



# Application for Residency

Date: \_\_\_\_\_

A#: \_\_\_\_\_

Applicant Name: \_\_\_\_\_  
Last First Middle

Educational Status: (FR, SO, JR, SR, Etc.) \_\_\_\_\_ Date of Birth: \_\_\_/\_\_\_/\_\_\_ Gender: M \_\_\_ / F \_\_\_

Mailing Address: Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Name of Parent(s) or Guardian(s): \_\_\_\_\_

Address: Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Emergency Contact: Name: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Relation: \_\_\_\_\_

Do you have any physical conditions that we should know about that would help with room assignments? \_\_\_\_\_

Is there a person with whom you would like to share a room? \_\_\_\_\_

**By signing below, I hereby affirm that the information I have provided is accurate. This is only an application and does not guarantee or reserve a space. I understand that providing false information will result in the cancellation of my application.**

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Resident Initials \_\_\_\_\_ Guarantor Initials \_\_\_\_\_



## Community Covenant

While WH does not require that residents follow the Christian faith, we do expect residents and staff to live in peace with one another. We expect everyone to show compassion and kindness toward one another. We expect everyone to treat one another with great respect. We expect everyone to follow the rules and guidelines of Tyler Junior College for living on campus.

For community life to work well, residents should participate in community activities. WH will offer opportunities for retreat, worship, Bible study, prayer, service and missions. Our hope is to provide an atmosphere of mutual support and accountability in which students may deal with the spiritual, intellectual, and social challenges of college life.

Residents must:

- Attend scheduled residential meetings and **the Orientation Retreat**. All times and dates will be announced in advance.  
*\*For excused absences, residents must secure written permission from the director in advance.*
- Follow WH and TJC rules – This includes absolutely no use or possession of alcohol, drugs, firearms, fireworks, weapons, or paint guns on WH property or at WH events.
- Act as stewards of the WH building by cleaning up after yourself and putting trash in its proper place.
- Provide hospitality for the larger community and welcome guests to the WH during set visitation hours only.  
*\*All guests must sign-in at the WH entrances. Residents are responsible for the behavior of their guests. Overnight guests are permitted with advance approval from the WH director or assistant director. No sexual activity is allowed on the premises or at WH events.*
- Observe quiet hours. Quiet hours are strictly enforced.
- Be modest. Since WH is a co-ed, Christian-led community, residents are expected to be appropriately dressed outside their own rooms. This means no exposure of undergarments or the body parts they are designed to conceal.
- Maintain and clean rooms regularly. Residents are responsible for cleaning, sweeping, and mopping their own rooms. Any unsealed or open food of any kind must be disposed of in the courtyard trash and NOT in rooms. Rooms may be inspected at the staff's discretion. Upon checkout, residents must clean their rooms thoroughly for a deposit refund. Details for cleaning will be provided by the staff.
- Pay fees on time. See the residency contract for fee rates and payment schedules.

### FORMATION

Residents are expected and required to understand and abide by the Community Covenant and financial agreement. A detailed process of disciplinary action is included in the residency handbook.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Resident Initials \_\_\_\_\_ Guarantor Initials \_\_\_\_\_



# Housing Contract

## Fall 2022 – Spring 2023

### **YOU ARE SIGNING A LEGALLY BINDING CONTRACT**

1. **Parties and General Agreement:** WH ("WH") grants to Student ("Student") a license to occupy and use a room assigned to Student within WH as a temporary residence subject to the stated terms and conditions and during the dates set forth herein. This Contract is not a guarantee for a particular building or room within a particular WH. This Contract is not a lease and does not create a landlord/tenant relationship between the parties.  
Student's parent or legal guardian must sign this Contract and must make all payments to WH under this Contract if Student fails to do so. Parent or guardian, by signing this Contract, guarantees all payments required in this Contract and thus is referred to herein as "Guarantor." For purposes of this Contract, use of the term "Student" means Student and Guarantor, jointly and severally.  
In exchange for the payments set forth herein, WH agrees to provide a temporary residence for the dates set forth herein. Each Student is assigned to a two-person room with a shared bathroom.
2. **Contract Period:** The term of this contract is the 2022-2023 academic year (Fall and Spring). The contract period for Student residency begins with the official WH Opening date for the Fall semester, which is on August 20, 2022, and ends the day after Student's last final examination of the Spring semester. All WHs are closed during breaks established by TJC such as Thanksgiving Break, Winter Break, and Spring Break. During these non-occupancy periods, Students cannot live in the WH.
3. **Eligibility Requirements:** Student must be enrolled full-time in classes at TJC or UTT in at least 12 hours per semester. A Student not enrolled in classes will not be able to remain in a WH. Every Student must maintain **full-time student status, defined as enrolled in 12 hours per semester**, while living in WH. If a Student drops classes and falls below the required 12 semester hour enrollment status, they must inform the Business Administrator at WH and request a written waiver to continue living in a WH. If such a waiver is not requested, or is not granted, Student will not be allowed to remain in WH. **New Freshmen students must maintain an overall cumulative grade point average (GPA) of at least 2.0 for two consecutive semesters (Fall and Spring semesters of this contract year) to be eligible to live in WH. Returning Students must maintain a cumulative GPA of at least 2.0 every additional semester in order to continue to be eligible for housing and to remain in WH.** Registered sex offenders are not permitted to live in or be within the living areas of WH. A Student who has been removed from WH due to housing disciplinary action is not eligible to live in WH.
4. **Payments and Deposit:**
  - A. A two-person room with shared bathroom has a per semester cost of **\$2,700.00**. For a private room, the fee is an additional **\$1,200.00**.
  - B. All room and board charges must be paid in full before Student can move into the assigned WH room. Payment will be considered received if: (1) payment in full is made to Business Administrator (2) proof of Financial Aid awarded & accepted scholarships, grants, and loans is made available to the Business Administrator (3) a Payment Plan being established with Business Administrator in advance with a down payment of half the amount due.
  - C. A non-refundable fee of **\$100.00** is required at the time application is made. Then, once acceptance has been made, a **\$300.00** deposit is required to hold the space. This will be later be used as a damage deposit and is refundable if there are no damages, fees, or outstanding balances.
  - D. If Student fails to pay the amounts set forth herein by the fifth day after its due date, WH may terminate this Contract at its sole option and require Student to vacate the WH with three (3) days written notice.

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- E. If Student is suspended or dismissed from WH or TJC, or this Contract is cancelled by WH in accordance with the terms set forth herein, Student must pay all charges accrued and/or required under this Contract and has no right to a refund of any room and board payment.
- F. **Cancellation and Refunds: A Student who chooses not to move in or chooses to move out of WH will forfeit their deposit.**
- F. **Refund of Semester Payment:** Students who cancel their semester assignment in writing within one month prior to semester start will receive a refund of any money they have paid for the semester, except original Housing Application processing fee. If no notice is made, the deposit will be forfeited.

5. **Room Assignments:**

- A. When making WH assignments, WH gives equal consideration to all applicants without regard to race, creed, color, national origin, gender, age, disability, or veteran status. The Business Administrator reserves the right to assign and re-assign housing spaces at any time. Students may only change room assignments with the consent of the Business Administrator.
- B. Only the persons assigned by WH to Student's Room may reside there.
- C. Occupancy of assigned space is contingent upon the timely receipt of required fees and the return of a properly signed contract.

6. **Move-In Occupancy:**

- A. Student may move in on the first day of the Contract Period.
- B. If student fails to move in two days after classes begin, WH may terminate the contract and Student will be considered a "no show" and forfeit the assigned space unless Student makes prior written arrangements with the Business Administrator to move in on a later date.
- C. Occupancy of Student's room by Student shall constitute Student's confirmation that the room (including equipment, furniture, and fixtures) is clean, sanitary, and in good working order and condition at the time of occupancy. A Student is considered to occupy an assigned room when any part of the check-in procedure is completed (key access issued, completion of room inventory sheet, putting belongings in room, etc.).
- D. WH will close at 12:00 noon the last day of final exams in the Fall and Spring semesters.
- E. If Student plans to return to the same room in the Spring semester that Student used in the Fall semester, Student may leave Student's possessions in the room, but Student will not be able to live in or visit the room between semesters.
- F. When a Student checks into their assigned WH, they may be issued a temporary key to open the Hall entry door and a Student's assigned room. The temporary key will deactivate after one week (7 days) and the Student will be locked out. During the week the temporary card is active, the Student will get their TJC ID card coded at the Residential Life & Housing office or a location designated by the Residential Life & Housing office. The ID card will be used as their WH and room key. When the ID card is coded, the temporary key will be returned to Residential Life & Housing. Failure to return the temporary key will result in a \$25 charge being added to the Student's account. The temporary key and the Student's WH ID card should never be given to another person or left unsecured. Entry to WH through unauthorized areas or allowing unauthorized persons into the Hall will result in appropriate disciplinary action. Lost or misplaced keys should be immediately reported to the Residential Life & Housing and Campus Safety offices.

7. **Check-Out Procedure:**

- A. When a Student moves out of the WH, they must check-out with a member of the WH staff and remove all personal possessions from the room. Any items left in the assigned space after final check-out will be considered abandoned property and be thrown away by WH. When leaving, rooms and bathrooms must be cleaned. **Failure to clean the room and/or properly check-out with a staff member will result in a \$200 cleaning and a \$200 improper check-out fine(s) being added to the Student's account. The specific periods of check-in and check-out, as well as check-in and check-out instructions, are in the WH Handbook.**
- B. Student shall vacate Student's room by 12 noon the day following their last final examination during the Contract Period.
- C. If Student withdraws from WH during the Contract Period, Student must vacate the room within twenty- four (24) hours after withdrawal. Failure to follow these procedures will result in charges as outlined herein.
- D. If Student graduates at the end of the Fall or Spring semester, Student may stay in the WH without

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additional charge through the date of Student's commencement ceremonies if Student makes a written request to the Business Administrator on or before the tenth day prior to the ending date of the Contract Period.

- F. If Student fails to vacate by the last day of the Contract Period or within twenty-four (24) hours after Student withdraws from WH, Student will be charged \$100.00 in liquidated damages per day for the holdover period. Further, Student shall indemnify WH and prospective residents from damages, costs, and expenses arising out of, or related to, Student's failure to timely vacate including, without limitation, lost revenues, lodging expenses, and attorneys' fees.

8. **Obligations of WH**

- A. WH personnel may enter Student's room at any time in the event of an emergency and at any reasonable time for any reasonable purpose, including, without limitation, inspection, maintenance, or investigation of violation of WH Regulations.
- B. WH is not responsible for loss or damages to personal property by theft, fire, or other casualty, whether such loss occurs in Student's room, public areas, or elsewhere in the WH. Items left in Student's room when Student checks out, will be disposed of by WH in accordance with WH policies then in effect.
- C. If WH is prevented from completing the performance of any obligations under the Contract by an act of God or other occurrence whatsoever that is beyond the control of WH, WH shall be excused from the performance of such obligation to the full extent allowed by law.
- D. **Maintenance Requests:** There are no additional charges for routine maintenance work. If there is a maintenance issue, it is the Student's responsibility to submit a maintenance request in a timely manner. Students should submit a work order to the Business Administrator. Maintenance personnel make repairs as work orders are received. **DO NOT SUBMIT TO TJC.**

9. **Conduct and Care of Room**

A. **Property Damage:**

- 1. WH will not be held liable for any damages or losses to person or property caused by another person, theft, burglary, assault, vandalism, or other crimes, fire, flood, water leaks, rain, hail, ice, snow, explosions, interruptions of utilities or other natural occurrences. The Student is responsible for the assigned room and its contents. It is highly recommended that Students carry insurance on their possessions. Valuable items, including cash, should not be kept in the Student's room, especially during official breaks established by WH.
- 2. The Student is liable for any damage to WH property caused by his or her willful actions or negligence. If the person causing the damage cannot be identified, the residents of the room bear the charges for the damage. The Student will not be liable for damages caused by acts of God or for normal wear and tear. The Student will receive a bill for the full amount of any above-mentioned damages. When damages or conditions requiring special cleaning occur in public areas and the person responsible cannot be identified, the residents of the building may be required to reimburse WH for repair, replacement, and/or cleaning charges. These Students may also be required to pay additional fines or suffer other disciplinary consequences if damages or cleaning expenses were caused by vandalism or other purposeful acts.
- 3. Student agrees to be liable for all property damage or losses caused by Student and his or her guests or invitees to his or her assigned room, the WH, or any contents of same.
- 4. Student is responsible for the condition of the assigned room and all furnishings assigned to him/her and Student shall reimburse WH for all damages to the room or its furnishings other than normal wear and tear. Student is also responsible for cleaning his/her room and shall reimburse WH for all cleaning costs in excess of normal wear and tear.
- 5. Damages within the assigned room are the combined responsibility of the Students assigned. Damage to the common areas of the WH, where the cause is not known, will be assigned on a pro-rated basis to Students in the entire hall or the specific area where the damage occurred, depending on location.

- B. **Care of Facilities**
1. Student is responsible for keeping Student's room in a neat and orderly fashion at all times. Student shall not cause or permit to be caused damage or alterations to the room, furniture, or equipment. All costs associated with repairs arising from or related to Student's failure to comply with the foregoing requirements shall be paid by Student to WH promptly on demand.
  2. Student residents may not paint or alter the room in which they reside, nor may they alter the building, equipment, or grounds surrounding the building. Wallpaper, contact paper, floor tile, or adhesive carpet squares are not allowed to be used to decorate or refurbish the room.
- C. **Rules and Regulations:** The Student will comply with all the rules and regulations outlined in the Resident's Code of Conduct, the WH Handbook, and the WH "Student Code of Conduct." Residential Life & Housing Department rules and regulations are considered a part of this legally binding Student contract. All Students will receive a copy of the Resident's Code of Conduct and the WH Handbook and have access via the WH website. In addition, all Students must attend mandatory house meetings, conducted by the WH staff, at the beginning of each semester. At this meeting, Resident Hall expectations, rules and guidelines will be reviewed.
10. **Obligations and Agreement of Student and Guarantor**
- A. Student agrees to pay all charges as due and to comply with and abide by these terms and conditions, the current Housing Policies contained within the Rules and Regulations of the Board of Trustees of WH, Policies of WH, and all other WH rules, policies, and regulations which are now in effect or may in the future come into effect, governing student conduct or pertaining to WH (individually and collectively "WH Regulations").
  - B. Student acknowledges and agrees that rates or fees are subject to change by legislative or Board actions or otherwise, as are WH Regulations and WH Housing Policies. Changes and additions are officially announced and/or posted. The announcement or posting constitutes actual notice. Changes and additions to WH Regulations and WH Housing Policy become effective and binding at the first date of posting or official announcement.
  - C. If Student violates any of the terms or conditions of the Contract, or if WH determines that Student has repeatedly disregarded the community living standards, WH may suspend Student or refuse to offer Student a WH Housing Contract in the future.
  - D. If Student is subject to WH disciplinary action, Student may be required to change residence within WH or to withdraw from WH. If WH requires Student to withdraw from WH, the Contract will be automatically cancelled. Any Student whose actions pose life-threatening danger to self or others is subject to immediate and permanent removal from WH without prior written notice.
  - E. Student agrees to advise WH in writing of any change of address, identification number, or telephone number. Failure to provide this information may result in cancellation of Contract at WH's option.
  - F. No additional persons may occupy the assigned space other than those assigned by WH staff.
  - G. The furniture and appliances provided by WH will not be removed from the assigned space or be stored.
  - H. Students are responsible for the condition of the assigned space during the contract period and shall reimburse WH for all cleaning costs in excess of normal cleaning costs incurred after vacating the assigned space.
  - I. Conducting business of any kind from the assigned space or public space is prohibited.
  - J. Student shall comply with all laws, including but not limited to all laws regarding the use of alcohol, firearms, and controlled substances. Non-compliance will subject Student to disciplinary action, which may include suspension from the WH.
  - K. Student may not possess or use any open flames or open heating element devices, fireworks, or other similar flammable objects or devices.
  - L. The Student must allow entry of a WH Official for maintenance, room health and safety inspections, or when it is deemed necessary by a WH Official.

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11. **Cancellation of Contract:** This Contract may be terminated or cancelled at WH's option for the following reasons:
- A. Graduation or transferring between the Fall and Spring semesters.
  - B. Academic suspension at the end of the Fall semester.
  - C. Any Student whose actions are found to be detrimental to the welfare of the Student living community will be removed from on-campus housing. Failure to comply with the WH rules and regulations will result in disciplinary action. Student sanctions may include, but are not limited to, fines, performing Community Service, removal from the WH, and the issuance of a Criminal Trespass Warrant. Students who are administratively removed from the WH for disciplinary reasons must move out within 24 hours of notification.
  - D. Administrative removal or expulsion from WH for any reason.
  - E. Failure to pay all costs set forth in this Contract or otherwise required by WH (such as, but not limited to, tuition or fees).
  - F. Any violation or breach of any term or condition of this Contract.
  - G. Any student who voluntarily leaves for any reason other than those listed above will have a break contract fee of \$300.00 added to their account.
12. **WAIVER AND INDEMNITY: WITH THE EXCEPTION OF THOSE CLAIMS ARISING OUT OF WH'S GROSS NEGLIGENCE OR WILLFUL MISCONDUCT, WH SHALL NOT BE LIABLE TO THE STUDENT, OR THOSE CLAIMING THROUGH OR UNDER THE STUDENT, FOR INJURY, DEATH, OR PROPERTY DAMAGE CAUSED BY ACTS OF NATURE, FIRE, WATER, SMOKE, UTILITY OR EQUIPMENT MALFUNCTIONS, OR CAUSED BY THE NEGLIGENT CONDUCT OR ACTS OF ANY OTHER PERSON OCCURRING IN, ON, OR ABOUT THE ROOM, BUILDING, OR PROPERTY AND THE STUDENT SHALL INDEMNIFY WH AND HOLD IT HARMLESS FROM ANY SUCH CLAIM OR DAMAGE.**
13. **Security and Personal Property Insurance.** Although reasonable steps are taken to maintain all WH facilities and grounds and to provide adequate security, WH is not liable for the loss of or damage to personal property, or for any personal injury (including death, rape, or assault), caused by acts of nature, fire, water, smoke, utility or equipment malfunctions, or caused by the negligent or criminal conduct or acts of any Student, family member, guest, or invitee of any Student, which occur in its buildings or on its grounds prior to, during, or subsequent to the period of this Contract. Student is strongly advised to carry his or her own personal property (i.e., renter's) insurance policy. WH only carries insurance on WH-owned buildings and WH-owned property, and such insurance will not cover the cost of replacing Student's property and personal items.
14. **Liability.** WH does not assume any liability or responsibility for loss or damage to personal property as a result of theft, vandalism, natural disaster, or otherwise. WH does not assume liability for any personal injuries (including death), related to or arising from this Contract or Student's temporary residence at a WH.
15. **Criminal Guidelines and Standards and Criminal Background Release.** This Contract and all application materials will be considered by WH in accordance with its Residential Life and Housing Department's Criminal History Record Guidelines and Standards. WH reserves the right to decline any application in accordance with same and in accordance with applicable law(s). By signing below, I understand and agree that I am authorizing WH to obtain criminal history information on me and I release WH from any liability whatsoever related to the release of criminal background records to WH.
16. **Miscellaneous**
- A. **Venue.** This Contract shall be construed under and in accordance with the laws of the State of Texas, and all obligations of the parties created by this Contract shall be performable in Smith County, Texas. Any lawsuit arising out of or related to this Contract will be filed in Smith County, Texas. If any one or more of the provisions contained in this Contract shall for any reason be held invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision hereof and the Contract shall be construed as if such invalid, illegal, or unenforceable provision had never been contained herein.
  - B. **Attorneys' Fees.** In the event the Student breaches or defaults on this Contract or any of the terms and conditions hereof, including, but not limited to the payment of room charges, he or she will be liable for any and all damages, collection costs, court costs, and attorneys' fees incurred by WH as a result of such breach or default.

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- C. **Smoking.** TJC is a Tobacco Free Campus. The use of tobacco products (including electronic cigarettes, cigarettes, cigars, pipes, smokeless tobacco, and other tobacco products) by Students, staff, faculty, and visitors is prohibited on all TJC properties. Thus, smoking will not be permitted inside WHs or on campus.
- D. **Weapons.** Use or possession of firearms or weapons is prohibited on campus and in the WH.
- E. **Alcohol, Gambling, and Drugs.** Alcoholic beverages, gambling, and controlled substances and/or drug paraphernalia are prohibited on campus or in the WHs.
- F. **Assignments Prohibited.**
  - 1. This Contract is personal and may not be assigned or otherwise transferred, nor may the Student's space be sublet or otherwise placed in the occupancy, control, or care of another person or entity.
  - 2. The Student may not sublet or otherwise place in the occupancy, control, or care of another person or entity any space associated with the Student's assigned space, including but not limited to community areas such as hallways, bathrooms, lobbies, kitchens, or any unassigned spaces.
- G. **Guarantor.** If there is a Guarantor, any notice, request, or communication sent to WH by either Student or Guarantor shall be binding on both Student and Guarantor.
- H. **Accommodations.** Special accommodation space in WH is very limited, is subject to availability, and is not guaranteed. Students requesting to receive consideration for Americans with Disabilities Act (ADA) accommodations must: (1) verify their disability with the Office for Support Services at Tyler Junior College by completing all necessary paperwork and be determined eligible for services, and (2) timely provide medical documentation to the Business Administrator of WH from a qualified medical professional stating the diagnosis or medical condition at issue, the accommodation needed, and why the specific accommodation is necessary or required. New applicants must submit this required medical documentation along with their application. Students who have previously lived in a WH must provide this medical documentation each semester at least three (3) weeks prior to the first day of the semester.
- I. **Pets.** No pets are permitted.
- J. If the assigned room is destroyed or is otherwise unavailable and WH cannot furnish other accommodations, then this Contract is automatically void.

**I understand and accept that this contract is a binding agreement between the Student and WH for the Fall 2022 and Spring 2023 Semesters, or the remainder of the academic year in which it is signed. By signing this Contract, Parent or Guardian guarantees all payments required herein. I understand and accept all terms and conditions of this Contract. In addition, by signing below, Student and/or Parent/Guardian grants WH the right to conduct a criminal background check on Student at any time, either prior to or during the Contract period.**

**STUDENT MUST HAVE A PARENTAL CO-SIGNER:**

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

Parent (Guarantor) Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\*\*\*

WH – For Office Use Only:

By: \_\_\_\_\_ Title: \_\_\_\_\_

Date: \_\_\_\_\_

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## **Criminal History Record Guidelines and Standards**

### **I. Any of the following convictions may be used to decline a Housing Application and/or Housing Contract:**

- A. Misdemeanor Convictions for the following offenses if they have been committed within the past three (3) years:
  - 1. Assault. This includes any form of assault convictions.
  - 2. Narcotics/illegal drugs.
  - 3. Theft.
- B. Felony Convictions: All felony convictions, including state jail felonies. Convictions of ten (10) years or older may not be considered if the applicant does not have any other convictions.
- C. These are guidelines and are not intended to be inclusive of all crimes and/or scenarios. To the extent a crime and/or scenario is not listed herein, the WH, in its sole discretion, disapprove an applicant if it determines that such conviction and/or applicant is a possible or actual threat to the safety of other students and/or WH employees. The WH has discretion to disapprove or approve applicants in accordance with these guidelines.

### **II. Any of the following convictions shall make the applicant ineligible and will require WH to decline a Housing Application and/or Housing Contract, regardless of when it was committed:**

- A. Aggravated Felonies: All aggravated felony convictions that resulted in a death, aggravated assault, aggravated robbery, aggravated sexual assault or the delivery of or possession of a felony amount of narcotics.
- B. All aggravated felony convictions set forth in II.A. above that were for attempted crimes or conspiracy to commit these crimes.
- C. Any felony convictions for crimes related to sexual assault, any felony of a sexual nature, arson, injury to a child, indecency with a child, manslaughter, or possession of child pornography.
- D. These are standards and shall result in the denial of any application and shall make the applicant ineligible for housing at WH.

### **III. If an applicant is arrested or has an arrest pending during the application process, then WH may consider such charges in accordance with the standards and guidelines set forth herein.**

**IV. If an applicant is deemed not eligible, he/she may contest the determination if a written objection is delivered to the Wesley House staff within three (3) working days of receipt of the notice of ineligibility. The applicant shall bear the burden of providing certified judicial records to negate the validity of the criminal history/conviction. A review team will review all information timely submitted by the student as quickly as possible and if the charges are determined to be invalid, then the student will be declared eligible for housing. Any objections not timely submitted and any judicial records which are not certified may not be considered by the WH review team.**

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\_\_\_ FALL

\_\_\_ SPRING

\_\_\_ SUMMER



**Authorization to Conduct Comprehensive Background Check for On-Campus Housing Purposes and Release of Liability**

NAME: \_\_\_\_\_

Last Name

First Name

Middle Name

OTHER NAMES: \_\_\_\_\_ NAME ON LICENSE: \_\_\_\_\_

(aliases, nicknames, maiden, etc.)

SSN: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_

DRIVER'S LICENSE #: \_\_\_\_\_ STATE: \_\_\_ EXPIRES: \_\_\_ / \_\_\_ / \_\_\_\_\_ A# \_\_\_\_\_

HAVE YOU EVER BEEN CONVICTED OF A CRIME, PLED NO CONTEST, OR RECEIVED DEFERRED ADJUDICATION? \_\_\_\_\_

If YES, please explain: \_\_\_\_\_

DO YOU HAVE ANY PENDING CRIMINAL CHARGES AGAINST YOU? \_\_\_\_\_

If YES, please explain: \_\_\_\_\_

PREVIOUS HOME ADDRESSES FOR THE LAST 7 YEARS, BEGINNING WITH CURRENT ADDRESS

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_-\_\_\_\_\_

Street Address

City

State & Zip

County

From

To

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_-\_\_\_\_\_

Street Address

City

State & Zip

County

From

To

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_-\_\_\_\_\_

Street Address

City

State & Zip

County

From

To

In connection with my application for On-campus Housing, I authorize TJC Residential Life and Housing to conduct, prior to or during any period of time I am living in a TJC Residence Hall, an investigative background check and prepare a consumer report that will include information (at a minimum) regarding my criminal record (which will include arrests, convictions, and other reports), sex offender status, SSN authenticity, driver's license authenticity, and address history. I understand that as directed by policy and consistent with living on-campus, additional information from public and private sources about my motor vehicle driving records, civil court records, education credentials, and credit may be reviewed. I further authorize TJC Residential Life and Housing to check my TJC disciplinary records. By signing below, I acknowledge receipt of TJC's Guidelines and Procedures Regarding On-Campus Housing Applicants' Criminal History. I acknowledge that a facsimile (FAX), photographic copy, or a copy sent electronically of this form shall be as valid as the original signed form. I hereby authorize without reservation, any law enforcement agency, institution, information service bureau, school, employer, or reference contacted by TJC or its agent to furnish the information described above. I hereby fully release and hold harmless TJC and its agents, including all businesses, persons, or entities conducting an investigative background check and preparing a report pursuant to this Authorization, and all persons, agencies, and entities providing information or reports about me from any and all damages or liabilities arising out of or related to the request for or release of the above-mentioned information or reports. I warrant and affirm that the data supplied above is true and accurate and I acknowledge that falsifying information or failure to provide complete and truthful information may result in denial or removal from TJC On-Campus Housing.

Office Use Only:  
Clear/Rejected  
Date: \_\_\_\_\_

\_\_\_\_\_

**Signature of Applicant**

**Date**

\_\_\_\_\_

**Signature of Parent/Guardian if Under 18**

**Date**

**Printed Name of Parent/Guardian if Under 18:**

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