

Student Housing Handbook

2023-2024



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General Information

This Student Housing Handbook will provide you with the information you will need during your time in WDTA off-campus housing. You are encouraged to read this guide and are responsible for information provided. WDTA Housing Staff will be accessible and able to support you in many ways. Tenants agree to abide by this Student Housing Handbook, all WDTA policies <https://www.wdt.edu/about/policies-and-procedures/>, and the WDTA Student Handbook including the Student Code of Conduct <https://www.wdt.edu/current-students/student-handbook/>.

Housing Staff

While there is no WDTA Housing Staff on site, there are dedicated people at WDTA to help with your housing needs. You can call the Housing phone line at 605-718-1100 or email at housing@wdt.edu with questions or concerns.

Rights and Responsibilities

The information below contains your rights as a WDTA student living in off-campus housing, as well as the responsibilities that come with living in campus housing. These rights and responsibilities work in conjunction with the current College policies.

You have the right to:

- Privacy
- A Safe Environment
- Be treated with respect
- Well-kept/clean living space
- Request assistance if needed

You have the responsibility to:

- Read the Student Housing Handbook
- Follow College policies and State laws, including alcohol and drug use.
- Keep the premises in a clean and sanitary manner, free from debris, and to use premises as a residence and for no other purpose and will comply with all laws and ordinances applicable thereto.
- Respect the privacy rights of assigned roommate.
- Respect your roommate's request for quiet hours to ensure that study and sleep needs can be met to promote student success.
- Not smoke, vape, or use any other tobacco product inside the apartment or allow any guests to smoke, vape, or use any other tobacco product inside the apartment.
- Have reliable transportation to go to and from campus independently.

Roommates

Discussing your roommate relationship early on could be key to an enjoyable living situation and avoiding conflict. Always remain respectful of your roommate's privacy and rights. Suggested discussion topics are:

- Study habits
- Sleeping habits
- Guests
- Personal Item Use – What are you comfortable sharing
- Cleaning arrangements
- Alcohol/drugs
- Conflict resolution

Procedures

Discrimination and Harassment Statement

Western Dakota Technical College (WDTC) will not tolerate racism, discrimination, harassment, exploitation or victimization of students, school employees, non-employees or any person who is an invitee of WDTC for any reason, including but not limited to race, color, ethnic background, national origin, pregnancy, marital status, religion, creed, age, sex, citizenship, political affiliation, mental and/or physical challenge, disability, sexual orientation, genetic information, gender identity, gender expression, status as a veteran, or any other status protected under applicable federal, state or local law.

All employees, non-employees, and students have a responsibility to maintain a positive learning, work, and school activity environment by reporting all incidents or suspected incidents of discrimination and/or harassment involving themselves or others.

Reports can be made to the following:

Whitney Bischoff

Title IX Coordinator

ADA/Section 504 Coordinator

Phone: (605) 718-2965

Office: Library D160A

Email: Whitney.Bischoff@wdt.edu

800 Mickelson Dr.

Rapid City, SD 57703

Western Dakota Technical College's Diversity, Equity, Inclusion, and Belonging Definition

Western Dakota Technical College (WDTC) respects the uniqueness of every individual who works at, attends, or visits WDTC and is committed to diversity, equity, inclusion, and belonging. We know and acknowledge all of us have different strengths and backgrounds that contribute to the success of us as individuals and WDTC as a whole. We believe everyone should have equitable access to technical education and the professional career pathways it provides. Thus, WDTC strives to provide a supportive and inclusive environment for all employees and students, regardless of areas of difference, so individuals can find both personal and professional success at WDTC.

Eligibility

To be eligible for WDTC Housing all residents must be a full-time student, with 12 or more credits per semester.

Room Assignments

WDTC Housing Staff will make all housing arrangements and have the right to assign and re-assign Tenants to units. WDTC will follow nondiscrimination procedures and assign residents without regard to race, color, religion, sexual orientation, disability, or national origin. Efforts will be made to accommodate student roommate requests, but it may not be possible to honor all requests.

Apartment or Roommate Changes

Change requests for apartments or roommates will be handled on an individual basis. To request a change contact Housing Staff. Tenants who make changes without the appropriate approvals may be subject to disciplinary action or termination of lease.

*WDTC reserves the right to re-assign accommodations at any time.

Payments/Refunds

Room rates will be per semester, per person. A onetime non-refundable payment must be paid by the date listed on the lease agreement and can be made by contacting the WDTA Student Accounts Office. No refunds will be granted once the lease agreement is signed.

Lease Violations

Any violation of this Lease or dropping below fulltime student status (12 credits or more) could result in termination of the lease with no refund to the Tenant at the option of the Landlord. Tenant agrees, upon termination to surrender the premises in as good a state and condition as they were in at the commencement of this Lease aside from reasonable use and wear.

Check-in Procedures

Before moving into the assigned apartment, Tenants will be provided with a condition of property checklist to complete. This will document any pre-existing damages in the assigned apartment. BE SPECIFIC and DETAILED when filling out the checklist. Failure to complete this checklist may result in the Tenant assuming responsibility for damages by previous Tenants. Tenants will be given a move-in date by the Housing Staff, no items may be moved in prior to this date.

At the time of check in, the students will be given a key. Replacement cost of the key will be the burden of the Tenant.

Check-out Procedure

At the end of the lease, when leaving the apartment or upon changing apartments, Tenants must check out with Housing Staff.

- A check-out date will be set by Housing Staff.
- Housing Staff or Landlord will inspect the apartment in the presence of the Tenant, referencing the condition of property checklist from the time of check-in, and note all damages not previously noted.
- At the checkout inspection the student will return issued keys.
- Students who don't follow check out procedure or change apartments without required inspections/approval could face additional charges and assume responsibility for all damages.

Closing and Break Periods

WDTA student residents can be in the apartments for the duration of the semester lease, including school breaks.

Damage Charges

Tenants will be financially responsible for any damages to the unit or property. Tenant agrees to replace and repair at Tenant's sole expense any damaged property that Landlord finds is the result of negligence or misuse of Tenant or a guest of Tenant.

Artwork, TVs, or any other hanging items are not permitted to be hung on any walls. Making architectural or other changes to the apartments is prohibited. Tenants will be financially responsible for all damages incurred during the time of the lease agreement. Tenant may not place any additional locks or change any locks upon any doors of the premises.

Please note: WDTA encourages student residents to carry their own personal property or renters' insurance.

Facilities and Amenities

Cable Television/Internet Access

Basic cable service and internet access are provided in all apartments. If you have any issues, please contact Housing Staff.

Furniture

All items in furnished apartments are not permitted to be taken out or swapped between apartments. Any items destroyed by Tenant will be replaced and paid for by Tenant. Patio or other common area furniture are not to be taken from the areas for use in private apartments.

Laundry

An on-site coin operated laundry facility is available to Tenants. These are intended for apartment renters use only. Do not leave unattended items, or laundry in washer/fryer overnight. WDTc is not responsible for lost or damaged items. Please make sure to clean lint traps and the area you use.

Maintenance

Student Tenants shall promptly notify WDTc Housing at housing@wdt.edu in writing of the presence of the following conditions:

- a. A water leak, excessive moisture, or standing water inside the Leased Premises.
- b. A water leak, or standing water in any community common area.
- c. Mold growth in or on the Leased Premises that persists after Tenant has tried several times to remove it with household cleaning solutions such as Lysol or PineSol disinfect, Tilex Mildew Remover or Clorox, or a combination of water and bleach.
- d. A malfunction in any part of the heating, air-conditioning, or ventilation system in Leased Premises.

Maintenance's repair obligation includes but is not limited to; faucet repairs, light bulb replacement, cleaning clogged drains, battery (smoke detector) replacement.

Parking/Parking Lot

Tenants are allowed one car per parking spot. There is no RV or pull trailer parking on property. Repairing of automobiles is not permitted on the property at any time.

Apartment Entry

WDTc Housing and Building Landlord reserves the right to enter the premises at all reasonable hours to make needed repairs, or as necessary to show, rent, sell, or to ensure performance of this agreement. Landlord may, at the discretion of the Landlord, give the Tenant reasonable notice of his intention to enter the premises, absent an emergency, when practical.

Safety

Active criminal activity will be responded to by the Rapid City Police Department. For other safety concerns please contact WDTc Student Housing at 605-718-1100. You may also access the Annual Security Report (ASR) by going to <https://www.wdt.edu/assets/docs/uploads/consumer-information/securityreport.pdf>

Storage

No storage is provided on the property for individual possessions or furniture.

Trash

Trash bags are not permitted to be placed outside the apartment door. They must go directly to the trash canister on site.

Vacuum Cleaners

Vacuum cleaners will be available for resident use. The vacuum cleaners are located in the on-site laundry room. Please be courteous to other residents and promptly return vacuums after use.

Policies

Alcohol and Illegal Drugs

Smoking is not permitted in the apartment unit at any time. That includes, vaping, cigarettes, etc. Drugs are not permitted on site at any time. No open alcoholic beverages are permitted in the parking lot or common areas. Belligerent aggressive, unruly behavior is not allowed on the premises, will be documented, and will be considered a serious violation of this Agreement.

Compliance with College Policies

Policies and procedures guide the actions of Western Dakota Technical College so the college operates consistently and intentionally in all matters. Tenant agrees to abide by all WDTC policies, the WDTC Housing Handbook, and the WDTC Student Handbook including the Student Code of Conduct.

Overnight Guest Policy

Tenant may have a maximum of 1 overnight guest in their unit at one time. Tenant is limited to an overnight guest (same guest or different guest) in their unit to a total of 3 nights in a one-month period. If in a double occupancy unit, Tenant must have approval of their roommate before accommodating an overnight guest.

Pets

Pets are not allowed on the premises. If pets are brought onto the premises without WDTC Housing and Building Landlord written approval, this lease is hereby terminated with no refund to the Tenant. Lease may be terminated and Tenant required to vacate within three (3) days upon written notice by the Managing Landlord if unauthorized pets are brought on the property.

Quiet and Courtesy Hours

No playing loud music at unreasonable hours to disrupt neighbors. Please respect each other. Tenant will respect their roommate's request for quiet hours to ensure that study and sleep needs can be met to promote student success.

ADA/504 Accommodations

Students' Rights to Assistance or Accommodations: Western Dakota Technical College (hereinafter WDTC) does not discriminate on the basis of disability. If you have a disability as defined by federal or state law, including a temporary disability related to pregnancy and/or parenting as a result of a medical necessity due to childbirth, WDTC will provide reasonable accommodations including but not limited to architectural access, aids and services necessary for effective communication, and modification of its policies and procedures. To request ADA/504 accommodations, students must contact the Student Resource Coordinator who serves as the Disability Services Coordinator. The Student Resource Coordinator will work with the student and the housing office to establish approved accommodations. For a full list of WDTC ADA/504 guidelines, see the WDTC Disability Services Handbook.