

**2007 – 2008**  
**Dormitory Residence**  
**Application and Contract**

*Please complete and return to:*  
*AVTEC Admissions Office*  
*PO BOX 889 • Seward, AK 99664*  
*Phone: 1 (800) 478-5389 FAX: 1 (907) 224-4143*



*Great careers for Alaskans*

**SUBMIT THIS APPLICATION TO RESERVE A DORM ROOM**

Name of Applicant (First, Middle Initial, Last): \_\_\_\_\_

Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	Date of Birth: _____	Current Age: _____
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Training Program: _____	Start Date: _____
	Graduation Date: _____

Home Phone: _____	Cell Phone: _____	Email: _____
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Home Address: _____	City _____	State _____	Zip Code _____
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Emergency Contact: \_\_\_\_\_ Relationship to You: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

<input type="checkbox"/> I am a smoker <input type="checkbox"/> I am a non-smoker AVTEC is a non-smoking facility	List any Dorm preference or roommate requests: _____
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Special needs or accommodations for a documented disability. *(Please contact AVTEC Admissions Office with Information):*

\_\_\_\_\_

**SIGNATURE**

I agree to be bound by the terms of the Dormitory Residence Contract, printed on the back of this application.

I accept financial responsibility for the full contract period I have stated above. I understand I can break this contract only at the end of a school term (At Christmas break or summer break).

I understand that any violation of AVTEC policy regarding alcohol, drugs, violence, or other unacceptable behavior as detailed in AVTEC publications will result in the termination of this contract but will not release me from the financial obligation.

Printed Name of Student	Signature of Student	Date
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**Minimum age is 18 for acceptance into the dormitory.**

## Alaska Vocational Technical Center

### **Dormitory Application**

**2007-2008 School Year**

#### CONDITIONS OF THE CONTRACT AND PAYMENT

This is a binding agreement between AVTEC and the student signing this contract.

- This contract covers the entire academic year for which the student has contracted for training.
- A student may move in up to 2 days prior to the first date of training, and move out up to 2 days after graduation/withdrawal/termination. Any time beyond 2 days must be arranged with the Student Services Coordinator.
- A \$200 deposit is required of all dormitory residents. It will be refunded within 30 days of exiting from the dormitory; less any outstanding charges associated with residency in the dormitory, and will be refunded to the party that paid it.
- The student resident must pay their dormitory bill for the entire term the first day of training. Fall term is the period of time from the start of the student's training program until the Christmas break. Spring term is the period of time from the end of Christmas break until the student's graduation date or summer break, whichever comes first. Failure to make timely payments may terminate the contract.
- If a student chooses to move into the dorms after the term has begun, fees must be paid when the student moves in for charges starting the day they move in until the end of the term..
- Students may move out of the dorms at the end of each term (Christmas and summer) without penalty. The student must notify a dormitory attendant that they do not intend to move back into the dormitory after the break. This notification must be made in writing.
- If a student moves from the dormitory at any time during the contract period, either by choice, eviction, withdrawal, or termination, the student forfeits payments made for the current dormitory term charges. Student who graduates early will be charged up to the date they move out of the dorms. Any payment in excess of charges will be refunded.
- Students who have been awarded sufficient financial aid to cover tuition and room and board payments may delay full payment until financial aid disburses. However, the first month's room and board charges must be paid the first day. All payments will be automatically deducted for the remaining balance once the financial aid disburses.
- Students who do not meet requirements for their financial aid disbursement, due to not meeting Satisfactory Academic Progress requirements or any other reason, must make other payment Arrangements for what is owed AVTEC.
- Termination of this contract for extenuating circumstances must be addressed in writing to the Student Services Coordinator and/or Instructional Administrator.

#### CONDITIONS OF RESIDENCE

- Dorm rooms are assigned by the AVTEC dorm staff, changes to room assignments must be made by the dorm staff.
- Each resident is responsible for keeping his or her residence clean and for preventing damage beyond reasonable wear to AVTEC property. Damage charges will be billed to the resident when damage occurs or when the resident checks out. The resident will be responsible for the costs.
- AVTEC will assume no responsibility for the loss or damage of personal property of residents.
- The resident agrees to abide by all rules and regulations as printed in the AVTEC Student Handbook. Specifically, alcohol and controlled substances are strictly prohibited from the dormitories, and all AVTEC facilities. Any student who is found in possession and/or under the influence of alcohol and /or controlled substances will receive an eviction notice from the dormitory with no refund of room and board for the term in which the eviction occurs. All other rules and regulations must be read and understood before the signing of this contract.

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Alaska Vocational Technical Center • PO BOX 889 • 2<sup>nd</sup> Avenue • Seward, Alaska 99664-0889  
ADMISSIONS OFFICE: 1-(907) 224-3322 or 1-(800) 478-5389 FAX: (907) 224-4143 WEBSITE: [www.avtec.edu](http://www.avtec.edu)  
Alaska Vocational Technical Center does not discriminate due to race, color,  
National origin, age, sex, political affiliation, religious beliefs, or disability.

AVTEC is a component of the Alaska Department of Labor and Workforce Development