



RESIDENCE HALL HANDBOOK AND CONTRACT

Return the contract with your signature and your
\$250.00 deposit check or money order to:

Jimmy Hill
WVC Residence Life Coordinator
Wenatchee Valley College
1300 Fifth Street
Wenatchee, WA 98801

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WELCOME

Welcome to the Wenatchee Valley College hereby referred to as WVC or the College residence hall. Residence hall living provides students with the opportunity to interact with many different people. This in turn requires a certain sensitivity to and acceptance of the rights of others. Most college students find that the positive experience of learning to live with other people, their habits and preferences, enriches their lives. This is accomplished by cooperation, compromise and courtesy within the group living situation. Your residence hall experience can prove to be as valuable as any academic experience. Staff support and resources can assist you in solving problems as you go through the academic year.

GENERAL HOUSING INFORMATION/ELIGIBILITY

Residence hall life will provide you with the opportunity to develop new friendships and strengthen personal qualities. It is a time for you to become acquainted with the community and adjust to the college environment. We have included all residence hall information in this handbook. Residents are required to purchase a meal plan available from our on-campus food service provider. Coin-operated washers and dryers are available in the residence hall.

Please review this handbook thoroughly as you **will be held accountable for its contents**. You will be required to sign the **WVC RESIDENCE HALL CONTRACT TERMS and CONDITIONS** form found at the end of this document. This will become the contract between you and Wenatchee Valley College with regard to the terms and conditions of occupancy in the WVC residence hall.

Terminology

WVC Residence Hall: ...the residence hall facility.

RA: (Resident Advisor)... para-professional staff member living in the residence hall with the residents.
Supervised by the RLC

RLC: (Residence Life Coordinator)...the full-time professional staff member responsible for the day-to-day operation of the facility and direct supervisor of the Resident Advisors. The RLC is supervised by the Director of Student Programs.

Director of Student Programs: full time professional staff member. with general oversight of the residence life program. The Director of Student Programs is supervised by the Vice President of Student Development.

Resident: student living in the WVC residence hall.

Residence Life Staff: the RLC, RAs and the Director of Student Programs.

Eligibility

To be eligible to live in the WVC residence hall, you must maintain at least ten college credits. Failure to maintain ten college credits may result in dismissal from the residence hall. There are no on-campus housing facilities for married couples. Submission of the **WVC RESIDENCE HALL CONTRACT TERMS and CONDITIONS** document does not guarantee that you will be assigned a room in the WVC residence hall. Students who have a history of conduct that is not conducive to group living and a positive learning environment may be denied admission to the WVC residence hall. Qualified students for whom space is not available will be placed on a waiting list and notified of their status. Registered Sex Offenders (Levels I, II, III) are not eligible to live in the WVC residence hall.

Address and Phone Numbers

Since room assignments are made only a week or two before check-in, your room number and keycard will be given to you on the check-in date and not before. Mail should be addressed directly to the WVC residence hall address, not to the college. In some cases, mail addressed to the college will cause a delay and, possibly, the return of the mail to the sender. Your mailing address and phone numbers are as follows:

Name of Student
C/O WVC Residence Hall
Room #
1409 Fifth Street
Wenatchee, WA 98801

When students move out of the WVC residence hall, they need to notify all businesses and persons of their change of address. The post office will not forward mail with a change of address form because it is a college facility.

Immunization

WVC requires certain immunizations prior to admission to help protect your health and the health of all our students. Please read the information on page 24 and complete the immunization form.

Insurance

Property: Information about WVC's Student Personal Property Insurance Program is available from the RLC (see Loss of Damage to Student's Personal Property below).

Health: Wenatchee Valley College strongly recommends that all students have some form of health insurance to defray the substantial costs associated with serious accidents and illness. For more information, including information regarding health insurance policies contact the WVC business office at 509-682-6516

Checking Out

When you vacate your room, it is required that you turn in your check-out form and your keycard(s) to the residence hall staff prior to your departure. You are responsible for any damages, missing items, and/or cleaning charges pertinent to your room (see Damages). See your RA for the appropriate check out forms. If you are leaving at the end of the quarter, make an appointment with the RLC by Friday of the week before finals. Students who do not plan to continue through the following academic quarter must check out no later than 4 p.m. on the Friday of finals week. Students who check out after 4 p.m. are subject to a daily fee charged for each day of the break period beginning Saturday following finals week and ending the day before move-in day of the following academic quarter. This fee is in addition to the contract breakage fee.

Checking Out, Improper

Any time you fail to check out properly, you will be subject to an improper check out fee of \$35.00. These improper procedures include, but are not limited to:

1. Switching rooms and/or keycards without permission of the RLC. In this case, you may also be required to move back to your assigned space and pay room charges for both rooms.
2. Failing to check out of your room by the prescribed date and time.
3. Vacating your room without going through the check out procedure. Room and board charges will accrue until you officially check out.
4. Leaving trash and other non college issued items.

Absence from the Residence Hall

If you become ill, are involved in an accident, have travel plans, or for some other reason will be away from the residence hall for more than one day, please inform your RA so that staff will know how to contact you.

Residence Life staff occasionally receive calls from residents' parents/guardians regarding their whereabouts. By informing your RA of your absence from the residence hall you enable us to keep your family informed in the event of an emergency.

Quarter Breaks

For students who continue residing in the residence hall over break periods there will be no additional charge for students who are enrolled and continue their residence for a minimum of two weeks during the following academic quarter. Students who are not eligible must check out no later than 4 p.m. on the Friday of Finals Week, or be subject to a daily fee for each day they have not checked out. Dining services are NOT available during these breaks. If you remain in or return to the residence hall when they are officially closed for winter break, it will be considered trespassing and you will be instructed to leave the building and not to return until it is officially opened. You will be charged a premium daily rate and the \$35.00 student access fee for any time spent in the hall without authorization, and you may be subject to disciplinary action.

Accessing Your Room during Breaks

Residents of the WVC residence hall have access to their room during break periods. Residents who need to access their rooms but have lost or misplaced keycards, should contact the RLC or designee for access. No access is allowed to non-residents.

Meal Plan

Food service is operated by the Alley Café of Leavenworth, Wash. and is located in Van Tassell Center. Residents will be required to purchase a "flex-pass" meal card each quarter with a minimum of \$250.00. This will serve as a debit card that may be used to purchase food items in the WVC café. The card may have additional amounts added as necessary.

Meal Plan Bonus

Residents purchasing "flex-pass" meal cards will receive the following bonus;

1. \$250 purchase = 5% bonus (\$262.50 is loaded on the card)
2. \$500 purchase = 10% bonus (\$550.00 is loaded on the card)

Hours of Operation for the Alley Café at WVC;

- Monday-Friday: 7:30a.m.-7:30p.m.
- Saturday: 10a.m.-12p.m. (brunch w/ option to purchase box dinner)
- Sunday: 5:30p.m.-7:30p.m.

Rooms and Furniture

You will be assigned a twin bed, desk, chair, wardrobe and a chest with three drawers. A refrigerator and microwave are located in each common area, but you may choose to have your own mini-fridge and a microwave in your room. Hot plates are not allowed. For your room you will need the following items: sheets, blankets, mattress pad, pillow, pillow cases, towels, washcloths, hangers, study lamp, wastebasket and personal belongings. No furniture is to be taken from the lounge area.

GENERAL POLICIES AND PROCEDURES

All students must comply with the college policies and procedures that are contained in the current college catalog and the current ASWVC student handbook. Students living in the WVC residence hall are also subject to additional regulations, policies and standards as outlined in the residence hall policies and procedures set forth in this handbook and those adopted by residence hall student organizations. Failure to comply with college and residence hall regulations may be grounds for disciplinary action as deemed appropriate by the RLC and the director of student programs.

RESIDENCE HALL POLICIES AND PROCEDURES

It is our intention to have the WVC residence hall be a home away from home for each resident. By working together, an atmosphere which is conducive to wholesome living and successful academic work can be created. If you have any problems or concerns, discuss them with your RA or the RLC.

Guest Policy

Residents of the WVC residence hall are responsible for the conduct of their guests. It is incumbent upon each resident to see that their guests observe all residence hall and college regulations. Guests are welcome in the lounge area and residents' rooms between the hours of 9:00 a.m. and 11:00 p.m. Sunday through Thursday and until 12:00 a.m. on Fridays and Saturdays.

Residents wishing to accommodate overnight guests may do so, provided they have the permission of their roommate and have checked guests in with the RLC *IN ADVANCE*. There is a one guest per resident limitation and guests are not permitted to stay more than two consecutive nights or more than 5 nights per quarter. Guests exceeding this limit will be charged a \$40 per night room fee and will no longer be allowed to visit the residence hall.

Guests of residents are to abide by the ASWVC code of conduct while in the WVC residence hall. Failure or violation of the college student code of conduct by the guest will be cause for immediate removal, the guest will no longer be allowed to visit the WVC residence hall and the resident may lose privileges as well.

Solicitation and Commercial Activity

The WVC residence hall may not be used for commercial solicitation, advertising or promotional activities except when such activities clearly serve educational objectives. These activities must be sanctioned by the president or designee.

Sports and Recreational Activities

Sports and other recreational activities (i.e., riding skateboards or scooters, throwing balls, etc.) are not appropriate inside the residence hall. Due to the noise and potential for damage created, please do not bounce, hit, or throw balls indoors.

Storage

THERE IS NO STORAGE AVAILABLE IN THE RESIDENCE HALL.

Theft

The College is not liable for damages, theft, or loss of monies, valuables, or other personal effects of the occupant. Students should consider purchasing insurance to cover these risks or the extension of a parent's insurance for this purpose. All suspected incidents of theft will be reported to law enforcement officials for investigation and prosecution. In addition, any person who commits theft of the property of another will be subject to immediate dismissal from the residence hall and/or subject to other disciplinary action by the college.

Personal Safety

Safety in the WVC residence hall means protecting people and property. WVC is a great place for students to learn and grow. But like any other community, WVC can have its share of accidents, crimes and injuries. Fortunately, the right attitudes and actions can help protect you, your belongings and fellow students. Campus safety depends on everyone, including you.

KEEP YOUR DOOR LOCKED Leaving it open for even one minute is an invitation to robbery or attack. Always lock your room when you go to bed at night. Even if you take a short nap during the day, make sure the door is locked. Always find out WHO is knocking before you open the door. Never leave doors propped open (your room door or the outside doors in your building).

KEEP YOUR KEYCARDS SAFE Don't lend your keycard to anyone. Don't leave keycards lying around in your room or lounge areas. If your keycard is lost or stolen, report it to your hall staff immediately. Your keycard will be deactivated and you will need to pay a \$5 replacement fee to the cashier.

Fire codes and safety standards prohibit hanging anything from your windows, balconies or building exteriors (e.g., birdfeeders, banners, etc.).

Loss or Damage to Student's Personal Property

WVC strongly recommends that you take all necessary precautions to protect your own personal property. Personal property is vulnerable to all kinds of loss and damage. Examples include theft, water damage, fire, and sudden weather change. You are urged to take valuable personal property home with you at quarter breaks. Don't leave valuables unsecured in rooms, and keep room doors locked at all times.

The College is not liable for the loss or damage to any resident's personal property from any cause. The College strongly recommends that you obtain insurance coverage by purchasing a renter's insurance policy or verifying that coverage is available under your parent's homeowner's insurance policy.

Decorating/Personalizing Your Room/Space (holidays included)

Creating a "home" while living in the WVC residence hall makes the room or apartment more pleasant and comfortable. Extras such as small pieces of furniture, plants, lamps, rugs, bedspreads and/or posters help personalize the room. When planning to decorate, it is important to keep in mind that no permanent changes may be made to the spaces, and any damage done in decorating your room (or by removing decor at the end of the year) will result in a charge. The furniture provided by WVC for student rooms must remain in the room. Storage space is unavailable.

You may not paint your room. The painting is done by WVC maintenance staff. If the painted walls in your room are in need of repair, please fill out a Maintenance Request form or contact your RA. If you believe personal items in your room have been damaged by painters, contact your RA to fill out a claim.

Because the exterior of your room door faces a public living space, exterior door decorations need to be in good taste and must not create a harassing/hostile living or working environment. If you post decorations that prompt significant community disruption, you will be requested to move the item(s) to the interior of your room.

Demonstration Policy

You may not participate in a demonstration that materially and substantially disrupts the work or normal operations of the WVC residence hall.

Disruptive Behavior

Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, obstruction and/or other conduct which threatens or endangers the health or safety of any person is prohibited. Students who do not cooperate with WVC officials (including law enforcement officers) acting in the performance of their duties will face disciplinary action. Providing false identification or information, as well as failing to complete sanctions, is also prohibited. For more information see the Code of Conduct in the ASWVC student handbook.

Quiet Hours

In order to foster an atmosphere of study and to provide a measure of privacy, the following policies have been established:

“Quiet hours” are as follows (radios, stereos, conversation, etc. not to disturb others): 9:00 p.m. to 9:00 a.m., Sunday through Thursday, 12 a.m. to 9 a.m. on Friday and Saturday.

“Very Quiet” hours are as follows (respect the rights of others by being VERY quiet): 11:00 p.m. to 9:00 a.m., Sunday through Thursday.

24 hour quiet hours begin at noon the day prior to finals and continue through 5:00 p.m. on the last day of finals.

During these hours, students are free to use the lounge areas or converse in their rooms, provided they do not disturb those wishing to study or sleep. On the first violation, the resident will receive a warning from the residence life staff. Second offenders will be referred to the RLC and subject to sanctions. On the third offense, the RLC will impound equipment for one week. The fourth offense will lead to immediate dismissal from the residence hall.

Roofs, Windows, and Ledges

Because of the potential danger to yourself and others, you are expected to stay off residence hall ledges and roofs. Violation of this policy will result in a \$100 charge, in addition to disciplinary action. Climbing through windows, on the sides of buildings or other interior ledges is also prohibited. If items need to be retrieved from a roof area, you should contact your RA.

College Property

Be respectful of the College furniture and equipment. Help protect it from theft, unauthorized use, or vandalism. Report any suspicious activity to your hall staff. In the long run, you and other students help pay for college property, so it makes sense for you to help protect it!

Use of the common area should be inclusive of other residents using the space. When conflicts arise, staff can assist in facilitating a resolution.

The cleaning and re-setting of a common area is the responsibility of those using the area. Overnight sleeping is not permitted.

Common Space Use for College Functions:

On rare occasions, common spaces within the residence hall are used for college functions (e.g. to promote WVC to prospective students, for academic advising, etc.). College staff organizing these functions will communicate with residence hall staff regarding these activities to avoid scheduling conflicts and to minimize inconvenience for residents.

Common Area, Lounge Use, Outside Landscape

The lounges (hereby referred to as "common areas") within the residence hall provide living spaces for students to study, to relax and to gather with other residents of their community. Peer interaction, especially regarding academics, is a valuable component of students' educational experiences. Residents wishing to organize activities for their hall can contact their RA or the RLC.

Common areas are to be used according to the priority order below:

- staff-initiated/sponsored programs;
- hall/resident activities;
- residents' academic use;
- residents' other social or recreational use.

Furniture in the lounges and other public areas of your residence is for use by all residents and their guests. Students moving furniture from any area of the building will be subject to conduct proceedings, may be prosecuted for theft, and may be responsible for financial restitution.

Computers

The WVC acceptable computer use policy is available in the ASWVC student handbook and at www.wvc.edu. This policy governs the use of WVC computers on the college campus. Violations can be subject to prosecution and/or loss of student access to any computer network affiliated with WVC. Students may not modify, reconfigure or tamper with any computer hardware or software, nor may they attempt to gain unauthorized access to any computer network. Attempting unauthorized access to computer networks is a violation of both state and federal laws. Intentionally introducing a computer virus into any WVC computer system is a violation of both state and federal laws. Any use of WVC computers must comply with the State of Washington's Community and Technical College Network Acceptable Use Policy. Accessing obscene, abusive or highly offensive material is not allowed.

Elevators

Those found responsible for tampering with an elevator or engaging in reckless or dangerous behavior that places themselves or others at risk, will face disciplinary action.

Damages

Residents of the WVC residence hall are responsible for any damages in the facility. Each resident is responsible for the well-being of his or her own room and will be financially responsible should any damages occur. The RLC can require immediate cash payment for any damages. In the event that a resident is unable or unwilling to pay, parents will be contacted for payment. In the event that cash payment is not required, the amount will be deducted from the resident's damage deposit. **RESIDENTS ARE RESPONSIBLE FOR DAMAGES TO THEIR ROOMS REGARDLESS OF WHO ACTUALLY DAMAGES THE PREMISES.** If the guilty party is identified; however, he or she will be held responsible. Residents who are found guilty of malicious destruction will face college disciplinary action in addition to being responsible for payment of repairs. **Damages to general use areas and damaged or stolen furnishings and equipment will be assessed in equal portions to all residents.** Financial obligations may preclude further residence in the WVC residence hall, and grades, transcripts, or class registration may be withheld.

DISCIPLINE

Violation of the WVC residence hall policies may result in eviction from the residence hall, loss of room deposit, and/or college disciplinary action. In addition, all suspected criminal incidents will be reported to the appropriate law enforcement agency for investigation and prosecution.

For violations of any WVC residence hall policies, the college may take the following disciplinary actions:

First Offense

The first offense may be handled by a written incident report to the RLC. The student may be placed on warning by residence hall staff. The student may be required to either work 15 hours in the residence hall repairing minor damages and/or cleaning areas used by all students (including bathrooms), or pay a \$35 fine. The fine shall be used to replace items used by residence hall occupants.

Second Offense

The second offense may be referred to the RLC. The student may be placed on probation by the residence hall staff. The student may be required to either work 30 hours in the residence hall as described above, or pay a \$50 fine to be used as described above.

Third Offense

The third offense may be referred to the RLC. The student may be required to either work 45 hours in residence hall as described above, or pay a \$75 fine to be used as described above.

The College retains discretion to impose more serious discipline for any violations, depending on the nature of the offense. More information on ASWVC Student Disciplinary Procedures are available in the ASWVC Student Handbook.

Sexual Misconduct: Residence Life Staff Role

Disclosure of sexual misconduct is reviewed by residence life staff based on a number of variables including the nature of the incident, potential for harm to the individual/campus community, and the desire expressed by the individual making the disclosure. RA's are required to consult with the RLC or the director of student programs or the vice president of student development in all cases.

Responses may include, but are not limited to the following:

Providing caring, non judgmental support and helping the student clarify what she/he would like to have happen. Additionally, the staff member will inform the student of counseling, medical, and informal and formal reporting options.

- Referring to medical or counseling services
- Consulting with appropriate college officials
- Providing educational programs within the impacted community
- Conducting initial, informal fact finding
- Conducting a formal investigation of situation
- Taking formal disciplinary/personnel action against the alleged perpetrator
- Making a report to police (including anonymous, third party and official reports)
- Informing the community about the potential harm to campus members

If a student requests:

Assistance and/or provides information, but does not want an official response, the staff member will encourage them to access college support systems and discuss reporting options. The staff will provide assistance in connecting the student with appropriate college officials for information about formal college action. A 24-hour line is available at 888-HELP. This phone line is for students seeking immediate assistance and support for violent crime and sexual assault.

If there is any reason to believe the safety of the student and/or other members of the college community may be at risk, the RLC must consult with his/her supervisor and/or other appropriate College officials regarding the College's need to respond appropriately to ensure the safety of the campus community. Staff will make every effort to maintain confidentiality and will communicate with the student regarding any action initiated by the college.

College Code of Conduct

WVC expects students living in the WVC residence hall to adhere to high standards of honor and good citizenship at all times. Students will conduct themselves in a responsible manner that reflects credit on themselves and the College. See the ASWVC student handbook for more information on the college code of conduct.

Mandatory Referrals - In cases where individuals have demonstrated inappropriate behavior due to drugs or alcohol, mandatory evaluation and treatment may be required as a condition of continuing to live in the WVC residence hall or continued attendance at WVC.

Attire

Attire should be appropriate. Attire for meals in the cafeteria may be informal, but all diners are required to wear adequate and appropriate clothing and shoes.

Automobiles

Auto batteries for powering stereo units are not permitted and auto repairs are not permitted in and/or on the WVC residence hall/parking lot.

Bicycles/Motorcycles/Mopeds

Bicycles, motorcycles, and mopeds are not permitted in the rooms. They are to be parked outside with locking devices. Bicycles, motorcycles and/ or mopeds found inside the residence hall or in hallways, stairwells, and other public areas of the residence hall, INCLUDING BICYCLES CHAINED TO WALKWAY RAILINGS OUTSIDE, will be subject to impoundment due to the hazard they pose to people exiting a building in an emergency and to those using wheelchairs. Bicycles must be removed from exterior racks prior to the end of the academic year or they will be impounded. Motorcycles and mopeds improperly parked or stored inside the college residence hall will be removed at the College's request. Students will pay the cost of impounding and storage. The college will attempt to notify students when the vehicle is impounded and students will be responsible for obtaining its release.

Bulletin Boards and Posting

Any signs, posters or notices to be placed on official residence hall bulletin boards must be stamped "Approved for Posting" by the student programs office and be posted in such a way as to protect the facilities. Materials may be attached with low adhesive blue "painter's" tape or with thumb tacks on approved bulletin boards. Fun-Tak reusable adhesive and clear or "invisible" tape is not permissible. Signs are not allowed on any glass doors or windows, on any exterior marble-crete walls (for example, Van Tassell Center), or on unpainted brick, such as the library. Chalk is not allowed on sidewalks. Unapproved items will be removed without notice. A free posting area, where approval is not necessary, is maintained on the outdoor kiosks located on the main campus.

Candles and Open Flames

You are prohibited from burning substances, including candles, incense or other open flame objects or devices in residence hall rooms and adjacent areas. Exceptions for birthdays or religious purposes can be arranged in advance with the RLC.

Changing Rooms or Floors

During the first two weeks of each academic quarter, room changes within the buildings or between buildings will not be permitted. After that period, changes must be approved by the RLC.

It is the hope of the residence life staff that you and your assigned roommate will be compatible. Getting acquainted takes time, so give yourself a chance to adjust to your new roommate and surroundings. If you

find that your room assignment is not working out, contact your RA or the RLC. They will have up-to-date information regarding the proper procedures for changing rooms.

Cooking

Cooking appliances such as “hot plates” or other open burner devices may not be used in the residence hall rooms. However, microwaves will be permitted, provided they are in safe working order. Electric popcorn poppers and “hot pots” with enclosed heating elements may also be used in your rooms.

Electrical Appliances

The use of electrical appliances with exposed heating elements and open coils are prohibited in student rooms and lounge areas. Electric blankets are strongly discouraged as they pose a fire hazard.

The use of space heaters is prohibited to protect the integrity of building electrical systems for life safety and to reduce the risk of fire. Residents may be charged for costs associated with resetting circuit breakers due to unauthorized electrical appliances. In the event of an extended breakdown of a building heating system, college owned space heaters may be distributed for a limited duration until building heat is restored. Residents in the building will be asked to reduce their use of other electrical appliances to keep from overloading the electrical service.

Smoking/Tobacco

The inhaling, exhaling, burning or carrying of any lighted smoking equipment, including cigarettes, cigars, or pipes, is prohibited inside the WVC residence hall. The WVC residence hall is designated as a **no smoking** building. Smoking is not permitted within 25 feet of building doorways, outside air supply grills, windows, or where prohibited by signage. Violators may face a minimum of a \$100 fine. The use of other tobacco products, such as smokeless or chewing tobacco, in the WVC residence hall is also prohibited.

Gambling

Any form of gambling is prohibited on WVC college property.

Alcohol and Drugs

The WVC Board of Trustees has determined that WVC is an alcohol and drug free campus. The college has adopted and implemented a program to prevent the unlawful possession, use, or distribution of alcohol and/or illicit drugs by students and employees. This policy and prevention program is in concert with the Drug-Free Schools and Communities Act Amendments of 1989. Students are expected to comply with the policies, procedures and regulations. The use, distribution and possession of alcohol by students or employees in the WVC residence hall and the unlawful possession, use or distribution of illicit drugs by students or employees in or on residence hall property is prohibited. All suspected incidents of use, sale, or distribution of drugs will be reported to law enforcement officials for investigation and prosecution. Any violation of local, state or federal law regarding illicit drugs or alcohol may result in referral for prosecution and the imposition of penalties under the law.

The college will impose sanctions consistent with local, state and federal laws and regulations on students and employees found to have violated this policy. Such sanctions may include immediate removal from the residence hall, recommendation for completion of an appropriate rehabilitation program, expulsion from the college or termination of employment and referral for prosecution. Student disciplinary action will be initiated in accordance with the Washington Administrative Codes 132W-115-030 and 132W-115-080.

Alcohol Abuse/Substance Abuse

Students abusing alcohol that come to the attention of the residence life staff by exhibiting behavior that is not acceptable, may be referred for counseling and/or the student conduct process. The residence life staff is trained to identify behaviors that are likely to be associated with alcohol or drug abuse. When drugs or

alcohol are involved in policy violations, evaluation and treatment may be required, in addition to other appropriate disciplinary action. If evaluation indicates a drug or alcohol problem, treatment may be required in order for the individual to remain in the WVC residence hall or as a condition of continued attendance at WVC.

Students may be referred for evaluation or treatment in these manners:

- Self Referrals: This is the preferred method. Students may call and make an appointment to meet with a counselor.
- Voluntary Referrals: This type of referral involves a person identifying a problem in another and assisting that individual in making an appointment with a counselor or referral agency.

Assault

Verbal, written threats or acts of physical violence will not be tolerated on college property or at college sponsored events. If you are involved in such behavior, you will face severe disciplinary action which may result in your removal from the WVC residence hall.

Harassment

It is the policy of WVC that harassment directed toward any individual or group on the basis of race, religion, color, national origin, sex, marital or parental status, sexual orientation, age, the presence of any physical, sensory, or mental disability, or Vietnam-era and disabled veteran status is a violation of the mission and purpose of the district and shall not be tolerated.

Prohibited harassment shall include: verbal and written comments, slurs, jokes, innuendoes, cartoons, pranks, and all other physical and non-physical conduct or activity that can be construed as derogatory, intimidating, hostile or offensive, or any behavior or action, either physical or verbal which is sexual in nature and unwelcome, unwanted, or uninvited.

Hazing and or Initiation:

Hazing is the conspiracy to engage in hazing or participation in hazing another. Hazing includes any method of initiation into a student organization or living group, or any past time or amusement engaged in with respect to such an organization or living group, that causes, or is likely to cause, bodily danger or physical harm, or serious mental or emotional harm to any student or other person attending WVC. Consent is not a defense to hazing. Hazing is a misdemeanor, punishable under state law.

There will be no conduct associated with initiation into a student organization, association or living group, or any past time or amusement engaged in with respect to an organization or living group. Conduct may include embarrassment, ridicule, sleep deprivation, verbal abuse or personal humiliation.

Sexual Misconduct

It is the responsibility and commitment of Wenatchee Valley College to provide a living environment in which you can live, work, and study free from sexual harassment, sexual intimidation, sexual exploitation and sexual assault. Residence life staff will take action to prevent and to eliminate inappropriate behaviors of this nature. Individuals who engage in this behavior will be subject to disciplinary action in accordance with WVC Residences' and College policies and may be subject to criminal and/or civil prosecution, including removal from WVC and the WVC residence hall.

Definition of Sexual Misconduct

Unacceptable sexual conduct is not limited to the extreme of sexual violence. Rather, there is a range of sexual misconduct that is unacceptable in WVC Residences. This includes, but is not limited to, sexual harassment, sexual intimidation, sexual coercion, sexual assault, and acquaintance or stranger rape.

Sexual Harassment

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature which has the effect of interfering with an individual's living/working environment and creating an intimidating, hostile, or offensive living or academic environment.

Types of sexual harassment:

- Gender harassment: Persistent, unwelcome remarks based on gender;
- Sexual stereotyping. Serious or persistent unwanted sexual attention;
- Physical contact; sexually suggestive comments.
- Physical posturing: Threatening a person's free movement in any way.
- Display of sexually explicit visual material: Posters or pictures displayed in public use areas in the residence hall (e.g., outer door, windows facing out, hallways, etc.).

Intimidation or Coercion

Sexual activity obtained by anyone who psychologically pressures or threatens, takes advantage of their authority role (a staff member) or abuses their role of trust.

Sexual Assault and Battery

Attempted or actual nonconsensual sexual activity: unwanted sexual touching, attempting to disrobe a person without her/his willing consent.

Rape

Unlawful sexual intercourse, including intercourse between people who are acquainted with each other, against the will of one participant.

The Washington Criminal Code includes prohibitions against:

- Force or threats of force, including stranger rape and gang rape;
- Preventing a person from resisting by administering any intoxicant;
- Sexual intercourse with a person who is known to be unconscious of the nature of the act (e.g., sexual intercourse with a person who is sleeping, passed out, or blacked out from alcohol or other drugs);
- Sexual intercourse with a person who is incapable of giving legal consent.

Trespass

You may be charged with criminal trespass if you knowingly enter or remain unlawfully in or upon the premises of another, if instructed to leave by a student, any residential staff member, or police.

Vandalism

Students who vandalize property on college premises will face disciplinary action which may lead to removal from the WVC residence hall, as well as possible expulsion from WVC, and will be charged the full cost of a repair and/or replacement.

Weapons

WVC prohibits the unauthorized possession or use of weapons, explosives, firearms, dangerous chemicals, or other dangerous weapons or instruments on WVC property including, but not limited to, the WVC residence hall. Only duly commissioned law enforcement officers may be allowed to have firearms on campus.

SPECIAL CIRCUMSTANCES

Entry

The College reserves the right to have authorized personnel enter any unit for the purpose of inspection, repairs, or other official business, and for reasons of health and safety and when authorized personnel have reasonable grounds for believing established rules and policies are being violated, even in the absence of the occupant. The rights of residents to privacy and to protection from unreasonable search and seizure shall be insured at all times within the above stated limits.

Fire Safety

In the event of a fire, it is important to follow these procedures:

What to do

If you discover or suspect a fire, pull a fire alarm and leave the building by the closest, safe exit. While exiting, make an attempt to warn your neighbors by banging on doors that you pass.

- When an alarm, a shouted warning, or the smell of smoke or fire has alerted you: keep low to the floor if there is smoke in the room. If smoke is not present, close your window.
- Feel the door with the back of your hand to insure that it is not hot before opening it. If it's hot, don't open it. If it isn't hot, open the door carefully. If smoke or heat is present, close the door and stay in the room. Seal the cracks around the door with whatever is available (a wet towel, etc.). Call "911" and report that you are trapped. Be sure to give them your room number, address and location. If your phone doesn't work, hang a sheet, jacket, etc. out of the window to attract attention.
- If the hall is free of smoke or heat, close your door and exit immediately by the closest stairwell. DO NOT USE AN ELEVATOR! If the nearest exit is blocked, go to another exit.
- If all exits are blocked, go back to your room. Close the door, hang something out of your window and signal for help.
- Move quickly in a crouched position when escaping through a smoke filled corridor. Place a wet cloth over your face and head.
- Once outside the building, move away from the building about 1.5 times the building height, avoid standing beneath overhead electrical lines, and watch for vehicle traffic. When you reach the evacuation location, contact a staff member and give him/her as much information as possible.
- Do not reenter the building until you have been given the OK by police, fire officials or residence hall staff. THE SILENCING OF THE ALARM DOES NOT INDICATE THE BUILDING IS SAFE TO RE-ENTER! Never re-enter a burning building to save your personal possessions.

Evacuation Locations

Whenever the building must be evacuated (bomb threat, fire alarm), residents should be directed to the following location: **ASSEMBLE IN THE SOUTHWEST CORNER OF THE RESIDENCE HALL PARKING LOT, DO NOT LEAVE THE AREA UNTIL DIRECTED TO DO SO.**

Mobility and hearing impaired students

Please notify fire/police/WVC maintenance or security of the location of permanent or temporary mobility or hearing impaired students. In case of fire, the Wenatchee Fire and Rescue will prioritize your location for rescue considerations. The Special Populations Coordinator can assist persons with a disability in developing an evacuation plan.

Fire Aisles and Exits

The Wenatchee Fire Department requires that all exit aisles, hallways, and stairs be kept clear of any obstruction. Items left in these areas will be subject to impound by the Residence life staff. Fire Doors in hallways and stairwells are to be kept closed at all times, unless they are held open by a magnetic

device that releases the door when a fire alarm is activated.

Phone Numbers

Emergency 911

Wenatchee Police 509-888-4200

Wenatchee Fire Department 509-664-3950

WVC Campus Security (CWI) 1-800-377-3347

Fire Doors

Many of the doors in our buildings are required to be "fire doors." This means that the doors are designed to block a fire from passing through that doorway for the period of time established by fire codes and regulations. Doorways into public corridors and stairwells are required to be fire doors. These doors must remain closed in order to fulfill their intended purpose (blocking fire). Student room doors that exit into these corridors must never be propped open when unattended. Doors which separate corridors into smaller areas and which connect to exit stairwells must never be propped open.

Students should not tamper with these safety devices. Evidence of tampering or disabling these devices will result in damage charges of at least \$250.

Fire Safety Equipment

Any person who willfully tampers with or breaks any fire alarm apparatus or any firefighting equipment or gives, transmits or sounds any false alarm of fire is guilty of a misdemeanor. Any such violation will result in conduct proceedings and could carry a maximum fine of \$500 and six months in jail.

Extinguishers and alarms are for necessary and emergency purposes only. The cost of refilling a misused extinguisher, as well as any damages resulting from an extinguisher being discharged unnecessarily, will be charged to the responsible party.

Testing and Maintenance

ALL devices in the WVC residence hall are tested per the Wenatchee Fire Department. Different types of structures are tested under varying methods dependent upon height and occupancy. Smoke detectors are cleaned and tested annually. This coincides with the other mandatory confidence testing for the elevators and emergency generator systems. We are required to certify that these systems work in conjunction with the elevator recall system and on backup power. The system is tested on battery backup power annually. Most of this testing for the more stringent requirements is completed in August and September of each year prior to the students moving in for Fall quarter.

A malfunctioning smoke detector may beep intermittently. A malfunctioning detector should be reported to your RA or by calling the RLC during normal business hours (8:00 a.m. – 5:00 p.m.). If the detector is causing a disturbance after-hours, contact the on-duty RA.

Fireworks and Explosives

Fireworks, firecrackers and other explosives are prohibited in, on or around WVC and the WVC residence hall property. Possession of, igniting and/or throwing a fireworks or explosive in, or around the WVC residence hall is strictly prohibited. If you are involved in this behavior, disciplinary action, resulting in eviction, and/or civil proceedings is possible.

Pets

Residents may not have pets in the WVC residence hall.

Phone Numbers:

In the event that your parents cannot reach you for an **emergency**, a message can be left with the RLC at (509) 682-6706, or, if the RLC is not available, a message can be left with the director of student programs during office hours (8:00a.m. - 5:00p.m.) at (509) 682-6865.

Address Change

When students leave the residence hall, they need to notify all businesses and persons of their change of address. The post office will not forward mail with a change of address form because it is a college facility.

Psychological/Personal Crisis

WVC has trained professionals on staff who can provide counseling and support for students experiencing difficulties in their day-to-day lives on campus. If you are experiencing difficulties, you may contact the Counseling Center or the Office of Student Programs during normal working hours. A member of the Residence life staff can help you to determine which service might best meet your needs. After working hours, you may contact a member of the Residence life staff.

As a resident, you may know of friends or neighbors who appear to be in need of assistance. Please contact your RA or the RLC if you want to help another student make contact with one of the services listed above.

If you exhibit behavior that indicates you may be a danger to yourself (including suicide attempts or gestures, eating disorders, and substance abuse) or a danger to others (violent actions or statements), you may be referred for a psychological, psychiatric, medical, or alcohol/drug use evaluation. This evaluation may be required as a condition of remaining in the WVC residence hall. The results of this evaluation will be used to determine the best course of action for the individual and his or her residential community. You may also be required to enter into a behavioral contract in order to continue to reside in the residence hall.

Public Safety

It is expected that WVC students are to obey local, state and federal laws. City, county, state and federal law enforcement officials have jurisdiction on campus.

Students who jeopardize the safety or security of other residents by propping open or otherwise disabling exterior doors, or by letting unauthorized individuals into the building (intentionally or carelessly) will face disciplinary action.

The college has a contract with a security company who patrol the campus facilities. City, county, state and federal law enforcement officials have jurisdiction on campus.

The college recommends that residential staff should be contacted first in the case of minor infractions of college policies. To report any fire, personal injury, crime in progress, traffic accident or other emergency, see the emergency numbers chart on pg 16.

Room Consolidation

If a roommate leaves during the course of the academic year, the remaining resident(s) will have the following options.

1. Move together with another student of the same gender who is also without a roommate (consolidate rooms). The RLC will outline this option and will note the locations of open spaces. Residents are then responsible for contacting others in their building to coordinate the move. Consolidation moves must be completed within one calendar week.
2. Be willing to accept a roommate at any time. Students must be ready to accept a new roommate when the RLC assigns someone to that space. This may occur at any time during the academic year. If a

student refuses to accept the assigned roommate, the student may be charged double or triple the daily rate from the date when the student's roommate moved out, and may be subject to disciplinary action.

3. The room consolidation process begins the third week of the quarter, and is initiated by the RLC depending on need. Consolidation will be the same for all quarters. Students will not be forced to move from their present room to a new location more than once during the academic year unless such a move is made for student conduct reasons.

(PRINT AND MAIL THE FOLLOWING PAGES)

ROOMING STATEMENT

The information provided below will assist the housing staff in making your room assignment.

Name of Student _____ Date _____

Student's Permanent Home Address _____ Home Telephone _____

Cell Number _____ Email Address _____

Date of Birth _____ Sex _____ Class Level (FR/SOPH/Other _____

Parent/Legal Guardian's name _____ Home Address _____ Home Telephone _____

Name and Address of Person to Notify in Case of Emergency _____

Year for which the room is being reserved: Academic Year 20__/20__

Varsity sports you will be involved in at WVC: _____

Student activities you would like to be involved in (i.e., intramurals, outdoor recreation, student government, choir, etc.) _____

Hobbies or activities you enjoy doing: _____

Will you bring your car with you to WVC? _____ Make: _____, Color, _____,

License Number _____, Insurance Number, _____ Name and

address of the registered owner _____

Special health problems or physical impairments that the college should be aware of:

Name of Family Physician _____

Physician's Phone Number _____

Are you covered by group or individual health and/or accident insurance? Y N

If yes, please provide the following information:

Insurance Co. _____

Policy Number _____

Subscriber's Name _____

Major field of study at WVC (MLT, Nursing, Radiologic Tech, AA Degree, etc.):

Please indicate the name of any friend with whom you wish to room:

If you are a returning sophomore with a room preference, indicate the room number: _____

Activities you would like the residence life staff to provide:

Rooms and roommate assignments are made by the Office of Residence Life one week prior to the opening of the residence hall. Roommate names, room numbers and keycards will be administered the opening day of check-in, *after the deposit and first payment have been recieved.*

Assignments are made in the following manner:

1. Applications received and approved before July 1 will have priority over those received after July 1.
2. If possible, roommate preferences will be honored.
3. Returning students will be given preference on room assignments and roommates.

It is the policy of WVC to make room assignments without regard to race, color, creed, sexual orientation or national origin. Any request to the contrary will not be honored.

WVC RESIDENCE HALL CONTRACT TERMS AND CONDITIONS

This agreement shall be for one academic year (fall, winter, spring). Students arriving in the winter or spring quarters will be assigned rooms based on availability and will sign a lease agreement for the remainder of the academic year. The undersigned certify that the WVC residence hall handbook and this contract has been read and understood and is a part of this agreement. The parent or legal guardian who executes this contract does hereby assume all financial obligations of said student and guarantees full payment thereof according to the terms and conditions of such contract. The undersigned agree to pay the following quarterly fees two weeks prior to the first official day of the quarter;

- Housing fee of **\$1280.00**
- Technology fee of **\$55.00**
- Flex-pass meal card fee (minimum of \$250)

NOTE: If you are you receiving financial aid that will cover your tuition, fees and housing costs for the quarter, you do not need to pay your housing fee. Financial aid will automatically pay your housing charges 3 days before the start of the quarter. Any dollar amount remaining after applying financial aid to housing charges for that quarter will have to be paid prior to the next quarter's registration.

In the case of "default in payment" as aforementioned, the undersigned agree to pay reasonable costs of collection for collection fees, state's attorney fees, as well as all court costs, if necessary. The undersigned understand that the collection fee is levied by the collection service used by the College.

If the undersigned fails to fulfill the conditions of the payment as stated above, it is understood that he/she faces eviction from the WVC residence hall until the account is made current. In addition, all debts or accounts with the College (financial aid, repayments, emergency loans, tickets, fines, and residence hall charges) must be paid before the end of each quarter. If not, your records are held. You will not be allowed to receive your grades or transcripts and you will not be able to register for the next quarter. The student's re-registration privileges are null and void, and all of his/her grades and transcripts will be held until college debts are cleared.

Fee and Deposits (Financial aid does not pay required deposits).

A \$250 check or money order made payable to WVC must accompany the signed application to the WVC residence hall and will apply as follows:

1. \$50 will be a non-refundable application fee to the WVC residence hall.
2. \$200 will be held as a deposit to be used for assessed damages of the room and general residence area and will be refundable as set forth below. The deposit will not apply as partial room or board payment for any quarter.
3. Students must cancel their reservations in writing (e-mail is acceptable) to the Office of Residence Life before August 15 or they forfeit the \$200 deposit.
4. Students wishing to move out of the residence hall before their annual contract has expired (regardless of graduation status) will forfeit their deposit and all housing fees paid for the current quarter.
5. The \$200 deposit will be refunded in full if:
 - a. The College does not have accommodations available, or
 - b. The College denies admission to the applicant.

If financial aid paid your housing fees, then all or part of the refund will go back to financial aid.

PAYMENT ARRANGEMENTS

The WVC residence hall will be open for occupancy the week prior to the first day of classes. Residence hall fees must be received before entrance into the residence hall.

TERMINATION OF CONTRACT

The Office of Residence Life reserves the right to terminate any contract of occupancy, WITH LIMITED NOTICE (24 hours) for the following reasons:

1. If the resident fails to conduct himself or herself according to residence hall rules and policies.
2. In the event of excessive destruction or damage to any residence hall property or property of other residents.
3. In the event of any action on the part of a resident which jeopardizes the health and/or safety of other persons.
4. Any action which unduly interferes with the use of said residence hall facility by other students or other authorized persons.
5. Termination from the college for academic or disciplinary reasons.

NOTE: The entire deposit and residence hall fees are non-refundable if the contract is terminated for any of the reasons above.

Receipt of this contract is hereby acknowledged. I certify that the above information I have provided is accurate and that I have read and understand the rooming statement.

AUTHORIZATION TO APPLY FINANCIAL AID/SCHOLARSHIPS TO RESIDENCE HALL/COLLEGE DEBT

The undersigned authorizes the Wenatchee Valley College Business office and the Financial Aid Office to apply all, or a portion of, the proceeds from my financial aid to any outstanding balance of monies owed to WVC. The authorization specifically means that the College can apply WVC and non WVC scholarship funds to balances owed on the WVC residence hall. I understand that if the amount exceeds the amount owing, the college will forward the balance to me to the address on file with the Registration office.

Name of Student

Signature of Student

Date

Name of Parent/Legal Guardian

Signature of Parent/Legal Guardian

Date

CONTRACTUAL AGREEMENT ON BEHALF OF A MINOR

On behalf of, _____, WVC ID# 905 _____,

I recognize and accept legal and financial responsibility for his/her acceptance of the **WVC RESIDENCE HALL CONTRACT TERMS AND CONDITIONS**. I verify all of the information provided by the applicant is true and accurate. In the event this application is accepted by WVC, I agree to pay the Housing Fee, the Technology Fee, and the Flex-pass meal card fee in the event that the student is unable.

Signature: _____ Date _____
(Parent or guardian signature if student is under 18)

Relationship to minor: _____

Print Name: _____

Address: _____

Primary Phone: _____ Secondary Phone: _____

IMMUNIZATION AND HEALTH REQUIREMENTS

WVC requires certain immunizations prior to admission to help protect your health and the health of all our students. Please read and complete the following information.

REQUIRED IMMUNIZATIONS

1. MMR (Mumps, Measles, Rubella) Only for students born after 12/31/56. Requires two immunizations.
2. DT (Diphtheria, Tetanus) Requires last booster dose within the past ten years.

You have a right to refuse the required immunizations based on religious, personal, or medical reasons. If you are claiming an exemption to the required immunizations, please check the appropriate box below.

RECOMMENDED IMMUNIZATIONS

1. Hepatitis B - Recommend series of three immunizations
2. Polio - Recommend series of at least three immunizations
3. Tuberculosis has been of increasing concern in the United States. We recommend that you see your health care provider for symptoms of persistent cough or fever prior to coming to WVC. You may need a skin test and/or a chest x-ray.

Meningococcal Meningitis Vaccine

Meningococcal meningitis is the leading cause of life-threatening meningitis in young adults in the U.S. It strikes about 3,000 people each year with 300 deaths. College students account for about 125 cases and 15 deaths. The infection is spread by air droplets like the flu and has flu-like symptoms initially. Symptoms can progress rapidly and lead to shock or death in hours. The risk for young adults ages 18-23 is 1.5 in 100,000. College students are not at higher risk than non-students, except for freshmen, particularly those living in residence halls (4.6 in 100,000). Meningococcal disease usually peaks in late winter and early spring. The disease can easily be misdiagnosed as something less serious, because symptoms are similar to the flu. The most common symptoms include high fever, headaches, neck stiffness, confusion, nausea, vomiting, lethargy and/or rashes. Anyone with similar symptoms should contact a physician immediately.

The vaccine is safe and available through your own doctor. Side effects are uncommon and usually mild. The vaccine will cause immunity in about 90% of individuals but is ineffective against one serotype of meningococcus which causes about 30% of the cases. The vaccination lasts three to five years and costs approximately \$65.

General immunization has not been recommended since the incidence of meningococcal disease is low. However, the American College Health Association recommends that parents and students, especially freshmen and dormitory residents who want to reduce their risk of disease, consider the benefit of vaccination. Students without a spleen or who are immunodeficient should consider vaccination.

If you have any questions, feel free to contact your local health department or the Chelan County Health Department.

WVC Immunization Form

Please complete and return this form with your signed contract.

Name _____
Last First M.I.

Student Identification Number _____ Date of Birth _____

Dates of Immunizations:

MMR #1 #2 DT Hepatitis B #1 #2 #3

I wish to be exempted from immunizations for the following reason:

____ Religious basis ____ Personal/Philosophical basis ____ Medical basis

Signature of Agreement

I hereby acknowledge that the above is complete and accurate and that WVC maintains the right to require documentation of these immunizations if requested.

Signature of Student (Parent / Guardian if minor) Date