



# NORTHWEST TECH

HOUSING HANDBOOK

2016-2017

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## I. Introduction to Campus Housing

Welcome to Campus Housing!

We look forward to having you as a resident at Northwest Tech. We hope that you have a great college experience.

While living in the Village, you will be within walking distance of the Keirns Fitness Center, where intramural activities are held. Your participation in these activities will help you become acquainted with other students on campus. You will be close to your department, and you will also find that you are close to all of the campus “happenings”.

The unit you are assigned to will be your home for 9, 10, or 11 months, depending upon the program in which you are enrolled. We encourage you to decorate, arrange, and make the unit “a home away from home” for this period of time. (If moving any college property out of room, you must make arrangements with staff.)

Your mailing address while you are here will be:

**NWKTC**  
**ATTN: Student Name**  
**1209 Harrison St**  
**Goodland, KS 67735**

**\*Packages/mail can be picked up in the Business Office**

If you need any assistance, the Village Manager is available to assist you. Feel free to visit with the manager. You may call the Housing Director at: **785-821-2578**.

### **A. Notice of Nondiscrimination**

Northwest Tech does not discriminate on the basis of race, color, national origin, religion, age, disability, or sex. Accusations concerning sexual discrimination, sexual harassment, and age discrimination should be referred to the TITLE IX COORDINATOR/AGE ACT COORDINATOR, Vice President of Student Affairs at 785-890-3641. Accusations based on disability or race, color, or national origin should be referred to SECTION 504 COORDINATOR/ADA COORDINATOR/TITLE VI COORDINATOR, College Counselor, located at 1209 Harrison (785-890-3641).

### **B. Accommodations, Adjustments, or Aids to Students with Disabilities**

Northwest Kansas Technical College provides and coordinates services to students with disabilities in order to accommodate their disability and promote equal access to educational opportunities. Information regarding accommodations for students with disabilities is available from the Section 504 Coordinator/ ADA Coordinator/Title VI Coordinator, College Counselor, who is located in the Administration Building at 1209 Harrison, Goodland, Kansas 67735 (785-890-3641). Accommodations are provided on an individualized, as needed basis, after the student requests assistance. Students requesting assistance are encouraged to complete an intake interview with the 504 Coordinator.

It is the responsibility of the student requesting the accommodation to have current documentation from an appropriate diagnostician (e.g., physician, psychologist, or past educational organization) regarding the nature of his or her disability and the need for any requested academic adjustment or auxiliary aids. If a student does not request an accommodation, NORTHWEST TECH is not obligated to provide one.

Upon receiving a request for assistance, the Coordinator will respond by granting or denying the request of assistance after meeting with the student to discuss the request, the student's history and experiences and reviewing the documentation provided by the student. The college may request a separate evaluation at the college's expense. Upon granting the request, the Section 504 Coordinator will:

1. Prepare a written document, signed by the Coordinator and student, which specifically list the request(s) and how the college will provide the accommodations, adjustment, or aid to the student with the disability.
2. Forward a written notice of specific accommodations and adjustments to the faculty who teach the student. Any questions regarding these instructions will be directed to the 504 Coordinator.

Upon denial of the request, the Section 504 Coordinator will:

1. Prepare a written document explaining the reason(s) of the denied request and forwarding that recommendation to the College President for a final decision by the President within 10 college days.
2. Meet with the student to inform him/her of the President's decision and give a copy of the above mentioned document to the student.
3. Explain to the student that if they do not agree with the President's decision, the option to appeal is available to them by following the Student Discrimination Action Procedure beginning with step 6.

08/11/16

## **II. Rules & Regulations**

### **A. Rent (if paying monthly)**

Residents are to pay their rent (per the appropriate housing contract) by the 1st of each month. You may also pay rent in full by the year or pay one-half of the fee each semester.

- Residents who have accrued delinquent accounts may be subject to expulsion from housing.

Letting students back into their room:

- The Housing Director can let the student into their room up to 3 times. Having to repeatedly let a student in will come with a \$5 charge.
- If a student loses their key(s) to their room, the Housing Director will replace their key with a \$10 charge per time to cover costs.

## B. Cleanliness/Damage

- Residents must keep their bedroom, bathroom, and living room clean and presentable at all times.
- Cleaning supplies and a vacuum sweeper may be checked out from the manager.
- Residents must leave their unit in the same condition as when they moved in. Northwest Tech will have each unit cleaned upon a student's departure. A fee will be deducted from your damage deposit for cleaning.
- Residents must report immediately any and all repairs that need to be made to the Housing Manager by completing the Student Housing Repair/Maintenance Request Form (last page of this handbook).
- Northwest Tech staff has the right to conduct unannounced inspections of any unit without the resident present. An inspection team will be composed of one or more of the following individuals:
  - Housing Director
  - Dean of Students
  - Faculty Member
  - Student Services Staff

## C. Personal Items

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

## D. Prohibited Items

- No cooking or heating units except microwaves are allowed in Village I or Maverick Suites. NO HOT PLATES or SPACE HEATERS.
- No HOT PLATES, SPACE HEATERS, refrigerators, and/or freezers are allowed in Village II, III or Maverick House except for what is already provided by the college.
- No BBQ Grills.
- No outside dish or satellite receiver for television reception.
- No possession of firearms, explosives, or other dangerous instruments.
- No pets or animals of any kind.
- No weapons, alcohol (including EMPTY ORNAMENTAL BOTTLES and related items), fighting, illegal drugs, harassment/threats, theft, behavioral problems, and noise violations are allowed. They will be dealt with according to the Disciplinary Guidelines of the Village Student Housing Handbook and in the College Catalog.
- No burning of incense, candles or any other item exposing an open flame.

## E. Visitors

- Visitors of the opposite sex must observe visiting hours:
  - Sunday - Saturday 11 a.m. – 12 a.m.
- Resident must be present during a guest's visit.
- Visitors must conduct themselves in an appropriate manner, respecting the rights of residents.
- For any overnight guests, residents must receive approval from the Housing Director. (Only same gender guests permitted). Disciplinary guidelines for breaking this policy are explained in the Housing Handbook.
- Residents must pay for any damages done to their unit by themselves or guests. Only the college staff will perform repairs.

### **STUDENTS MAY NOT MAKE COPIES OF ROOM KEYS!**

- No guest under the age of 18, unless accompanied by parent, shall be in a housing unit or parking lot adjacent to the housing units, without first obtaining permission from the Housing Director.
- No resident shall allow any persons under the age of 16 in a dorm room between the hours of 6PM and 6AM. This is waived if the minor is accompanied by their parents or by a sibling over the age of 18. Nothing in this policy shall supersede any policy preventing over-night guests of any age without expressed consent from the Housing Director

## F. Smoking

KSA 21-4009 to KSA 21-40-4011 of the State of Kansas prohibits persons from smoking/tobacco use in public places and public meetings. Northwest Tech as required by said law, has developed the following institutional plan for its facilities on campus. Any tobacco usage or smoking on campus by student, visitors, and employed personnel shall be regulated on all college property as directed by the previously mentioned statutes. It is hereby understood that there shall be no smoking (cigarettes, pipes or cigars) or chewing on any college property. No smoking will be permitted in college vehicles.

## G. Parking

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

## H. Damage/Cleaning Deposit

- In an effort to clarify the rights of a student renting a housing unit from Northwest Tech, the following policy has been established:
- Damage/cleaning deposit will be \$200.00 per student.
- Housing residents have paid \$130.00 for internet access, \$100 laundry fee, and \$45 cleaning fee. These fees are non-refundable.
- It is the responsibility of the student(s) renting a Housing unit to inspect the unit and notify the Northwest Tech staff as to the condition of their unit before moving in. This is extremely important in the event of a student moving into a unit that is already occupied. Any damage to a unit that is not reported to Northwest Tech before a student moves in will be charged equally to the occupants of that unit.
- If one student moves out of a unit, it is the responsibility of the remaining student(s) to notify the Northwest Tech designated agent as to the condition, damage/cleaning of the unit that should be billed to the student(s) leaving. If no notification is

given to the NorthwestTech about conditions such as damage/cleaning, then it shall be deemed the remaining student(s) responsibility to pay for damage/cleaning.

- In order to receive a full refund of the damage/cleaning deposit; your unit needs to be in the same condition as when you moved in. This includes, but is not limited to, cleaning the toilets, cleaning showers, scrubbing floors, disposing of trash, etc. and in Village II, Village III, and the Maverick House—cleaning the refrigerator and stove.
- In the event that the damage/cleaning deposit does not cover the costs of cleaning and repairs, renters will be charged the costs that exceed the \$200 damage/cleaning deposit.
- If during the contract period damage occurs to the unit, these costs will be billed to the student renter(s). Bills for damage while the unit is occupied are to be paid immediately and not to be considered a part of the damage/cleaning deposit.
- Northwest Tech staff will be available to let a student into his/her room if they lock themselves out. If a student loses a key and needs another copy a ten dollar fee will be administered.

The damage/cleaning deposit will not be refunded until the unit has been cleaned, keys returned, all repairs exceeding normal wear have been determined and the check-out sheet has been signed and turned into the Business Office.

### III. Facilities

#### A. Cafeteria

- 17 meals per week are included in dorm costs for students living in college housing
- Maverick Dining Service Hours

##### **MONDAY - FRIDAY**

Breakfast:	6:30 am - 9:30 am
Continental Breakfast:	9:30 am - 10:15 am
Lunch:	11:30 am - 1:00 pm
Dinner:	5:00 pm - 6:30 pm

##### **SATURDAY & SUNDAY**

Brunch:	11:00am - 12:30pm
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- Casual Meal Rates

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

- For more information on our cafeteria please visit: [nwktc.edu/campus/food-service/](http://nwktc.edu/campus/food-service/)

#### B. Laundry

- Residents are charged \$100 per year to use the laundry facilities. It is the user's responsibility to keep the laundry room clean.
- The laundry room is open 24 hours, 7 days a week.

#### C. Fitness Center

- Students will be required to show ID when entering the Fitness Center.

## IV. Emergency Procedures

### A. Unit or Apartment

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

### B. Tornado

- Village I, Village II, Honors Village III, & Maverick House:
  - Proceed to the Student Union basement for shelter when the emergency warning siren is activated or a tornado is sighted.
- Maverick Suites:
  - Proceed to (Shiraz basement during business hours only)

### C. Disciplinary Guidelines

#### \*\*Weapons:

1st offense:

Dismissal from the Village.

\*May include suspension from college.

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

1st offense:

Village probation, 20 hours of community service or \$75 and possible referral to College Counselor.

2nd offense:

Dismissal from village.

\*May include suspension from college.

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

1st offense:

Village probation, 20 hours of community service or \$75 and possible referral to College Counselor.

2nd offense:

Dismissal from village.

\*May include possible short term suspension from college.

#### **Fighting:**

1st offense:

Probation in the housing unit or fine

\*May include possible suspension from college.

2nd offense:

Dismissal from village.

\*May include suspension from college.

#### **Drugs:**

1st offense:

Village probation, community service or fine.

\*May be dismissed from housing, or the College

**2nd offense:**

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

**Smoking/Tobacco:****1st offense:**

If smoking in room, student will be assessed \$100 to cover costs to return room back to a non-smoking unit.

If smoking on grounds, student will be given a 4-hour community service sentence (picking up garbage, cigarette butts, pulling weeds, etc.).

**Harassment/Threats:****1st offense:**

Verbal reprimand, probation, and/or dismissal from housing. Each case will be reviewed on an individual basis.

\*May include suspension from college.

**Theft:**

1st offense: If found guilty, possible dismissal from housing. Restitution and/or return of goods. Police charges may result from the incident if victim wants to press charges.

\*May include possible short-term suspension from college.

**Behavior Problems:****1st offense:**

Depending on the situation actions may include verbal reprimand, counseling, community service, moving to another area of the village, probation in the village, dismissal from the village.

\*May include possible short-term suspension from college.

**Parties:****1st offense:**

If hosting a party on campus, there will be a \$100 fine.

**2nd offense:**

If hosting a party on campus, you will be dismissed from housing permanently.

**Noise Violation:****1st offense:**

Verbal warning

**2nd offense:**

Written warning

**3rd offense:**

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



**Housekeeping/Sanitation/Guest Violation:**

1st offense:

Written violation - will re-check in 24 hours

2nd offense:

\$10 fine - meeting with Housing Director and Dean of Students

3rd offense:

\$10 fine - meeting with Housing Director and Dean of Students.

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

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

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

The offender being dismissed from the Village has 48 hours to move out after being notified.

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

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

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

**Firearms/Weapons Possession**

Possession of firearms, firing, displaying, or threatening use of firearms, explosives, or other weapons on the college premises for any purpose is unlawful. To the extent allowed by law and except as otherwise provided herein, the campus of NORTHWEST TECH shall be weapons-free. Main entrances to the campus shall be posted in accordance with K.S.A. 2007 Supp. 75-7c10, 75-7c11, K.A.R. 16-11-7, K.S.A. 21-4218 and K.A.R. 1-49-11, and amendments thereto. Additional signs may be posted as appropriate.

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

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

1. Any object or device which will, is designed to, or may be readily converted to expel bullet, shot or shell by the action of an explosive or other propellant; any handgun, pistol, revolver, rifle, shotgun or other firearm of any nature, including concealed weapons licensed pursuant to the Personal and Family Protection Act, and amendments thereto;
2. any BB gun, pellet gun, air/C'02 gun, stun gun or blow gun;
3. any explosive, incendiary or poison gas (A) bomb, (B) mine, (C) grenade, (D) rocket having a propellant charge of more than four ounces, or (E) missile having an explosive or incendiary charge of more than 1/4 ounce;
4. any incendiary or explosive material, liquid, solid or mixture equipped with a fuse, wick or other detonating device;
5. any tear gas bomb or smoke bomb; however, personal self-defense items containing mace or pepper spray shall not be deemed to be a weapon for the purpose of this policy;
6. any knife, commonly referred to as a switch-blade, which has a blade that opens automatically by hand pressure applied to a button, spring or other device in the handle of the knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward or centrifugal thrust or movement;
7. any straight-blade knife or four inches or more such as a dagger, dirk, dangerous knife or stiletto; except that an ordinary pocket knife or culinary knife used solely in kitchens and dining rooms in the preparation of meals, with a blade no more than four inches in length, shall not be construed to be a weapon for the purposes of this policy;
8. any martial arts weapon such as nun chucks or throwing stars; or
9. any longbow, crossbow and arrows.

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

IMPORTANT PHONE NUMBERS

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

Frequently Used Numbers:

Name	Number
_____	_____
_____	_____
_____	_____
_____	_____

## VI. Miscellaneous

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

Immunization Requirements for All Students Meningitis: To reduce the spread of bacterial meningitis among the student population, the Kansas Board of Regents requires all incoming students residing in on campus housing to be vaccinated for meningitis or to sign a waiver indicating that they refuse to receive the vaccine. Non-compliant students will be placed on administrative hold following the first week of classes and remain on administrative hold until the compliance is documented

with the Admissions Office. Students will be unable to enroll for the following semester until the hold is released. Northwest Tech encourages all students to consider vaccination as well as to become knowledgeable about meningitis and its symptoms in order to reduce their personal risk. The vaccine is available at the Sherman County Health Department or Goodland Regional Medical Center.

### VII. Forms

#### A. Student Housing Repair/Maintenance Request Form

Northwest Kansas Technical College

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

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

Repair(s) needed:

\_\_\_\_\_  
\_\_\_\_\_

Maintenance Needed:

\_\_\_\_\_  
\_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**OFFICE USE ONLY**

Date received by Housing Director \_\_\_\_\_

Person(s) responsible for performing needed repairs \_\_\_\_\_

Person(s) responsible for payment of repairs \_\_\_\_\_

Signature (if needed) \_\_\_\_\_

Date of completed repair \_\_\_\_\_

Signature of person completing repair \_\_\_\_\_

Signature of Housing Director \_\_\_\_\_ Date \_\_\_\_\_

08/11/16

**B. Housing Handbook Agreement Form**

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Apartment Unit & Room #

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