

**SOUTH FLORIDA STATE COLLEGE**  
**JACARANDA RESIDENCE FACILITY**



**STUDENT RESIDENT HANDBOOK**  
**2023-2024 ACADEMIC YEAR**

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South Florida State College and the Dean of Student Services have the right at any time to make changes to the handbook that SFSC, in its judgment, determines to be necessary for the safety, welfare, care, and cleanliness of the premises and the preservation of good order, comfort, and benefit of the residents and the efficient operation of this facility.

# ON-SITE STAFF

## **Residence Life Coordinator (RLC)**

**(863) 784-7127**

The Residence Life Coordinator is a full-time professional who lives on-site and is responsible for managing the day-to-day operation of the residence life program. The RLC is available to assist with any housing-related concerns including, but not limited to evening and weekend on-site availability, regular health and safety room checks, fire drills, security, conflict management, room assignment, dorm keys/replacement, and management of the Residence Assistant (RA).

Any questions and/or concerns related to housing, please contact the RLC at the number above or email [housing@southflorida.edu](mailto:housing@southflorida.edu).

The Dean of Student Services oversees the Jacaranda Residence Facility. You may contact the Dean of Student Services office at (863) 784-7107 or email [sfscstudentservices@southflorida.edu](mailto:sfscstudentservices@southflorida.edu).

## **SFSC Foundation, Inc.**

**(863) 453-3133**

The SFSC Foundation is the owner of the Hotel Jacaranda. The Foundation processes applications, payments, and invoices regarding student housing.

Any questions and/or concerns related to housing payments, please contact the Foundation at the number above or email [foundation@southflorida.edu](mailto:foundation@southflorida.edu).

## **Hotel Jacaranda Front Desk and Maintenance**

**(863) 453-2211**

The Hotel Jacaranda front desk is where students can pick up their mail, sign in/sign out visitors, and fill out maintenance requests.

If you have a maintenance issue within your room including, but not limited to: air conditioning or heating, plumbing, or furniture in need of repair - please complete a maintenance request form at the hotel front desk located on the first floor in the lobby.

## **Hotel Security**

**(863) 453-0806**

Security is on-site from 11:00 p.m. to 6:00 a.m. daily.

# ELIGIBILITY

Applicants must be admitted into South Florida State College and full-time students (12 credit hours) during their stay. If a student is not full-time or drops below full-time, requests for exceptions may be reviewed through the Dean of Students Services on a case-by-case basis.

## **Application Process:**

1. Review the 2023-2024 Jacaranda Residence Facility Student Handbook.
2. Sign the 2023-2024 Housing Agreement form. By signing this agreement, you have indicated that you have read, understand, and agree to all standards of conduct and regulations outlined in the Jacaranda Residence Facility Student Handbook and all rules and regulations published in the South Florida State College Student Code of Conduct.
3. Complete the Housing Application for the 2023-2024 academic year. The term of a housing application is from the first day of the fall term to the last day of the spring term. Returning students must complete a new application each year.
4. Submit the completed application, signed housing agreement form, the \$50 non-refundable processing fee, and \$250 security deposit to the SFSC Foundation, Inc. Housing applications will not be accepted without a signed housing agreement form and \$300 payment enclosed.

The SFSC Foundation accepts cash, checks, and credit card payments via Discover, MasterCard, and Visa. If paying by credit card, please include a completed credit card authorization form with your housing paperwork or call 863-453-3133 to make payment over the phone. Cash payments must be made for the exact amount, as the Foundation does not keep cash on hand.

## **Please mail the completed application and make checks payable to:**

South Florida State College Foundation, Inc.  
13 East Main Street  
Avon Park, Florida 33825

The SFSC Foundation's office hours are Monday through Friday from 8:00 a.m. to 5:00 p.m. The office is closed when the College is closed.

## ROOM TYPES & RATES

The fall and spring terms consist of one 16-week term or two eight-week flexible terms. The summer term consists of one 12-week term or two six-week flexible terms.

Room Types	Fall 2023	Spring 2024	Summer 2024
Single Shared: Two students in two rooms, sharing a bathroom.	\$2,400.00	\$2,400.00	\$1,800.00
Double: Two students in one room, sharing a bathroom.	\$2,100.00	\$2,100.00	\$1,575.00
Quad: Four students in two rooms, sharing a bathroom.	\$1,800.00	\$1,800.00	\$1,350.00
	<b>16 Weeks</b>	<b>16 Weeks</b>	<b>12 Weeks</b>

**Early arrival for Fall Athletes:** Volleyball and Cross-Country athletes receive a prorated rate based on early arrival in the fall. Rates are determined once the check-in date is scheduled by the RLC and coaches. Invoices will be sent to the student's email address provided on the housing application, starting on June 1.

**Financial Aid:** Student residents who receive financial aid may use the funds to pay their dorm rent. The SFSC Foundation office will provide applicants with a link to a video that includes step-by-step instructions to help student residents review their account for financial aid availability and how to show proof of those funds to the SFSC Foundation office to pay.

The video can be found here: <https://youtu.be/ud9L5bp65DQ>.

## ROOM ASSIGNMENTS

Space in the Jacaranda Residence Facility is limited. Dorm rooms are assigned on a first-come, first-served basis.

At the beginning of June, applicants are notified by email whether they have received a room or have been placed on a waiting list. Applicants offered a room will receive an invoice for dorm rent, move-in dates, room assignments, roommate(s) information, and additional housing paperwork.

- By submitting a housing application, a signed housing agreement, and a \$300 payment does not guarantee that a room will be available or that you will be offered the room type you request. Failure to accept the room as offered will result in a loss of the full security deposit.

- The \$50 processing fee is non-refundable. The \$250 security deposit will be refunded when the student resident has departed the residence facility unless damages and/or other charges are issued to their student account.
- Specific room requests cannot be guaranteed. If demand is sufficient, the RLC reserves the right to place additional students in a room.
- Roommate preference must be mutually agreed upon on all housing application forms.
- Residents are required to live in the room to which they have been assigned.

**Waiting List:** If the dorm has reached full capacity, applicants will be added to a waiting list. When a room has become available, the RLC will notify the student and assign them to a room. The SFSC Foundation will send an invoice to their email for the dorm rent and it must be paid by the deadline stated on the invoice. Rent payments are due one week before the student is scheduled to move in.

- Applicants placed on the waiting list may request a refund of their security deposit within a given period set by the RLC and be removed from the list.

**Returning Student Residents:** Returning student residents must complete a new housing application for the Fall term, but do not have to pay an additional processing fee. Applications are not transferable from one academic year to another. The first-come, first-serve basis applies to returning students as well.

**Dorm Upgrade:** Residents can request to change and/or upgrade if the room is available at the time of the request. All changes must be requested in writing by all parties involved and approved by the RLC.

- If a student requests to upgrade, the student is responsible for paying the difference in rent before any moves may take place. The Foundation office will send an invoice to the email that the student provided on the housing application. The Foundation office will notify the RLC when payment has been received.

**Consolidation:** The Residence Life Coordinator reserves the right to consolidate space by requiring residents without a roommate or suitemate to move to other rooms with vacancies.

## EVICCTIONS & EARLY DEPARTURES

Individuals evicted from the Jacaranda Residence Facility will lose their unused rent, full security deposit, and are prohibited from the premises at all times.

Rent is forfeited for early departures however, if a student is forced to withdraw from the Jacaranda Residence Facility for one of the following reasons, then refunds will be calculated on a percentage basis.

1. At the request of SFSC for reasons other than disciplinary issues with appropriate documentation approved by the Dean of Student Services.
2. The death of a student (100% of fees will be refunded if a student dies).
3. Personal medical reasons confirmed in writing by a licensed physician.

## PROPERTY & MEDICAL INSURANCE

The South Florida State College Foundation and South Florida State College are not responsible for the damage to or loss of personal items.

The South Florida State College Foundation and South Florida State College do not provide renters, homeowners, or medical insurance.

## ROOM KEY & KEY CARD

In the interest of safety and security, student residents are prohibited from giving their room key and/or key card to anyone else to use. Keys are not to be duplicated under any circumstances.

It is the responsibility of the student residents to report and pay for the replacement of any lost or stolen keys and/or key cards. These rates are subject to change at any time.

- At a **minimum**, a replacement fee of \$25 per room key will be charged for each lost key.
- At a **minimum**, a replacement fee of \$50 per key card will be charged for each lost key.
- Additional charges may include, replacement lock charges.

**Lockouts:** Students who lock themselves out of their room must notify the RLC. Student residents will receive one (1) complimentary lockout request per semester. Any additional lockout request thereafter will result in a \$25 fee.

**No refunds will be given for the lost key fee if or when a room key/key card is found.**

## DAMAGE TO ROOM & HOTEL PROPERTY

Student residents are responsible for all damage to their assigned rooms.

- Students will be charged a **minimum of \$150** for wall damage.

- Students will be charged a **minimum of \$250** for a broken window.

**Damage repairs, replacement, and/or fines** will be charged against the student's security deposit. If charges exceed the balance of the security deposit, the student will be invoiced and a hold may be placed on the student's college account. Failure to make payment when due will result in a late fee of \$25 per day and may result in a lockout from your room until payment is made.

## USE OF HOTEL FACILITIES

- Students living in the Jacaranda are hotel residents, not hotel guests.
- The elevator is available when moving in and out; students must use the stairs at all other times.
- Student residents may use the hotel swimming pool during posted pool hours provided an SFSC function is not in session. All posted swimming pool rules must be followed. Non-resident visitors may not use the swimming pool.
- After using the pool, students are required to wear shoes and towel off before going up to their rooms to help minimize the drips that will bleach out the lobby carpet. Appropriate clothing/cover-ups should be worn to go through the hotel lobby.
- Clothing worn in the public areas of the hotel should be appropriate for a working hotel (e.g., shirts, shorts, and skirts should not be too revealing). Shoes or sandals must be worn.
- Cleats may not be worn inside of the hotel.
- Students may dine in the hotel restaurant when it is open. Behavior and dress code applies.
- The second and third-floor hallways, balconies, lounges, and breezeways are not to be used by students at any time.

## PARKING & TRANSPORTATION

Student residents are responsible for their transportation to and from South Florida State College Campus and the Jacaranda Residence Facility. South Florida State College Foundation and South Florida State College do not provide transportation.

- Automobile parking is available in the rear parking lots. Students should not park in front of the hotel.
- Student residents are limited to one motorized vehicle.
- Vehicle repairs/maintenance cannot be done in the hotel parking lot.
- Vehicles may not be left in the hotel parking lot over college breaks and closures.



South Florida State College Foundation and South Florida State College assume no responsibility for damages to cars and/or personal property stored in cars, in the hotel, adjacent parking lots, and/or streets.

All damage should be reported to the RLC and police. Student residents must complete an incident report with the hotel front desk staff.

## INTERRUPTION OF SERVICES

Be aware that occasionally throughout the year, there may be a need to interrupt services (water, electricity, internet connectivity, air conditioning, heat, etc.). The residence life staff will give as much notice as possible regarding interruption of services.

Notices: The RLC/RA will keep student residents informed by posting important details and information on hall bulletin boards located on each floor. Please refer to the boards for dates on upcoming service interruptions, application and payment deadlines, residence facility meetings, safety checks, etc. Such notices will also be sent to student residents via email. We recommend that students check their emails regularly.

## CODE OF CONDUCT

Students residing in the Jacaranda Residence Facility will cooperate in maintaining a routine of living conducive to study and wholesome college life. Students are held responsible for all standards of conduct and regulations published in this handbook and rules and regulations found in the Student Code of Conduct.

The SFSC Student Code of Conduct can be found here:

<https://www.southflorida.edu/current-students/student-handbook>

Possession and/or use of, or being present with others in possession of/or using, the following may result in immediate eviction from the residence facility, loss of unused rent, full security deposit, and possible civil action:

1. Alcohol and controlled substances (illegal drugs, marijuana, etc.) Use, production, distribution, sale or possession of drugs or controlled is prohibited and is not permitted in the residence facility or surrounding hotel property.
2. Firearms, ammunition, fireworks, knives, or any object used to threaten, harm, or intimidate will be considered a dangerous weapon and is prohibited on the premises.
3. Threatening and/or harassing behavior

4. Tobacco products such as cigarettes, cigars, chew, and those that simulate tobacco use (e-cigarettes) is prohibited in the residence facility and hotel exterior areas.
5. Chemical substances (candles or incense)

Possession and/use of on SFSC Foundation property, or being present with others in possession of/or using, the following may result in immediate action taken by the residence life staff to include, but not limited to: fines, community service, other educational sanctions, suspension/expulsion, immediate eviction from the residence facility with loss of unused rent, full security deposit, and possible civil action:

- Potential student residents must disclose any criminal convictions prior to acceptance into the Jacaranda Residence Facility. Failure to be completely truthful can lead to dismissal from the residence facility.
- Students shall not pursue any business in their room and/or on the premises.
- Propping entrance doors. Security doors must remain closed and locked at all times.
- Public Display of Affection (PDA): Students are expected to behave in an appropriate manner consistent with living in a facility that hosts outside guests.
- No curfew exists for residents, but all visitors must leave the building by 10:00 p.m. on the same day of arrival.
- Entrance to the building after 11:00 p.m. is through the rear door, using their assigned key card only.
- **Quiet hours** are in effect from 10:00 p.m. to 7:00 a.m. During these times, no noise should be heard outside student rooms. Failure to do so is considered a student conduct violation.
- Common areas include the kitchens, laundry rooms, and TV rooms. They are open 24/7 for student residents. Visitors can be in the common's areas between 10:00 a.m. and 10:00 p.m.
- Sleeping is not allowed in the common areas, only in assigned rooms.
- Items may not be dropped from any window of the hotel. Such actions may result in eviction.
- Emergency exits and windows are to be used only in case of emergencies.
- Hall sports are not permitted at any time. This includes the use of hoverboards or skateboards of any kind.
- Pets that are not to be considered as emotional support animals or not registered as a service animal.

**Living in the Jacaranda Residence Facility requires acceptance of these standards. Failure to comply could result in loss of housing privileges in future terms and even eviction.**

## VISITATION POLICY & PROCEDURES

Visitors are welcome between 10:00 a.m. to 10:00 p.m. Minors (under 18 years of age) may not visit the residence facility unless accompanied by a parent/legal guardian.

- Student residents must personally sign in and sign out his/her visitor after departing the hotel, even if the same guest visits more than one time each day.
- Visitors must show a valid Photo ID at the hotel front desk after being checked in.
- Student residents must be present with and are responsible for their visitor(s) at all times, and must ensure compliance with all rules.
- Visitors must be signed-out at the front desk and depart the Hotel Jacaranda by 10:00 p.m. on the same day of arrival.

Visitors are required to abide by all Jacaranda Residence Facility policies. Both student resident and visitor are subject to disciplinary action for infractions incurred by the visitor. **Violation of visitation policies may result in eviction or disciplinary action.**

## MY ROOM & MY RESPONSIBILITIES

**Furniture:** All rooms are furnished with one extra-long twin bed, mattress, dresser, desk, and chair per occupant. These may not be removed from the room. A furniture inventory will be completed upon arrival and departure.

**Windows:** No changes can be made to the blinds in the windows. Nothing should be displayed in or visible from the windows.

**Doors:** No items may be placed on your door without permission from your RLC or RA. However, if these items damage the door, then you may be fined.

**Internet:** Wireless internet is available for residents to use in their rooms and all common areas on the residence facility. The username and password are available after moving in. The student is responsible for what websites and downloads happen on their devices while logged onto the school internet at all times. They will be responsible for their visitor's use of the internet as well.

**Health and Safety Room Checks** may be conducted by the RLC and/or RA periodically. Residents may or may not be present during inspections. Residents will be notified of health and safety checks at least 24 hours before the check. A search can be held immediately if there is reasonable suspicion of policy violations.

During the inspections, dorm rooms, outlets, wall decorations, and general cleanliness will be assessed. Rooms are to be kept clean (e.g., the floor cleared and vacuumed, clothes not thrown about, food put away in sealed containers, garbage thrown away, refrigerators clean, shower/sinks clean, etc.)

- If the room is found to be unsatisfactory, the student will be given 24 hours to clean it up. If it is not cleaned up after that period, student conduct sanctions will be issued to the residents of the room, which may include fees applied to each student's account.

**Missing or damaged furniture:** replacement costs and/or fines will be charged against the student residents security deposit. If charges exceed the balance of the security deposit, the student will be invoiced and a hold may be placed on the student's college account until payment is made.

## MY FLOOR & MY RESPONSIBILITIES

**Kitchen:** Student residents have access to a full kitchen with a stove, oven, microwave, refrigerator, and sink. There is a kitchen located on both floors.

- Student residents will need to furnish their cookware and dishes.
- Student residents are to ensure the kitchen is clean after each use. Any dirty dishes or cookware, regardless of who used them, left in the kitchen will be thrown away, as they encourage unwanted pests/rodents.
- Items in the refrigerator should be labeled with the owner's name and date when placed in the refrigerator.

**Laundry:** Each residence hallway has two washers and two dryers. No fee is charged for using these machines however, student residents will need to provide their detergent. HE (High Efficiency) detergent is required for washing machines on all floors. The Jacaranda Residence Facility is not responsible for ruined and/or missing items.

**Damage to Commons Areas:** Student residents are responsible if they cause damage to a common area. If anonymous damage is done to the facility, then the cost may be divided equally among the student residents on the wing and/or floor. Student residents are not authorized to make repairs to avoid these charges.

- The repair and replacement costs of missing and/or damaged furniture will be charged against the student resident's security deposit. If charges exceed the balance of the security deposit, the student will be invoiced and a hold may be placed on the student's college account until payment is made.

## TRASH REMOVAL

Student residents are required to follow this protocol regarding trash disposal.

1. Each student resident is required to remove the trash inside of their assigned room at a minimum of twice a week and take it to the dumpster located outside of the Hotel Jacaranda.
2. Garbage cannot be set outside of or left in the dorm rooms, hallways, kitchens, and/or common areas at any time.

In the event, a student resident does not comply with these procedures then they will receive a written warning. A second offense will result in a \$25.00 fine.

Kitchen trashcans are strictly for kitchen purposes only.

## HALL SPORTS

In the interest of personal safety and out of respect for the entire building and co-habitants, sports or rowdiness of any nature are not permitted in any areas of the building. This includes throwing any objects in, from, or at the Hotel Jacaranda.

## GENERAL SAFETY POLICIES

**Electrical Appliances:** Due to the associated fire risk and the large amperage draw of electrical appliances, the Hotel Jacaranda has placed restrictions on the type of appliances that can be present in the student's dorm room. A kitchen is provided where student residents may cook their meals. Appliances that are not permitted include, but are not limited to:

- Space heaters, hot plates, coffee makers, and toasters. However, coffee pots that do not have a warm heating element are allowed (i.e., Keurig's).

**Fires:** In the event of a fire, activate the building's fire alarm system, and evacuate the building. Do not linger in the building to try and rescue your personal belongings. Fire extinguishers are positioned throughout the building for ease of use. If a fire is small and you can/choose to extinguish it, activate the building fire alarm before fighting the fire. Report all fires immediately to the residence life staff. You are required to complete an incident report (even if you extinguished the fire yourself and no property damage is evident).

To ensure residents and staff are familiar with emergency evacuations, we conduct an annual fire drill exercise. Participation in the exercise is mandatory.

**Emergency Evacuations:** The Hotel Jacaranda was designed and has been equipped with many life safety features such as fire suppression sprinklers throughout the entire building, an audio and visual fire alarm system, and multiple external egress stairwells. When the fire alarm sounds, everyone must evacuate the premises. Evacuation maps can be found near the door of each dorm room. The Hotel Jacaranda's designated rally point is the church parking lot, north of the Jacaranda, or at least 500 feet away from the affected building(s). Do not return to the evacuated building until directed by official personnel.

**In the case of school closing due to a natural disaster (i.e., a hurricane, or other circumstances determined by SFSC):** The Jacaranda Residence Facility will be closed and student residents will be given as much reasonable time possible after notice to vacate the building. Student residents are responsible for their travel and lodging when the Jacaranda Residence Facility is closed.

**Sexual Assault and Violence, Prevention, and Response:** South Florida State College provides periodic education for students, faculty, and staff about sexual assaults, acquaintance rape, domestic violence, dating violence, stalking, and other forcible and non-forcible sex offenses.

If you are the victim of a sexual assault or violence, your priority is to go to a place of safety, call 911, and then notify the SFSC Security Department as well as the Title IX Coordinator. The College provides procedures for investigating and disciplining students in matters of sexual violence.

More information regarding Sexual assault violence prevention and response can be found here: <http://www.southflorida.edu/community/title-ix-sexual-harassment>.

**Missing Persons:** Each student living in an on-campus student housing facility has the option to register an emergency contact to be notified in the case that the student is determined to be missing. If you are unable to locate a fellow student resident and they have been missing for 24 hours, or you suspect there may be foul play involved with their absence, report this matter immediately to the RLC/RA, Campus Security, and/or the SFSC Dean of Student Services.

Once a report has been received, the residence life staff will conduct a preliminary investigation to verify and validate the circumstances which exist relating to the reported missing student. If a student is less than 18 years of age and is not emancipated, their parent or guardian will be notified. All official missing student reports will be immediately referred to local law enforcement.

## ANNUAL CRIME & FIRE STATISTICS

The Clery Act requires South Florida State College to publish an annual report that contains statistics for the previous three years concerning reported crimes that occurred on campus, at off-

campus buildings owned or controlled by SFSC, and on public property immediately adjacent to and accessible from the campus.

In addition to the crime statistics report, SFSC prepares an Annual Fire Safety Report, which provides information about student housing fire statistics, safety systems, fire drills, fire safety policies, and education and training programs.

Both reports can be found on the SFSC Security Web page at:

<https://www.southflorida.edu/safety-security>.

## EMERGENCIES

Student residents leaving the Jacaranda residence facility overnight are encouraged to notify the RLC/RA and the hotel front desk staff when they leave and return. This will enable hotel and residence life staff to know, in the event of an emergency, who is and who is not in the building.

If a student resident becomes ill, is injured, and/or needs special assistance then he/she should notify the RLC or the RA immediately. Do not hesitate to call 911, if necessary.

Please immediately notify the RLC and the hotel front desk staff if you call emergency services so they can direct them to the correct location.

## SERVICE ANIMALS

Service animals are protected by the Americans with Disabilities Act (ADA) and are defined as a dog (or sometimes miniature pony) that is trained to assist their owner with specific tasks.

Residents with a service animal are encouraged, but not required, to speak with the SFSC's disabilities specialist at [disabilities.specialist@southflorida.edu](mailto:disabilities.specialist@southflorida.edu), or 863-784-7131.

## EMOTIONAL SUPPORT ANIMALS

Emotional Support Animals (ESA) are not covered by ADA but are protected under the Federal Fair Housing Act. ESA must be first approved by the college's disabilities specialist and documentation from a medical professional must be submitted and approved by the college.

If you are a resident who will be requesting to have an ESA in your dorm room, you must first contact the SFSC's disabilities specialist at [disabilities.sepcialist@southflorida.edu](mailto:disabilities.sepcialist@southflorida.edu), or 863-784-7131.

## COLLEGE BREAKS & HOLIDAYS

The Jacaranda Residence Facility will be closed during the various holidays and college breaks: Thanksgiving, winter break, spring break, and summer break.

- All student residents are expected to vacate the facility.
- Items can be left in the room over Thanksgiving, winter, and spring breaks only. The SFSC Foundation, residence life staff, the college, and the Hotel Jacaranda are not responsible for lost or stolen items. Valuable items should never be left in the room.

**Athletes:** Based on training and/or game schedules, athletes may be allowed to stay in the residence facility during the various college breaks. This will be coordinated with the coaches and the residence life staff. Additional fees may apply.

Exceptions to these rules and policies may be made by the RLC and the Dean of Student Services.

## MOVING INTO THE RESIDENCE FACILITY

At the beginning of June, all incoming student residents will receive a welcome packet via email that includes move-in information such as the date and time, room assignment, and the invoice for their dorm rent. Specific room assignments may be given with a packet or on the day of check-in.

Student residents will be issued their room key, key card and may begin moving in when:

1. The SFSC Foundation has received the student resident's dorm rent in full or has received appropriate financial aid documentation as payment.
2. All housing paperwork has been completed and turned in to the RLC or RA.
3. A photo has been taken at the hotel front desk to use for their records only.

The parents and families of incoming student residents may assist with move-in and room setup on official check-in days and assigned times only (July, August, and January) without going through official visitation procedures. After check-in day, all visitors must comply with our visitation policy and procedures on page 11.

**Note:** we will assume the student residents assigned room is satisfactory if the issues are not reported on the check-in/check-out form.

## WHAT TO BRING

- Bedding/linens: extra-long twin-size sheets, pillow, blanket, and comforter.
- Toiletries: toothbrush, toothpaste, hair care products, soap, toilet paper, towels, trash can, etc.



- Cleaning Supplies for room and bathroom: HE (High Efficiency) laundry detergent, trash bags, dryer sheets, etc.

## WHAT NOT TO BRING

- Pets of any kind, including fish.
- Chemical substances: Candles with or without wicks, smell goods, and incense are not permitted to be used and/or stored in the room.
- Electric cooking devices: the kitchen is provided for cooking; they may not be in your room.
- Tobacco products, including cigarettes, cigars, chew, and those that simulate tobacco use (e-cigarettes)
- Alcohol and controlled substances (illegal drugs, marijuana, etc.)
- Firearms, fireworks, ammunition, knives, and/or weapons of any kind.
- External speakers and/or amplifiers
- Weights (i.e., barbells, dumbbells)
- Room decorations that display alcohol, drugs, or that are patently offensive to reasonable persons.

## ITEMS YOU MAY WANT

- Dorm-size refrigerator, 3 cubic feet or smaller
- Posters secured with non-damaging/removable tabs, but no nails.
- Throw rugs and bath mats
- Vacuum cleaner, we do not provide any at the residence facility
- Food containers: If food will be kept in the room, it must be in airtight containers at all times.
- Cooking/eating utensils: pots, pans, silverware, plates, bowls, etc.
- Television: Cable is available in each room; student residents may request a cable box from the RLC.

## VACATING THE RESIDENCE FACILITY

Student residents are notified each semester of checkout dates and times, as well as proper procedures to follow. The RLC will coordinate a formal checkout with each student before departure.

- All student residents, except for students who are graduating, are required to check out and vacate the premises within 24 hours of their last exam. Students who are graduating are required to check out by noon after their commencement.

- All keys must be personally returned to the RLC. Failure to return all keys will result in an improper check-out fine of \$50.00 and may include key replacement fees.
- Student residents must be present on time and be prepared for checkout. Failure to do so will result in an improper checkout fine of \$50.00.
- Any items left in the room or parking lot after a student vacates will be considered abandoned property and will be disposed of immediately.
- Rooms must be vacated and personal property removed during summer break regardless of fall enrollment. Returning student residents are not guaranteed the same room.
- Rooms should be in the same condition as when the student resident moved in. It is the student's responsibility to clean their assigned bedroom and bathroom upon departure.
  - For shared spaces (bedrooms and bathrooms), all occupants are equally responsible regardless of departure date, schedule your move-out inspection before you leave.

**Voluntary early departure:** If the student is no longer enrolled at South Florida State College or has decided to permanently vacate the residence facility, the student has 48 hours to remove all personal items and return their key and key card to the RLC.

**Evictions:** Non-voluntary departures must be coordinated with the RLC. The student will have 24 hours to remove all personal items and vacate the residence facility. Any items left in the room will be considered abandoned property and will be disposed of immediately.

**Security Deposit:** Refunds will be direct-deposited or mailed to the address on record at the college and may take four to six weeks. The security deposit refund will not be processed until all keys and key cards are returned and proper check-out has been conducted. If a refund is required on any payment received on behalf of a student, the refund will be made to the student, regardless of who made the payment.

**Damage/Replacement Fines:** Costs to repair damage to the room or furniture, replace missing cable TV items or furniture, dispose of abandoned property (including cars), or restore the room to its original move-in condition will be assessed against the security deposit. If charges exceed the balance of the security deposit, an invoice will be emailed to the student and a hold will be placed on the student's college account until payment is received.

Additional charges, if any, which are based on room condition will be determined at check out. Failure to comply with these checkout policies may result in the loss of security deposit.



**Tours of the Jacaranda Residence Facility are available during office hours and must be scheduled in advance with the Residence Life Coordinator prior to arrival.**

**Office Hours:**

Monday – Friday

8:00 a.m. to 5:00 p.m.

Office is closed when the College is closed.

**Location:**

The Hotel Jacaranda  
19 East Main Street  
Avon Park, Florida 33825