

Glossary of Housing Terms

(Alphabetical)

Applicant: Anyone who has submitted an online housing application.

Background Check/Fee: The background check fee of \$30 is used by the College to support the process of running criminal background checks on housing applicants. Background checks are completed by the Jefferson College Campus Police Department.

Completed Housing Application: A completed housing application includes ALL of the following: 1) online housing application submission, including application related fees; 2) a clear image of the applicant's state-issued photo ID sent to vikingwoods@jeffco.edu.

Completed Lease Contract: A completed Lease Contract includes ALL of the following: 1) an online Lease Contract submission; 2) a clear image of the guarantor's state-issued, photo ID sent to vikingwoods@jeffco.edu; 3) a legible, signed Lease Contract Guaranty page (to be completed by an individual other than the applicant who is 18 years of age or older).

Financial arrangement: Residents must agree to one of three financial arrangement options for each term. 1) I have a FAFSA on file with Jefferson College. I will enroll in the Pending Aid Nelnet Payment Plan for each term. 2) I do NOT have a FAFSA on file with Jefferson College. I will enroll in the Nelnet Payment Plan prior for each term. 3) I will make a cash payment for each term. Note: Many residents may have sufficient financial aid to cover all charges, but are still required to select an option that will serve as a default if financial aid is not in place by the deadline.

Guarantor: All residents are required to have a guarantor sign the Lease Contract Guaranty page. A guarantor is very similar to a co-signer and will "guarantee all obligations...of the Resident under the Lease". The full guarantor agreement is included as part of the Lease Contract that is sent to selected applicants.

Guaranty Page: The final page of the Lease Contract. This form must be completed by a guarantor who is not an applicant and is 18 years of age or older.

Incomplete Housing Application: An incomplete housing application is missing one of the following components: 1) online housing application submission; 2) a clear image of the applicant's state-issued photo ID sent to vikingwoods@jeffco.edu.

Lease Contract: See "Online Lease Contract"

Lease Term: The lease term is the time period that a Lease Contract is valid. The Lease Contract will have a Start Date and End Date. The standard Lease Contract runs from mid-August through mid-May.

Meningococcal Vaccination Form: Beginning with the 2004-05 school year, every public institution of higher education in Missouri requires students who reside in on-campus housing to have received a meningococcal vaccine unless a medical or religious exemption is on file with the institution. This form is sent via email to all selected applicants.

MyJeffco: Jefferson College provided intranet for student, staff, and faculty use. Students have a dedicated "Student Tab" with important resources including the "Student Housing" block on the bottom left.

Online Housing Application: An official application for student housing. The online housing application requires payment of housing application related fees (security deposit, background check fee) via electronic check or credit card.

Online Lease Contract: A legally binding agreement between the resident and the College. The online Lease Contract outlines the responsibilities for all parties involved during a Lease Term. The Lease Contract includes a statement that the resident (and guarantor) have “read and agree to live by the rules and regulations as detailed within the Jefferson College Viking Woods Resident Guide”, which can be found online at www.jeffco.edu/housing.

Online Lease Contract Addendum: An online Lease Contract Addendum is an extension of an online Lease Contract that may permit pending residents to move in prior to the Lease Contract Start Date pending additional financial obligations.

Pending Resident: An applicant who has a completed Lease Contract on file.

Resident: A person who has been issued keys to a bed space in Viking Woods.

Resident Guide: An extension of the Lease Contract. This document outlines Viking Woods Student Housing policies and procedures. Available online at www.jeffco.edu/housing.

Security Deposit: The Viking Woods security deposit is \$300 and includes a \$50 non-refundable amount after a resident moves into Viking Woods. The security deposit is held to cover any unpaid charges on a student’s account upon Lease Contract expiration or cancellation.

Selected Applicant: An applicant who has been reserved a space based on availability, a completed housing application, and clear background check results.

THDSS: The Housing Director (THD) is a housing management software used by the Office of Residential Life. The Housing Director Self-Service (THDSS) is a self-service module for students to access important housing forms and complete important housing tasks. The link can be found under the “Student Housing” block at the bottom of the students MyJeffco Student Tab.

Wait list: Viking Woods Student Housing maintains a wait list of applicants once all bed spaces are reserved. Lists are separated based on sex and are prioritized based on housing application completion date.

Wait list Applicant: An applicant that has a submitted a complete housing application, but has not yet had a bed space reserved. If spaces become available, they will be offered to wait list applicants based on their wait list position and clear background check status.