy risk losing their campus housing assignment.

Required

I have read and understand the above Eligibility Requirements.

Initials:

\_\_\_\_\_

SAMPLE

## Section II.

This is a binding agreement between you and the NCCC Association, Inc. This housing license is for the term specified below. It is a revocable license that gives you the right to share a suite and to have a bedroom in the residence hall owned and operated by the North Country Community College Association, Inc (herein "NCCCA" or "NCCC Association"). This license will be in effect as long as you remain eligible for housing and are a student at North Country Community College (herein the "College") as determined by the College's Registrar.

Residents must adhere to the terms of this license, all the College's rules and regulations, the Residence Hall Handbook, and to any amendments thereof issued by NCCC Association or the College. This information may be found at:  
<https://www.nccc.edu/housing/>

To be eligible to reside within campus housing, you must either pay the applicable room charge for that semester to the College or submit a College-approved payment plan by the advertised deadline. All housing payments shall be paid to the College as noted on the Student Bill. **The Housing Rate is billed by semester at a standard single rate, a premium single rate, or a double rate plus a Meal Plan of the student's choosing. THIS HOUSING LICENSE IS A TWO SEMESER BINDING CONTRACT ending in May 2026 on the day of Commencement.** You will be asked to rank your preference for room assignment at the bottom of this License.

- Standard Single: \$3710/Semester
- Premium Single: \$3970/semester
- Double Room: \$2670/semester

For the 2025 – 2026 academic year, the NCCCA has made changes and adjustments to the Meal Plan options and requests that you select your preferred meal plan at the bottom of this license. Please note that you will have the opportunity to update/change your meal plan during the first two weeks of the fall and spring semesters by contacting the Billing and Administrative Coordinator.

- Weekday Meal Plan: 15 Meals a week, Monday – Friday: \$2085.00/Semester
  - 5 Continental Breakfasts
  - 5 Hot Lunches
  - 5 Hot Dinners
- Residential Meal Plan: 19 Meals a Week, Sunday – Saturday: \$2285.00/Semester
  - 5 Continental Breakfasts
  - 5 Hot Lunches
  - 7 Hot Dinners
  - 2 Weekend Brunches
- Residential PLUS Meal Plan: 19 Meals a Week, PLUS Flex Dollars, Sunday – Saturday
  - All of the meal listed in the Residential Plan PLUS take out containers and Flex Dollars
  - Residential PLUS Meal Plan A: \$100 in flex: \$2385.00/Semester
  - Residential PLUS Meal Plan B: \$200 in flex: \$2485.00/Semester
  - Residential PLUS Meal Plan C: \$300 in flex: \$2585.00/Semester

## DEFINITION OF TERMS:

- Residence Halls: Includes all interior and exterior spaces of the NCCC Association Residence Hall Property (e.g., Saints Community Centers, parking lots, and common spaces) to be controlled by the License.
- Suite: Includes all spaces within the 4-bedroom suite (e.g., gully kitchen, common space, bathrooms) to be controlled by the License.
- Bedroom (or Room): The specific area assigned to a student within the suite. Bedrooms are currently designated as (1) standard single or (2) premium single or (3) double room.
- Room Assignment: The actual bedroom and suite assigned to the resident, and for which the resident is responsible.

## LICENSE:

NCCC Association hereby licenses to you the right to occupy a portion of the Residence Hall, subject to the terms and conditions of this Housing License and the policies, procedures, codes of conduct, and rules and regulations of the College and NCCC Association, which may be amended from time to time. The portion of the residence hall licensed to you shall consist of the exclusive use and occupancy of a single room. Placement decisions are at the discretion of the Residence Life & Housing Professional Staff, including but not limited to the Residence Hall Director and the Billing and Admin Coordinator. If offered a space in a double occupancy room at the residence halls for the Fall 2025 or Spring 2026 semester and change your request via writing, stating that you do not wish to reside in the assigned double occupancy space, you will be removed from the space, and placed on the waitlist until a single occupancy room becomes available. Common spaces or other public areas within the Residence Hall may be used by the residents of the building, but ownership and occupancy rights are retained by NCCC Association.

## TERM:

The right to occupancy within the NCCC Association Residence Halls shall commence upon receipt of your residence hall key and shall terminate upon the conclusion of the College's spring final examination period for non-graduating students and following the College's commencement ceremony for graduating students unless sooner terminated as provided herein. For students not returning for the Spring semester, all personal items must be removed from the Residence Halls no later than the last day of scheduled exams in December.

Except for students who have received written approval for break housing, the residence halls will be closed during Winter Break and Spring Break, and students must vacate the residence hall during these periods. The specific dates for these breaks and dates for move-in and out will be determined by the College's academic calendar. **Break Housing will only be offered for Thanksgiving and a separate Break Housing Agreement is required.** Note that there may be a fee associated with Break Housing, please see the current Break Housing Agreement for specific information.

### Section III.

#### **AGREEMENT CONSTITUTES A LICENSE:**

NCCC Association and you acknowledge and agree that this Housing License and the license granted hereunder constitutes a revocable license and not a lease, and that nothing contained in this Housing License creates a landlord-tenant relationship. As a resident entering into a license and not a lease, you understand and acknowledge that the rights or protections afforded to lessees or tenants under the laws of the State of New York are **not** afforded to you. You are **strongly encouraged** to seek legal counsel with respect to this license before signing it. If a student is under the age of 18 at the time of completing the Housing License, a parent signature is required on this Housing License. Once a student is 18 years of age or older, responsibilities and all communications regarding Residence Life and Housing will take place with the registered student via their NCCC e-mail and no longer with the parent or guardian.

#### **Use of Premises:**

You understand and agree that the room is licensed for residential use only. You shall not use the room as a business, nor shall you conduct any business activities anywhere in the room, suite or on the grounds of the residential community. Conducting business activities includes- but is not limited- to using the living unit address as a mailing address for business related activities and functions, and hosting of websites. You additionally understand and agree to not permit the room to be used for illegal purposes, nor to engage in illegal acts in the room or upon the grounds of the residential community. At no time will any member of the Residence Life & Housing staff permit an individual, including parents/guardians, into a space of the Residence Halls in which they are not assigned to.

#### **LICENSE TERMINATION:**

The College and NCCC Association, at their sole discretion, reserve the right not to renew or continue this Housing License for any subsequent periods. NCCC Association may exercise any and all rights it may have under this Housing License and under applicable laws in the event that you fail to vacate the room and the residence hall upon such termination.

NCCC Association may administratively terminate this Housing License and require you to vacate the residence hall by giving written notice to vacate for any of the following reasons:

- a) You are or become ineligible to be a resident.
- b) You fail, for any reason, to comply with any provision of this Housing License, Residence Hall Handbook or any rule/regulation established at any time by NCCC Association or the College.
- c) If NCCC Association or the College, in their sole discretion, deem such termination necessary or advisable
- d) If you are sanctioned to be removed from housing as part of the Student Conduct process.

The NCCC Association may terminate this license, revoke a student's right to reside in the residence halls and take possession of his/her room if at any time a resident (or their guest) violates any rules set forth in the Residence Life Handbook and/or NCCC Student Code of Conduct, or any policies and conditions recited in this license. Upon such termination, the student may not be a guest of any other resident.

## Section IV.

### **ADDITIONAL FEES:**

You shall pay a charge of \$40.00 for any payment returned for insufficient funds or which otherwise fails to clear the issuing bank. Such charges shall be due and payable immediately upon notification to you of each such instance and shall be in addition to any late charges assessed. Additional fees, including but not limited to insufficient funds fees, lock-out fees, key/card replacement fees, cancellation fees, damage fees, storage fees, etc. will be billed by NCCC Association onto the Student Account. Payments received will first be applied to any outstanding charges incurred by you or on your behalf, prior to applying payment to the current license fee payment due. See Business Office for policy details and Payment Plan options.

### **COLLECTION COST FEES:**

You accept liability for any collection costs as a result of failure to pay, including without limitation, collection agency fees, court costs and attorney's fees. You agree that if your payment includes approved financial aid, you will be fully obligated to pay the balance of any balance as a result of financial aid that does not materialize or for which the student is deemed ineligible (as a result of withdrawals, drops, failure to meet academic progress or other reasons). See the Billing Disclosure and Authorization Form for more details.

### **MEAL PLAN:**

Students living in campus housing are required to purchase a minimum of a Weekday meal plan. Payment for the meal plans shall be payable at the time housing rates are paid.

**HOUSING AND MEAL PLAN REFUND POLICY:** Requests to be released from the terms of the Housing Contract and receive a refund for housing costs must be made in writing. If you withdraw from the College, you will be charged fees for housing and meals according to the following schedule:

- Prior to the first day of classes: A daily rate of \$35 will be charged
- During the first week of classes: A daily rate of \$50 will be charged
- During the second week of classes: 75% refund
- During the third week of classes: 50% refund •
- During the fourth week of classes: 25%
- After the fourth week of classes: 0%

If this Housing License is administratively terminated as described in the earlier section you will not be entitled to a refund of residence hall charges, and/or meal charges.

If you occupy the space and vacate prior to classes beginning and you are not taking classes during that term, you will be charged a daily prorated amount of \$35/day for the time you had your key as well as your belongings in the space occupied as per the NCCC Association Refund Policy.

## **CANCELLATION POLICY:**

Continuing students and new incoming students who wish to cancel their Housing License must submit their cancellation request in writing to [reslife@nccc.edu](mailto:reslife@nccc.edu) by August 1, 2025, for the Fall semester and by December 1, 2025, for the Spring semester. Please refer to the Refund Policy in the Housing License.

Students may terminate their Housing License for the following reasons:

- December graduation
- Military service
- Medical withdrawal via the College
- Transferring to another college after one Fall semester
- Loss of Financial Aid or other documentable financial hardship: documentation supporting these hardships need to be submitted for review with the Petition for Release from Housing

If you remain enrolled for the spring semester, you will be held liable for spring room and meal charges. In the event, that you are registered solely for remote or distance learning courses via North Country Community College, you will still be responsible for all costs associated with on-campus housing and meal plan.

If you graduate in December but enroll in the spring semester, the Housing License will still be in effect. You may be released from your obligation under this license only with the written permission of the NCCCA Executive Director or designee. All requests for release must be submitted via the **Petition for Release from Housing License Form** available from the NCCC Association, with sufficient documentation outlining your rationale for your petition.

Once received, a decision will be rendered within fifteen (15) business days, and communicated to you via your NCCC student email account.

### **HOLDS:**

Failure to pay all Housing License fees, meal charges, other fees, charges, and other amounts due will result in a hold placed on your College Student Account.

## **Section V.**

### **RESIDENCE LIFE POLICIES AND CONDITIONS OF OCCUPANCY:**

At the discretion of the Residence Hall Director, Billing & Admin Coordinator or the Executive Director, any student requesting housing may be subject to a criminal background check prior to or after being accepted to live in the Residence Halls. By signing this License Agreement, the resident authorizes the criminal background check to be done.

NCCC Association understands and respects the student's right to privacy, however, when health, safety, sanitary, repair, or emergency maintenance issues arise, the NCCC Association and the College reserves the right to enter and inspect any room and make repairs where necessary without prior notice. NCCC Association is entitled to enter and inspect residence hall rooms at any time to protect the health and safety of all students,

and to ensure the maintenance and sanitation of such rooms. NCCC Association shall endeavor (but not be required) to post notice of any general room inspection at least twenty-four (24) hours beforehand. In addition, NCCC Association is entitled to enter and conduct an unannounced inspection of any residence hall room if it has reasonable cause to believe that illegal activity is, or may be, occurring in such room, that violation of any policies or conditions of occupancy either in this Housing License or contained in the Residence Life Handbook and/or Student Code of Conduct is or may be occurring therein, or in the case of an emergency.

No weapons of any kind shall be permitted in the Residence Halls as stated in the Residential Life Handbook and Student Code of Conduct. This includes items that are replicas or have been altered to appear as a real weapon, including BB guns and airsoft guns. No alcohol, marijuana, non-prescribed drugs, or drug paraphernalia is permitted in the residence hall or room. This includes but is not limited to hookahs, cloves, etc. Residents are responsible for any guests found in violation of this policy. No alcohol or tobacco-products are permitted, even for residents that are of the legal age. Residents may not be under the influence of drugs and/or alcohol in the Residence Halls. This policy includes the parking lots and outside grounds of the Residence Hall property.

No animals or pets of any kind are permitted in the Residence Halls except for certified service animals under the Americans with Disabilities Act and Federal Fair Housing Act. Any prospective resident may request additional information related to service animals by contacting the Director of Residence Life & Housing, Executive Director of the NCCC Association or designee for more information. Emotional Support Animals are not permitted.

## **Section VI.**

### **LOSS OR DAMAGE:**

Students are responsible for the daily care and cleaning of their rooms and suites. Failure to keep the common areas in the suite clean may result in all occupants of the suite being charged for cleaning of these areas. Students are responsible for keeping suites and bedrooms clean and free from insect infestation (e.g. ants, cockroaches, bedbugs, crickets, etc.) and are responsible for pest control costs if needed. All suites and rooms will be checked at each break closing, and any that possess a health hazard or are not cleaned so that a new occupant can move in will be cleaned, and all current residents will be charged for the cleaning.

Each Student must complete and sign a **Room Condition Report** provided by the NCCC Association within 24 hours of occupying any room; either an original assignment or following a room change. This form, when countersigned by the NCCC Association, is the basis for assessment of any damage and/or loss attributable to the student at the termination of occupancy. Failure to complete, sign, and return the form will result in the student's assumption of responsibility for any damages evident in the room and does not absolve the student of damage costs.

Students residing in a room are jointly and individually responsible for the furniture and condition of the room and suite. Students will be charged for damages and will be expected to promptly and fully pay for any and all such damages. Students who fail to respond to notices of fire safety violations will be fined for these violations. Fines are determined by the NCCC Association and/or the Saranac Lake Fire Chief.

The College, the NCCC Association, their agents, and any affiliated entities or individuals

shall not be liable, directly or indirectly, for- and you agree to hold them harmless from- any loss or damage to any article of personal property or vehicle anywhere on the premises or on College property caused by fire, water, steam, the elements, insufficient heat, loss, surges of electricity, the actions of third persons, or any other acts of nature resulting in the interruption of service or damage to personal belongings. Additionally, students who cause damage beyond normal wear and tear in the Residence Halls or who fail to notify a member of the NCCC Association of repairs that may lead to additional damages, including major structural damage, will be held financially accountable for all damages caused. If a determination cannot be made as to which resident is responsible, all residents sharing the common area(s) will be charged on a pro rata basis. Students are responsible for all damage costs.

Residents will be held financially responsible for acts of negligence or intent that result in damage to NCCCA property and/or the personal property of others.

Students will be billed for the cost of re-keying a door. Key(s) returned at check-out which are not the same keys issued at move-in will also necessitate the re-keying of the door with an assessment of charges to the student responsible. All keys remain the property of the NCCC Association. Duplication is strictly prohibited. Please see the Residence Hall Student Handbook for additional information.

Mail and items shipped by common carrier will be accepted by Residence Life & Housing as a courtesy to students. Residence Life & Housing and NCCC Association do not accept liability for damage or loss (even as a result of negligence) of any such article. Mail and package service will be limited to Monday through Friday, and will be limited during NCCC break periods, and NCCC holidays. The student is responsible for providing a forwarding address to senders upon leaving Residence Halls, as USPS will not forward mail. Any mail received after a student has left will be returned to sender.

A list of items most commonly billed, and the cost is available upon request.

## **Section VII.**

### **ABANDONED PROPERTY POLICY AND FAILURE TO VACATE:**

Any personal property that remains in a room upon termination of the license shall be deemed abandoned and may be disposed of by NCCC Association at its sole discretion after 15 days following termination of the license. NCCC Association may, at its discretion, make efforts to notify the student and/or the student's parent(s) and/or guardian(s) that property has been found in the room. Neither NCCC Association, the College, nor their agents or contractors, assume any responsibility for such property at any time, regardless of any course of action taken. A fee of \$300 will be charged to student's accounts whose abandoned property needs to be stored and/or removed. For those who do not claim their belongings by the published deadline and inform the Residence Life & Housing staff they will be coming to claim their personal items, a daily charge of \$35/day will be charged for the space that is occupied prior to the start of a semester, and \$50 per day once classes begin, these charges shall be cumulative in nature.

If you fail to vacate the room and the residence hall at the end of the Housing License term or earlier date of termination of the Housing License, in addition to all other remedies available to NCCC Association, the student will be sent through the Student Conduct Process.

Students are required to move out of their rooms at the end of the semester if they are not registered for the spring semester. Students who do not remove their belongings at the end

of the semester and are not registered for the spring semester may have their belongings discarded or recycled and will be financially responsible for the cost of doing so.

**CONTACT PERMISSION:**

A FERPA release of student information form is required to be on file upon check in. NCCC's Missing Person Policy requires us to collect an emergency contact for every resident. This information will also be collected upon check-in at the Residence Halls.

**INSURANCE:**

Any insurance carried by NCCC Association does not cover you or your guests, your personal property, or the personal property of your guests. It is **highly** recommended that you obtain and maintain **health AND renter's equivalent type insurance**. You acknowledge that NCCC Association does not have any responsibility for any costs, fees, or other charges- financial or otherwise- for medical services or care for you.

**Section VIII.**

**ENFORCEMENT PROCEDURE AND POLICY:**

NCCC Association and College staff are delegated the responsibility to take the actions necessary to ensure the health, safety, and welfare of the residents. Responsibility for interpretations of the residence hall rules and their enforcement is solely that of the Director of Residence Life & Housing, the Executive Director of the NCCC Association and the Professional Residence Life staff. It is understood and agreed that you accept and agree to the rules of the Housing License herein and that you are responsible for adherence to all policies specified in the Student Code of Conduct and Residence Life & Housing Student Handbook.

If you fail to observe any of the terms and conditions of this Housing License, you forfeit your right to reside in the residence hall and may be subject to disciplinary action according to the rules and regulations of the College and NCCC Association. NCCC Association and designees and/or the College reserves the right to remove any student from his/her residence hall room in accordance with the Student Code of Conduct and the Residence Life & Housing Student Handbook.

**SEVERABILITY CLAUSE:**

If any provision of this Housing License or portion of such provisions is held to be invalid, the remainder of this Housing License shall not be affected.

**AMENDMENTS AND MODIFICATIONS:**

You understand that any modifications, changes, additions, or deletions of the terms of this Housing License must be signed by both you and NCCC Association to be effective and binding.

**GOVERNING LAW:**

This Housing License shall be governed by and construed in accordance with the laws of the State of New York, without regard to principles of conflicts of law. All disputes shall only be resolved in the Supreme Court of Essex or Franklin Counties of New York State.

**FORCE MAJEURE:**

In the event NCCC Association is unable to perform its obligations hereunder, or if such performance is hampered, interrupted, or rendered impossible, hazardous or interfered with by reason of fire, casualty, lockout, act(s) of God or nature, riots, strikes, labor difficulties, pandemic, epidemics, any act or order of any public authority, administrative or judicial regulations, order or decree or by any local or national governmental or police

authority of an emergency, or any other cause or event beyond such NCCC Association's control, the NCCC Association shall be excused from performance of this License Agreement and will not have any liability in connection herewith.

**NOTICES:**

To be effective, all notices and other communications to the resident under this Agreement shall be in writing and sent to the intended recipient by personal delivery or by registered or certified mail, return receipt requested, at his or her address first set forth below. All notices and other communications to NCCC Association under this Agreement shall be in writing and personally delivered to the Office of Residence Life & Housing or sent by registered or certified mail, return receipt requested to NCCC Association, 23 Santanoni Ave. Saranac Lake, NY 12983. Each party may change their address for receipt of notice by giving notice of such change to each of the other parties pursuant to this paragraph. Notice will be deemed given immediately upon personal delivery, or three business days following the date on which such notice is mailed in accordance with this paragraph.

**COUNTERPART EXECUTION:**

This Housing License may be executed in two or more counterparts, each of which shall be deemed an original, but all of which together shall constitute but one and the same instrument. Each party may execute this Housing License by any electronic method, and such electronic signature shall constitute an original signature.

**IN WITNESS WHEREOF**, you and NCCC Association have caused this Housing License to be duly executed as of the date you receive acceptance of your Housing License and room assignment **for the full academic year (Fall 2025 and Spring 2026)** from the NCCC Association.

**Section IX**

The signature(s) below confirm that the Resident (student) and Co-signor agree to the terms and conditions of this legally binding Housing License.

First Name

Last Name

Date of Birth      Please  
verify contact information:

Personal Email Address

Phone Number

Mailing Address

SAMPLE