



OFFICE of RESIDENTIAL LIFE and HOUSING

Post Office Box 678 - Denmark, South Carolina 29042
Phone (803) 780-1262 - Fax (803) 780-1267

Dear Prospective Student:

We are indeed happy that you have chosen Voorhees College to further your education. Student Affairs is ready and willing to assist you in your future educational endeavors and in all other aspects of student housing. We accept this challenge as a team with know how, dedication and enthusiasm.

In order for us to reserve a room for you, please fill out the enclosed Acceptance Form/ Room Reservation Request and Housing Contract. Return the aforementioned and a seventy five dollar (\$75.00) non-refundable room deposit to the Office of Residential Life and Housing. Your deposit may be sent in a cashier check or money order, payable to Voorhees College or you may go on line to make payment. Immediately thereafter a room assignment will be made for you.

Please be informed that student's rooms are equipped with **beds, chairs and chesters with a mirror, and closet space. Students in residence halls must furnish his/her twin sheets(long), pillowcases, towels, washcloths, laundry bag, blankets, bedspreads, rugs (smooth surface), toilet tissue, broom, mop, trashcan, desk lamp, batteries and a flashlight.** The student arranges for the laundering of his/her linen and clothing. Student's residences are equipped with washers, dryers, central heating/air conditioning and a telephone jack (**you will need to furnish your own telephone service**). You may bring your **computer**.

We anticipate an immediate reply from you simply because we are anxious to reserve your room and complete the housing process. Be mindful that your first obligation is to become educated, so come with that thought in mind. Housing will be your home away from home and we look forward to helping you with this transition.

We trust that the academic year will be rewarding and we look forward to meeting you in **August 10, 2008 @ 8am.**

Sincerely,

Voorhees College

DENMARK, SOUTH CAROLINA

TERMS OF STUDENT HOUSING CONTRACT

Revised May 2008

1. This contract is legal and binding. Therefore, the lessee and/or responsible person shall be liable for the terms and full amount of charges below:
 - (a) The College will reserve a room in one of the residence halls for one (1) Academic year upon a non-refundable housing deposit of seventy five dollars **(\$75.00)**
 - (b) Failure to pay as stipulated in the College Catalog, Student Handbook or published regulations will result in cancellation of your housing contract. A written notification from the Vice President for Student Affairs or the Director of Residential Life and Housing will be given immediately upon cancelation.
 - (c) This contract may be canceled by the College for any violation of its term or for failure to meet academic standards established by the College.
2. This contract is for residence space and Voorhees College reserves the right to make changes in room assignments when necessary, provided there is no extra cost to the lessee.
3. Alteration of this contract, with intent to change the terms, conditions or purpose thereof renders it null and void.
4. Each resident, by this contract, agrees to conform to the rules and regulations established by the College and printed in the College Catalog, Student Handbook or the Residential Life and Housing Handbook.
5. Gambling, the use of profanity, possession of alcoholic beverages or narcotics, the use of firearms and the housing of children, cats, dogs, or other animals within the residence halls are **strictly prohibited**.
6. Each Resident by this Contract, agrees further:
 - (a) That Voorhees College is not responsible for stolen, lost or damaged items, or for any causes of damage to personal property of the resident. It is suggested that household content insurance be initiated to cover personal belongings prior to enrollment at Voorhees College.
 - (b) To report all missing and damaged college property to the Residence Director immediately, otherwise, the lessee will be held responsible.
 - (c) To accept full responsibility for care and custody of the property of the

- College for the assigned room, and to pay the cost of any property damage and labor due to deliberate negligence occurring on his/her part. This includes paying and changing the cylinder of the lock when a key is lost
- (d) To refrain from putting pictures, writing, or other materials on the walls, cabinets or doors which might result in damage or defacement.
 - (e) To become familiar with all regulations regarding safety, especially in case of a fire.
 - (f) To assume the responsibility for shipping trunks, suitcases or other personal property.
 - (g) To attend all meeting scheduled by the Residence Coordinators unless excused in advance of such meetings.
 - (h) To yield room privileges when his/her status as a student is terminated...
 - (i) To move from one room (residence hall) to another when designated by the Housing Office.
7. Charges under this contract are to be paid at the Business (Cashier's) Office and the receipt of such payments should be presented to the Office of Residential Life and housing prior to another room assignment.
 8. **When willful and intentional damages occur in residence halls which cannot be traced to an individual or individuals and is determined that the residents of the the buildings have knowledge as to who caused the damage, but refuse to inform the proper authorities, the cost of repair of such damage(s) will be prorated equally to each of the students residing in the residence hall.**
 9. Personal electrical equipment will be limited to clocks, radios, televisions, record players, CD players, DVD players, play stations, irons, shavers, small hair dryers, computers, VCRs, or small refrigerator, small microwave.
 10. Lessee (student) must keep his/her room neat at all times. This means that the following should be done daily: beds made, clothes hung in closets, wastebaskets emptied and other items packed away. Authorized college personnel or their designee, may enter housing accommodations for the purpose of inspection or maintenance at any time.
 11. Lessee (student) agrees to refrain from moving furniture from one room to another. He/she will be charged if his/her room does not have contents that were placed in his/her room at the time of room assignment
 12. If lessee (student) breaks, damages, or destroys any of the college property, lessee (student) will be charged. Payment must be received prior to being approved for final exams each semester.
 13. A Surge Protector is required to be used in the residence hall...ONLY

14. There will be a fifty dollar (\$50.00) charge if lessee (student) loses his/her Keys; eighty-five dollar (\$85.00) if the door lock has to be changed.

15. Return the “Student Housing Contract and the Housing Application and your non refundable seventy five dollar (\$75.00) room deposit fee to complete the housing confirmation process IMMEDIATELY! The deadline for this transaction is June 30, 2008. Every effort will be made to accommodate requests, however, housing placements cannot be guaranteed after this date.

STUDENT HOUSING CONTRACT AGREEMENT

I, _____ accept housing and boarding in the residence hall of Voorhees College for the next academic year or semester, beginning _____.(date) I paid the required non-refundable seventy five dollar (\$75.00) housing fee (room deposit), and have knowledge of other terms and conditions attached with this document. I do agree to assume the financial responsibility imposed and to be bound by the terms of this contract by Voorhees College to the lessee (student) named above, and/or person(s) responsible.

A lessee (student) under the age of eighteen (18) must have this contract signed by a parent or a legally responsible person who will be directly liable here-under.

I also understand that if the College Personnel find my conduct undesirable for living in the residence halls, I will be required to withdraw from this housing contract without a refund. I further understand that the attached statement “Term of Student Housing Contract” is part of this agreement.

Signature _____ Gender _____ Age _____

Home address _____

Email address _____

Responsible Person Name (print)

Responsible Person Signature _____

Date _____ Email address _____