

Dear Students,

Thank you for your interest and commitment to Northeast Community College and our residence life opportunities. Our top priority is to provide you with a safe and healthy living environment. In order to do this during the current COVID-19 pandemic, we need to adjust our occupancy and limit the number of residents on campus this coming fall.

For Fall 2020, we have made the following decisions:

- Limit the number of approved residents in our housing facilities.
- Remove our apartment buildings from being a housing option and make them available as isolation and quarantine space for students who have been exposed to or who are showing symptoms of COVID-19.
- Suspend the requirement for student-athletes to live on campus.
- Provide a preference to registered students whose program requires enrollment in multiple face-to-face classes.
- Provide a preference to students who live outside of a 60-mile radius of campus.

As a result of these decisions, some residence life processes have changed for Fall 2020, and we ask that you review these changes carefully:

1. Most housing assignments will be made, during the week of June 29, and those housing assignment notices will be emailed to students during the first full week of July.
2. Students who choose to terminate their signed contract, may do so by requesting a Contract Termination Form from the Northeast Office of Residence Life. If the completed Termination Form is received by the Office of Residence Life prior to July 1, 2020, refunds for all housing fees already paid will be issued and no penalties will be assessed. Please note - if students choose to request campus housing later, a new housing application will be required.
3. Students who are offered an assignment on campus will be asked to sign an addendum to their 2020-2021 Residence Life & Meal Plan Contract and will be required to return that signed addendum within three (3) business days to avoid losing the housing assignment. The addendum will be available online and will also be sent to students via e-mail with their housing assignment notice. This addendum includes updates to procedures and policies for the upcoming semester, as well as additional information related to Fall 2020 housing.
 - a. Once the housing assignment notice is sent, students who decline the offer must contact the Office of Residence Life for a Contract Termination Form. Students who receive a housing assignment offer and then choose to terminate their contract will not receive a refund of any fees already paid to Northeast as per section 2.c in the 2020-2021 Residence Life Housing & Meal Plan Contract. However, due to the current circumstances, Northeast will waive the \$275 contract cancellation penalty if the housing offer is declined within three (3) business days of receiving the housing assignment notice via email.
4. Students who are not offered a housing assignment on campus will be added to our housing waitlist and their \$150.00 housing administrative fee will be retained by Northeast. If, at any time, Northeast can provide housing to additional students, we will contact those on the waitlist first. Communication with all students who are placed on the waitlist will occur via e-mail.

- a. Students who wish to be removed from the waitlist must complete and return the Contract Termination Form that will be sent to them with the waitlist notice. Due to the current circumstances, Northeast will waive the cancellation penalty and refund the \$150.00 administrative fee for any student who terminates their contract within 10 business days of receiving the waitlist notice via e-mail. After 10 business days, the student will forfeit the \$150.00 administrative fee.
- b. If students remain on the waitlist and receive a housing assignment offer in which they decline, they will not receive a refund of any fees already paid and will be responsible for the contract cancellation penalty as outlined in section 7.d of the 2020-2021 Residence Life and Meal Plan Contract.

Housing assignments will not be offered to students who are not registered. If you are a new student and have not registered for your Fall 2020 classes, please visit the [New Student Registration](#) webpage and follow the steps outlined in order to secure your fall classes. Returning students, reach out to your advisor or advising@northeast.edu if you need assistance with registering.

Although these decisions are necessary based on a public health crisis that is beyond our control, we are sorry for any inconvenience caused by these process changes. We value your commitment to Northeast and encourage you to reach out to the Office of Residence Life at housing@northeast.edu or 402-844-7150 if you have questions.

Sincerely,

Residence Life Staff