

STUDENT NAME (Please Print) _____

CLICK ON LINKS BELOW TO ACCESS PTC STUDENT RESOURCES.

Student Handbook: <https://ptcollege.edu/wp-content/uploads/pdf/ptc-student-handbook.pdf>

Student Housing Handbook: <https://ptcollege.edu/wp-content/uploads/pdf/student-housing-handbook.pdf>

Student Code of Conduct: <https://ptcollege.edu/wp-content/uploads/pdf/ptc-student-code-of-conduct.pdf>

AGREEMENT FOR STUDENT HOUSING

This is a contract (“Agreement”) between you and Pittsburgh Technical College (the College) for residency in PTC Student Housing, which may be in an on or off campus apartment or interim hotel facility (“Housing Unit”), on the following terms, to which you agree when you sign below.

HOUSING WILL BE ASSIGNED BASED UPON THE DATE YOUR HOUSING DEPOSIT IS RECEIVED, YOUR STATED PREFERENCE, AND AVAILABILITY. INTERIM ASSIGNMENTS MAY BE REQUIRED BASED UPON AVAILABILITY.

AGREEMENT TERMS

Your residency begins July 2022 quarter and is for 4 academic quarters, at which time you may renew or end your agreement. **Terms of the agreement will be considered fulfilled without penalties or additional housing charges if you graduate or go on an internship prior to the ending date of this Agreement.

You agree to vacate your Housing Unit at the end of your Agreement; or within 24 hours if you withdraw from PTC Student Housing, if you are withdrawn, or if you are dismissed from PTC Student Housing or as a student from the College. If you elect to renew beyond the term of this agreement the payment may increase if the College’s prevailing charge for Student Housing has increased. **Agreements will automatically renew at the then current costs and terms if no notice is given to terminate by you or the College.**

Note: Students must vacate their apartment during **Summer** and **Winter** Breaks to allow for cleaning and maintenance services. You may leave your possessions, but you must vacate the apartment. Students will need to follow instructions as noted in the student housing handbook under “BREAKS” to request to stay during the Summer and Winter breaks.

ON-CAMPUS STUDENT HOUSING	(Bedroom A, B, & C Single Occupancy	\$ 2875
ON-CAMPUS STUDENT HOUSING	(Bedroom D double occupancy)	\$ 2450

**July 2022 newly enrolled students who receive the PTC Institutional Housing Scholarship will be assessed a \$2,500 penalty for any breach of the housing agreement terms.

NOTE: PRICES SUBJECT TO CHANGE AT ANY TIME.

NON-DISCRIMINATION POLICY

PTC affords every student all rights, privileges, programs, and activities generally accorded or made available to students at PTC. PTC does not discriminate based on race, ethnicity, color, religion, national origin, disability, veteran status, sexual orientation, sex, gender identity, genetic information, or any other protected category under applicable local, state, or federal law in the admission of its students, hiring of its employees, administration of its educational programs, policies, activities, employment, scholarship, grant, and loan programs, placement services, housing, and other PTC administered programs and offerings.

TERMS & CONDITIONS

Further terms and conditions of your Student Housing are stated on the following pages and are part of this Agreement between you and the College.

SENIOR DIRECTOR OF RESIDENT LIFE

The College designates a Senior Director of Resident Life, who, with the help of the Housing Staff, monitors PTC Student Housing and enforces the policies of the College and the housing regulations. You must follow all instructions of the Director of Resident Life and Housing Staff members.

APARTMENT ASSIGNMENT

The Associate Director of Resident Life will assign a Housing Unit to you. You understand that the Director of Resident Life may change the room assignment at any time, as good order requires.

DEPOSIT

A Deposit of \$350 is required to hold your housing reservation. This deposit is not refundable and will be retained as a maintenance and upkeep fee. The deposit is refundable in full if the College is notified 30 days prior to the class start.

WITHDRAWAL – DISMISSAL - LEAVE OF ABSENCE

You are reserving residency space. If you withdraw from PTC/Student Housing, are dismissed/withdrawn from PTC/Student Housing, or take a Leave of Absence, you must leave your Housing Unit within 24 hours, and your financial obligations will be the following:

1. You will pay your housing charges to the end of the current quarter; and
2. You will be charged an early termination penalty fee of **\$750.00.

**July 2022 newly enrolled housing students who receive the PTC Institutional Housing Scholarship will be assessed a \$2,500 penalty for any breach of the housing agreement terms.

DAMAGES

You are responsible for any damage by anyone to Your Housing Unit, the building and grounds, or to furnishings in Your Housing Unit (including missing furnishings) while you are in residence. If you incur any damages/fines/charges while living in PTC Student Housing, or if damages are caused by your guests in whole or in part, charges will be placed on your student account and is the responsibility of the student to pay. You will pay for the damage or missing items immediately upon being invoiced by the College.

VIOLATIONS

Since you share control and access to the Housing Unit, You will be held jointly responsible with your roommates for rule and policy violations, unless it can be determined who is responsible. Therefore, you should report any violations which occur or are occurring in the Housing Unit and common areas. You may pass information anonymously to the Resident Life Department using the emergency telephone number.

ACCESS

The Senior Director of Resident Life, any Resident Life staff member, building personnel, or Campus Public Safety Officer will have access to your Housing Unit at reasonable hours, day or night, to inspect or determine if there is or has been a violation of any College policy, Housing Regulation or local, state or federal law. Any personnel of the College or the Housing Unit may enter Your Housing Unit at reasonable hours to make any necessary repairs, or at any time to make emergency repairs.

GUESTS

With the consent of others sharing Your Housing Unit, you may entertain occasional guests, not to exceed 2 per resident, at any time and not to exceed 3 guests per Housing Unit at any time, with consent of all others sharing your Housing Unit for no more than 2 consecutive nights. All guests must be 18 years of age or

older. You are responsible and liable for the conduct of your family and guests while they are in the Housing Facilities or on the property. You must accompany your guests at all times.

Your guests are NOT permitted to be in your Housing Unit without you being present. Acts of persons in violation of this Housing Agreement, the College's or apartment rules and regulations, or future Rules and Regulations may be deemed by PTC and the apartment complex to be a breach by you and may result in immediate eviction of you and/or your guest(s). Any person(s) found living in your apartment, other than those authorized by the Resident Life Department, will be evicted immediately; and each student authorized to live in the Housing Unit and unauthorized guest(s) will be charged an additional \$100.00. You are not permitted to babysit in your housing unit. you may not conduct or allow others to conduct business out of your housing unit. Overnight guests are permitted only in PTC Apartment Housing NOT Interim Hotel Facilities (if applicable).

NOTE: Please refer to the current PTC Code of Student Conduct / COVID-19 Addendum as additional restrictions may apply or have been changed.

PETS

Residents are permitted a small (5 gallons or less) fish tank containing fish only. *You are not permitted to have any other pets including spiders, snakes, lizards, cats, dogs, birds in your Housing Unit.

* Please refer to the current PTC Service & Assistance Animal (Emotional Support) Policy for information on Service/Assistance Animals in PTC Student Housing located in the PTC Student Housing Handbook.

UTILITIES

Gas, electric, water, sewage, and basic internet are included in your housing costs. No changes or upgrades are permitted to any utilities, including internet services.

INSURANCE - LIABILITY

You are responsible for all damage caused by you and/or your guests to the housing unit, the building, and all personal property in the housing unit, the building, or elsewhere on campus. You are responsible to carry insurance to protect your property from loss and/or damage. You waive any right to make claims against the college for personal injury sustained by you or loss and/or damage to any of your property, caused by any act or reason.

INSURANCE – PERSONAL PROPERTY

It is the responsibility of each student resident to obtain insurance for the protection of their personal property. We suggest you contact your insurance agent to discuss a Tenant and Homeowner Policy, which we understand may be a comprehensive policy protecting you against personal liability which causes harm to others and/or their property, and which may protect you from loss and/or damage to your personal property caused by fire, accident, and other types of hazards.

Student residents may be covered under their parent's Homeowner's Insurance Policy for this type of loss. You should contact your insurance agent for confirmation of this type of coverage.

PTC has partnered with NSSI to offer our students affordable student insurance: www.nssi.com
1-800-256-6774

ALTERATIONS

YOU may not make any alterations or additions to the Housing Unit, including the installation of any hanging devices in the walls, trim or doors, except those which the College recommends. Additional large and/or upholstered furniture is not permitted in PTC Student housing. Waterbeds, pool tables, ping pong tables and space heaters are also not permitted in PTC Student Housing. Please check with the Resident Life Department before bringing additional furniture into the apartment.

IDENTIFICATION – KEYS

You will at all times carry a picture identification card which will be issued by the College. You will pay housing any charges for the replacement of lost cards. You will be responsible for obtaining your keys to the Housing Unit and pay any charges for keys, lockouts and the replacement of lost keys/cards.

RESPONSIBLE PARTIES – NO LEASE

You and your parents or other persons signing with you are responsible under this Agreement. You and those signing this Agreement with You understand that this contract does not constitute a lease and that the law governing the relationship between landlord and tenant do not apply to it.

CONTACTS WITH FAMILY

You agree that the Director of Resident Life, Resident Life Staff members, or PTC Police may contact your parents or guardians with regards to anything that occurs in or around the Housing Unit, or regarding violation of College Policy or regulation.

POLICIES/REGULATIONS – STUDENT HANDBOOK

You are expected to observe all policies of the College as stated in the Student Handbook, as published by the College; and you are expected to abide by the Housing Regulations of the College, which are contained in the Student Housing Handbook. Violations of College policies or Housing Regulations may subject you to discipline under the procedures contained in the Student Handbook. Administrative appeals from disciplinary action may be taken as set forth in the student handbook.

STUDENT HOUSING HANDBOOK – HOUSING UNIT

The Student Housing Handbook contains additional information and detailed rules and regulations which apply to residency in PTC Student Housing such as the one you will occupy under this Agreement. You agree to read the Student Housing Handbook. You understand that the contents of the Student Housing Handbook are a part of this Agreement and violations of the policies and rules in the Student Handbook and Student Housing Handbook may subject you to discipline including dismissal from PTC Student Housing or from the College.

DISPUTES

All disputes not resolved through the Administrative Appeals process and any claims by you, or the College will be resolved as set forth in the College Catalog.

SMOKING

Smoking and the use of tobacco products, including chewing tobacco and vapor/electronic cigarettes (vape pens), are not permitted inside any PTC Student Housing location. Fines will be assessed for violation of this policy. See PTC Student Housing Handbook for violation/fine information. Designated smoking areas are available at all PTC Student Housing Complexes.

MOVING OUT

Prompt removal of all packaging materials and debris used in moving is your responsibility. Any items of personal property, including furniture left in the apartment after you have vacated the apartment may be disposed of by the Resident Life Department, without notice, even if your Housing Agreement has not expired. PTC will not be responsible to you for the value of the items discarded. The cost of removal and disposition will be applied to your student account and must be paid immediately. A removal fee of \$250.00 for each piece will be charged for appliances left in apartment (computer, TV, mini-fridge, etc.).

MENINGITIS VACCINATION POLICY

This policy requires the immunization against meningitis as a condition of residing in college-sponsored housing at Pittsburgh Technical College in compliance with the "College and University Student Vaccination Act" of June 28, 2002 (P.L. 492, No. 83). All students applying to live in College housing will be required to provide PTC with documentation of immunization or a signed waiver that states that the student has been educated regarding the risks of meningitis, the availability of the vaccine, and the benefits of the vaccine. Proof of immunization should include the month, day, and year that the immunizations were administered

prior to moving into College housing. Acceptable types of proof include: 1. A physician signed or stamped form which shows the month, day, and year the vaccination dose was administered. 2. An official immunization record generated from a state or local health authority. Students who fail to provide proof of immunization for meningitis or a signed waiver will not receive housing assignments and will not be permitted to move into college housing. Students must upload their proof of vaccinations in the PTC Student Dashboard.

COVID-19 VACCINATION POLICY

All students entering PTC Student Housing must be fully Vaccinated for COVID-19 prior to moving into student housing. Please refer to the current COVID-19 Policy located in the PTC Student Housing Handbook for further information. Students must upload their proof of vaccination in the PTC Student Dashboard.

STUDENT INFORMATION:

Name: Click or tap here to enter text.

Cell Phone: Click or tap here to enter text.

Email Address: Click or tap here to enter text.

Signature: Click or tap here to enter text.

Date: Click or tap to enter a date.

PARENT/GUARDIAN INFORMATION:

Name: Click or tap here to enter text.

Address: Click or tap here to enter text.

City/State/Zip: Click or tap here to enter text.

Phone: Click or tap here to enter text.

Email Address: Click or tap here to enter text.

Signature: Click or tap here to enter text.

Date: Click or tap to enter a date.

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TECHNICAL COLLEGE

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