



HOUSING HANDBOOK



WELCOME TO WYOTECH

This housing handbook is an overview of student housing options at WyoTech. The following pages offer an overview of recommended campus-managed 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**

You will find that housing offers you many of the comforts of home and the freedom of having a place to make your own. With these benefits, however, comes the responsibility of taking care of the property that you 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.



CAMPUS-MANAGED HOUSING

WyoTech offers three campus-managed housing options at three locations that are overseen by our Housing Office.

These housing options are subject to rules and policies set forth by WyoTech. Campus-managed housing features apartment-style living.

Benefits of Campus-Managed Housing

- You reside in close proximity to one another. This facilitates carpooling and allows you to establish new friendships and participate in housing activities. You 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 you as a resident.
 - WyoTech campus-managed housing provides heat, electricity, internet, water, sewer, garbage, and general maintenance at no extra charge to you.
 - Campus-managed housing residents 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 you.
 - WyoTech campus-managed housing provides freedom from binding lease agreements that may not coincide with your terms at school.
 - WyoTech provides staff who facilitate the safety and security of the WyoTech property and, most importantly, you, 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.

The monthly cost is higher, and the apartment is still shared. There are no units where you will have your own apartment in campus-managed housing.

- Monthly Rental Rates:

Fall Creek/Campus Courtyards

- Shared Bedroom – \$417*/Month**
- Private Bedroom – \$550*/Month**

Downey Apartments

- Private Bedroom – \$500*/Month**

- **WyoTech cannot guarantee any specific space within the WyoTech student housing. We also, cannot guarantee that room assignments will not change at any time prior to the start of classes.**

4 STEPS TO SECURING YOUR **HOUSING**

Before you start at WyoTech, we will work with you to find housing that is 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. 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 live in our campus-managed housing or off campus. Once you have made that decision, you will need to complete our housing application. If you choose to live in our campus-managed housing, you will need to submit a \$350* damage deposit with your housing application.

Changed Your Mind?

If you have changed your mind about your housing preference, contact the Housing Team at 1.888.245.1203.

3

COMPLETE FORMS

Please complete and return your application, along with your \$350* damage deposit. You can do this through the student portal. New applications submitted with a change in room preference or roommate requests will move the secured date back to the latest application received.

4

FINAL CHECK

Housing assignments will be made 20 days prior to the start. Housing assignments will be made on a first-come, first served basis. You are encouraged to complete the housing application and pay the damage deposit as soon as possible in order to increase likelihood of receiving requested room assignment. Room assignments will only be made once the damage deposit has been received.

ROOMMATE

ASSIGNMENT

When you choose the campus-managed housing option, roommates will be assigned by the 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 you. However, we cannot guarantee your roommate preferences.

Roommate Requests

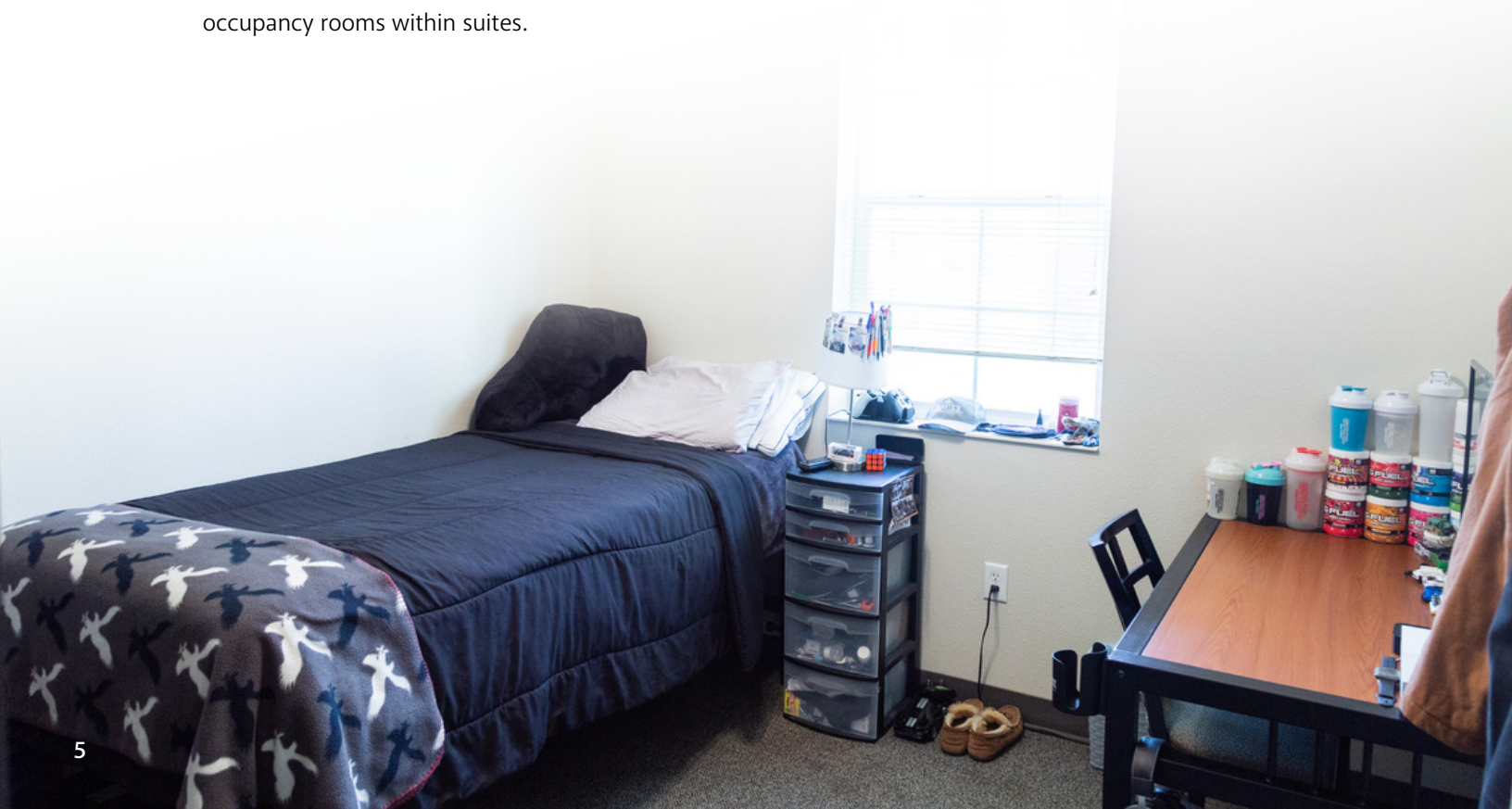
Roommate Requests — If you are requesting a specific roommate, it must be a mutual request, and the housing application for each roommate should be submitted at the same time, if possible. In order to request a roommate, all individuals need to choose the exact same housing style and rent rates. Every 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 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.



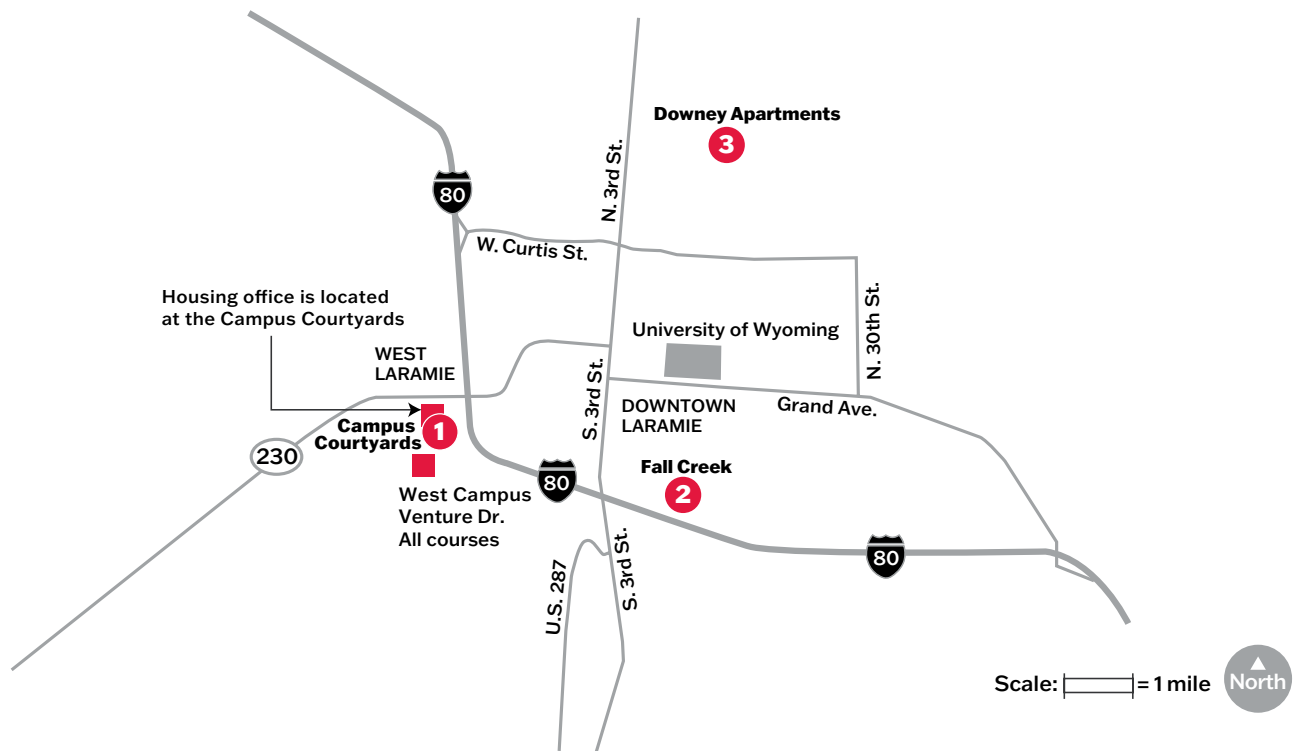
FREQUENTLY ASKED QUESTIONS

CAMPUS-MANAGED 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 application. You should submit both the application and fees at the same time.
Do I have to bring a TV, radio, phone or computer to use in my room?	Yes. An internet connection is available but you will need to bring your own electronic devices.
What do I bring to set up my new room?	A checklist is included on page 9 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.

CAMPUS-MANAGED HOUSING

OPTIONS



1 Campus Courtyards

This facility is located on campus and offers laundry facilities, a common area, pool tables, foosball tables, outdoor basketball court, shared BBQ grills, internet access, and Resident Assistants.

2 Fall Creek

This facility is located 4 miles from campus. These are 3-bedroom, 2-bath units, full kitchen with dishwasher and washer/dryer in each unit, internet access and Resident Assistants.

3 Downey Apartments

This facility is located 4 miles from campus. These are 2-bedroom, 1-bath units with 2 students per apartment, internet access and Resident Assistants.

Temporary housing assignments may be required when demands exceed availability of regular housing, to include local hotels. WyoTech offers three different styles of housing at three locations. These facilities are subject to change.

CAMPUS COURTYARDS

Room Type	Distance from Campus	Utilities Provided	Accommodations	Kitchen Facilities	Rent
4 person suites, shared or private bedrooms	Across the parking lot	<ul style="list-style-type: none"> • Electric/gas • Water/sewer/garbage • High-speed Internet 	<ul style="list-style-type: none"> • Twin extra long beds • 3 dresser drawers/person • 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"> • Shared Bedroom \$417*/Month** • Private Bedroom \$550*/Month**

FALL CREEK

Room Type	Distance from Campus	Utilities Provided	Accommodations	Kitchen Facilities	Rent
4 person suites	4 miles from Campus	<ul style="list-style-type: none"> • Electric/gas • 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 • Washer/dryer 	<ul style="list-style-type: none"> • 4-burner electric range/oven • Sink • Full-size refrigerator • Dishwasher • Microwave 	<ul style="list-style-type: none"> • Shared Bedroom \$417*/Month** • Private Bedroom \$550*/Month**

DOWNEY APARTMENTS

Room Type	Distance from Campus	Utilities Provided	Accommodations	Kitchen Facilities	Rent
2 person suites	4 miles from Campus	<ul style="list-style-type: none"> • Electric/gas • 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 	<ul style="list-style-type: none"> • 4-burner electric range/oven • Sink • Full-size refrigerator • Microwave 	<ul style="list-style-type: none"> • Private Bedroom \$500*/Month**



MOVE-IN-CHECKLIST

HOUSING CHECKLIST:

Residents frequently bring more personal items and clothing than they will actually use. Since units are shared with roommates, space provided in drawers and closet is limited. We suggest that residents prioritize and bring the items indicated below. Please keep in mind we do have cold and snowy winters; winter wear may be purchased locally.

Visit our merchandise store: wyotech.myshopify.com

LIVING ESSENTIALS:

- Bedding for extra-long twin-sized bed
- Towels and Washcloths
- Shower Curtain
- Cooking and Eating Utensils
- Cleaning Supplies
- Laundry Supplies
- Toiletries
- Laptop (Windows 10 or above)

SUGGESTED CLOTHING:

- Jeans & everyday clothing (appropriate for local weather)
- Jacket or coat (appropriate for local weather)
- Leather boots and gloves (required)
- Dress clothes for possible job interviews and community events

Please bring this Housing Handbook with you when you move in.

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.**

REQUIRED DOCUMENTS

- **Housing Application** — An application for housing, both campus-managed and off-campus, to begin the housing process. This is available on your student portal.
 - A \$350* housing security deposit must be submitted with housing applications requesting campus-managed housing.

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

WyoTech does not provide renter's insurance and is not liable for loss of theft or damages of personal property, obstruction of 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 plan to determine if coverage is provided.



POLICIES & YOUR RESPONSIBILITIES

This section, in conjunction with the housing contract, contains the terms and conditions under which WyoTech campus-managed housing services are offered.

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.

Good Neighbor Policy

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

- WyoTech's 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 Student Life personnel 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**
 - You may not pop open fire doors
 - Smoking (E-cigarettes and vapor pens included) is prohibited within 50 feet of any building
 - Surge-protected power strips are permitted
 - No small appliances, such as a mini fridge, can be plugged into extension cords. They must be plugged into a wall outlet

Prohibited Items

- Open flames, devices, or the burning of any substance, (including but not limited to- candles, plug-in air fresheners, wax warmers, hookahs, oil burners, and incense)
- High-heat lamps (300 watts or higher)
- Open fires
- Personal barbecues
- Storage of flammable fluids, barbecue grills, or charcoal
- Space heaters
- Extension cords
- Black lights
- Outlet multipliers and power strips without surge protectors

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

8. Fireworks — The use and/or possession of fireworks within three miles of city limits (including on housing premises) is 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. Guest of the opposite gender (student or non-student) must leave the premises by 11 p.m.

10. Underage Guests — Guests who are under the age of 18 years are not permitted. Guests 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 unauthorized, underage guests.

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

20. 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, paintball guns, Nerf guns, BB guns, and air soft 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. Only foldable pocket knives with blades no longer than the width of your palm are permitted outside of kitchen knives.

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.

21. 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, snow removal zones, no overnight parking areas, handicapped spaces (without the proper permit displayed), reserved spaces, or on sidewalks; blocking dumpster, exits and entrances; and occupying two spaces. Parking violations are subject to towing at the owner's expense and /or a fine of \$10-\$20 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.

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.

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 Office. 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 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. Term installments, payable in advance, beginning on the school registration date, and on the first day of each Term thereafter. Housing payments received after the fifth day of the Term 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 \$350* security deposit is required to be submitted along with the housing application. If a student cancels his/her enrollment all housing monies paid will be returned within 30 days.

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.

Buyout Provision

You may choose to terminate your contract by completing a release request form which can be obtained from the Housing Office. Once written approval is given you may schedule a check-out. You will forfeit your \$350* security deposit and are responsible to pay for any damages or cleaning found upon check-out. Rent charges continue until a release is granted and you properly complete the check-out process.

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 \$350* security deposit 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. Changes to a student's room preference, and/or of roommate requests will result in the secure date being moved back to the new application date. Final room assignments will be available at registration only.

WyoTech reserves the right to assign students to temporary alternate housing, (to include local hotels) when necessary.

Requests to change units are to be submitted to the Housing Office 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 "Checkout Procedures" below.) Housing changes are subject to availability of vacant units and approval by the Housing Office.

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 20 days to appeal any changes to the Housing Office after the charges post to student's account.

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:

- 1) 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.
- 2) 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 \$350* security deposit with your completed housing application. **THIS FEE DOES NOT GUARANTEE A HOUSING PREFERENCE OR AVAILABILITY.**

3. At registration, review and sign the WyoTech housing contract to secure your housing.
4. Pay your rental fee in advance, no later than the day of registration.

Note: Failure to satisfy 1 and 2 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, 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.

Wall Hangings — 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 \$350* 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 \$350* and will be asked to bring them up should they fall below this level.



HOUSING & NEIGHBORHOOD RESOURCES

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
Best Western Inn	307-745-5700
Comfort Inn	307-742-6665
Days Inn Motel	307-745-5678
Fairfield Inn & Suites	307-460-2100
Hampton Inn Laramie	307-742-0125
Hilton Garden Inn	307-745-5500
Holiday Inn	307-721-9000



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 1-888-245-1203.

Laundry Facilities

Laundry services are available at Campus Courtyards and Fall Creek apartments. For other housing locations, laundromats are located throughout Laramie.

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	307-338-2233
Snowy Range Storage	307-760-4793
Antelope Meadows	307-460-2000
Spring Creek Storage	307-745-5000
modSTORAGE	307-742-5422

Shopping

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

Medical Facilities

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

Ivinson Memorial Hospital

Open 24 hours
256 N 30th St
307-742-2141

Grand Avenue Urgent Care

Opens 9am-8pm
3236 Grand Ave. D
307-760-8602

Best Med Urgent Care

Opens from 8am-8pm
3810 Grand Ave.
307-721-1794

Entertainment

The presence of the University of Wyoming in Laramie creates numerous opportunities for frequent Division I 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: 888-245-1203





For more information about graduation rates, the median debt of students who completed the program and other important information, please visit our website at www.wyotech.edu/disclosures.