



# Residence Hall Application

In order for you to be considered for housing, you will need to turn in everything included in this application along with paying your refundable \$150.00 deposit. You can pay via check or call the business office and pay over the phone at 229-931-2381.

## Mailing Address

A: South Georgia Technical College  
Attention: SGTC Housing  
900 South GA Tech Parkway  
Americus, GA 31709

P: 229-931-2252 E: [Housing@southgatech.edu](mailto:Housing@southgatech.edu)

Send a head shot of yourself for your Student ID to:  
[studentID@southgatech.edu](mailto:studentID@southgatech.edu). Please don't obstruct your face.

- Signed Residence Hall Application
- Signed Security Information & Background Check Form
- Signed Housing Agreement
- Signed Meningococcal Statement
- \$150 Refundable Deposit

## PERSONAL INFORMATION

Full Name :

Address :

City, State, Zip

Date of Birth :

Requested

Move In Year:

Email :

Gender :

Male ☐ Female ☐ Other ☐

Term :

Fall, Spring, Summer

Cell Phone :

Program of Study:

Room Type:

Private ☐

Double (Semi-Private ☐

SGTC Student ID :

Requested

Roommate:

Allergies :

Note: A private room costs more per term than a semi-private room and is subject to availability. In order to request a specific roommate, the request must be mutual between the two parties involved.

Emergency  
Contact Name

Cell :

Completion of this application does not guarantee the student a room or a particular roommate. The \$150.00 damage deposit will be refunded if no room is available, according to the SGTC Student Handbook/Housing guidelines.

I understand that it is my obligation to review the rules and regulations of SGTC Residence Hall. I agree to abide by these rules and regulations. Further, I accept financial responsibility for damages I cause and missing items I remove both in my assigned room and on the campus at large.

Student Signature

Parent Signature (under 18)

## THANK YOU FOR APPLYING FOR HOUSING

Be sure to look out for an email from ACCURATE concerning your background check. It must be completed in 7 days upon receipt of email.

## Disability Information:

SGTC is committed to providing access for all people with disabilities and will provide accommodation if notified. If special accommodations are needed, please contact Vice President of Student Affairs at 229.931.2252. If possible, please provide requests for special accommodations at least one month prior to the anticipated occupancy.

As set forth in its student catalog/handbook, South Georgia Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law). The following person(s) has been designated to handle inquiries regarding the non-discrimination policies: Title IX Coordinator, Eulish Kinchens, at 229-931-2249 or [ekinchens@southgatech.edu](mailto:ekinchens@southgatech.edu) or Section 504 and ADA Coordinator, Jennifer Robinson, at 229-931-2595 or [jennifer.robinson@southgatech.edu](mailto:jennifer.robinson@southgatech.edu). South Georgia Technical College is located at 900 South GA Tech Parkway, Americus, Georgia 31709-8167. The Crisp County Campus is located at 402 North Midway Road, Cordele, Georgia, 31015.

# Residence Hall Security Information & Background Check Form

## Mailing Address:

A: South Georgia Technical College  
Attention: SGTC Housing  
900 South GA Tech Parkway  
Americus, GA 31709-8167

P: 229-931-2252 E: Housing@southgatech.edu

Recent troubling events have occurred on college campuses across the nation. Persons with past criminal backgrounds have moved into college residence halls without the college's knowledge. The laws of most states, including Georgia, do not require law enforcement officials to notify college officials when a convicted criminal (on probation or parole) enrolls. It seems reasonable that the college be informed when an applicant for housing has been arrested and/or convicted of a serious crime. Being arrested and/or convicted does not automatically exclude one from on-campus housing. However, those who have committed crimes which pose a threat to our residents' property or persons do not need to live on campus where they have easy access to college students and their belongings. A panel will review each situation. While crime is low at SGTC, we want to do everything in our power to insure our students' safety. Therefore, all on-campus applicants are required to complete the following. (Note: no student will be assigned a room until this form is submitted and approved)

## PERSONAL INFORMATION

|  |                               |                                 |                                |
|--|-------------------------------|---------------------------------|--------------------------------|
|  |                               | First/Middle/Last               |                                |
| Full Name :  | <input type="text"/>          |                                 |                                |
| Address :  | <input type="text"/>          | <input type="text"/>            |                                |
|  |                               | City, State, Zip                |                                |
| Date of Birth :  | <input type="text"/>          | <input type="text"/>            | <input type="text"/>           |
|  | <input type="text"/>          | <input type="text"/>            | <input type="text"/>           |
|  | <input type="text"/>          | <input type="text"/>            | <input type="text"/>           |
| Gender :   | Male <input type="checkbox"/> | Female <input type="checkbox"/> | Other <input type="checkbox"/> |
| Social Security # :  | <input type="text"/>          | <input type="text"/>            | <input type="text"/>           |
|  | <input type="text"/>          | <input type="text"/>            | <input type="text"/>           |
| Email :  | <input type="text"/>          |                                 |                                |
| <p><b>Race:</b></p> <p><input type="checkbox"/> African American</p> <p><input type="checkbox"/> Asian</p> <p><input type="checkbox"/> Caucasian</p> <p><input type="checkbox"/> Hispanic</p> <p><input type="checkbox"/> Native American</p> <p><input type="checkbox"/> Pacific Islander</p> <p><input type="checkbox"/> Other</p> |                               |                                 |                                |

**\*Student must have an active email address in order to complete the mandatory residence hall background check. You will receive a link that is only valid for 10 days. Please check your email regularly to complete this process. Candidates will receive a new invitation after 3 days and 7 days as a reminder.**

**\*Call Erika Carrillo at 229-931-2454 or email Erika.Carrillo@southgatech.edu if you have any questions regarding this process.**

I hereby affirm that I have told the entire truth on these forms. I understand that if it is learned that I have not been completely honest and accurate, I will be subject to removal from housing and suspension from the college.

I grant permission for South Georgia Technical College to complete a background investigation, including criminal background check if necessary, to confirm the information that I have provided.

I further agree to immediately inform the Director of Public Safety and Housing if I am arrested or convicted of a crime while in Housing at SGTC. Failure to inform the Director within seven (7) days will result in removal and/or suspension. I also understand that my residence hall contract can be voided/terminated as a result of criminal activity, whether a misdemeanor or a felony, and that I may forfeit the remainder of my payments that are applied to housing and coursework.

**Student Signature**

**Parent Signature (under 18)**

*Be sure to look out for an email from ACCURATE concerning your background check. It must be completed in 7 days upon receipt of email.*

## Disability Information:

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# Residence Hall

## Meningococcal Statement

### Mailing Address:

A: South Georgia Technical College  
Attention: SGTCH Housing  
900 South GA Tech Parkway  
Americus, GA 31709-8167

P: 229-931-2252 E: Housing@southgatech.edu

Please read the Meningococcal Vaccine information by South Georgia Technical College before signing. For more information, visit your local health department.

### PERSONAL INFORMATION

First/Middle/Last

Full Name :

Today's Date :

#### Vaccine Information Statement (Interim) Meningococcal Vaccine

(10/14/2011) 42 U.S.C. §300aa-26 Department of Human and Health Services Centers for  
Disease Control and Prevention

Also available online: <http://www.cdc.gov/vaccines/hcp/vis/vis-statements/mening.html>

Many Vaccine Information Statements are available in español and other languages.

See <http://www.immunize.org/vis>.

Meningococcal ACWY vaccine can help protect against meningococcal disease caused by serogroups A, C, W, and Y. A different meningococcal vaccine is available that can help protect against serogroup B. Meningococcal disease can cause meningitis (infection of the lining of the brain and spinal cord) and infections of the blood. Even when it is treated, meningococcal disease kills 10 to 15 infected people out of 100. And of those who survive, about 10 to 20 out of every 100 will suffer disabilities such as hearing loss, brain damage, kidney damage, loss of limbs, nervous system problems, or severe scars from skin grafts. Meningococcal disease is rare and has declined in the United States since the 1990s. However, it is a severe disease with a significant risk of death or lasting disabilities in people who get it.

Student Signature

Parent Signature (under 18)

Visit the website of the Food and Drug  
Administration (FDA) for vaccine package inserts  
and additional information at  
[www.fda.gov/vaccines-blood-biologics/vaccines](http://www.fda.gov/vaccines-blood-biologics/vaccines)  
Call 1-800-232-4636 (1-800-CDC-INFO) or  
Visit CDC's website at [www.cdc.gov/vaccines](http://www.cdc.gov/vaccines).

### Disability Information:

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Attention: SGTC Housing  
900 South GA Tech Parkway  
Americus, GA 31709-8167

P: 229-931-2252

E: Housing@southgatech.edu

*Please read this agreement carefully before signing. Students will be held accountable for rules and regulations of housing as posted in this agreement.*

## PERSONAL INFORMATION

Full Name :

Academic  
Move In Year :

Cell Phone :

Term :

Fall, Spring, Summer

SGTC Student ID :

South Georgia Technical College strives to provide a residential environment which is conducive to success both in the classroom and in campus life in general. To meet that goal, SGTC has established the following rules and regulations for students living in our residence halls.

- **GENERAL CONDUCT:** All residence students are expected to abide by residence life rules, policies, and procedures, the Student Handbook, and local ordinances, state laws, and federal laws. Residence rules may be updated from time-to-time and it is the responsibility of each student to remain informed about such changes. Students in violation of residence life rules/ policies may be subject to disciplinary action. Sanctions for violation of residence hall rules/policies range from verbal warning to eviction from the residence halls. Students may be required to remove stereos, musical instruments, or other audio devices from their room if used in a manner that unreasonably disturbs other residents. Amplification devices are strictly prohibited. What constitutes an amplification device shall be determined by the AVP or Vice President of Student Affairs.
- **PAYMENT OF CHARGES:** The student agrees to pay all room and board fees and other properly billed charges at the time scheduled by SGTC. Failure to timely pay charges may cause the student to be removed from student housing.
- **HEALTH AND SAFETY CHECK:** Health and safety checks are completed at least once each semester. The purpose of these checks is to identify and resolve any potential facility or sanitation problems. During a health and safety check, an RA or other representative of SGTC will enter each room to check the condition. Residents are not required to be present at a health and safety check although it is preferred. Student Affairs staff reserves the right to remove any leftover trash/food that poses a health and safety threat/violation from student's room.
- **ENTERING ROOMS:** SGTC reserves the right to the fullest extent permitted by the law to enter a room for the purpose(s) of safety, occupancy verification, facility improvements, conducting maintenance, **to ensure compliance with the SGTC Code of Conduct**, or health and safety checks, managing rooms in the event of an epidemic or emergency that jeopardizes the well-being of the occupant or other students, and/or maintaining a quiet environment where residents may sleep and study. Student rooms may be searched for legal cause by civil authorities.
- **GUESTS AND VISITORS:** Residents are responsible for the conduct of their guests and visitors. No overnight guests allowed, meaning resident or non-resident guests. Failure to comply with this rule may result in disciplinary action for the resident.
- **RESIDENCE HALL MEETINGS:** There will be at least one residence hall meeting per term. Students are required to attend all residence hall meetings that are designated MANDATORY by the Vice President of Student Affairs or his/her designee. Failure to attend a MANDATORY Residence Hall Meeting may result in disciplinary action.
- **SMOKING AND TOBACCO USE REGULATIONS:** Smoking and the use of tobacco in any form, including e-cigarettes regardless of tobacco content, is STRICTLY PROHIBITED on SGTC property including inside James/Martin Hall and any assigned rooms.
- **ALCOHOL USE REGULATIONS:** The use or possession of alcoholic beverages and/or beverages identified as non-alcoholic beer are STRICTLY PROHIBITED on SGTC property including inside James/Martin Hall and any assigned rooms.
- **ASSIGNMENTS:** SGTC reserves the right to make assignments, reassignments and temporary assignments as considered necessary. Room changes may not be made without the approval of the Vice President of Student Affairs.
- **WEAPONS:** Explosives, firearms or weapons, fireworks, and chemical related items are not permitted in the residence halls.
- **ITEMS NOT PERMITTED:** The use of hotplates, air fryers, incense, candles, space heaters, or any other items described in the SGTC Course Catalog/Student Handbook/Residence Life Handbook is strictly forbidden. SGTC reserves the right to remove and confiscate any unauthorized or dangerous electrical items.
- **PETS:** No pets allowed, with the exception of approved Emotional Support Animals (ESA) or Service Dogs.
- **CHECK IN/OUT PROCEDURES:** SGTC has policies regarding check-in, room changes, and check-outs. Failure to comply with these policies may result in fines, including but not limited to the forfeiture of the housing deposit. Students may not occupy the residence halls during breaks in the SGTC academic calendar, unless written permission is given by the Vice President of Student Affairs, which may include holidays. Residents will be given advance notice of the breaks when halls will be closed but should refer to the SGTC Academic Calendar for preparation.
- **CONTRACT CANCELLATION:** Should a housing student need to cancel their housing agreement early for the following reasons: Academic (withdrawal from school/active military) Medical (Significant change in medical situation) Financial (Significant change in financial circumstances) will be able to leave housing at a pro-rated amount and not forfeit the deposit. Students who need to leave for these reasons must get cancellation approval from Housing to get a prorated refund.

Student Signature

Parent Signature (under 18)

## Housing Agreement:

When you sign this agreement, you are agreeing to live, pay, and obey housing policies for the entire time you are enrolled for courses each semester. Students who need to leave housing for acceptable reasons: *Academic* (withdrawal from school/active military) *Medical* (Significant change in medical situation) *Financial* (Significant change in financial circumstances) will be able to leave housing at a pro-rated amount and not forfeit their deposit. Students who need leave for these reasons must get approval from Housing to get a prorated refund.

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## Mailing Address:

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Attention: SGTCHousing  
900 South GA Tech Parkway  
Americus, GA 31709-1867

P: 229-931-2252

E: Housing@southgatech.edu

*Fee schedule is for full-time students registered for 12 semester hours\**

The rate for additional hours is \$100 per semester hour up to a maximum of 15 semester hours.



|                            |                                    |                                      |
|----------------------------|------------------------------------|--------------------------------------|
| <b>ROOM DEPOSIT</b>        | \$150                              | (one-time payment)                   |
| <b>TUITION</b>             | \$1,200                            | (Based on 12 hours)                  |
| <b>FEES</b>                | \$361 SU/\$391 FA                  |                                      |
| <b>ROOM/CAFETERIA SU23</b> | \$1,518.74                         | Double Occupancy room and meal plan) |
| <b>ROOM/CAFETERIA FA23</b> | \$2,700                            |                                      |
| <hr/>                      |                                    |                                      |
| <b>TOTAL</b>               | <i>Summer 2023 Rate</i> \$3,229.74 | Without any financial aid applied)   |
|                            | <i>Fall 2023 Rate</i> \$4,441*     |                                      |

\*This total may be reduced if the student is eligible for Financial Aid (Hope and Pell Grants). Financial aid must be processed and the remainder of the above fees paid before a student is considered for a room. Residential rooms are assigned on a first-come, first-pay basis for those who have completed the entire housing application forms and process. Students will be assigned a roommate, unless single-occupancy rates are paid.

## FEE SCHEDULE FOR PRIVATE ROOM BASED ON 12 HOURS

### SUMMER 2023 PAY RATES

|                       |         |                                      |
|-----------------------|---------|--------------------------------------|
| <b>ROOM DEPOSIT</b>   | \$150   | (one-time payment)                   |
| <b>TUITION</b>        | \$1,200 | (Based on 12 hours)                  |
| <b>FEES</b>           | \$361   |                                      |
| <b>ROOM/CAFETERIA</b> | \$2,000 | Single Occupancy room and meal plan) |
| <b>TOTAL</b>          | \$3,711 | Without any financial aid applied)   |

### FALL 2023 PAY RATES

|                       |         |                                      |
|-----------------------|---------|--------------------------------------|
| <b>ROOM DEPOSIT</b>   | \$150   | (one-time payment)                   |
| <b>TUITION</b>        | \$1,200 | (Based on 12 hours)                  |
| <b>FEES</b>           | \$391   |                                      |
| <b>ROOM/CAFETERIA</b> | \$4,000 | Single Occupancy room and meal plan) |
| <b>TOTAL</b>          | \$5,741 | Without any financial aid applied)   |

Students interested in a private room with no roommate having 12 credit semester hours will pay \$3,711/Summer and \$5,711/Fall Semester. Private rooms are available on a first come, first serve basis with a completed housing application and a completed \$150 housing deposit.





# What to Bring

## When Living in Housing

### Mailing Address:

A: South Georgia Technical College  
Attention: SGTCH Housing  
900 South GA Tech Parkway  
Americus, GA 31709-1867

P: 229-931-2252

E: Housing@southgatech.edu

*Please use this guide to determine what to bring and what not to bring.*

If you have any questions as to what to bring or not to bring, please email [housing@southgatech.edu](mailto:housing@southgatech.edu)

### Important Documents

- ☐ Driver's license
- ☐ Health insurance
- ☐ Copies of documents
- ☐ Cards + Cash
- ☐ Medication(s)
- ☐ Important Cell #'s



### Electronics

- ☐ Phone + Charger
- ☐ Video Game Devices
- ☐ Laptop + Charger
- ☐ Surge Protector
- ☐ Headphones/Earbuds
- ☐ TV/Monitor
- ☐ .....
- ☐ .....
- ☐ .....



### Bedding

- ☐ Twin XL Sheets & Bedding
- ☐ Mattress Cover/Pad
- ☐ Comforter/Blankets
- ☐ Pillow cases
- ☐ .....
- ☐ .....



### Don't Bring

Weapons/Guns/Firearms/Drugs  
Pets  
Air Fryers/Candles/Incense  
Alcohol/Drug Paraphernalia



### Room Supplies

- ☐ Broom & Dustpan
- ☐ Cups/Plates/Utensils
- ☐ Flashlights/Batteries
- ☐ Lock Box (valuables)
- ☐ Area Rugs
- ☐ Can Opener
- ☐ Microwave
- ☐ Dishtowels/cleansers
- ☐ Shower Rod/Curtain/Liner
- ☐ Blackout Curtains/Rod

### Health and Beauty

- ☐ Hand sanitizer
- ☐ Toothbrush & Paste
- ☐ Deodorant
- ☐ Tissue/Toilet Paper
- ☐ Paper Towels
- ☐ Shower Slippers/Cap
- ☐ Bath Robe
- ☐ Shampoo/Conditioner
- ☐ Wash Cloths/Towels



### Laundry Supplies

- ☐ Laundry Bag/Basket
- ☐ Detergent
- ☐ Fabric Softener
- ☐ Iron/Ironing Board
- ☐ (Laundry is free on campus)





## IMPORTANT DATES

### SUMMER & FALL 2023

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900 South GA Tech Parkway  
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## IMPORTANT DATES TO SAVE.

### REGISTER FOR SUMMER CLASSES

**DO NOT WAIT!** To ensure the best course selection,  
register with your program instructor today!!

NOW!

### MOVE-IN DAY (RESIDENTIAL ONLY)

MAY 22ND

### FIRST DAY OF SUMMER CLASSES

MAY 24TH

### NO HARM, NO FOUL

*Schedule adjustment period.*

MAY 24 - JUNE 5TH

### MEMORIAL DAY - COLLEGE CLOSED

MAY 29TH

### JUNETEENTH - COLLEGE CLOSED

JUNE 19TH

### MIDTERM

JUNE 27TH

### HOLIDAY BREAK

JULY 3RD - 9TH

### LAST DAY OF SUMMER SEMESTER

*Check your Banner account for grades after*

JULY 27TH

### NO CLASSES

JULY 31ST - AUGUST 17

### FALL MOVE-IN DAY

AUGUST 14TH

### FIRST DAY OF FALL CLASSES

AUGUST 17TH