



**CENTRALIA COLLEGE  
STUDENT HOUSING LICENSE AGREEMENT  
2026 – 2027 ACADEMIC YEAR**

**(September \_\_, 2026 through 12 noon on Sunday, June 20, 2027)**

**I. GENERAL PROVISIONS**

- A. This License Agreement (Agreement) is entered into between Centralia College (College) and a Licensee attending the College (Resident), and legal guardian if Resident is under the age of 18. The College's Department of Student Life and Involvement (Student Life) administers college housing at the Silver Street Apartments (Housing). This Agreement is not subject to the requirements of Washington's Landlord Tenant Act. See RCW 59.18.040.
- B. In exchange for the right to occupy and be assigned space within Housing, Resident is obligated to pay the fees and costs outlined in this Agreement and comply with all the terms and conditions of the Agreement. This Agreement covers Housing and specifically the Unit (apartment) to which Resident is assigned and the building and common spaces in which the Unit is located.
- C. Resident agrees to abide by all Federal laws; State of Washington laws; Lewis County and City of Centralia laws, ordinances and regulations; and to be bound to the terms and conditions of this Agreement, all College regulations and policies, as they exist now or may later be amended, including but not limited to the Code of Student Rights and Responsibilities (chapter 132L-351 WAC), and Student Life Policy, all of which are incorporated by reference and made a part of this Agreement.
- D. Non-Discrimination. The College prohibits discrimination as outlined in its Non-Discrimination Policy and Procedure No. 1.135 and 1.136 found at <https://www.centralia.edu/about/policies/college.aspx>.
- E. Important Information. Important information will be sent to the email that Resident has designated as their "preferred" email in the College's ctcLink system. The Resident is responsible for regularly checking their preferred email and staying aware of information communicated in those emails including, but not limited to, billing deadlines, community expectations, and Housing closures.
- F. Emergency Alerts. The College strongly recommends Resident register their cell phone number to receive emergency alert texts through the College's emergency alert system. Registration information can be found at <https://www.centralia.edu/resources/academic/it-services.aspx>.
- G. Resident agrees to the release of the Resident's name and preferred email address to their assigned Roommate and Suitemates.
- H. The College assumes no responsibility for loss or damage to any Resident's personal property from any cause. The College strongly recommends Resident obtain insurance coverage by purchasing a renter's insurance policy or verify that coverage is available under their family's homeowner's insurance policy.
- I. Keys. Resident is responsible for any keys issued. Keys may not be duplicated, altered, or given out to others. Resident may be charged for lock changes or missing keys (\$150 per lock) and lock changes on mailboxes (\$50 per change). If Resident locks themselves out of Housing/Unit, Resident



will not be charged for the first occurrence but will be charged \$20 for each additional occurrence during occupancy term.

## II. ELIGIBILITY TO LIVE IN ON-CAMPUS HOUSING

- A. Enrollment. Resident must be enrolled in a minimum of 10 credit hours each quarter (Fall, Winter, and Spring) at the College.
- B. Age. Resident must be at least 18 years of age or turning 18 within their first academic year living in Housing. The College may grant an exception for younger students on a case-by-case basis.
- C. Rent Payment. By the 10<sup>th</sup> day of each month, Resident must pay their rent in full or they may be subject to termination of the Agreement and removal from Housing and/or the loss of certain housing-related services or privileges.
- D. Independent Living. Resident must be able to perform their own independent tasks or provide an attendant to assist them. Resident is responsible for their own self-care including appropriate personal hygiene, mental health, management of medical conditions/illnesses, and/or disability-related personal needs. Resident is expected to utilize the various resources available to provide care for themselves. If Resident causes harm or disruption in Housing, Resident may be asked to adhere to an action plan and/or leave Housing.
- E. Legal Actions/Investigation. Resident must disclose any details related to current supervision or other active restrictions as mandated by a court decision or on-going legal investigation during the application process and throughout housing occupancy. The College will review the information provided to determine on a case-by-case basis whether Resident's application to live in Housing will be accepted and may specify under what conditions the application will be accepted, or for current residents. After check-in, the College will review the information provided to determine whether Resident may remain in Housing and specify any conditions for remaining in Housing.
- F. Any incomplete, inaccurate, or false statements or misrepresentations by an applicant in the Housing Application or the Agreement may lead to denial of housing and may be considered a breach of Agreement and a basis for termination of the Agreement.

## III. AGREEMENT TERM

- A. The term of this Agreement and the charges outlined in this Agreement are for the period of Resident's housing assignment for the 2026-2027 Academic Year (September\_\_\_\_, 2026 through 12 noon on Sunday, June 20, 2027).

## IV. PAYMENTS

- A. Application and Deposit Fees. In order to secure a Unit assignment, Resident is required to pay a non-refundable \$100 Housing Application fee when they submit their Housing Application. Residents must also submit a non-refundable \$200 Housing Facilities and Maintenance fee and a \$200 Security Deposit at the time this Agreement is signed. The Security Deposit is refundable upon checkout if Resident has incurred no unpaid fees.
- B. Rental Rates. Rental rates for the 2026-2027 Academic Year are:



- Single Room: \$1,400 per month
- Shared Room: \$850 per month

September rent is prorated based on the number of days Resident occupies Housing, not to exceed the monthly cost of rent. June rent is prorated to half the monthly rate for residents checking out by 12 noon on Sunday, June 20, 2027.

- C. Rent Payment. Rent is billed monthly and due in full by the 10<sup>th</sup> day of each month (or the next business day if the 10<sup>th</sup> day of the month is a weekend or holiday). Payment can be made by cash, check, or debit/credit card. Rent can be paid in person at the Business office in the Hanson Building (Room 102), via phone at (360) 623-8930, or via mail to: Business Office, Centralia College, 600 Centralia College Blvd, Centralia, WA 98531-4099. Payment by debit/credit card can also be made online through the ctcLink system.
- D. Late Fees. Resident's account will be considered delinquent at the close of business on the rent due date. All late payments may incur a late fee of \$20.00 per day with a maximum late fee of \$60.00 per month. A \$25 fee may be incurred for any checks that are returned for insufficient funds in an account.
- E. If Resident does not meet the deadline by paying their rent in full, Resident may be subject to the loss of certain housing-related services or privileges, and/or termination of the Agreement and removal from housing.
- F. Unpaid rent and collections. Resident agrees to pay the reasonable cost and expenses of collection of any outstanding debt, incurred under this Agreement, including the collection agency fee and reasonable attorney's fees, in the event the College is required to place any outstanding account, debt or claim with a collection agency and/or utilize the assistance of legal counsel to collect on the account, debt or claim arising from this agreement. In addition, the Resident's transcript and records may be held until the debt is resolved.

## V. CHECK-IN AND CHECKOUT

- A. Check-In. Resident's check-in date and specific check-in appointment time will be provided with room assignment information.
- B. Failure to Check In. The Agreement is deemed automatically cancelled if the Resident fails to check in and receive keys for a Unit within three (3) days of their scheduled check-in, unless they have made prior arrangements with Student Life for a late check-in. As provided for herein, the College may assess a \$600 cancellation charge in the event of an automatic cancellation.
- C. Late Check-In. Any request to check in more than three (3) days after the Resident's assigned check-in date must be submitted in advance to Student Life at [housing@centralia.edu](mailto:housing@centralia.edu) for approval. An approved late check-in does not relieve Resident of paying monthly rental fees.
- D. Mid-Quarter Check-In. If Resident's initial assignment to a Unit occurs after the Agreement Period begins, the Agreement will begin once signed and the Resident will receive their check-in date with their room assignment information. If Resident's check-in date is in the middle of a month, rent will be prorated for each day remaining in the month, not to exceed the monthly cost of rent.



E. Checkout.

1. Resident must check out by 12 noon on Sunday, June 20, 2027, to avoid a late checkout fee, additional rent charges, and possible fees for impounding belongings.
2. Resident must follow the checkout process outlined in the Housing Handbook, including vacating Unit and returning all keys. A failure to follow the checkout process may result in an improper checkout fee of \$200.

F. Late Checkout. If Resident has an approved academic purpose or is required to work on campus in June, Resident should submit a *Late Checkout Request* form to Student Life by June 1, 2027, to stay past residential closing at 12 noon on Sunday, June 20, 2027. Approved late checkout may be extended on a case-by-case basis to no later than Monday, June 21, 2027, at 5 pm. *Late Checkout Requests* will be reviewed after June 1, 2027, on a case-by-case basis.

**VI. SERVICES PROVIDED**

- A. All Units are furnished and include appliances (microwave, stove/oven, and refrigerator) and utilities (water, heat, electricity, garbage, and internet).
- B. The College has the right to temporarily interrupt such utilities (due to accidents, emergencies, repairs, alterations, or improvements) when, in the judgment of the College, it is necessary or desirable to do so.
- C. Interruption of these services may also occur due to conditions beyond the College's control.
- D. Resident will not claim or be entitled to diminution or abatement of rent or other compensation for any such interruption. Nor will this Agreement or any part of the obligation to the Resident be affected or reduced by such interruption or curtailment of these services.
- E. Internet Access. All internet use must meet the requirements of the College's Student Policy 4.170 (Prohibited Student Conduct WAC 132L-351-040(5)). College reserves the right to withhold Resident internet access for a failure to comply with Student Policy 4.170 or when Resident's internet use violates state or federal law, poses a risk of harm to Resident or other persons, or interferes the College's network operations.
- F. Parking. This Agreement does not include reserved parking in Housing lot. Resident must obtain an overnight parking permit from Student Life in order to park overnight in any College campus lot. Resident may part in Housing lot when space is available.

**VII. ROOM ASSIGNMENT, REASSIGNMENT, ROOM CHANGE, NEW ROOMMATES/SUITEMATES**

- A. Room Assignment. The College will provide a room in Housing based on space available. Unit assignments are based on a student's gender identity as indicated in their Housing Application. Resident will be allowed to indicate preferred roommates/suitemates and the College will attempt to accommodate when possible. The College reserves the right to assign Resident to a Unit based on its assessment of circumstances, including, but not limited to:
1. When determined to be in the interests of one or more residents' welfare;
  2. To accommodate facility operations or repair;
  3. To make efficient and effective use of housing facilities;



4. And/or to accommodate residents with access needs.
- B. **Reassignment.** The College reserves the right to reassign Resident to another Unit at any time in the event the College deems the reassignment necessary and reasonable based on its assessment of the circumstances. Reassignment decisions fall within the discretion of the College. Examples of instances in which reassignment may occur include, but are not limited to:
1. When determined to be in the interests of one or more residents' welfare;
  2. In response to violations of College Housing policy or the Student Code of Rights & Responsibilities;
  3. To accommodate facility operations or repair;
  4. To make efficient and effective use of housing facilities;
  5. And/or to accommodate residents with access needs.

Except under extraordinary circumstances, such as reasons of safety, the College will provide Resident five (5) days' notice prior to a reassignment becoming effective. If applicable, Resident will receive written notification sent to their preferred email address, which will provide a date by which they must move to a new Unit.

- C. **Room Change.** All rooms changes must be approved by Student Life. No earlier than the third week of classes each quarter, Resident may submit a *Room Change Request* to Student Life at [housing@centralia.com](mailto:housing@centralia.com). Room changes will be granted as space allows and will incur a \$100 Room Change Fee. If a room change is granted, Resident will have forty-eight (48) hours to complete the checkout process found in the Housing Handbook and move to the new assigned room. If a Resident does not check out properly by following the checkout process, they may be charged an improper checkout fee of \$200.
- D. If Resident's roommate/suitemate leaves the Unit, Resident may be assigned a new roommate/suitemate to occupy the vacancy at any time.
- E. If Resident does not maintain the Unit in such a way that a new resident can move into the Unit, Resident may be charged for cleaning services or charged rent for the empty bedroom that cannot be rented/occupied. Any repairs or cleaning that exceeds the required Facilities and Maintenance Fee may be charged to Resident's account.

## **VIII. HOUSING FACILITIES – CLEANLINESS, ALTERATIONS, DAMAGE, INSPECTION**

- A. Resident must keep their assigned Unit clean and advise Student Life staff of any necessary repairs.
- B. Resident is responsible for the costs and expenses resulting from damage or loss, beyond reasonable wear and tear, to Housing or Unit, including all College provided furniture, by Resident, approved service animals, or Resident guests.
- C. Resident is also responsible for the cost of additional cleaning required to return their Unit to its preoccupancy state. Any repairs or cleaning that exceeds the required Facilities and Maintenance Fee may be charged to Resident's account.



- D. Existing Damage. Any existing damage or cleanliness issues present at the time of check-in must be reported to Student Life within forty-eight (48) hours to avoid being billed for any pre-existing damages.
- E. Alterations. Any alterations, modifications, or additions to the Unit are prohibited. Additional locks, structural additions of any kind, removal of fixtures, or painting are prohibited. All repairs, including painting, must be completed by College Maintenance staff. Resident may not cover lights or heating and cooling ducts.
- F. Television Mounts. Residents are not permitted to mount televisions to walls, regardless of size. Mounting televisions could cause unintentional damage to electrical, telecommunications, or mechanical systems along with reducing the fire rating of the walls. Residents should bring their own free-standing television stand that allows the television to stand on its base.
- G. Wall/Ceiling Hangings. Resident will not use nails or screws to hang pictures, décor, or other items from the wall or ceiling. Resident may hang pictures and décor using a reasonable amount of pushpins or other non-permanent hanging materials. Significant pin hole damage or damage to any wall or furniture item may result in a fee charge.
- H. Garbage. Resident is responsible for orderly packaging and disposing of garbage into the designated bins or dumpsters at Housing. All garbage must be placed in plastic sacks, securely tied, and placed inside a dumpster. Garbage may not be left next to dumpster. Any boxes should be flattened for ease of disposal. A failure to properly dispose of trash is subject to a \$50 cleaning fee per violation.
- I. Toilets, Tubs, and Sinks. Resident agrees to dispose of cooking grease, food waste, hair, and all other garbage in a separate container, not down sink, tub, or toilet drains. Resident will ensure that no garbage or foreign object is deliberately or inadvertently put down any drain. Resident further agrees to notify Student Life immediately if a sink, tub, or toilet drain becomes stopped, drains slowly, or if any faucet, sink, tub, or toilet leaks. Resident will be financially responsible for all repairs relating to such blockages or leaks, including drain clearing, floor, wall, and/or ceiling damage and damage to disposers, pipes, and/or any other area affected by the leak or blockage, as well as costs to clean any areas where the blockage has caused overflow.
- J. Smoke/Carbon Monoxide (CO) Detectors.
  - 1. Resident agrees to immediately notify Student Life in the event that Housing smoke/CO detector equipment becomes or appears to be damaged, lost, stolen, or otherwise inoperable.
  - 2. Resident understands that the willful damage, tampering, theft, or destruction of any smoke/CO detector or other life safety system endangers their safety and the safety of others in case of an emergency and may result in \$150 safety fine and termination of this Agreement and Resident's removal from Housing.
- K. Room Inspection. Authorized College personnel (Campus security, Maintenance staff, Student Life staff, and College management) may enter any Unit or bedroom for the purpose of routine inspection, repairs, maintenance, cleaning, to emergency response, or any other official business, for reasons of health and safety, and when authorized personnel have reasonable grounds for believing established rules, policies, and community standards are being violated, even in the absence of occupant. When possible, College staff will do their best to provide notice of an intended room entry.



## IX. HOUSING FACILITIES – PROHIBITIONS

A violation of this section may result in fines, disciplinary sanctions, and/or termination of this Agreement.

### A. Flammable Materials/Devices.

1. Resident is prohibited from possessing, displaying, or burning of flammable materials including, but not limited to, fireworks, candles, incense, gasoline, kerosene lamps or other materials, devices, or machines that are hazardous to the health and safety of residents inside of Housing. Halogen lamps, lava lamps, disco lamps are prohibited in housing. Barbecues of any kind are prohibited in and outside of Housing and on College property. Violations may result in the confiscation of the item(s) and a \$50 safety fine.
2. Resident is prohibited from parking motorcycles, mopeds, other gas-operated vehicles, and e-bikes inside Housing. Violations may result in \$50 safety fine. All gas-operated vehicles should be parked in on the street or in a College parking lot with permit and should never be driven off-road on Housing grounds. E-bikes should be secured in a bike parking rack.
3. Resident is prohibited from using a space heater in Unit. Violations may result in \$50 safety fine.
4. Resident may use kitchen, hair-styling, and other small (i.e. irons, steamers, electric blanket) appliances that give off heat while in Housing. Resident is responsible for monitoring such devices at all times during use and is responsible for any damage caused by devices.
5. Resident is prohibited from overloading electrical circuits (i.e. plugging too many things into one outlet; running too many electrical items at one time, etc.) or using lightbulbs with incorrect wattage. Violations may result in \$50 safety fine.

B. Firearms, Weapons, Explosives. The possession, use, manufacture, or distribution of firearms and weapons is prohibited on Housing property, regardless of its intended purpose or the security of its storage. This includes, but is not limited to: guns, rifles, archery equipment, hunting knives, swords, BB guns, pellet guns, paintball guns, etc. The use and/or possession of firecrackers, fireworks, sparklers, and other explosive devices is not permitted on Housing property at any time.

C. Smoking. Smoking and/or vaping is only allowed in designated areas outside of Housing. It is not allowed within the building itself, including without limitation all Units, hallways, laundry room, stairways, or within 25 feet of any building entrance including windows. Any violation of this policy will result in an automatic \$75.00 Health and Safety fine and the Resident will be subject to disciplinary sanctions. If Resident is found to be smoking inside Housing Units, Resident may be charged an additional \$75.00 fumigation fee for the first violation and a \$150.00 fumigation fee upon the second violation, in addition to disciplinary action.

D. Alcohol Use. The College's Alcoholic Beverages on Campus Policy No. 1.020 prohibits the use, possession, manufacture, and/or distribution of alcoholic beverages (except as expressly permitted by law and college regulations), or public intoxication while on campus or at a college-related activity. This policy applies to all individuals, regardless of age, includes alcohol normally used in preparing food, such as cooking wine and covers all areas of Housing, including lawns, patios, sidewalks, balconies, parking lots, and surrounding residences. The College will dispose of any alcohol confiscated in connection to a policy violation regardless of whether the alcohol is opened or unopened. Drinking games with alcohol are not permitted. Deliveries from liquor stores to



residences are prohibited. A violation of this section may result in Resident being dismissed from Housing.

- E. Drug Use. The College's Student Policy No. 4.170 (Prohibited Student Conduct WAC 132L-351-040(10)) align with the Revised Code of Washington (RCW) 69.5, the Uniform Controlled Substance Act, and the Controlled Substances Act (CSA) (21 U.S.C. § 811). Student Policy No. 4.170 prohibits the use, possession, manufacture, and/or distribution of illegal drugs or drug-related paraphernalia (except as expressly permitted by law), or the misuse of legal pharmaceutical drugs is prohibited on College campus, including Housing. This policy applies to all individuals, regardless of age, and includes the use, possession, manufacture, and/or distribution of marijuana/marijuana products on College Campus. The College will dispose of any drugs confiscated in connection to a policy violation. Damage resulting from drug use, including vomit, other biohazards, burn marks, and stains, will be the responsibility of Resident. Custodial and maintenance charges may be applied. Carrying the odor of drugs (e.g. marijuana) on one's person or belongings and/or in one's room is prohibited. The presence of odor may be used as evidence of use, possession, and/or manufacture of illegal drugs. A violation of this section may result in Resident being dismissed from Housing.
- F. Alcohol and Drug Paraphernalia. Possession of alcohol paraphernalia, including—but not limited to—flasks, shot glasses, empty containers of alcohol (e.g. empty beer cans, empty bottles of vodka), beer bong, kegs, and/or wine boxes is prohibited. Being in the presence of alcohol and/or alcohol paraphernalia is prohibited. Possession of drug paraphernalia, including—but not limited to—bongs, hookahs, scales, vaporizers, grinders, pipes, roach clips, and/or chillums is prohibited. This policy also includes alcohol and drug paraphernalia used as decoration.
- G. Sexual Misconduct/Harassment. The College's Student Policy No. 4.170 (Prohibited Student Conduct WAC 132L-351-040(13)) prohibits sexual misconduct, including sexual harassment (unwelcome sexual or gender-based conduct, including unwelcome sexual advances, requests for sexual favors, quid pro quo harassment, and other verbal, nonverbal, or physical conduct of a sexual or gendered nature), sexual intimidation, sexual violence, non-consensual sexual contact, statutory rape, dating violence, and stalking. Reports of sexual misconduct/harassment will be addressed per College Policy No. 138 (Title IX Grievance Policy - <https://www.centralia.edu/about/policies/college.aspx>). A violation of this section may result in Resident being dismissed from Housing.
- H. Assault, Intimidation, Harassment, Hazing. The College's Student Policy No. 4.170 (Prohibited Student Conduct WAC 132L-351-040) prohibits assault, intimidation (including bullying), harassment, and hazing. This includes unwanted touching, physical abuse, verbal abuse, threat(s), intimidation, harassment, bullying, or other conduct which harms, threatens, or is reasonably perceived as threatening the health or safety of another person or another person's property. A violation of this section may result in Resident being dismissed from Housing.
- I. Sports, Roughhousing, Destructive Behavior. To prevent injury or damage to Housing, playing any sports or using any sports equipment inside Housing is prohibited. Any other conduct which poses a significant and extraneous risk to individuals and property within and around Housing is prohibited. Resident is responsible for any damage to Housing or the property of other cause by Resident or Resident's guests.
- J. Noise. A violation of this section may result in a minimum \$50.00 noise fine.



1. Quiet Hours - Inside of Housing. Resident is prohibited from making noise that can be heard outside of a bedroom or Unit during quiet hours. Quiet hours are: Sunday through Thursday: 10:00 pm – 7:00 am, Friday and Saturday: 12:00 am – 7:00 am, Finals' week(s) – 24 hours per day.
2. Quiet Hours - Outside of Housing. While outside of Housing, including the parking lot, Resident is prohibited from making noise that can be heard inside Housing. Quiet hours are in accordance with City of Centralia ordinance and College policy: Sunday through Saturday 10:00pm – 8:00 am.
3. Courtesy Hours. All hours outside of Quiet Hours are considered Courtesy Hours. During Courtesy Hours, Resident agrees to be reasonable with their noise levels and respectful of any and all requests for quiet during these times.

## **X. HOUSING FACILITIES – OTHER**

### **A. Guests.**

1. Resident must inform their guests of College Housing policies and all guests are expected to adhere to them.
2. Resident must accompany their guests at all times. If guests are found without their host they may be asked to leave.
3. Resident is responsible for the actions of their guests and may be held accountable for any and all actions taken on the part of the guest including payment of fees incurred by guests.
4. All guests must be 18 years of age or older unless accompanied by a parent or legal guardian.
5. The College reserves the right to deny access to any guest whose behavior is deemed inappropriate or disruptive. Inappropriate or disruptive behavior towards Student Life staff, residents, or any other member of the College community, is grounds for permanent guest expulsion.
6. Resident may not host anyone who is known to be *persona non grata*, defined as someone unwelcome or unapproved to be in Housing by Student Life or College Security. The presence of any such person constitutes a trespass. Those trespassing on the premises of Housing may be arrested for trespassing.
7. No more than ten (10) people are permitted in any Unit at one time. The number of Resident's guests may not exceed this capacity.
8. Roommates/suitemates may establish and agree upon guest hours and regulations within their residence.

### **B. Overnight Guests.** Overnight guests (guests who stay in a residence past hours past Quiet Hours) are permitted under the following conditions:

1. Resident must first discuss guest stay with all roommates/suitemates and all roommates/suitemates have consented.
2. Resident must complete a *Housing Resident Guest Request* and submit it to Student Life for approval at least 24 hours in advance. Any request submitted later will be subject to the sole discretion of Student Life.
3. No more than two (2) guests will be approved to stay overnight at the same time in any Unit.
4. Approved guests may stay no more than two (2) evenings per week with a maximum of four (4) nights per quarter. Resident may be charged \$50.00 a day for every extra day their guest is there during the week and may be in jeopardy of having their lease terminated due to the policy violation.

### **C. Animals.**



1. Service Animals. A service animal is welcome anywhere on campus that is open to the public, but there may be individual exceptions in places where the presence of the animal may compromise a sterile environment or encounter hazardous conditions. Resident must notify Student Life of the intent to keep a service animal in Housing. Service animals must be harnessed, leashed, or tethered, unless these devices interfere with the service animal's work or Resident's disability prevents using these devices.

"Service animal" means any dog or miniature horse that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. The work or tasks performed by the service animal must be directly related to the individual's disability. Examples of work or tasks include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing nonviolent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks. RCW 49.60.040(25).

2. Emotional Support Animals (ESA). ESAs are not permitted on Housing property by residents, without prior approval from Disability Services. Resident may submit an *ESA Application* for approval to Disability Services at any time and must agree in writing to abide by the College's ESA policy. Approval of an ESA application is based on the College's ESA policy and procedure. Unauthorized ESAs will be treated as Pets as outlined below, subject to a \$150 fine, and may lead to eviction.
3. Pets. Due to concerns related to pests, sanitation, allergies, and general consideration for others, pets of any kind are not permitted on Housing property by residents, visitors, or guests. Resident will be immediately fined \$100.00 if found to have a pet in their Unit and be assessed charges for commercial fumigation of the residence, repairs for damages, and/or cleaning. This includes pets that Resident's guests bring into the Unit while visiting.

## **XI. CANCELLATION, TERMINATION, BREACH OF AGREEMENT, STUDENT WITHDRAWAL, AGREEMENT BREAK**

- A. Cancellation. Resident may cancel their housing application and Agreement before check-in by submitting a *Cancellation Notice* to Student Life at [housing@centralia.edu](mailto:housing@centralia.edu). Upon approval of cancellation, College will refund any Housing Facilities and Maintenance Fee and Security Deposit paid by Resident. Any Housing Application Fee is non-refundable. Cancellation of this Agreement after check-in will be treated as an Agreement Breach as described below.
- B. Termination. The College may terminate this Agreement upon the following conditions:
  - i. Administrative necessity of the College;
  - ii. Loss of eligibility as defined in this Agreement under the Eligibility section above;
  - iii. Failure of the Resident to maintain status as a student at the College;
  - iv. Resident's failure to comply with any term or condition of this Agreement;



- v. Resident's participation in activities or conduct that damage or deface Housing or surrounding areas;
  - vi. Resident's continued presence in Housing or surrounding areas is determined to be an unreasonable risk to Resident or others in the College community;
  - vii. Resident is subject to a conduct hold on their student registration or is no longer able to reside in Housing as a result of a decision under the Student Code of Rights and Responsibilities.
  - viii. Resident's failure to pay or history of failure to pay for all costs associated with this Agreement.
- C. Termination of the Agreement will not relieve Resident of their liabilities and obligations under this Agreement including charges for the Unit, cancellation fees, agreement break fees or obligations, and any other charges incurred before or after termination. Resident will receive written notification sent to their preferred email address, which will provide a date by which they must vacate Housing. In the case of a serious violation, or a reasonable belief that a threat exists, Resident may be required to vacate within twenty-four (24) hours or sooner.
- D. Failure to Vacate. If Resident fails to vacate their assigned Unit after being provided written notification of termination of this Agreement, Resident shall reimburse the College for room rental based on the daily rate for the assigned space each day. Failure to vacate Housing could result in arrest for criminal trespass in accordance with RCW 9A.52.070 and 9A.52.080. Resident complete the checkout process in the Housing Handbook when vacating. If Resident does not check out properly by following the checkout process, they may be charged an improper checkout fee of \$200. Any personal belongings not removed by Resident after vacating will be donated or discarded.
- E. Breach of Agreement. This Agreement is considered to have been broken or breached by if Resident moves out without an approved *Housing Agreement Release* and/or is removed or required to leave for any of the above listed reasons. **Resident is obligated to pay the full rental rate for the remainder of the Academic Year.**
- F. Agreement Release. Residents may seek an Agreement Release by submitting a *Housing Agreement Release* to Student Life at [housing@centralia.edu](mailto:housing@centralia.edu) for approval. Housing Agreement Releases are typically granted for the following reasons:
- 1. Graduation. If Resident's registration status changes during the academic year due to graduation.
  - 2. Medical Release. Medical releases are available if the College has determined that an Agreement Release is a reasonable accommodation. The College reserves the right to collect medical information, and possibly consult with Resident's healthcare provider(s), explaining why the medical condition requires the Resident to be released from their Housing Agreement.
  - 3. Exceptional Circumstances. The College will consider exceptional circumstances in determining if an Agreement Release is reasonable. In making a determination, the College reserves the right to request documentation supporting Resident's reasons for requesting release.

Housing Agreement Releases are not granted for suspensions/expulsions, withdrawals, or leave of absences.

- G. If a Housing Agreement Release is approved by the College, Student Life will assign a checkout date and Resident will be billed for the number of days the Unit was occupied prior to checkout, not to



exceed the monthly cost of rent. If Resident fails to check out after 12:00 noon of the assigned checkout date, Resident may be charged a \$300 late checkout fee, in addition to the per diem cost of their Unit for any days they remain. If a Resident does not check out properly by following the checkout process in the Housing Handbook, they may be charged an improper checkout fee of \$200.

## **XII. EMERGENCY CLOSURES**

- A. The College's inability to make a Unit available to the Resident for any reason beyond the College's control including, but not limited to, natural disaster, fire, flood, earthquake, condemnation, epidemic, pandemic, quarantine, utility malfunction, infestation, or other emergency or force majeure event shall not constitute a breach of this Agreement by the College. In such circumstances, the College shall have no liability to Resident in any way for injuries, reimbursement, damages, inconvenience, annoyance, or compensation of any kind.
- B. The College may attempt to find, but cannot guarantee, an alternative Unit for the Resident. If the College deems Resident's Unit or an alternative space unavailable for more than seventy-two (72) hours, the College may offer the Resident the opportunity to terminate this Agreement and check out during said unavailability without penalty provided that the Resident shall be responsible for all financial obligations incurred up to the date of such termination.
- C. The College will provide a prorated refund, calculated from the date of emergency closure to the end of the Agreement Period, of any prepaid Housing payment made to the College. It is the College that determines whether emergency closure under this section is necessary and the timeframes to which it applies. The College will notify the Resident of resumption of standard operations via their preferred email address, at which point Agreement Termination requirements and charges may apply.

## **XIII. PUBLIC HEALTH INFORMATION**

- A. Housing community members—residents, staff, and visitors—are expected to act in a manner that demonstrates respect and consideration for those around them including respect and consideration for the health and safety of all community members. All residents are prohibited from behavior that would create a health or safety hazard within Housing, and the College may request or require a resident to leave Housing if their continued presence in the housing community poses a health or safety risk for community members.
- B. Resident is required to comply with health and safety laws, orders, ordinances, regulations, and health and safety guidance adopted by the College as it relates to public health concerns.
- C. If the College announces an alteration in the manner in which classes are delivered after the Agreement is signed and before the Agreement Period starts, the College will provide an extended Cancellation deadline to allow applicants a reasonable amount of time to evaluate their on-campus housing needs. Any Cancellation deadline extension for the Agreement will be announced within a week of such an announcement by the College.
- D. As outlined in the Emergency Closures section of the Agreement, the College reserves the right to Terminate housing agreements due to public health concerns. In the event the College terminates a housing agreement due to public health concerns, the College will offer fair and reasonable



reimbursement for impacted residents as appropriate and based on information available at that time. Termination charges will remain in effect and refunds will not be given as long as the College continues to provide Housing, even if the College alters the manner in which classes are delivered during the Agreement Period.

In signing this Housing Agreement, Resident understands this is a legally binding agreement.

\_\_\_\_\_  
Name of Resident

\_\_\_\_\_  
Signature of Resident or Legal Guardian

\_\_\_\_\_  
Date

Centralia College

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title