



WYOTECH HOUSING

LARAMIE CAMPUS





WELCOME TO WYOTECH IN LARAMIE, WY

This housing handbook is an overview of student housing options at WyoTech in Laramie. The Laramie campus offers both campus-managed housing and community-referred housing. The following pages offer an overview of recommended housing areas, housing policies and costs, as well as additional information about living in Laramie. The policies in this handbook are subject to change without notification.

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OVERVIEW OF SERVICES

In general, students have found that housing offers them many of the comforts of home and the freedom of having a place to make their own. With these benefits, however, comes the responsibility of taking care of the property that they occupy. You will find information in this guide about the advantages of WyoTech student housing options, as well as our policies and the requirements for those who choose it.

We look forward to answering any of your questions — and helping you make the right housing choice. Just let us know how we can help.



Campus-Managed Housing

WyoTech in Laramie offers two campus-managed housing options in one location that are managed and supervised by our Housing Office. These housing options are subject to rules and policies set forth by WyoTech in Laramie. Campus-managed housing at Laramie includes apartment-style housing options.

Benefits of Campus-Managed Housing

- Students reside in close proximity to one another. This facilitates carpooling and allows students to establish new friendships and participate in housing activities. Students are surrounded by others who share the same general interests and goals, which makes for a more supportive community.
- The WyoTech campus-managed Housing Office sponsors frequent activities and events for student residents.
- WyoTech campus-managed housing provides heat, electricity, cable TV, Internet, water, sewer, garbage, and general maintenance at no extra charge to students.
- Campus-managed housing residents usually have direct access to the maintenance department with 24-hour, on-call emergency service.
- Each campus-managed housing area has at least one student resident assistant (RA) as a communication and support resource for the students.
- WyoTech campus-managed housing provides freedom from binding lease agreements that may not coincide with a student's term at school.
- WyoTech provides staff who facilitate the safety and security of the WyoTech property and, most importantly, students, staff, faculty and visitors.

Room Types: Shared or Private Bedroom

All of the apartments in campus-managed housing are organized as multi-resident suites. This means that private or shared occupancy bedrooms share a common kitchen, living room and bathroom. Private bedrooms offer more privacy in an apartment. However, the monthly cost is higher and they still share the apartment. There are no units where students will have their own apartment in campus-managed housing.

- Monthly rental rates may vary by location and type. (Please check with the Housing Office for the latest rates and availability.)
- WyoTech cannot guarantee any particular space within the WyoTech student housing community for any particular student, and we cannot guarantee that room assignments will not change at any time prior to the start of classes.

5 STEPS TO SECURING YOUR HOUSING

Before you start at WyoTech in Laramie, we'll work with you to find housing that's right for you. Your housing needs and concerns are important to us, and our Housing Team is available to help you every step of the way. In general, the process for locating student housing follows the below steps:

1

Review Information

Review and understand all of the information in this packet. Your Housing Team is available to review your housing options with you and answer any questions you may have.

2

Make Your Decision

You will need to decide whether you will live in campus-managed housing or community-referred housing. Regardless of which housing option you choose, you will need to complete and submit a housing application. For students intending to live in campus-managed housing, you will need to submit a \$50 nonrefundable application fee and a \$150 security deposit for a total of \$200.00 with your housing application.*



*If enrollment is cancelled within 30 days of the start, the \$150 security deposit is nonrefundable.



3

Complete Forms

If you enrolled on the Internet, your housing application will be available to you on your student portal for you to complete. If your enrollment was done on paper, please complete and return the paper application along with your reservation fee and damage deposit.

4

Final Check

Housing assignments will be made 30 days prior to the start. Housing assignments will be made on a first-come, first-serve basis. Students are encouraged to complete the housing application and pay their reservation fee and damage deposit as soon as possible.

5

Notification of Assignment

A member of the WyoTech Team will contact you with your housing assignment once it is made.

Changed Your Mind?

If you have changed your mind about your housing preference, contact the Housing Team at 855-806-9715.



ROOMMATE ASSIGNMENT

When you choose the campus-managed housing option, roommates will be assigned by the WyoTech-Laramie campus's Housing Office. Housing assignments and roommate requests are made on a first-come, first-served basis, when space is available. Our Housing Office strives to make roommate assignments based on requests from students. However, we cannot guarantee your roommate preferences.

- **Roommate Requests** — If you are requesting a specific roommate(s), it must be a mutual request, and the housing application for each roommate should be submitted at the same time, if possible. In order to request a roommate, all individuals need to choose the exact same housing style and rent rates. Every effort will be made to place residents who make mutual requests together. Preference will be given to residents who request to share double occupancy rooms within suites.
- **Roommate Consolidations** — WyoTech in Laramie reserves the right to consolidate roommates as vacancies occur.
- **Married Student Housing Requests** — At this time, married couples cannot be accommodated in campus-managed housing due to WyoTech housing regulations. However, there are community-referred options that will accommodate married couples.

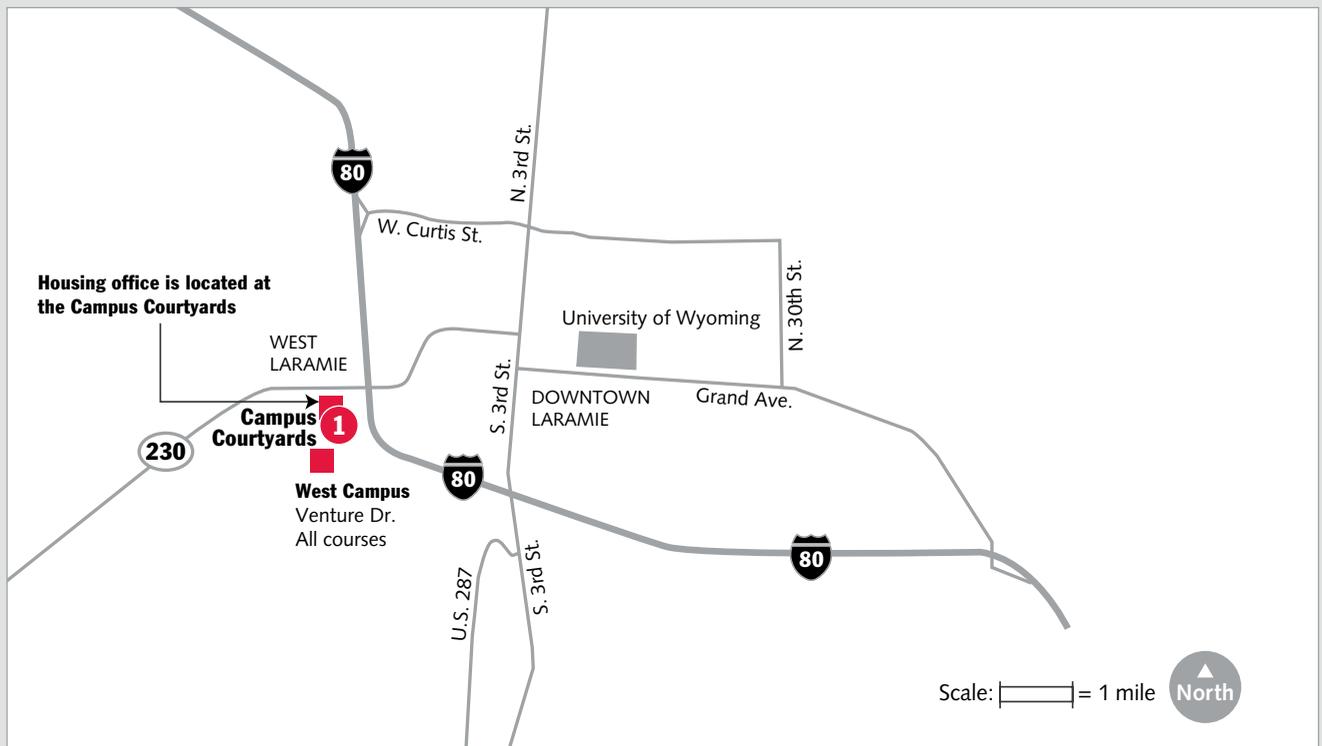


FREQUENTLY ASKED QUESTIONS

	Campus-Managed Housing	Community-Referred Housing
Can I request my roommate?	Yes. You and your potential roommate should request the assignment at the time you apply for housing, on your housing contract. You should both submit the application and fees at the same time, if possible.	Choose multiple-room units that will allow you to have roommates. Check with your landlord on the maximum number of people that may occupy a particular rental unit.
Do I have to bring a TV, radio, phone or computer to use in my room?	Yes. While cable TV is provided in your room, you will need to bring these items with you. An Internet connection is available at Campus Courtyards, but you will need to bring your own computer. Computers are also available for student use on campus.	Check with your landlord on amenities available with your rental unit.
What do I bring to set up my new room?	A checklist is included on page 10 of this handbook to help with your move. You can also contact the Housing Team with any specific questions before you start school.	Check with your landlord on amenities available with your unit. A checklist is included on page 10 of this handbook to help with your move. You can also contact the Housing Team with any specific questions before you start school.
When can I move into my new student housing?	The check-in date for housing is generally the same as your registration date.	Check with your landlord for move-in date options. You may be able to rent your unit earlier than the school's start date, if you choose.

CAMPUS-MANAGED HOUSING OPTIONS

WyoTech in Laramie offers two campus-managed housing options in one location. This facility is located right next to the campus. The facility is subject to change and availability.



1 Campus Courtyards

This new facility is located on the West Campus and offers on-site, coin-operated laundry facilities, a common area with local phones on each floor, Internet access, and an on-site residential director.

Temporary housing assignments may be required into alternate housing when demands exceed availability of regular housing.

Campus Courtyards

Room Type	Distance from Campus	Size	Utilities Provided	Accommodations	Kitchen Facilities	Rent
4 person suites, shared or private bedrooms	<ul style="list-style-type: none"> Located at West Campus Furnished 	Varies by unit	<ul style="list-style-type: none"> Electric/gas Cable Water/sewer/garbage High-speed Internet 	<ul style="list-style-type: none"> Twin extra long beds 2–3 dresser drawers/person Open clothes closet Sofa Coffee table Kitchen table and chairs 	<ul style="list-style-type: none"> 4-burner electric range/oven Sink Full-size refrigerator Microwave 	<ul style="list-style-type: none"> Refer to housing application



MOVING IN: CHECKLISTS AND REMINDERS

Housing Checklist

Residents frequently bring more personal items and clothing than they will actually use. Since units are often shared with roommates, and given closet and drawer space is limited, we suggest that residents bring only the essential items indicated below.

Living Essentials

- Bedding for extra long twin-sized bed
- Towels and washcloths
- Shower curtain
- Cooking and eating utensils
- Cleaning supplies
- Bathroom supplies
- Living expenses for at least two weeks

Suggested Clothing

- Jeans and everyday clothing (appropriate to local weather)
- Jacket or coat (appropriate to local weather)
- Leather work shoes or boots
- Dress pants, white shirt, tie and dress shoes for possible on-campus job interviews and community service events
- If enrolled in Applied Service Management (ASM) courses, WyoTech provides two dress shirts. Students must bring their own dress pants, dress shoes, and tie to wear to class.

Personal Effects

Students living in campus-managed housing who choose to leave during scheduled breaks should plan to take their valuable items with them. **WyoTech is not responsible for stolen or damaged items.**

Optional Items

- TV – One basic cable TV connection is provided, but the resident must provide the television set. A small television is recommended.
- Telephone – An in-room telephone outlet is provided; however, the resident must bring their own telephone and pay telephone deposits, connection fees, and monthly charges directly to the telephone company for service.
- Internet – High-speed Internet connections are provided at Campus Courtyards.
- Personal computer
- Radio or small stereo

Also, please bring the following housing paperwork with you when you move in:

- WyoTech's Laramie campus housing handbook

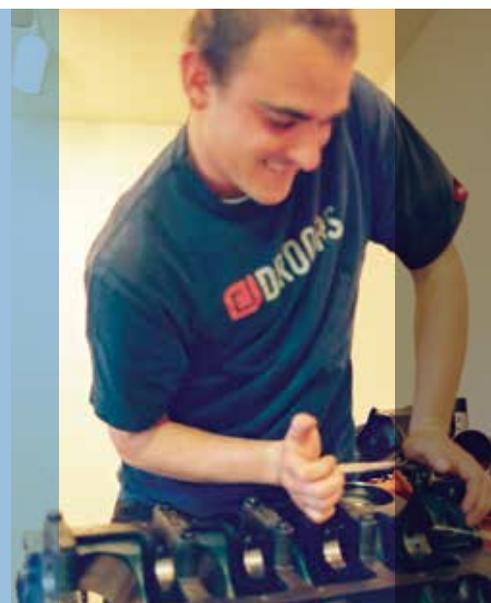
Required Documents

The following form will allow you to select and secure your housing preference:

- **Housing Application** — An application for housing, both campus-managed and community-referred, to begin the housing process.
 - A \$50 nonrefundable application fee must be submitted with housing applications requesting campus-managed housing.
 - A \$150 housing security deposit must be submitted with housing applications requesting campus-managed housing. This deposit is refunded if the applicant cancels his/her application more than 30 days prior to his/her start date.
- **Housing Contract** — A rental agreement between you and WyoTech that secures campus-managed housing for you. This will be available for you at check-in on registration day.

Renter's Insurance

Whether you choose campus-managed or community-referred housing, neither WyoTech nor the owners of the housing premises, if other than WyoTech, are liable for loss or theft of personal property or for damages or destruction of such property by fire, water, or other causes. **Residents are strongly encouraged to obtain personal property/rental insurance or review their parent or guardian's homeowner's insurance plan to determine if coverage is provided.**



POLICIES AND YOUR RESPONSIBILITIES

This section, in conjunction with the housing contract, contains the terms and conditions under which WyoTech in Laramie's campus-managed housing services are offered. For community-referred housing policies, check with your landlord.

The mission of WyoTech student housing services is to provide a safe residential environment that supports the educational goals of the school. By contracting to reside in WyoTech student housing, you agree to abide by the policies and procedures outlined in this handbook, as well as other housing information given to you and stated on your housing application. Please read these documents thoroughly.

Good Neighbor Policy

WyoTech in Laramie's housing facilities are located in residential areas surrounding the school community. It is a goal of WyoTech's Laramie campus to promote positive relationships with our neighbors that reflect positively on the school and its students.

- WyoTech's Laramie residents should understand that the permanent residents in their neighborhood have made long-term commitments to their environment, while students are temporary members of the community.
- Residents of student housing need to be mindful of the needs and concerns of the neighbors around their area and consistently show them proper respect.

- Specific concerns of our neighbors include rowdiness, loud noise, unsafe driving practices, and environmental issues. Residents of campus-managed housing are expected to be respectful of these concerns, and represent WyoTech in a positive manner within our community.
- Behavior that is detrimental to the quality of a neighborhood environment jeopardizes the integrity of not only the residents, but also the school itself.
- Our goal is for all residents to contribute positively to the community environment in and around their areas.

Housing Policies

WyoTech's housing facilities are considered to be part of the campus despite being separated from the main campus. WyoTech retains the authority to monitor the manner in which the housing facilities are maintained and utilized by residents, and to continue an ongoing maintenance program for all units.

The WyoTech Student Housing Office has developed housing regulations that are provided to ensure safe and secure housing for residents. These housing regulations are listed in this handbook. Resident assistants, safety and security personnel, and housing staff members are available to clarify these regulations, as well as to ensure the safety, comfort and well-being of all residents. Our goal is to create an environment that contributes to student success.

The following is a list of WyoTech Housing Policies that apply to all residents and guests:

1. **Alcohol** — The possession, consumption, and/or distribution of any alcohol and/or alcohol container is prohibited on or around housing premises. All participants in a “party” involving alcohol are considered in violation of this policy. In addition to being evicted from WyoTech housing according to the zero-tolerance policy, these incidents of alcohol-related violations may be reported to a local law enforcement agency and the parent or guardian.
2. **Cleanliness** — Residents are required to maintain their assigned unit in a clean and safe manner so as not to create health or safety hazards.
3. **Cooperation and Compliance** — All residents and their guests are expected to cooperate and comply with the reasonable requests of WyoTech staff. Willfully and knowingly providing false or misleading information is also a violation.
4. **Dartboards** — Due to the potential for damage, dartboards of any kind are not allowed in housing.
5. **Disorderly Conduct** — Behavior (physical or verbal) that is detrimental to the living environment and the general well-being of housing residents is not permitted. Unit entry and exit via windows is considered as disorderly conduct and is not permitted. Use approved entrances/exits only.
6. **Fire Safety** — Propping open fire doors is not permitted and may result in a fire safety violation fine. The use of open-flame devices or the burning

of any substance including, but not limited to, candles, hookahs and incense is not permitted in or around any housing unit. Use of high-heat (300 watts or higher) halogen lamps is also a fire safety violation. “Black lights” are not permitted in WyoTech housing. Starting open fires, the use of personal barbecues, the use of decorative lights in violation of Section 7 of the Housing Policy list, and tampering with fire safety equipment are all violations. The storage of flammable fluids, barbecue grills or charcoal is not permitted in or around any housing unit. There is no smoking within 50 feet of any building. This includes e-cigarettes and vapor pens. Space heaters are also not allowed in housing. The charge for the unlawful discharge of a fire extinguisher, use of candles or setting false fire alarms is \$130. Residents must be in compliance with all local fire codes. Fire safety violations are also subject to sanctions by a local law enforcement agency. Violations of Fire Safety Rules and Regulations will be fined no less than \$100 per incident by WyoTech housing. The city may also cite violations of code according to their own schedules.

7. **Decorative Lights** — The Housing Manager may authorize the use of decorative lights. Those exceptions would include:
 - a. Use twinkle lights only.
 - b. Lights may be displayed from Thanksgiving until the return from Christmas break.
 - c. Only one strand of lights may be used per outlet.
 - d. You may not drive nails or tacks through the lights' wire or insulation.
 - e. The Housing Manager may use his/her discretion to declare light usage as inappropriate and can set further guidelines as he/she sees fit.
 - f. ONLY artificial trees are permitted.

- 8. Fireworks** — The use and/or possession of fireworks within three miles of city limits (including on housing premises) are prohibited and also constitute a fire safety violation.
- 9. Guests** — Residents may have one (1) guest of the same gender stay with them in their unit no longer than three consecutive days. An authorized housing staff member must approve all guest visits, prior to the visit. Residents are responsible for the actions/behavior of their guests and must accompany the guest at all times. Guests of the opposite gender must leave the premises by 11 p.m.
- 10. Underage Guests** — Guests of the opposite gender who are under the age of 18 years are not permitted. Guests of the opposite gender must provide legal proof of age, and will be asked to leave the premises if age cannot be verified. A trespass notice will be issued by local law enforcement to underage guest violators.
- 11. Identification** — Residents are expected to identify themselves to housing staff and patrol members upon request. Willfully and knowingly providing false or misleading information is a violation.
- 12. Illegal Drugs** — The use, possession, and/or distribution of any illegal substance and/or paraphernalia is prohibited on or around housing property. All incidents of illegal drugs and/or paraphernalia will be reported to a local law enforcement agency and may lead to notification of the parent or guardian and eviction from WyoTech housing. Students suspected of use, possession, and/or distribution of any illegal substance may be subject to drug testing. A positive drug test will result in charges to the student account for the cost of the test.
- 13. Littering** — The intentional dumping of litter anywhere on housing premises is not permitted. This includes the improper disposal of cigarette butts.
- 14. Noise** — All residents are expected to respect their neighbors with regard to noise levels. Noise that disturbs other residents is never acceptable. Stereos (both auto and residential), televisions, vehicle noise, and voices must be kept at a reasonable volume so as not to disturb other residents.
- 15. Obscenity** — Posters, wall hangings, computer screens, books, and/or magazines depicting nudity, vulgar language, or racial degradation; promoting drug culture or violence; or of an obscene nature are not permitted.
- 16. Pets** — Pets of any kind are not allowed in any housing unit under any circumstances.
- 17. Smoking** — Smoking is not permitted inside any housing unit. This includes e-cigarettes and vapor pens. Residents smoking outdoors are expected to dispose of cigarette butts properly. Hookahs or other smoking paraphernalia are not permitted on or around housing properties.
- 18. Vandalism** — The willful destruction and/or alteration of WyoTech housing property and the property of others is prohibited. This includes the dumping of waste products and/or vehicle fluids anywhere on housing premises.
- 19. Vehicle/Parts Policy**
 - A) Parking** — Each housing area provides limited off-street parking. One (1) vehicle per resident may be parked in housing lots. Residents must make arrangements to park additional vehicles, including project cars, motorcycles, snowmobiles, etc., at alternate locations.
 - B) Permits/Proper Licensing** — All vehicles must be registered at the WyoTech Housing Office and display a parking permit (available at no charge) when parked on any WyoTech property. Those vehicles parked on WyoTech property without a parking permit displayed, with expired

license tags, or in inoperable condition are subject to removal at the owner's expense.

C) Parking Violations — Parking violations include — but are not limited to — vehicles parked in fire lanes, handicapped spaces (without the proper permit displayed), reserved spaces, or on sidewalks; blocking dumpsters, exits and entrances; and occupying two spaces. Parking violations are subject to towing at the owner's expense and/or a fine of \$10 for each offense.

D) Fire Safety Code — Electric outlets are not available for resident use outside resident living units. Extension cords are not permitted to run across walk paths from windows, doors, etc. Outlet multipliers and power strips without surge protectors are not permitted.

E) Driving — The posted speed limit in all housing lots is 5 miles per hour. Exhibition driving, which includes the display of speed, squealing tires, blatant engine revving, etc., is not permitted in housing lots. WyoTech's good neighbor policy does apply to all of our community; drive accordingly.

F) Maintenance — Limited vehicle maintenance is only allowed by first obtaining a "Maintenance Permit." Maintenance permits may be obtained through authorized housing staff members and must be properly displayed on the vehicle. The draining of any fluids is strictly prohibited. Vehicles that are obviously leaking fluids — oil, coolant, etc. — may not be parked in housing lots and are subject to tow at the owner's expense. Residents are encouraged to inquire about and make use of in-class maintenance at WyoTech.

G) Parts and Accessories — WyoTech does not have any facilities available for the storage of automobile parts, tires, pick-up toppers, project vehicles, or other accessories. Residents are not permitted to store parts and/or accessories in

their residential units under any circumstances, and are encouraged to look into rental storage facilities.

H) Washing — Limited washing of vehicles is available in housing lots. Residents wishing to wash their vehicle must obtain a wash permit from their resident assistant and furnish their own hose and supplies. The washing of accumulated mud from a vehicle is not permitted.

20. Violence — The threat and/or practice of physical violence and/or harassment of fellow residents or WyoTech personnel in any form is prohibited.

21. Weapons — Firearms of any kind (handguns, rifles, air guns, airsoft guns, etc.) are not allowed on or around housing premises. Other weapons such as blowguns, large knives, bows and arrows, clubs, and paintball guns are also not permitted. WyoTech does not have any storage facilities available for such items. Possession of such items may lead to eviction and suspension from school.

Any items determined to be in violation of the rules and policies, including the fire safety code, may be subject to confiscation and disposal at the owner's expense. WyoTech will not be held responsible for loss or damage to confiscated items.

Unit Entry

WyoTech recognizes and respects your privacy; however, WyoTech reserves the right to enter units in response to life-, safety-, and health-threatening emergencies, and disturbances. In addition, authorized personnel will enter your housing unit for regularly scheduled inspections and/or for maintenance, repairs, or improvement of facilities at reasonable or scheduled times. In all such cases, the residents will be aware of the entry by announcement or through a card left behind by personnel. WyoTech staff will enter all housing units during scheduled breaks for inspection, cleaning, maintenance and repairs.

Unit Searches

When there is reasonable cause to believe that a violation of the housing regulations has occurred or is taking place, authorized members of the WyoTech housing staff may conduct an unannounced search of a housing unit to determine compliance with the regulations or with federal, state and local laws. **Locked boxes, changed doorknobs, etc., are not permitted.**

Disciplinary Action

Violations of the housing policies may result in disciplinary action. Following are the different levels of action — and their definitions — which may be taken in the event of a violation:

- **Warning** — The resident receives a written or verbal warning about a violation. More than one warning may place the resident on probation.
- **Probation** — Written notice stating any further violation of any housing policies may result in eviction. Probation may be in effect until the resident's graduation or until they move from housing.
- **Eviction** — The resident must vacate and remove all personal belongings from housing within the time specified on the Notice of Eviction, and loses the privilege to be on any housing property.

In **most** cases, disciplinary action is progressive, meaning that a resident who receives one level of action may receive the next level of action on a subsequent violation. However, WyoTech maintains a zero-tolerance policy regarding alcohol, illegal drugs, weapons and violence. The policy is as follows:

Zero-Tolerance Policy

- To protect the safety of the tenant, WyoTech reserves the right to search a tenant's person or vehicle if suspicion exists that the tenant is violating any portion of the zero-tolerance policy.
- If a student is caught in possession, under the influence, or distributing illegal substances and/or in possession of drug paraphernalia or contraband, the student may be evicted from WyoTech housing and subject to disciplinary action from the school up to and including suspension.
- If suspicion exists that a student is under the influence, the student may be required to take a drug test. If the student has a positive drug test, the student may be evicted from WyoTech housing and be subject to disciplinary action from the school up to and including suspension.
- If a student is caught with alcohol or alcohol containers in WyoTech housing, the student may be evicted from WyoTech housing and be subject to disciplinary action from the school up to and including suspension.
- Students residing in the same apartment, which shares a common area, may be tested for alcohol or controlled substances if alcohol or drug use is suspected within that apartment.
- If a student is found in violation of the weapons policy, the student may be evicted from WyoTech housing and subject to disciplinary action from the school up to and including suspension.
- If a student acts in an abusive or violent manner, that student may be evicted from WyoTech housing and subject to disciplinary action from the school up to and including suspension.
- If a student is found to have participated in any act determined as unsafe or hazardous to student safety,

that student may be evicted from WyoTech housing and subject to disciplinary action from the school up to and including suspension.

Students served with an eviction will have 24 hours to vacate the housing unit. If the student would like to appeal the decision, he/she will have 24 hours to do so. The appeal must be in writing and turned in to the housing manager. An appeal hearing will be scheduled. WyoTech reserves the right to impose any level of action regardless of the resident's previous history. Community service assignments may be considered as an option and/or addition to disciplinary action.

Eviction

If you are evicted from WyoTech housing for disciplinary or other reasons, you will be responsible for paying all outstanding rental charges and pay a \$500 eviction fee. Eviction may take place immediately upon notice, but will usually be effective no later than 24 hours after the disciplinary procedure. See Break of Contract, page 18.

Additional Laramie Housing Policies

In addition to WyoTech's Code of Conduct, the accompanying list of policies applies to all campus housing residents and their guests and is designed to ensure that the facilities are utilized in the manner for which they are intended. WyoTech safety and security staff monitors the compliance of the residents with these regulations. Residents are expected to respond to and cooperate with all staff when encountered. Failure to adhere to these policies may result in the loss of the resident's eligibility to reside in campus-managed housing. Violations of certain policies may result in immediate eviction, whereas other violations can result in probation or a warning. Copies of all documentation pertaining to the eviction or probation of a resident will be placed in the resident's housing file. In addition, the resident's parent(s) or guardian(s) may be notified, if resident is underage.

Contract Policies

Rental Rates and Payment Plans

WyoTech housing rental rates are based on the location and type of your chosen unit.

Please find the current housing rental rates for your anticipated start date in the enclosed housing contract.

WyoTech offers the following rental payment plans:

1. A lump sum payment of total rent charges for your academic program length, which includes a 5% discount. The lump sum payment must be paid no later than the school registration date.
2. Monthly installments, payable in advance, beginning on the school registration date, and on the **first** of each month thereafter. Housing payments received after the fifth day of the month could be subject to a \$50 late fee.

Contract Dates

The contract is in effect during the time period indicated in your housing contract. You must give the Housing Office 60 days written notice if you wish to renew your housing contract. Failure to provide this notification will result in your housing contract terminating on the end date indicated on your housing contract. Your housing contract housing charges will continue until you complete an official checkout of your assigned unit.

Application/Contract Cancellation

The housing application and housing contract are required to secure campus housing. A \$50 application fee and \$150 security deposit for a total of \$200.00 are required to be submitted along with the housing application. If cancellation occurs more than 30 calendar days prior to the student's start date, all housing monies paid, excluding the \$50 application fee, will be returned within 30 days. If a cancellation occurs less than 30 calendar days prior to the student's start date, the campus will retain both the \$50 application fee and the \$150 security deposit.

Break of Contract

If you are evicted from housing for disciplinary reasons, nonpayment, or move-out of housing without an official release, you will be assessed a **\$500** fee, in addition to any other rent, fees or charges you may owe under the contract.

Rent Refund

If you cease to be enrolled at WyoTech prior to the expiration date of your housing contract, you will receive a refund of any prepaid rent not used excluding any damages or fees you may have incurred. Rent refund is prorated daily.

Laramie Telephone Procedures

One telephone jack is provided at each housing unit. If the resident desires telephone service, the resident must provide the telephone and make appropriate arrangements with the local telephone company. Telephone deposits, hook up fees, and monthly charges are paid by the resident directly to the local telephone company, which is **CenturyLink: 1-855-234-5733**.

Due to the unique nature of WyoTech's housing operation, we recommend residents wait to establish telephone service. There may be unforeseen reasons that require us to change your unit assignment at the last moment, and the resident would then be forced to transfer the line at their expense. Please exercise patience and wait to connect your service until you are settled into your residence at WyoTech.

Unit Assignments and Changes

WyoTech strives to match residents with requested roommates indicated on the housing application. However, we cannot guarantee your roommate preference. All roommates must pay the \$50 application fee and a \$150 security deposit for a total of \$200.00 prior to their rooms being assigned. Only the assigned residents may occupy a housing unit. **WyoTech reserves the right to change housing unit assignments at any time prior to check-in.**

WyoTech will not unlawfully discriminate in the assignment of rooms on the basis of race, color, religion, national origin, ancestry, sexual orientation or physical ability. WyoTech further recognizes and appreciates the educational value of diversity and does not consider differing backgrounds, physical characteristics, race, religion, or sexual orientation to be acceptable grounds for honoring housing unit assignment change requests.

WyoTech reserves the right to: a) change housing unit assignments; b) relocate individuals or groups of individuals if a disruptive environment exists; or c) consolidate vacancies by requiring residents to move. When a vacancy occurs, WyoTech reserves the right to show the suite, room or apartment to prospective renters, and assign it to a new occupant.

Furthermore, WyoTech reserves the right to reassign any resident who is infringing on the rights of his/her roommate to study, sleep, or in response to disciplinary concerns.

Rooms are filled on a first-come, first-served, space-available basis. For this reason, you should return your application with all applicable fees and other required documents as early as possible. As housing options fill up, students may be assigned to their alternate choice or informed that no housing is available. Final room assignments will be available at registration only.

WyoTech reserves the right to assign students to alternate housing when necessary.

Requests to change units are to be submitted to the housing office manager after the first week of class attendance. Requests to change units before that date will be restricted to emergency situations only. If your request to change units is approved, a housing staff member must check you out of your current unit before you can obtain keys to the new housing assignment. (See "Laramie Checkout Procedures" below.) Housing changes are subject to availability of vacant units and approval by the housing manager.

Laramie Checkout Procedures

When checking out of housing, the following procedures must be followed. Failure to follow the proper checkout procedures may result in the assessment of a \$50 improper checkout fee.

1. The resident must schedule a checkout 24 hours prior to vacating the unit.
2. The resident must pack and remove all personal belongings before the scheduled check out time.
3. The unit must be thoroughly cleaned before official checkout is granted.
4. The resident must meet with the housing representative at the resident's housing unit.
5. The housing representative will physically inspect the unit with the resident present.
6. Upon completion of the inspection, the resident must return all unit keys to the housing representative.
7. The resident must sign the checkout form.
8. Any break of contract or unauthorized relocation to another room will result in a fee of \$500.
9. Students withdrawing or being suspended must follow the same procedure; failure to do so will result in a \$50 improper checkout fee.

10. Additional charges may be assessed within 30 days of vacating the unit following the maintenance and cleaning staff's final inspection.
11. The resident has 30 days after the Business Office posts charges to appeal any charges to the Housing Office.

Residents moving within the housing units must also follow the same procedure. Failure to follow the checkout procedures for in-house moving will result in a \$50 improper checkout fee.

Your Responsibilities

Eligibility for Housing

To be eligible for housing, you must:

- A) Be enrolled in and/or attending classes at WyoTech. If not currently enrolled, permission to stay in housing must be secured in writing from the Housing Office.
- B) Agree to abide by the housing regulations for the duration of your residence.

Acceptance into WyoTech Housing

In order to be accepted into WyoTech housing, you must:

1. Complete, sign and return the housing application and other required paperwork prior to the deadline for your particular program's start date.
2. Include a \$50 nonrefundable housing application fee with your completed housing application. **THIS FEE DOES NOT GUARANTEE A HOUSING PREFERENCE OR AVAILABILITY.**

3. A \$150 security deposit is required at the time the housing application is sent.
4. At registration, review and sign the WyoTech housing contract to officially secure your housing.
5. Pay your monthly rental fee in advance, no later than the school registration date established for your particular class start date.

Note: Failure to satisfy 1, 2 and 3 above could result in your housing assignment being delayed and you being placed in temporary housing upon your arrival.

Resident Responsibilities

- Residents are expected to maintain their assigned unit in a responsible manner and to notify WyoTech of any items in need of service and/or repair.
- Prospective residents are encouraged to carefully read the information in this handbook before deciding to enter into a contractual agreement for housing.
- This type of living arrangement may not meet the needs of all students. Should you decide to take advantage of the opportunity to live in campus-managed housing, the WyoTech student Housing Office will work with you to create a positive residential experience.
- **Unit Care** — Residents are required to maintain their unit in a clean and safe manner so as not to impose health or safety hazards. WyoTech suggests these guidelines for maintaining a clean apartment:
 - Garbage taken out daily.
 - Dishes washed after every use.
 - The toilet and bathtub and sink should be scrubbed weekly.
 - The stove and/or oven and refrigerator cleaned regularly.
 - Floors swept, mopped, and/or vacuumed weekly.

Note: The Housing Office will inspect all units on a regular basis to ensure that residents are contributing to a safe and healthy living environment. If the cleanliness of the unit does not meet the above criteria, a cleaning staff will clean the unit at \$40 per hour at the cost of the resident, and additional fines may be assessed.

Residents must ONLY use poster putty for hanging posters, pictures, etc. WyoTech reserves the right to limit the amount and type of wall hangings. Tape, nails, and screws may not be used. In all cases, residents will be responsible for any damages caused by wall hangings.

- **Lost or Damaged Keys** — Residents will be charged for the loss/damage to the housing keys issued to them. Residents may be subject to charges for lock changes when they have compromised the security of the housing/postal units due to loss or release of keys to others.
- **Utility Usage and Conservation** — Residents are asked to help conserve energy and save costs by turning down heat and turning off electrical devices — lights, stereos, TVs, etc. — when leaving for the day or for extended lengths of time.

Abandoned Property

When residents vacate a housing unit and leave personal property in or about the premises, that property will be considered abandoned and left to the disposal of WyoTech. Residents who do not completely move out by the scheduled checkout date forfeit personal property remaining in or about the premises, and such property may be packed and removed by WyoTech at the owner's expense. A packing fee of \$40 per hour and cleaning fees of \$40 per hour per housing staff member may be assessed. The minimum charge is \$40. Disposal of abandoned property and materials may be subject to WyoTech disposal procedures. Material of a hazardous

nature may be disposed of immediately, and a disposal fee incurred. Property left outside or around housing areas will be subject to disposal at any time.

Housing Damages and Security Deposits

Residents will be held responsible for damages to the building, damaged or missing furniture, and any service costs due to actions and/or neglect. Residents are also responsible for the actions of their guests.

- WyoTech provides a Room Inspection Report sheet before check-in. Please fill this out thoroughly and return it to the Housing Office after check-in. A new Room Inspection Report must be completed when moving to a different unit within housing.
- Repair of damages and cleaning, if necessary, will be charged based on the current list of room

charges. The minimum charge will be \$40. Unless an individual resident accepts responsibility for the damage charges, the charges will be equally distributed among the residents assigned to the unit.

- A security damage deposit of \$150 must be made with the completion of the housing application. WyoTech will hold this deposit for the entire period of the housing contract. The deposits are used to cover charges imposed by WyoTech, including cleaning/damage charges or violations. The deposit will be returned to the resident within 30 days of the date the housing unit is vacated, pending proper checkout by the resident. Residents are required to maintain deposits at \$150 and will be asked to bring them up should they fall below this level.



HOUSING AND NEIGHBORHOOD RESOURCES

Laramie Resident Assistants (RA)

Each housing area has at least one resident assistant assigned to it. The Resident Assistants act as a primary source of information for the residents in their area, and should always be the residents' first line of communication when needs or concerns arise. Resident assistants are experienced WyoTech students who are equipped to help relay maintenance requests, provide educational assistance, direct residents to proper assistance resources, and organize activities and events for residents. Residents are responsible for checking out of housing by making proper arrangements with the Housing Office. Resident assistants are available to complete the checkout.

Car Pooling

Residents without automobiles can generally make car pool arrangements with those residents who have a car. When you arrive in Laramie and are checked into housing, you will attend a student orientation. At that time, and in your classes, you will have the chance to identify car pool opportunities.

Early Arrivals/Local Hotels

If you plan to arrive in Laramie prior to the housing check-in date indicated on the housing insert, we suggest you make advanced reservations at one of the following motels:

AmericInn Lodge and Suites	307-745-0777
Best Value Inn	307-721-8860
Comfort Inn	307-721-8856
Days Inn Motel	307-745-5678
Express Inn	307-742-3721
Fairfield Inn & Suites	307-460-2100
Gas Lite Motel	307-742-6616
Hampton Inn Laramie	307-742-0125
Hilton Garden Inn	307-745-5500
Holiday Inn	307-721-9000
Howard Johnson Inn	307-742-8371
Motel 8	307-745-4856



Note: Due to the extremely busy week prior to the scheduled housing check-in, and the numerous maintenance and cleaning tasks that must take place therein, we cannot allow for early check-ins. Please take careful note of the check-in date for your class start and plan your travel arrangements to Laramie accordingly. If you have specific concerns or questions about this, please feel free to contact the Housing Office at 855-806-9715.

Laundry Facilities

Laundry services may be available at your assigned housing facility. However, there are a number of public laundromats located throughout Laramie and within a short driving distance of our housing facilities.

Spic & Span 307-745-3939, 272 N. 4th Street
3rd Street Laundry 307-742-9554, 1265 N. 3rd Street
**Snowy Range Laundry
and Car Wash** 2275 Snowy Range Road

Storage Facilities

WyoTech's Housing Office does not provide storage units. However, there are several public facilities in Laramie that rent out storage space.

A-1 Storage 307-742-7742
Snowy Range Storage 307-760-4793
B & C Secured Storage 307-745-0818
Vern's Self Storage 307-742-6653
Skyline Storage 307-742-5422

Medical Facilities

Ivinson Memorial Hospital is located less than ten minutes from WyoTech housing facilities and provides 24-hour medical services.

Shopping

Several grocery stores and numerous convenience stores are located throughout the Laramie area. Located in the community are Super Walmart and Big K-Mart, as well as many specialty and variety stores.

Entertainment

The presence of the University of Wyoming in Laramie creates numerous opportunities for frequent Division IAA sports and musical/theatrical events throughout the year. Neighboring national forest lands provide easy access to a wide range of outdoor activities. Movie theaters, a bowling alley, and a variety of restaurants can provide a welcome break from the routine.

Online Resources

Live the West Tourism Information:

www.visitlaramie.org

Laramie Boomerang Newspaper:

www.laramieboomerang.com

Laramie Area Chamber of Commerce:

www.laramie.org

FOR MORE INFORMATION

If you need further information regarding the housing application process, the WyoTech housing handbook, or any of these Laramie campus student housing information sheets, please feel free to contact the Laramie Campus Housing Office below.

Laramie Campus Housing Office

2075 Venture Drive, Building B, Room 109

Laramie, WY 82070

Phone: 1-855-806-9715





