Salish Kootenai College

Student Dormitory & Family Housing Handbook

Welcome to SKC Student Dormitory and Family Housing!

We're glad you're here. This handbook is designed to help you understand your Student Housing contract and the policies and procedures governing your new residence.

Important Phone Numbers:

SKC Security

If there is an issue of safety or security, call Security to file a report. Be sure to write down the date, time, and who you spoke with regarding the issue.

Primary Contact:	**Alternative:**
406-239-6267 Cell	**406-275-4751** Office
211 from any SKC Landline	security@skc.edu

Emergencies

Dial 911 first (Lake County has immediate response to 911 calls), then call SKC Security, they will escort emergency vehicles to the site of the emergency.
If you believe there is a **medical emergency, call 911 immediately.**

Tribal Police Emergency	**933**
Lake County Sheriff Dispatch	**406-883-7301**
Tribal Police Dispatch	**406-675-4700**

SKC Student Housing Department

Offices are located in the Robert DePoe III Building.

406-275-4827 or **406-275-4884**
Email: housing@skc.edu

SKC Business Office (Billing)

Offices are located in the Eneas BigKnife Building.

406-275-4967

Important Numbers & Contact Information

Emergency Numbers	
911 Emergency Center	911
Lake County Sheriff	406-883-7301
Tribal Police Dispatch	406-675-4700
Tribal Police Emergency	933
SKC Campus Security Landline	211
SKC Campus Security Cell	406-239-6269 (text assistance available)
SKC Campus Security Office	406-275-4751
SKC Campus Security Email	Security@skc.edu
Resident Assistance	
RA 18R (FT)	406-675-4814
RA 14R (FT)	406-675-4815
RA Honor Hall (PT)	
Resources	
Academic Success	406-275-4792
Bison Hub	406-275-4739
CPW Mental Health Services	406-275-4913
Campus Child Care	406-675-8475
CSKT DHRD Transportation	406-275-2792
SAFE Harbor	406-676-0800
SKC Library	406-275-4875
Student Health Clinic	406-275-2767

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1. Eligibility for SKC Housing

1.1. Purpose

Outline the eligibility requirements and qualifying conditions for student tenants seeking to reside in SKC Student Housing. The criteria established ensure alignment with academic progress, financial responsibility, and community standards.

1.2. Housing Designation

Salish Kootenai College Student Housing assigns units based on student classification and family status as follows:

- Lefthand Dorms are designated for single full-time students.
- Honor Dorms are reserved for sophomores, juniors, and seniors who meet satisfactory academic progress defined as a 3.2 GPA or higher as an additional eligibility requirement, or for special occupants as designated by SKC Administration.
- Hewankorn Family Housing Units and Studio Apartments are reserved for eligible full-time student tenants and their immediate family members.

Definition of Immediate Family: Immediate family includes the **spouse and children** of the Head of Household. Exceptions may be granted on a **case-by-case basis** for **adult family members** who are also enrolled as **full-time, degree-seeking students** at Salish Kootenai College. The **Head of Household** is defined as the **student tenant whose name appears on the housing lease**. Children must be **under 18 years of age** at the time of lease signing or the tenant must provide **proof of the child's active high school enrollment**.

1.3. Academic Requirements

To be eligible for placement on an SKC Student Housing waitlist, applicants must ;

- be admitted to Salish Kootenai College as a **degree-seeking student**;
- be enrolled, or eligible to enroll, as a **full-time student**;

For Housing purposes, full-time enrollment means:

- **Undergraduate Students (Certificate, Associate, or Bachelor's Programs):** A minimum of **12 credit hours** each academic quarter.
- **Graduate Students (Master's Programs):** A minimum of **9 credit hours** each academic quarter.

Applicants who are not enrolled full-time, or ineligible to enroll as full-time students, or are on Academic Probation or Academic Suspension are not eligible for placement on an SKC Student Housing waitlist.

Additional Adult Household Members

Any household member who is **18 years of age or older**, and has or will graduate from high school, earned a HiSET, GED, or other recognized high school equivalency,

must also be:

- admitted to Salish Kootenai College as a **degree-seeking student**; and
- enrolled, or eligible to enroll, as a **full-time student** in accordance with the credit requirements established in this Handbook.

Failure of any adult household member to meet these requirements will make the household ineligible for placement on the Student Housing waitlist unless otherwise approved by the Housing Department.

Applicants Completing High School or HiSet

Applicants or household members who are currently completing high school, earning a diploma, or working toward a HiSET/GED may be considered eligible for placement on the Housing waitlist provided they:

- are expected to complete their declared program within 1 year starting from their date of move-in;
- submit proof of acceptance for admission to Salish Kootenai College within 3 months after they completing high school, earning a diploma, or earning their HiSET/GED Certificate; and
- satisfy all Housing eligibility requirements established in this Handbook.

Proof of enrollment or completion will be required before a Housing assignment is offered.

Waitlist Eligibility

Meeting the academic requirements in this section determines an applicant's eligibility to be placed on an SKC Student Housing waitlist only. Placement on a waitlist does **not** guarantee a Housing assignment. The Housing Department reserves the right to verify enrollment, admission status, student classification, and other eligibility requirements before offering or approving occupancy.

Once a student becomes a resident of SKC Student Housing, continued residency is governed by **Academic Standing and Satisfactory Academic Progress**, which establishes the quarterly academic standards required to remain eligible for Student Housing.

1.4. Maximum Residency Terms

In accordance with the SKC Housing Handbook, tenants and their immediate family members may reside in SKC Student Housing **until they graduate from SKC or for up to 150% of the expected time to complete the academic program declared by the Head of Household—whichever occurs first**.

The academic program used to determine eligibility will be based on the major listed on the tenant’s most recent Housing Application and/or their most recent unofficial transcript, whichever is most current and applicable.

Standard maximum residency limits are as follows:

- Certificate Programs – up to 2 years
- Associate Degree Programs – up to 3 years
- Bachelor's Degree Programs – up to 6 years
- Graduate or Master's Degree Programs – up to 3 additional years (for a total of 9 years), but only if the tenant is currently enrolled in and actively pursuing a qualified graduate or master's program at SKC.

Important Note: Regardless of program changes, all student tenants are subject to a **maximum of 6 years** in SKC Housing, unless they are formally enrolled in an SKC Graduate or Master's program, in which they will have to provide proof of acceptance into the program a minimum of 60 days prior to reaching their maximum residency limit. Changing academic programs does **not reset or extend** the maximum residency period. Only those actively enrolled in an SKC qualified graduate-level program are eligible for the additional 3 years, with total residency not to exceed **9 years** under any circumstances.

1.5. Financial Standing

To qualify for student housing, applicants and all household members listed on the application must not have any outstanding SKC Housing balance, and must not owe more than $500 on any other SKC accounts and only then will they be eligible to be placed on the housing waitlist.

1.6. Employment Restrictions

Full-time employees of SKC are not permitted to reside in SKC Student Housing under any circumstances. This restriction applies to all student tenants, their partner/significant other, and any other adult listed on the lease. However, part-time SKC employees and student workers are permitted to reside in SKC Student Housing, provided they meet all other housing eligibility requirements. Any adult occupant found to be employed full-time by SKC while residing in student housing will be required to make alternative, off-campus housing arrangements within 30 days of full-time SKC Employment status.

1.7. Previous Eviction

Applicants who have been evicted from SKC Student Housing due to violations that posed immediate threats to community health, safety, legal compliance, or institutional integrity are not eligible to live in SKC Housing.

SKC does not discriminate on the basis of race, ethnicity, national origin, sexual identification, gender, age, or disability, except as allowed by the Indian preference provision of the Civil Rights Act of 1964, as amended. Consistent with state and federal law, reasonable accommodation will be provided to persons with Disabilities. The SKC Director of Human Resources is responsible for coordinating the College's compliance with federal and state discrimination and sexual harassment laws, including Title II, Title VI, Title IX, and Section 504. The following person has been designated to handle inquiries regarding the nondiscrimination policies:
Director, Human Resources
58138 US Highway 93, Pablo, MT 59855
(406) 275-4977

2. SKC Housing Safety Reporting Process

- **Step 1 Immediate Safety Concerns:** If you feel unsafe or if there is an active threat, contact Campus Security immediately at (406) 239-6267. For emergencies, call 911 first.
- **Step 2 After the Situation is Safe:** Call SKC Security and submit an Incident Report. This form ensures documentation of the incident and helps the appropriate parties follow up appropriately. Forms can be on the SKC Housing website at the bottom of the webpage, or you can use the QR code on the Resident Resource Guide.
- **Step 3 Campus Security Follow-Up:** Once a report is received, Campus Security will review the information, increase patrols when appropriate, and coordinate with the Housing Department or other College officials as needed. Campus Security personnel serving as **Campus Security Authorities (CSAs)** are responsible for documenting and forwarding reports of suspected or confirmed hazing in accordance with the Jeanne Clery Campus Safety Act, the Stop Campus Hazing Act (SCHA), and applicable College reporting requirements.
- **Step 4 Housing Office Support:** SKC Housing will assist with additional safety measures if necessary, such as: Checking locks and door security. Providing guidance on conflict resolution if applicable. Offering referrals to additional support services on campus.

Reporting Suspicious Behavior or Violations

Residents are encouraged to promptly report suspicious behavior, safety concerns, suspected policy violations, or suspected or confirmed hazing. Reports may be made to the Housing Department, Resident Assistants, Campus Security, Campus Security Authorities (CSAs), Student Affairs, or local law enforcement when appropriate.

Reports may also be submitted anonymously using the Housing Incident Report Form available on the Housing website.

Individuals who report concerns or participate in an investigation in good faith are protected from retaliation. Acts of retaliation, intimidation, coercion, or interference with an investigation may result in disciplinary action.

Good Faith Report: A report made with an honest belief that a violation or safety concern may have occurred. A report made in good faith will not result in disciplinary action simply because an investigation determines that no violation occurred.

3. FOBs, Keys and Access Policies

To support the safety and security of all tenants, SKC provides each student with the necessary access tools for their assigned unit, including a key and/or electronic fob where applicable. Please keep your fob and keys with you at all times. These items are your responsibility and are essential for maintaining community safety. Lost or damaged items must be reported immediately.

Dorm Residents: You will be issued a fob to access building entry points and a key for your individual room.

Family Housing Tenants: Up to two (2) fobs per household may be issued, including one to the Head of Household. Keys will also be issued as needed.

Return of Keys and Fobs All keys, fobs, and mailbox keys must be returned at the time of move-out. Failure to return them will result in replacement charges consisting of $45 for each fob and $110 for each key with extra or additional fobs and keys resulting in the same costs. Charges will be applied to the Head of Household's student account.

Security and Proper Use

- Do **not** loan your keys or fob to anyone. These are issued only to the assigned student.
- Duplication, tampering, or unauthorized possession/use of any key, fob, or SKC ID is strictly prohibited.
- Do **not** mark or alter your keys in any way.
- Keep your room or unit locked when unattended.
- Never prop open exterior doors or allow unauthorized access.

Everyone in student housing shares responsibility for building safety. Always report suspicious activity to SKC Housing or Security immediately.

3.1. Locked Out?

If you find yourself locked out, contact SKC Security first and Student Housing Dept second for assistance. For your protection, you will need to present identification before regaining access. Should a key fob become non-functional, bring it to the Housing Department for a replacement. Do not attempt to force entry into your unit; any damage or costs incurred from attempts to break in will be the responsibility of the student tenant.

3.2. Lost Keys

Report lost keys immediately to the Student Housing Department. A lost key will necessitate a lock change, with associated costs charged to the tenant. The replacement fee for lost unit keys is $110.00, and the fee for a lost fob is $45.00, both charged to the student's account.

3.3. Resident Assistants (RAs)

Resident Assistants (RAs) are assigned exclusively to the dormitories. RAs support the Housing Department by promoting a safe, respectful, and inclusive residential community while assisting students with their transition to campus life.

RAs serve as peer leaders, mentors, and resources for residence hall residents. They assist with community development, educate residents on Housing policies and campus resources, conduct routine residence hall walkthroughs, respond to emergencies, document incidents, and report maintenance, safety, and security concerns to the Housing Department and Campus Security. RAs are also responsible for conducting required residence hall fire drills under the **direction of the Housing Department** and the **supervision of Campus Security**.

Resident Assistants are expected to uphold and enforce the **SKC Student Housing Handbook**, the **SKC Student Code of Conduct**, applicable College policies and procedures, and all employee expectations while performing their assigned duties.

Safety, Hazing, and Incident Reporting

Resident Assistants are required to immediately report suspected or confirmed violations of Housing policies, including emergencies, threats to health or safety, discrimination, sexual misconduct, and **suspected or confirmed hazing**. RAs do not investigate incidents but are responsible for documenting concerns and notifying the Housing Department, Campus Security, or other appropriate College officials. Resident Assistants receive annual training regarding emergency response, incident reporting, bystander intervention, hazing prevention, recognizing hazing behaviors, reporting responsibilities, confidentiality, and applicable College policies in accordance with the Stop Campus Hazing Act (SCHA).

Confidentiality (FERPA)

Resident Assistants are expected to maintain the confidentiality of student information in accordance with the **Family Educational Rights and Privacy Act (FERPA)** and College policies. Information obtained through their position may only be shared with authorized College officials who have a legitimate educational interest or as otherwise permitted by law. Unauthorized disclosure of student information or discussion of resident incidents is prohibited and may result in disciplinary action.

4. Academic Standing and Satisfactory Academic Progress

Academic Standing

Student Housing is intended to support students who are actively progressing toward completion of their educational goals. To remain eligible for Student Housing, residents must maintain **full-time enrollment** and demonstrate **satisfactory academic progress** each academic quarter.

Housing eligibility is evaluated **at the conclusion of every academic quarter** using the student's **quarter (term) academic performance**, not the student's cumulative grade point average (GPA).

Full-Time Student Status

Residents must maintain full-time enrollment throughout each academic quarter or required under an approved accommodation or College-approved exception. For Housing purposes, full-time enrollment means: **Undergraduate Students:** A minimum of **12 credit hours** each academic quarter. **Graduate Students:** A minimum of **9 credit hours** each academic quarter.

Students who withdraw from courses or reduce their enrollment below full-time status will become ineligible for continued residency and will b required to vacate the unit within 7 days or the withdrawal or reduced status. Family housing tenants will be required to vacate the unit within14 days.

Tenants are responsible for all charges until the date of full vacancy and proper communication with Housing. Former tenants who meet the housing eligibility requirements may reapply upon re-establishing full-time enrollment.

Satisfactory Academic Progress (Housing Eligibility)

For purposes of Student Housing eligibility, **Satisfactory Academic Progress (SAP)** means that a resident: Maintains full-time enrollment; Earns a **minimum quarterly (term) GPA of 2.0** during

each academic quarter; and Successfully completes coursework consistent with continued progress toward their degree or certificate program.

Student Housing evaluates eligibility using the student's quarterly (term) GPA and enrollment status, rather than the student's cumulative GPA.

Although Academic Affairs and Financial Aid may evaluate students using additional institutional or federal SAP standards, Housing eligibility is determined according to the quarterly academic requirements outlined in this Handbook.

Academic Review

Housing reviews each resident's academic standing at the conclusion of every academic quarter. Residents who fail to meet Housing's academic eligibility requirements may be required to participate in an academic review before continuing residency. The Housing Department may request documentation demonstrating that the student is actively working toward academic improvement before approving continued residency. Residents are responsible for maintaining communication with the Housing Department throughout the review process.

Examples of acceptable documentation may include:

- Documented meetings with a Success Coach;
- Documented meetings with an Academic Advisor;
- Academic Improvement Plans;
- Documentation from tutoring or academic support services;
- Disability Services accommodations;
- CARE Team participation;
- Other College-approved academic support services.

Housing Academic Warning Sanctions (Memorandum of Understanding)

Students who do not meet the Housing academic eligibility requirements at the conclusion of an academic quarter will be issued a **Housing Academic Warning Sanction** in the form of a **Memorandum of Understanding (MOU)**. The MOU serves as formal written notice that the student's continued eligibility to reside in SKC Student Housing is at risk due to failure to meet the academic standards outlined in this Handbook.

The purpose of the MOU is to identify the academic deficiencies, establish clear expectations for continued residency, and connect the student with College resources that support academic success.

As part of the MOU, the student tenant may be required to:

- Meet with the Housing Department to review Housing eligibility requirements;
- Meet with their Success Coach and/or Academic Advisor;
- Develop or provide documentation of an Academic Improvement Plan;
- Demonstrate ongoing participation in tutoring, academic support services, Disability Services, CARE Team services, or other College-approved support programs, when applicable;
- Maintain regular communication with the Housing Department regarding their academic progress; and

- Comply with all conditions outlined in the Memorandum of Understanding (MOU).

Continued Housing Eligibility Following an Academic Warning

A student who receives a Housing Academic Warning (MOU) must successfully satisfy all Housing academic eligibility requirements during the **following academic quarter** in order to remain eligible for Student Housing. Failure to comply with the terms and conditions of the MOU may result in additional Housing sanctions, denial of future Housing eligibility, or termination of the Housing Agreement.

Relationship to Academic Affairs

Student Housing supports the academic standards established by Salish Kootenai College. Housing decisions are made independently but in coordination with Academic Affairs, Student Success, Financial Aid, Disability Services, and other appropriate College departments when necessary. Housing recognizes the College's academic progression process, including Academic Warning, Academic Probation, Academic Suspension, and approved reinstatement procedures. Students who become subject to Academic Probation, Academic Suspension, Financial Aid Suspension, or registration restrictions may also have their Housing eligibility reviewed. Housing reserves the right to request documentation demonstrating that the student is actively participating in College support services and making reasonable efforts to improve their academic standing before approving continued residency.

Pre-Registration and Continued Housing Eligibility

To remain eligible for Student Housing, residents must demonstrate their intent to continue their education by maintaining eligibility for enrollment and timely registering for the upcoming academic quarter. Current Student Housing residents are required to **pre-register for the next academic quarter by the end of Week 8** of the current quarter, unless otherwise approved by the Housing Department.

Pre-registration deadlines are as follows:

- **Current Fall Quarter residents** must be pre-registered for **Winter Quarter** by the end of **Week 8 of Fall Quarter**.
- **Current Winter Quarter residents** must be pre-registered for **Spring Quarter** by the end of **Week 8 of Winter Quarter**.
- **Current Spring Quarter residents** must be pre-registered for the upcoming **Fall Quarter** by the end of **Week 8 of Spring Quarter** to reserve their Housing assignment for the following academic year.

Pre-registration allows the Housing Department to verify a student's continued enrollment, assess Housing eligibility, and begin academic standing reviews before the start of the next quarter.

Residents who fail to pre-register by the applicable deadline may be contacted by the Housing Department to determine their enrollment intentions and Housing eligibility. Failure to pre-register, maintain communication with the Housing Department, or provide documentation demonstrating

continued enrollment or an approved academic plan may result in the cancellation or non-renewal of the student's Housing assignment.

5. Criminal Charges

Persons who have a criminal record involving a felony, repeated offenses, or pending felony charges must undergo a formal review process with SKC Security, the CARE Team, and SKC Administration for admission to student housing. The committee will evaluate each application and may deny eligibility to any applicant whose history, habits, or practices are reasonably expected to have a detrimental impact on the health, safety, or welfare of other residents. In determining eligibility, the committee will consider, but is not limited to, the following factors:

- Any record of disturbance, destruction of property, harassment, or other behaviors at past residences that may be damaging to the health, safety, or welfare of other tenants.
- Any history of criminal activity, including but not limited to:
  - Criminal drug-related activity
  - Crimes involving violence or threats of violence toward persons or property
  - Crimes of sexual misconduct
  - Other criminal acts that may reasonably pose a risk to the safety of the campus community
- The time, nature, and seriousness of the offense.
- Any evidence of rehabilitation, personal growth, or significant change in circumstances.
- Applicant's past performance in meeting financial responsibilities, including rent obligations.
- Any other documentation or records the CARE Team deems necessary to determine eligibility.

Mandatory Disclosure Requirements

Any student or member of their household who has ever been convicted of a felony or designated as a violent or sexual offender must disclose this information during the housing application process. Any student or member of their household who is charged with a felony or designated as a violent or sexual offender while living in student housing must report such a charge to the Housing Department within 24 hours of the charge or designation. Failure to disclose required information truthfully or within the required timeframe will result in automatic eviction or loss of eligibility.

Pending Charges

- Students with pending felony charges or pending violent or sexual offense charges may be subject to:
- Temporary suspension of housing eligibility
- Conditional housing approval requiring a signed behavioral agreement or Memorandum of Understanding (MOU)
- Additional monitoring or restrictions as determined by the CARE Team

Registered Sex Offenders and Violent Offenders

Registered sex offenders and individuals convicted of violent felonies are not eligible to reside in SKC Student Housing. Student Tenants may not host guests who are registered sex offenders or have been convicted of violent felonies. Inviting such guests is grounds for immediate eviction.

6. College Reservation of Rights

The College reserves the right to deny housing or remove any student from housing when the student's conduct or criminal history, including but not limited to any felony convictions, poses a threat to the health, safety, or welfare of the residential community.

Final Clarification

This policy is intended to protect the safety, security, and welfare of all SKC Housing residents. Any decisions regarding housing eligibility or eviction will be documented in the student's housing file and administered in accordance with the SKC Housing Handbook and applicable College policies.

7. Occupancy Limits

Occupancy limits must be adhered to in all SKC Dorms and Family Housing Units to ensure safety, compliance with fire regulations, and equitable access to housing. These limits apply regardless of the relationship to the Head of Household unless otherwise approved in writing by SKC Housing.

Maximum Occupancy Per Unit Type

- **Dorm Room (Single):** 1 student tenant only, 1 approved guest (see guest registration requirements).
- **Studio Apartments:** Maximum of 2 adult residents
- **1-Bedroom Unit:** Maximum of 2 adult residents, 1 child resident
- **2-Bedroom Unit:** Maximum of 4 residents.
- **3-Bedroom Unit:** Maximum of 6 residents.
- **4-Bedroom Unit:** Maximum of 8 residents.

8. Priority Waitlist and Selection Process

Student Housing applications are prioritized using a combination of factors, including the date the completed application and all required materials are received, tribal affiliation, student classification (such as returning residents, new applicants, or transfer students), academic standing and history of compliance with Housing policies, and demonstrated need (including family housing eligibility and ADA accommodations). Applying early increases the likelihood of receiving a housing offer.

- **Eligibility Requirements for Consideration** - To be considered for a housing assignment, all applicants must submit a complete application with all required documents and meet the eligibility requirements as defined in section 1 of the SKC Housing Handbook.
- **Application Duration -** Applications remain active for one (1) academic year. Applicants who wish to remain on the waitlist beyond one year must provide notice to the Housing Office.Applicants may withdraw their application at any time by providing notice to the Housing Office.
- **Selection and Offer Process** - When a unit becomes available, the Housing Office will identify the applicant for the applicable unit type and size. The applicant will be notified of the offer by email and/or phone using the contact information on file. The applicant has seven (7) calendar days to accept the offer.
    - **Step 1: The security deposit must be paid within** 14 business days from the offer acceptance date & receipt submitted to the housing department

    - **Step 2: Utilities** must be in the name of the Head of Household and a copy of the utilities contract submitted to the Housing Department
    - **Steps 1 & 2** need to be completed prior to getting your house/dorm keys/fobs
    - **Step 3: Prorated rent** must be paid within 30 days from the move-in date
    - **Intake** forms must be completed within 1 week of your move-in date
- **Failure to Respond or Complete Requirements** - If an applicant does not meet all offer requirements within the timeframe specified in the offer letter, the offer may be withdrawn without further notice, and the unit will be offered to the next eligible applicant on the waitlist. Failure to respond to the offer by the stated deadline will result in the applicant being removed from all waitlists. Applicants who actively decline the offer within the timeframe will remain on the waitlist if they request to do so in writing. However, after an applicant has declined three (3) separate offers, they will be removed from all waitlists and will be required to submit a new application to be reconsidered for student housing.
- **Limitations and Disclaimers** - Submitting an application, meeting eligibility criteria, and maintaining good standing do not guarantee a housing assignment. Housing assignments are contingent upon space availability, applicant priority ranking, and compliance with all requirements outlined in this Handbook.

9. The Dwelling Lease

The Student Housing Dwelling Lease Agreement is a legally binding agreement between Salish Kootenai College and the student tenant. The lease governs all aspects of the tenant's occupancy of an assigned unit in SKC Student Housing. The lease is non-transferable and subletting is strictly prohibited. The Tenant may not use, or allow any other person to use, the assigned premises for any purpose other than as a private residential dwelling.

Terms and Duration - The lease shall be renewed on a month-to-month basis unless terminated in accordance with this Agreement or applicable policy. Either party may terminate the lease by providing the other party with a minimum of fourteen (14) calendar days' written notice of the intent to terminate, except in cases involving eviction through the disciplinary process or other extenuating circumstances as determined by SKC.

Rental Payments and Security Deposit - The Tenant agrees to pay monthly rent in the amount specified in the lease agreement. Payment shall be made to the SKC Business Office on or before the due date. Prior to occupancy, the Tenant must also pay a security deposit in the amount stated in the lease agreement and ensure utilities are put into the name of the Head of Household. The Tenant is responsible for all utilities.

Responsibilities and Acknowledgment of Policies - By signing the Dwelling Lease Agreement, the Tenant acknowledges, understands, and agrees to comply with all applicable policies, procedures, and regulations, including but not limited to:

- The SKC Student Housing Handbook
- The SKC Student Handbook
- The SKC Student Catalog
- SKC policies and procedures
- All applicable Tribal, State, Local, and Federal Laws

The Tenant further acknowledges that it is their sole responsibility to read, understand, and comply with these documents. Violations of any provision of these rules, regulations, or laws

may result in disciplinary action up to and including eviction, and may be referred for additional disciplinary review through the SKC Code of Conduct process.

Care of Premises and Personal Property - The Tenant is responsible for the conduct of all guests, visitors, and household members and shall inform them of applicable policies. The Tenant is liable for any damage to SKC property, fixtures, or equipment provided for the unit, including costs of repair or replacement as determined by SKC. SKC assumes no responsibility for any personal property left in the unit after the move-out date.

Inspections - The Tenant acknowledges that SKC may conduct scheduled or unscheduled inspections of the premises at any time, consistent with the SKC Student Housing Handbook, to ensure health, safety, and compliance with policy.

Termination - Units will be considered vacated when the Tenant has moved-out of the unit, notified housing that they have moved out, and return the keys/fob to SKC.

If a Tenant fails to vacate the premises properly, the Tenant remains responsible for rent and any costs incurred by SKC to return the unit to rentable condition. If SKC is unable to make the unit available by the agreed-upon move-in date, either party may terminate the agreement by providing written notice to the other party at their last known address, and any security deposit shall be refunded in full.

Entire Agreement - This Dwelling Lease Agreement, together with the SKC Student Housing Handbook and the SKC Student Handbook, constitutes the entire agreement between the parties. No oral representations or prior written material not specifically incorporated into this Agreement shall be binding. By signing the lease, the Tenant affirms that they have read, understand, and agree to all terms and conditions set forth herein and in the referenced handbooks and policies.

10. Moving In

When Is Move-In Day?

SKC Student Housing officially opens for move-in 7 days before the start of classes. Student tenants may move in anytime once approved, but those who move in before Housing officially opens (or before their assigned move-in date) will pay prorated rent.

When is Move-Out?

Tenants must vacate their unit by the Monday following the last day of classes, unless they have made other arrangements with Housing. Tenants will continue to be charged rent until they have informed the Housing Department that they have moved out of the unit.

Move-In Inspection Form Instructions

The Move-In Inspection Form is due to the Housing Office within ten (10) days of move-in. The purpose of this form is to report any damages present when the tenant moves in, so that the tenant is not held liable. Tenants will not be charged for damages reported on the Move-In Form. Failure to turn in the Move-In Form within 10 days indicates that the tenant takes full responsibility for the condition of the unit as-is, and accepts any charges resulting from existing damages. Please make sure to include details about the problem in the “Notes” section of the

Inspection Form, such as location and type of problem. Note that housing staff will enter your unit to assess and repair reported maintenance issues.

10.1. Cable

The Dorms are cable-ready and dorm tenants can purchase their own cable. Family Housing may get cable at the tenant's expense by contacting the agency of their choice. Satellite dishes are not permitted.

10.2. Internet

Tenants are responsible for purchasing and setting up their own internet. Dorm wifi is SKC-DORM with the password **dormwifi.** The Honor Hall wifi is SKC-guest with no password. Internet issues may be directed to SKC IT Department by submitting a Help Ticket at Login - SKC Help Desk .

10.3. Laundry

Laundry and dryers are available in the laundry facility for Family Housing tenants and on-site for Dorm tenants free of charge. Use of laundry facilities is for student tenants only. Please be courteous to other tenants: clean your lint, garbage, and spills. Items left unattended for 24 hours will be disposed of after 48 hours. Theft should be reported to Security. SKC Student Housing is not responsible for damaged, stolen, or lost articles. Any person(s) caught stealing or damaging any SKC property, including appliances, will be financially responsible and fined to the Head our Households student account as well as sanctioned.

10.4. Mail

Family Housing mailboxes are issued through Ronan Post Office. Tenants are responsible for installation fees. **Lefthand Dorm mailboxes** are issued through SKC Security.

Physical & Mailing Address	**Mailing Address** *(Bison Hub Packages)*	**Physical Address**	
Family Housing	**Dorm & Honor Hall**	**Dorm**	**Honor Hall**
(First & Last Name)	(First & Last Name, unit#)	(First & Last Name, unit#)	(First & Last Name, unit#)
(Unit #) Hewankorn Loop	PO Box #70	42561 Slater Way	42590 Hewankorn Loop
Ronan, MT 59864	Pablo, MT 59855	Pablo, MT 59855	Pablo, MT 59855

If you use the **P.O Box #70 address**, your mail/packages will be sent to the SKC Bison Hub to be picked up. Located in the Robert DePoe III building. Notification is sent via email. For after hours pick up, contact SKC Security to retrieve your mail/packages. *If you are planning to receive perishable items please contact SKC Bookstore ahead of time.

11. Prohibited Items

To ensure the safety, security, and well-being of all residents, staff, and College property, Salish Kootenai College Student Housing prohibits the possession, use, storage, or distribution of certain items within Student Housing facilities. These restrictions are intended to reduce fire hazards, prevent injuries, maintain a safe living environment, and protect the residential

community. Residents are responsible for understanding and complying with the following prohibited items and any additional restrictions outlined in this Handbook.

11.1. Weapons and Dangerous Items are prohibited within SKC Student Housing unless expressly authorized by College policy or applicable law. Possession of prohibited weapons or dangerous items may result in immediate confiscation, disciplinary action, referral to law enforcement, and/or eviction from Student Housing. Prohibited items include, but are not limited to:

Firearms, ammunition, or explosive devices (real or replica), Hunting knives, switchblades, or other dangerous weapons, Fireworks, flammable liquids, or hazardous chemicals, any other item deemed dangerous or capable of causing harm.

11.2. Toy Guns and Replica Weapons

The following items are prohibited because they may reasonably be mistaken for real weapons or create safety concerns within the residential community:

- BB guns
- Pellet guns
- Airsoft guns
- Paintball guns and related equipment
- Starter pistols or blank-firing prop guns
- Replica or imitation firearms
- Toy guns modified to resemble real firearms or other dangerous weapons

Toy guns that are **clearly identifiable as toys**, such as brightly colored foam dart blasters (e.g., Nerf® products) or water guns, may be permitted at the discretion of the Housing Department. Housing staff or Campus Security may confiscate prohibited toy or replica weapons when necessary.

11.3. Additional Prohibited Items The following items are prohibited within SKC Student Housing:

- Candles, incense, or other open-flame devices
- Space heaters, hot plates, or unapproved cooking appliances
- Halogen lamps, lava lamps, or unapproved lighting fixtures
- Extension cords that do not provide surge protection
- Personal washers, dryers, or large appliances not issued or approved by SKC Housing
- Pets, except **approved Service Animals, approved Emotional Support Animals (ESAs), or fish in aquariums not exceeding ten (10) gallons**, in accordance with Housing policy
- Illegal drugs, controlled substances possessed in violation of law, or drug paraphernalia
- Alcohol possessed or consumed in violation of College policy or applicable law
- Any item determined by the Housing Department to present a health, safety, sanitation, or security risk to residents or College property

Residents found in possession of prohibited items may be required to remove the item immediately and may be subject to disciplinary action, fines, confiscation of the item, eviction, or referral to law enforcement, as appropriate.

12. Smudging

Smudging (the burning of sage, sweetgrass, cedar, or other traditional plants for the purpose of prayer) is allowed in SKC Housing. Housing may revoke a tenant's permission to smudge indoors in the event that it becomes hazardous to the health or wellbeing of others. Complaints or concerns about a tenant's smudging may be addressed to the Housing Department for evaluation. Smudging tenants will be held responsible for any damage or injury resulting from their smudging. All tenants must adhere to the following:

- **Tenants must notify Housing via email (housing@skc.edu) if they plan to smudge in their unit** (this notice need only be sent once).
- Tobacco and other plants may not be burned inside of SKC Housing.
- Care should be taken not to trigger smoke detectors; open windows to minimize smoke.
- It is illegal to disable or tamper with smoke detectors and other fire safety devices. If a tenant disables or tampers with a smoke detector, the tenant will be fined $20 to their student account. **Do not cover smoke detectors.**
- Triggering the fire alarm multiple times will result in a Sanction. **Falsely triggering the fire alarm in the Dorms, Housing, or Honor Hall will result in a $500 fine to the students account.**
- If the fire alarm is triggered, fire safety protocol must be followed and the tenant must respond to all communications from Housing and safety officials.
- If a safety official or SKC Campus or Housing staff member suspects a resident is burning a substance other than sage or another culturally traditional plant, the tenant must comply with investigatory procedures outlined in the Occupancy Rules & Regulations.
- All matches, lighters, or other ignition sources must be fully extinguished and stored safely.
- Burning/smoking smudge bundles may never be left unattended. Smudge bundles must be fully snuffed out before being stored.
- Smudge bundles may only be snuffed out against items belonging to the tenant (eg, a shell or bowl the tenant brought with them) to prevent damage to SKC property.

13. Temporary Supplies for Dorm Residents and Basketball Housing Tenants ONLY

SKC Student Housing provides dormitory residents with basic furnishings, designated Housing-provided items, and access to shared laundry facilities. **Residents are responsible for providing their own personal bedding, bathroom supplies, cleaning supplies, laundry products, toiletries, and other everyday household necessities.**

During designated **move-in week at the beginning of each quarter**, Student Housing may provide a limited selection of basic temporary supplies to assist dormitory residents as they transition into Housing. Available items may include toilet paper, hand soap, dish soap, laundry soap, hygiene products, notebooks, pencils, garbage bags, or similar basic supplies. **Temporary move-in supplies are provided only during the designated move-in period and are limited to available inventory.** These supplies are intended as short-term assistance and are not an ongoing source of personal or household supplies throughout the quarter. Residents are

responsible for obtaining and maintaining their own supplies after the move-in distribution period.

Availability of temporary supplies and checkout items is **not guaranteed** and may vary based on Housing inventory and available resources.

14. Switching/Changing Rooms

Dorm tenants may request for a transfer to a different dorm within the dormitories. Special circumstances will be reviewed by the SKC Housing Department Office for approval. A $50 non-refundable Dorm Transfer fee will be charged to the students account for dorm room transfers. You are given seven (7) days to transfer into your new dorm. Tenants wishing to transfer to another dorm will be obligated to follow all the check-out procedures in the dorm they currently live in which includes cleaning, removing trash, carpet cleaning, and returning keys. Please see checkout procedures for more specific information. Please note that room switches are not guaranteed and will be made based on availability.

15. Housing Rates

In alignment with our ongoing efforts to maintain safe, quality housing and ensure long-term sustainability, **Salish Kootenai College Student Housing** will be implementing new rental rate structures starting **Fall Quarter of the 2025–2026 academic year**. ****All rent values are rounded to the nearest whole dollar*

Monthly Rental Rate

GRANDFATHERED TENANTS - Tenants who moved-in date is before October 1st, 2024 are subject to a *10% Annual Increase*

Academic Year	Dorm Private Bath	Dorm	1BR	2BR	3BR	4BR
2026–27	$373	$333	$424	$484	$545	$605
2027–28	$410	$366	$466	$532	$599	$666
2028–29	$451	$403	$512	$586	$659	$732
2029–30	$497	$443	$564	$644	$725	$805

NEW TENANTS - T*enants whose move-in date is after October 2nd, 2024, or tenants that reside in a dorm and are offered a housing unit (studio, 1,2,3, or 4 bedroom unit are subject to a 3% Annual Increase*

Academic Year	Dorm Private Bath	Dorm	Studio	1BR	2BR	3BR	4BR
2026–27	$476	$425	$503	$541	$618	$695	$772
2027–28	$491	$438	$518	$557	$637	$716	$796
2028–29	$505	$451	$533	$574	$656	$738	$820
2029–30	$521	$464	$549	$591	$675	$760	$844
2030–31	$536	$478	$566	$609	$696	$782	$869

15.1. Security Deposits

The deposit for Family Housing and Studio Apartments are equal to one month's rent, based on the unit size you choose. The deposit for dorms is $300.

Obtain Your Security Deposit Upon Termination of Tenancy

The Tenant pays a Security Deposit to the SKC Business Office to secure their unit and the Tenant's compliance with all the conditions of the Dwelling Lease, Student Code of Conduct, and Housing Handbook. Tenant will forfeit all, or a portion, of this deposit if any of the following events occur:

a. in the event TENANT has pre-paid the deposit and accepted the offer letter unit and subsequently cancels this assignment and this Lease Agreement; or

b. if TENANT vacates the unit with unpaid rent or an outstanding housing balance still owing to Salish Kootenai College Housing Department; or

c. if TENANT vacates the unit leaving the unit in a damaged state or needing substantial repairs and cleaning.

Upon termination of the tenancy, the Tenant shall return the unit to Salish Kootenai College in as good order, condition, and repair as when received; ordinary wear and tear excepted, and free of all Tenant's personal property, trash, and debris. Once the Tenant vacates the unit, the SKC Housing Department will inspect the unit and apply any cleaning, damage, or rent charges to Tenant's account. Once Tenant's account has been billed, the Security Deposit will be released to Tenant's account within thirty (30) days of Tenant's move out date. If monies are due to the Tenant they will be refunded through the Business Office. If the Security Deposit is insufficient to satisfy the damages, cleaning charges, or unpaid rent, Salish Kootenai College may collect any deficiency from Tenant and take proper legal action to recover such deficiency. Tenant will be responsible for any damages caused to the unit by Tenant or Tenant's family/pets/guests. The SKC Business Office must be given a forwarding address for this purpose. If no forwarding address is provided or attempts toward returning the deposit are unsuccessful, the student must contact SKC within 90 days or the deposit is forfeited.

15.2. Prorated Rent

This policy ensures that tenants of Salish Kootenai College (SKC) Housing are billed accurately for days of occupancy outside standard lease dates, including early move-ins, late check-outs, and partial-month stays.

15.2.1. When Prorated Rent Applies

This policy applies to all tenants of SKC Housing, including dorms, family housing, and other designated units.

15.2.2. Prorated rent is charged under the following circumstances:

- **Early Move-In:** When a tenant moves in before the official lease start date.
- **Extended Stay:** When a tenant remains in the unit beyond the official end date.
- **Move-Out:** When a tenant moves out mid-month, and occupancy does not cover a full billing period.

15.2.3. Calculation of Prorated Rent

The daily rate is calculated by dividing the monthly rent by the total number of days in that month. Tenants are charged for each additional day of occupancy beyond standard lease dates.

15.2.4. Move-Out Inspections and Deductions

- Prorated rent will be finalized after the move-out inspection is complete.
- Any damages, fines, or unpaid charges will be deducted from prorated rent, security deposits, or other housing credits.
- A final billing statement will be issued reflecting all charges and credits.

15.3. Application of Financial Aid

If a student tenant receives financial aid applicable to housing, the Business Office will automatically apply the necessary portion to cover rent. If financial aid is less than the total rent due, the full aid amount will be applied, and the tenant is responsible for paying the remaining balance. Students are encouraged to contact the Business Office for questions regarding how financial aid impacts housing payments.

15.4. Rent Due Information for Student Tenants

Understanding Your Billing Cycle: The rent billing cycle is based on the fiscal year, which starts in January and runs through December. This is different from the academic year, which starts in July and runs through June. Below are the details for how rent is charged and due.

For Dorm Tenants:

Rent is charged at the **beginning of each quarter** (Fall, Winter, Spring, Summer).

- **Fall Quarter (October, November, December)**: Rent is due December 1st.
- **Winter Quarter (January, February, March)**: Rent is due March 1st.
- **Spring Quarter (April, May, June)**: Rent is due June 1st.
- **Summer Quarter (July, August, September)**: Rent is due September 1st.

For Family Housing Tenants

You will be charged the **full amount for the quarter's rent** at the start of each quarter, and are required to pay in **monthly installments**. Rent is due on the **1st of each month**.

Late payments

The tenant will have a 7 day grace period after the payment due date to make a payment in order for it to be considered “on time”. Rent is considered late after the 7th of each month. A $25 late fee will be added to your account after the 8th if payment is late and/or missed.

Late Payment Grace and Partial Payment Consideration

In recognition of good-faith payment efforts, the $25 late rent fee **will not be imposed** if:

- 75% of the total outstanding housing balance is paid by the end of the applicable grace period.
- Payments must be received **on or before the 7th day** following the rent due date to qualify for this exception.
- Submission by the end of the applicable grace period of your **Needs Analysis Report** from the Financial Aid Office as proof that aid is awarded but pending for the current quarter.

This exception applies **only to the late fee** and does not waive the tenant's responsibility to pay the full rent amount owed.

Overdue Rent

If you have an outstanding balance equivalent to 2 months of rent, you will receive a written warning (MOU), and be required to be on a Payment Plan. If you fall behind by 3 months, eviction proceedings will begin.

15.5. Where to Pay:

You can view your bill anytime using your **JICS account**. Your payment will take 7 to 10 business days to post to your account. Payments can be made in person or over the phone by contacting the SKC Business Office at 406-275-4800. They are located in the Big Knife Building.

IMPORTANT NOTICE

If you receive financial aid, scholarships, or grants that can be used for housing, the Business Office will automatically apply it toward your rent and outstanding housing balance. If the aid covers the full amount, it will be fully paid. If the aid is less than the amount due, the full amount will be applied, and you will need to pay the remaining balance. This means your incoming financial aid, scholarships, or grants may be reduced for this reason. For more information, please contact the Business Office.

16. Outstanding Balances and Payment Plans for Tenants

16.1. Outstanding Housing Balance:

Tenants within SKC Housing are **not allowed** to fall behind in rent.

- Housing Tenants - by 2 months or have an outstanding balance equivalent to 2 months of rent.
- Dorm Tenants - by 2 quarters or have an outstanding housing balance equivalent to 2 quarters of rent.
- It is important to stay up-to-date with payments to keep your housing. If you fall behind in rent you will receive a written warning (MOU), and be required to be on a Payment Plan. If you fall behind by 3 months, eviction proceedings will begin.
- Current Rent Payment: The Tenant acknowledges that this payment plan is for the past due amounts and does not replace the obligation to pay the current month's rent in full.
- Payment Plan Requirement: The Tenant agrees to adhere to the minimum payment requirement, which is set at 50% of their monthly rent or a predetermined agreed upon amount between the tenant and Housing. The tenant can pay more than the agreed upon amount. The maximum length for any payment plan is 12 months. The first payment needs to be made within 30 days of the effective start date of the payment plan.
- Consistent Payments: The Tenant agrees to make consistent and consecutive payments on the scheduled due dates. This means making each payment on time and in the correct amount. Failure to follow this schedule will result in a review of the tenant's housing eligibility by the Housing Director and could lead to eviction.
- Late Payments: The tenant will have a 7 day grace period after the payment due date to make a payment in order for it to be considered "on time". A $25 late fee will be added to your account on the 8th day if payment is not submitted.
- Failure to Comply: If the Tenant fails to comply with the terms of this agreement, SKC Housing reserves the right to terminate this agreement, and initiate eviction proceedings.

16.2. Hardship Clause

Eligibility for Hardship Consideration

In the event that the Tenant experiences a significant change in financial circumstances that impacts their ability to meet the terms of this payment plan, they may request for hardship consideration. Eligible circumstances include but are not limited to:

- Loss of primary income due to job termination
- Medical emergencies or severe health conditions
- Death or serious illness with an immediate family member
- Other unforeseen financial hardships that directly impact the Student Tenant's ability to pay rent and arrears

Notification and Documentation for Hardship

The Tenant must notify SKC Housing in writing within **7 days** of the onset of the financial hardship. The notification must include:

- A written explanation of the hardship and how it affects their ability to make payments
- Supporting documentation such as doctors note, termination of employment documentation, or other relevant evidence.
- SKC Housing will review the hardship eligibility within **14 days** after receiving all the necessary documents.

Temporary Adjustment of Payment Terms

Upon approval of hardship eligibility, the Tenant may be granted temporary adjustments to the payment plan for a period not exceeding **90 days**. Adjustments may include:

- A reduction in the minimum arrears payment amount which cannot be less than **25%** of their monthly rent
- Suspension of arrears payments, with the condition that current rent is still paid in full
- An extension of the payment plan term, not to exceed the original 12-month limit

Good Faith Requirement

During the hardship period, the Tenant is required to make good faith efforts to meet any reduced payment obligations and to work towards resolving the hardship. This may include seeking employment, alternative financial aid, or other means to improve their financial situation.

Re-Evaluation and Continuation

At the end of the 90-day hardship period, SKC Housing and the Tenant will re-evaluate the situation. Based on this evaluation, SKC Housing may:

- Restore the original payment plan terms
- Provide an additional hardship extension of up to **60 days** in exceptional circumstances, provided the total payment plan duration does not exceed 12 months

Termination of Agreement for Non-Compliance

If the Tenant fails to communicate with SKC Housing, provide the necessary documentation, or make good faith efforts to resolve the hardship, SKC Housing reserves the right to terminate the hardship adjustments and revert to the original payment plan. Failure to comply with the reinstated payment terms will result in eviction.

Dispute Resolution

In the event of a disagreement over the terms of the hardship adjustments, the Tenant and SKC

Housing agree to engage in mediation before proceeding with any consequences or actions, such as eviction. Mediation will be conducted by an SKC employee committee designated by Housing. The tenant can request an individual, employee, or student and that request will be taken into consideration by the chair. Mediation will occur within **15 days** of either party requesting mediation.

17. Winter, Spring, and Summer Break

The SKC Student Housing Department requires all Student Tenants to notify Housing of their Winter Break plans. **All tenants must submit a Winter Break Occupancy Form indicating whether they will be staying or leaving during the break.** This information is required for safety, security, and emergency response purposes.

Rent and Occupancy During Winter and Spring Break

- **Housing and dorm charges are based on the full academic year** and are not prorated or refunded for Winter and Spring Break, regardless of whether a tenant remains on campus or temporarily vacates their unit.
- Tenants are financially responsible for rent during Winter and Spring break as part of their ongoing housing contract.
- Student tenants are required to be **pre-registered for Fall, Winter, and Spring Quarter by Week 8 of the prior Quarter** in order to remain eligible for housing the upcoming quarter.

Winter Break Expectations

- **Thermostats must be set to at least 60°F** to prevent freezing pipes and damage.
- **Keys and fobs are the responsibility of the tenant.**
- **Terms and conditions of your Dwelling Lease remain in effect**

Summer Break

All tenants are required to pre-register for the upcoming Fall Quarter by the end of Week 8 in Spring Quarter in order to reserve their rooms.

17.1.1. Dorm Tenants

The SKC Student Housing Department requires that all students notify the Department of their plans for Summer, whether staying on campus or leaving.SKC Dormitories are rented out during the Summer Months. Tenants must complete the Summer Break Dorm Plan form and return it to the Housing Office no later than week 5 of Spring Quarter. Dorm tenants will be charged full rent during Summer Break if they plan to stay on campus OR if they leave their belongings in their dorm. Dorm Tenants who leave campus AND take all their belongings will NOT be charged rent. Students leaving for the Summer will have until the first Sunday after the last day of school to move-out. Dorm inspection will be done the first Monday after the last day of school. If your belongings are still in your dorm room but you have left for the Summer, you will be charged full rent.

17.1.2. Family Housing Tenants

The SKC Student Housing Department requires that all students notify the Department of their plans for Summer, whether staying on campus or leaving. Family Housing tenants will be charged their usual monthly rate. Students moving out after graduation for the Summer will have until the end of June to move-out. Housing inspection will be done July 1st.

17.1.3. Summer Occupancy Eligibility

In order to qualify for Summer Dorm Occupancy, you have to be in an SKC Internship, working in the area, or taking Summer Courses. Tenants staying for Summer must pre-register for the upcoming Fall quarter by the end of week 8 in Spring Quarter, pay all outstanding Housing charges; the student account balance for Student Housing must be at zero as of June 30th.

18. Utilities

18.1. SKC/MVP Policy for Move-In/Disconnect Procedure

Dormitory Housing

SKC Student Housing covers the cost of **Mission Valley Power Electricity utilities for dormitory tenants** as part of dormitory housing. Dormitory tenants are not individually billed for normal water and sewer usage.

Family Housing

Tenants in Family Housing are responsible for their own electricity costs. Electricity is provided through Mission Valley Power (MVP). SKC will co-sign for the tenant, waiving the $500 meter deposit for the tenant. A copy of the electrical contract in the name of the Head of Household must be submitted to SKC Housing before keys will be issued.

18.1.1. Signing up for Service:

- Tenant(s) will go into the office at MVP or go online to set up service
- Tenant(s) must provide MVP with location number of the unit
- Salish Kootenai College (SKC) will co-sign with Mission Valley Power (MVP), waiving the $500 meter deposit for student tenants and accepting responsibility for any unpaid utility bills with MVP.
- While SKC assumes initial responsibility for any outstanding balances, these amounts will be applied to the student tenant's account. The student tenant remains ultimately responsible for the unpaid MVP bill and is required to reimburse SKC for the charges.
- This process ensures utility services are maintained while reinforcing the student tenant's obligation to meet their financial responsibilities in accordance with their housing agreement.
- After the tenant(s) fills out the appropriate paperwork, MVP will give a copy to the tenant in person or email for verification of signing up for service.

18.1.2. Disconnect procedure (Year Round):

- Tenant(s) will go through the disconnect process for MVP
- Power won't be disconnected, it will be transferred into SKC's name, an email letter will be sent to SKC Housing
- Once final billed from the tenants account, a copy will be sent to SKC Housing from MVP
- If Mission Valley Power is disconnected and/or put into the SKC Housing's name due to nonpayment, SKC shall back charge the costs to the Student Tenants account with a disconnect fee of **$25.00** for the first notice and continue to increase by $25 for each notice after until the issue is corrected.
- The first notice constitutes a Level 3 Violation. The second notice constitutes a Level 4 Violation in which the tenant will be sent a Risk for Eviction Notice.

- The Student Tenant will be required to put the MVP back into their name within **3 business days** of being notified. A copy of the electrical contract in the name of the Head of Household must be resubmitted to SKC Student Housing by the Head of Household.
- Student Tenants may not miss more than two (2) months of utility payments per year. Failure to adhere to SKC's utility procedure will result in eviction from SKC Student Housing.

18.1.3. Upon moving out, the student tenant must contact Mission Valley Power to discontinue their contract and cancel future payments, or they will continue to be charged for utilities by Mission Valley Power. Tenants are responsible for paying their utilities bills (electricity, water/sewer) during the Summer months even if they leave for the summer, they are still living in that unit and are responsible for abiding by the terms and conditions of their Dwelling Lease.

18.2. Water and Sewer

Family Housing

Family Housing tenants are responsible for the cost of **water and sewer utility services associated with their assigned Housing unit**. SKC Student Housing does not provide a water or sewer usage allowance for Family Housing units.

Water and sewer charges assessed to the Housing unit will be **charged to the Head of Household's SKC student account**. The Head of Household is responsible for reviewing and paying all water and sewer charges associated with the unit.

Tenants are encouraged to monitor their household water usage and promptly report suspected leaks, plumbing problems, or other maintenance concerns that may contribute to unusually high water consumption. Reporting a maintenance concern does not automatically waive or remove utility charges. Any adjustment to charges will be determined by SKC Student Housing based on the circumstances and available documentation.

Dormitory Housing

SKC Student Housing covers the cost of **water and sewer utilities for dormitory tenants** as part of dormitory housing. Dormitory tenants are not individually billed for normal water and sewer usage.

Tenants are expected to use College utilities responsibly and promptly report leaks, running toilets, damaged fixtures, or other conditions that may result in unnecessary water usage.

Utility Assistance and Emergency Funding

Full-time SKC students who experience financial hardship may be eligible to apply for **emergency funding through the SKC Department of Academic Success (DAS)**. Eligible students may submit a request for assistance with qualifying expenses, including utility-related needs, through the **DAS Emergency Fund webpage on the SKC website**.

Emergency funding is subject to DAS eligibility requirements, available funding, and approval. **Applying for emergency assistance does not guarantee funding and does not relieve a tenant of responsibility for utility charges assessed to their student account.**

Tenants experiencing difficulty paying their water and sewer charges are encouraged to seek assistance as early as possible rather than waiting for an outstanding balance to accumulate.

19. Occupancy Rules & Regulations

19.1. Communications

19.2. Official Housing Communications

Student tenants are responsible for reading and responding to all posted, spoken, and emailed communications from Student Housing. It is recommended that students set up their voice mailboxes on their phones and delete old messages to make room for new ones.

Written notices from SKC Student Housing are delivered via email for all students. They may also be delivered within Dorm units or hung on the clips next to the exterior front doors of Family Housing.

19.3. Mandatory Housing Meetings

All Housing tenants both new and returning are required to attend any required Housing community and/or disciplinary meetings. Tenants who fail to attend the All Tenant Housing meeting will have to prove that they a fully aware of the roles and responsibilities, terms and conditions outlined within their Dwelling Lease **OR** they will receive a Level 1 Housing Sanction (MOU) and have to schedule a mandatory meeting with the Housing Department to review everything that they missed during the meeting.

A tenant who fails to meet with SKC Administration will receive a 3-Day Notice to reschedule the meeting or face possible eviction.

20. Community

20.1. Dorm Shared Spaces

20.1.1. Dorm Common Room

Common rooms and shared spaces are for all tenants' use and benefit; personal storage in these areas are prohibited. Furniture, equipment, and supplies must remain in their designated location and not relocated. Sleeping is not permitted in lounges, study rooms, kitchenettes, storage closets, laundry rooms, or hallways. Gatherings should not disrupt other residents or violate any policies, procedures, or quiet hours. Noise levels should remain considerate. Guests must always be escorted by the resident host while in the common areas. Residents are responsible for cleaning up after themselves in shared spaces. Damage or misuse may result in charges through the housing conduct procedures - responsible parties may share liability.

20.1.2. Dorm Roommates

Tenants of the Student Housing Dorms will share a Pod with two or three additional people. These tenants are also students, and all students at Salish Kootenai College have a right to a safe place to live, sleep, eat, and study. Student tenants are expected to respect the rights and privacy of their roommates. However, SKC Housing also strongly encourages tenants to form connections with their roommates and get to know them. Having a sense of community on campus is proven to improve the college experience!

Students who would like a more formal agreement regarding boundaries, schedules, and chores may use the Roommate Agreement document available on the housing website or at the Housing Office.

Pod living rooms and kitchens are shared by everyone living in the pod; therefore, it is everyone's responsibility to clean up after themselves. It is each tenant's responsibility to ensure common area/ shared spaces are always clean and organized so all tenants are comfortable with common area use. Be respectful of the space and do not overpopulate storage areas so others can use it as well.

20.1.3. Dorm Furniture

All **furniture provided by SKC Student Housing** must remain in the assigned room or common area and may not be moved or removed. **Removal or relocation of furniture** (public or private) is prohibited and may result in:

- Formal **conduct warnings**
- **Fines** or charges for missing or damaged items
- Possible removal from housing for repeated violations

Hallways, stairwells, study lounges, and other shared spaces must remain clear: storing furniture or personal items in these spaces is not permitted.

Students may bring valid personal items such as small refrigerators or compact chairs—but only in addition to, not replacing, the issued furnishings.

Charges may be assessed for damages, missing furniture, or required restoration to original room configuration during check-out.

20.1.4. Hallways

Hallways and common areas must remain clear - no personal storage, bikes, furniture, or items allowed. Emergency pathways must be unobstructed at all times for resident safety. No sports or running activities are allowed in hallways or stairwells. Notice and courtesy norms apply across hallways - respect quiet hours and maintain considerate volume. Guests are prohibited from crowding or improperly using common areas.

20.2. Bikes

Bike theft is very common on college campuses, be sure to always lock your bike up when you are not using it. We ask that residents park and lock their bikes up in the racks provided. The resident can either leave them outside locked to bike racks or inside their individual rooms. If you choose to store your bike in your room, please be aware of potential damage when moving the bike around.

20.3. Garbage

Tenants are responsible for taking out their own garbage. Personal garbage should not be placed in the commons area or pushed into the hallways outside your rooms, pods, and housing units. Student tenants in any unit will receive a littering fine of $20 to their student accounts by Housing for the improper disposal of trash.

Garbage inside and outside of units must be contained inside of trash cans or bags and must be disposed of before it produces disruptive smells. Rotten food and Service Animal/Emotional Support Animal droppings must be taken to dumpsters immediately.

The Student tenant shall deposit all garbage in receptacles provided by SKC Housing Department. Place garbage in plastic bags, close them securely and dispose of them in the nearest dumpster. Gates must be closed when dumpsters are not in use. This will help prevent bears from getting into the garbage.

Trash/trash cans cannot be stored outside the Family Housing Units. Tobacco ashes, butts, and other litter are not allowed.

In cases where improper garbage disposal occurs in shared areas (including hallways, commons areas, laundry rooms, stairwells, or outdoor spaces) and the responsible tenant(s) cannot be identified, SKC Housing reserves the right to issue the applicable fine to **all tenants assigned to that floor, pod, or housing unit area**. This collective responsibility policy ensures shared community spaces remain safe, sanitary, and welcoming for all residents.

If the responsible party cannot be determined, the $20 fine will be charged among all tenants assigned to that area.
*Please be bear aware when disposing of garbage outside of units. Addressed below.

20.4. Guests and Visitors

20.4.1. Dorm Tenants

In support of a safe and respectful living environment, SKC Student Housing establishes the following guidelines regarding guests and visitors in apartment-style units:

Overnight Guests Limits:

Guests are limited to a stay of no more than two (2) consecutive nights. Guests may not exceed four (4) nights in a total per calendar month. Any requests for extended stays must be submitted to and approved by the Director of Student Housing in writing.

Guest Occupancy Limits and Safety:

The number of individuals in any apartment must not exceed the guest occupancy limit for that unit type. Exceeding occupancy or safety limit is a policy violation and may result in conduct action. Maximum Guest Occupancy Per Unit Type:

- **Dorm Room (Single):** Maximum of 2 individuals, 1 student tenant only and 1 guest.
- Minor guests under the age of 18 years old are not permitted to stay overnight.
- Written permission from all roommate(s) are required and are to be submitted when registering your guest.
- Guests may not float or rotate between rooms in order to circumnavigate the above policies.
- Hosts must notify their Resident Assistant (RA) prior to the guest's arrival.
- Hosts should meet guests at the building entrance and escort them to and from the room; guests may not be left unattended.

20.4.2. Family Housing Tenants

In support of a safe and respectful living environment, SKC Student Housing establishes the following guidelines regarding guests and visitors in apartment-style units:

Overnight Guests Limits:

Guests are limited to a stay of no more than three (3) consecutive nights. Guests may not exceed six (6) nights in a total per calendar month. Any requests for extended stays must be submitted to and approved by the Director of Student Housing in writing.

Guest Occupancy Limits and Safety:

The number of individuals in any apartment must not exceed the guest occupancy limit for that unit type. Exceeding occupancy or safety limit is a policy violation and may result in conduct action. Maximum Guest Occupancy Per Unit Type:

- **1-Bedroom Unit:** Maximum of 4 residents.
- **2-Bedroom Unit:** Maximum of 6 residents.
- **3-Bedroom Unit:** Maximum of 8 residents.
- **4-Bedroom Unit:** Maximum of 10 residents.

Minor Guests:

Guests under the age of 18 years old must have prior approval from the Housing Department. The host is required to submit a written request and provide emergency contact information for the minor guest, photo ID and parent/guardian consent may be required.

20.4.3. All Tenants

- Student tenants may not have guests who are violent or sexual offenders. Inviting guests with records as violent or sexual offenders is grounds for eviction.
- Definition or Guest: A guest is any individual not listed on the lease agreement for the assigned apartment unit.
- Host Responsibility: Student tenants are fully responsible for the actions and behaviors of their guests/visitors. Any violation of housing or college policies and/or procedures committed by a guest/visitor will be considered a violation by the host tenant.
- Guest Registration Requirements: All overnight guests/visitors must be registered with the Housing Office in advance. Guests must present a photo ID if requested by SKC staff or security.
- Escort Policy: All guests must be accompanied by their host tenant at all times while in housing areas. Guests are not permitted to remain in a unit or shared community space without their host present.
- Conduct Standards: Guests must follow all: The SKC Student Housing Handbook, The SKC Student Handbook, The SKC Student Catalog, All applicable Tribal, State, Local, and Federal Laws, including those regarding alcohol, drugs, noise, hygiene, and fire safety. Alcohol or drug-related violations by guests or hosts may result in referral to the conduct process or eviction.
- No persons other than guests, residents, or SKC staff on SKC business may enter a living space.
- Residents are responsible for the behavior of their guest(s). Residents who host a guest(s) who fails to comply with these expectations may be subjected to the disciplinary process regarding the guest's behavior and/or charged for damage caused by the guest.
- Residents may not give their room, fob, or keys to their guests, including temporary keys.
- Guests are permitted only with the permission of the host tenant.
- Guests are a privilege, not a right. Abuse of guest policies may lead to the loss of guest privileges for the tenant. SKC Student Housing reserves the right to deny or remove any guest from housing facilities at any time in the interest of safety, community well-being, or policy enforcement.

20.4.4. Guest Registration Process

All guest registration information will be shared with SKC Security for safety and security purposes.

1. Guest Eligibility:

- All guests must be at least 18 years old unless otherwise approved in writing by the Housing Director.
- Guests must be known to the student tenant and may not be individuals banned from campus or with a no-contact order involving SKC students or staff.
- Student tenants may not have guests who are violent or sexual offenders. Inviting guests with records as violent or sexual offenders is grounds for eviction.

2. Registration Requirement:

- **All overnight guests must be registered with the SKC Student Housing Office in advance.**
- Guest registration forms are available at the Housing Office, via email request, or you can retrieve one from your **Resident Assistant (RA)**.
- Tenants must submit the form at least **24 hours before the guest's arrival.**

3. Information Required on Guest Registration Form:

- Full name of guest
- Date(s) and duration of stay (maximum of 3 consecutive nights for housing & two (2) consecutive nights for dorms)
- Emergency contact information (18 years old or under)
- Signature of host (Head of Household) tenant accepting full responsibility for the guest.

4. Approval and Confirmation:

- Once submitted, Housing staff will review the request and either approve or deny the registration based on compliance with policy.
- Tenants will be notified via email of the decision. Approval must be received before the guest may stay overnight.

7. Housing Staff Access:

- Housing staff may ask any unregistered guest to leave if they are not listed on the approved guest list.
- Violations of the guest policy may result in disciplinary action, including loss of guest privileges or housing probation.

21. Animals in Housing

21.1. Purpose, Governing Authority, and No-Pets Policy

Salish Kootenai College (“SKC” or “College”) is a tribally chartered institution of the Confederated Salish and Kootenai Tribes of the Flathead Reservation. SKC Student Housing operates pursuant to the authority of the College and within the governmental and jurisdictional framework applicable to a tribal institution.

Nothing in this policy constitutes SKC's adoption of Montana landlord-tenant law, Montana assistance-animal requirements, or the landlord-tenant law of any other state. SKC Student Housing administers this policy primarily according to controlling federal law applicable to SKC, applicable tribal law and jurisdiction, and duly authorized SKC policy.

SKC Student Housing maintains a strict No-Pets Policy in dormitories, family housing, studios, apartments, common areas, and other Student Housing facilities, except for:

1. A Service Animal protected by controlling federal law;
2. An approved Trained Assistance Animal under this policy;
3. An animal that another controlling federal requirement expressly requires SKC to accommodate; or
4. An animal otherwise expressly authorized by SKC Student Housing.

For purposes of animal-related Housing accommodations under the Fair Housing Act (“FHA”), SKC administers its ordinary accommodation process consistent with the May 22, 2026 HUD Assistant Secretary for Fair Housing and Equal Opportunity (“FHEO”) Enforcement Guidance — Assessing Requests for the Use of an Animal as a Reasonable Accommodation Under the Fair Housing Act.

Under that enforcement framework, FHEO will find reasonable cause and recommend charges for failure to waive a pet policy only when the animal has been individually trained to perform work or tasks directly related to the individual's disability. Requests involving such trained animals are presumptively reasonable for purposes of FHEO's enforcement framework; requests involving untrained Emotional Support Animals (“ESAs”) are not presumptively reasonable.

Accordingly, SKC uses the Trained Assistance Animal category as its standard Housing accommodation path for animals under this framework.

The May 22, 2026 FHEO guidance establishes a federal enforcement posture and does not eliminate obligations that may independently arise under another controlling federal law. Therefore, SKC may make an exception to the training requirement when another controlling federal requirement applicable to SKC, including Section 504 of the Rehabilitation Act when applicable, or a federal court ruling directly applicable to SKC expressly requires consideration or accommodation of an untrained animal.

21.2. Definitions

21.2.1. Pet

A Pet is an animal kept primarily for companionship, recreation, comfort, emotional support, personal enjoyment, or another purpose that does not qualify the animal for a disability-related accommodation under this policy or controlling law.

Pets are prohibited in SKC Student Housing unless expressly authorized by Housing.

21.2.2. Service Animals

For purposes of the Americans with Disabilities Act (“ADA”), a Service Animal is generally a dog individually trained to do work or perform tasks for the benefit of an individual with a disability.

The work or tasks performed must be directly related to the individual's disability.

Examples include:

- Guiding an individual who is blind or has low vision;
- Alerting an individual who is deaf or hard of hearing;
- Retrieving items;
- Providing physical assistance or stability;
- Alerting to or responding to a seizure;
- Interrupting disability-related behavior; or
- Performing another specifically trained disability-related task.

The provision of emotional support, comfort, companionship, well-being, calming presence, or similar benefits alone does not constitute trained work or a task.

21.2.3. Trained Assistance Animals

A Trained Assistance Animal is an animal that has been individually trained to perform specific, identifiable work or tasks directly related to and ameliorating an individual's disability.

Consistent with the May 22, 2026 FHEO enforcement framework, SKC applies the training component of the ADA Service Animal definition when evaluating the ordinary animal-accommodation path under the FHA.

For purposes of an accommodation within Student Housing, a Trained Assistance Animal is not necessarily limited to a dog or miniature horse. Another species may be considered when the particular animal has been individually trained to perform disability-related work or tasks and the

requested accommodation otherwise satisfies applicable requirements.

21.2.4. Emotional Support Animal

An Emotional Support Animal (“ESA”) is an animal whose asserted disability-related benefit is based principally upon the animal's presence, emotional support, comfort, companionship, well-being, calming effect, or similar benefit rather than individually trained work or tasks.

An untrained ESA is not a Trained Assistance Animal merely because:

- A healthcare provider recommends the animal;
- The animal provides emotional benefit;
- The resident possesses an ESA letter;
- The animal has been registered or certified online; or
- The resident considers the animal necessary to their well-being.

21.3. Service Animals

A qualifying ADA Service Animal will be handled according to controlling federal requirements and applicable SKC policy.

When it is not apparent that a dog is a Service Animal, SKC personnel will limit inquiries to those permitted by applicable federal law.

SKC will not require a Service Animal to:

- Be professionally trained;
- Possess commercial certification or registration;
- Possess an identification card;
- Wear a vest, patch, tag, or other identifying equipment; or
- Demonstrate its trained task upon demand.

A Service Animal must remain under the control of its handler and remains subject to legally applicable health, safety, sanitation, and control requirements.

21.4. Miniature Horses

When controlling ADA requirements require SKC to consider a miniature horse individually trained to perform disability-related work or tasks, SKC will conduct the required individualized assessment.

SKC may consider:

- Type, size, and weight;
- Whether the Housing facility can accommodate those characteristics;
- Whether the animal is under the handler's control;
- Whether the animal is housebroken;
- Legitimate health and safety requirements; and
- The physical and operational characteristics of the Housing facility.

SKC dormitories, studios, and family Housing units are not designed or maintained as equine facilities. The physical and operational limitations of the particular Housing environment may therefore be considered as part of the individualized assessment to the extent permitted by

controlling law.

21.5. Emotional Support Animals

Under the May 22, 2026 FHEO enforcement framework, a request to waive a No-Pets Policy for an untrained ESA is not presumptively reasonable.

FHEO no longer expects housing providers categorically to extend accommodations applicable to trained assistance animals to untrained ESAs.

Accordingly, an animal whose asserted function consists solely of:

- Emotional support;
- Comfort;
- Companionship;
- Well-being;
- Calming presence; or
- Similar untrained benefits

does not qualify through SKC's ordinary Trained Assistance Animal accommodation pathway.

An untrained ESA therefore remains subject to SKC's No-Pets Policy unless another controlling federal requirement applicable to SKC, or a federal court ruling directly applicable to SKC, expressly requires consideration or accommodation of the untrained animal.

If an individual refers to an animal as an “ESA” but establishes that the particular animal has actually been individually trained to perform identifiable work or tasks directly related to the individual's disability, Housing will evaluate the animal as a potential Trained Assistance Animal, regardless of the label used by the resident.

A commercial ESA certificate, registration, identification card, vest, tag, or provider letter establishing only that an animal provides emotional support does not independently establish that the animal is a Trained Assistance Animal.

21.6. Approval Before an Animal Resides in Housing

Except where controlling law requires otherwise, an individual requesting a Housing accommodation involving an animal must complete the applicable accommodation and Housing review process before bringing the animal into or allowing the animal to reside in Student Housing.

Submission of documentation or an accommodation request does not constitute approval.

An animal may reside in Student Housing only when:

1. Housing has issued written approval;
2. The animal otherwise possesses a legal right of access that does not depend upon prior Housing approval; or
3. Controlling law requires a different procedure.

Residents may not intentionally circumvent the accommodation process by first bringing an

unauthorized animal into Housing and then requesting approval.

21.7. ACCOMMODATION PROCESS

21.7.1. SKC Student Disability Determination

For eligible SKC students, the SKC Disabilities Coordinator determines whether the student has a qualifying disability and identifies applicable disability-related accommodations through the College's established disability accommodation process.

The Disabilities Coordinator may:

- Review appropriate disability documentation;
- Determine whether the student has a qualifying disability;
- Determine disability-related accommodation needs; and
- Provide Housing with information reasonably necessary to administer an approved accommodation.

The Disabilities Coordinator does not determine whether the particular animal can safely and appropriately reside within a particular Student Housing environment.

Housing personnel will not independently diagnose a resident or substitute their medical judgment for the appropriate disability determination.

21.7.2. Student Housing Animal Determination

SKC Student Housing retains authority to determine whether and under what conditions a particular animal may reside within Student Housing, subject to controlling law.

Housing may consider:

- Whether the animal qualifies as a Service Animal or Trained Assistance Animal;
- The specific work or tasks for which the animal has been individually trained;
- The relationship between those tasks and the disability;
- Species;
- Size;
- Number of animals;
- Available Housing space;
- Housing configuration;
- Health and safety;
- Sanitation;
- Documented animal behavior;
- Property risks;
- Control of the animal;
- Whether the requested modification of a Housing rule is necessary and reasonable; and
- Other legally relevant circumstances.

Housing will provide the resident with a written determination.

21.7.3. Student Accommodation Procedure

Step 1 — Disability Accommodation

The student completes the applicable disability accommodation process with the SKC Disabilities Coordinator.

Step 2 — Housing Notification

Housing receives the applicable accommodation information necessary to begin its Housing review.

Step 3 — Animal Documentation

The resident must provide Housing with information reasonably necessary to administer the request, including, as applicable:

- Animal's name;
- Species;
- Breed or description, when relevant for administrative identification;
- Approximate size;
- Current photograph of the animal for administrative identification;
- Applicable vaccination records;
- Applicable licensing information;
- Emergency-care contact;
- Identification of the specific disability-related work or tasks the animal has been individually trained to perform;
- Information sufficient to establish individualized training when such information may lawfully be requested; and
- Separate information concerning each animal when more than one animal is requested.

Step 4 — Individualized Housing Assessment

Housing conducts an individualized assessment under this policy and controlling law.

Step 5 — Written Housing Determination

Housing issues a written approval, conditional approval, request for additional information, or denial as appropriate.

An animal is not approved merely because documentation has been submitted or the resident has begun the accommodation process.

21.7.4. Non-Student Household Members, Guests, and Visitors

A spouse, child, household member, guest, or visitor who is not an eligible SKC student must submit any Housing animal-accommodation request directly to SKC Student Housing.

Housing may request reliable information permitted by controlling federal law and may consult appropriate SKC administration, disability professionals, or SKC legal counsel.

Housing employees will not independently diagnose an individual.

21.8. DOCUMENTATION STANDARDS

21.8.1. Federal and Tribal Documentation Standard

When documentation may lawfully be requested, SKC may require reliable and verifiable information reasonably sufficient to establish:

1. That the individual has a qualifying disability when that fact is not apparent or already known; and
2. That the requested animal accommodation satisfies the applicable disability-related and legal requirements.

SKC will request only information reasonably necessary to evaluate and administer the accommodation and will handle disability-related information in accordance with controlling confidentiality requirements.

21.8.2. Out-of-State Residents and Providers

SKC serves residents from multiple jurisdictions.

The permanent residence of a student, household member, or healthcare provider in Montana or another state does not, by itself, cause that state's landlord-tenant or assistance-animal law to govern SKC Student Housing.

SKC evaluates requests according to controlling federal law applicable to SKC, applicable tribal jurisdiction and law, and authorized SKC policy.

21.8.3. Tribal Jurisdiction and State Law

SKC is a tribally chartered institution of the Confederated Salish and Kootenai Tribes.

Nothing in this section incorporates, adopts, or consents to application of a state's landlord-tenant statutes, assistance-animal statutes, or administrative requirements where those provisions do not independently apply to SKC.

This policy contains a 30-day healthcare-provider relationship requirement or similar state-law documentation prerequisite.

Jurisdictional questions may be referred to appropriate SKC administration before a final Housing determination is issued.

21.8.4. Trained Assistance Animal Documentation

When documentation concerning a requested Trained Assistance Animal may lawfully be requested, Housing may require reliable and verifiable information sufficient to establish the following:

A. Qualifying Disability

The individual has a qualifying disability, when that fact is not readily apparent or otherwise established.

Housing will not require disclosure of complete medical records or a specific diagnosis when controlling law prohibits such a requirement.

B. Individual Training

The particular animal has been individually trained to perform specific, identifiable work or tasks.

Documentation or other permissible information must be sufficient to distinguish individualized disability-related training from benefits resulting solely from the animal's presence.

C. Disability-Related Nexus

The trained work or tasks must be directly related to and ameliorate the individual's disability.

Emotional support, comfort, companionship, well-being, calming presence, or similar benefits alone do not establish the required training component.

D. Verification

Housing may take reasonable and lawful steps to verify information submitted in support of an accommodation request.

A commercially purchased:

- ESA or assistance-animal registration;
- Certificate;
- Identification card;
- Identification number;
- Vest;
- Patch;
- Tag;
- Online provider form; or
- Similar commercial product

does not independently establish qualification.

Housing may request clarification when information is incomplete, internally inconsistent, unverifiable, or fails to identify the particular animal's trained disability-related work or tasks.

21.8.5. Administrative Animal Identification

No qualifying Service Animal or Trained Assistance Animal is required to possess a commercial registration, certificate, vest, patch, identification card, or tag merely to qualify under this policy.

For animals residing in Student Housing through the Housing accommodation process, SKC requires a current administrative photograph of the animal to assist Housing, Security, emergency personnel, Resident Assistants, and authorized College personnel in identifying animals authorized to reside in Housing.

The administrative photograph is an identification and Housing-management requirement and does not constitute proof that an animal qualifies for a disability-related accommodation.

21.9. INDIVIDUALIZED ASSESSMENT AND NECESSITY

21.9.1. Number, Size, Available Space, and Housing Configuration

Approval of one animal does not automatically establish a right to an additional animal.

Each requested animal will be evaluated individually.

Housing may consider:

- Disability-related function of each animal;
- Number of animals;
- Species;
- Size;
- Available living space;
- Dormitory or apartment configuration;
- Sanitation;
- Health and safety;
- Ability to humanely maintain the animal in the assigned space;
- Effect upon Housing operations; and
- Other legally relevant circumstances.

Multiple animals, large animals, or animals proposed for a dormitory, studio, shared unit, or other limited Housing environment may require additional individualized review.

Housing will not base a determination solely upon generalized assumptions concerning a breed or species.

21.10. Requested Waivers of Housing Rules, Restrictions, or Fees

A resident requesting that SKC waive or modify an otherwise generally applicable Housing rule, pet-free restriction, charge, or fee as a disability-related accommodation bears the burden of providing information sufficient to establish the necessity and reasonableness of the particular requested waiver under the legal standard applicable to the request.

Consistent with the necessity analysis applied in Henderson v. Five Properties LLC, Civil Action No. 24-750 (E.D. La. July 16, 2025), where that standard is legally applicable, establishing that an accommodation would be beneficial, desirable, preferable, or convenient is insufficient.

The resident must establish that the particular requested waiver or modification is therapeutically or functionally indispensable or essential to afford the resident an equal opportunity to use and enjoy the dwelling, rather than merely preferable or convenient.

Housing may consider reasonable alternatives when determining whether the requested waiver itself is necessary.

The necessity of the animal and the necessity of a particular fee or rule waiver are distinct inquiries. Evidence establishing that an animal ameliorates a disability does not automatically establish that every requested waiver of a generally applicable Housing rule or charge is indispensable.

Nothing in this section establishes that every generally applicable fee may be charged to a

resident with a disability. Each requested disability-related waiver will be evaluated individually under controlling law.

21.11. Grounds for Denial, Conditions, or Removal

To the extent permitted by controlling law, Housing may consider whether the particular animal or requested accommodation:

- Poses a direct threat to the health or safety of others that cannot reasonably be reduced or eliminated;
- Presents a legally qualifying risk of substantial property damage;
- Cannot safely or humanely reside in the available Housing environment;
- Creates a qualifying undue financial or administrative burden;
- Would fundamentally alter the nature of Housing operations;
- Is repeatedly out of control and the handler fails to take effective corrective action;
- Is not housebroken where such a requirement legally applies;
- Creates serious sanitation conditions that are not timely corrected; or
- Presents another legally recognized basis for denial, restriction, or removal.

Direct-threat determinations will be based upon objective evidence concerning the particular animal and circumstances rather than generalized fears, assumptions, stereotypes, breed, or species alone.

21.12. RESIDENT AND HANDLER RESPONSIBILITIES

21.12.1. Control, Sanitation, Waste, and Animal Care

The resident or handler is fully responsible for the animal and must:

- Maintain appropriate control of the animal at all times;
- Prevent unauthorized roaming;
- Comply with applicable leash, harness, tether, or control requirements;
- Immediately remove and properly dispose of all animal waste;
- Maintain the resident's unit and all areas used by the animal in clean and sanitary condition;
- Prevent accumulation of urine, feces, animal hair, food, bedding, odors, insects, or other unsanitary conditions;
- Prevent excessive or persistent noise or disturbances;
- Prevent threatening, chasing, attacking, or biting behavior;
- Maintain applicable vaccination and licensing requirements;
- Prevent property damage;
- Provide appropriate food, water, supervision, and care;
- Maintain an appropriate emergency-care plan; and
- Comply with written Housing directives concerning the animal.

Residents may not permit an animal to create a sanitation, health, safety, or nuisance condition for another resident or College employee.

SKC Housing employees, Resident Assistants, maintenance employees, Security personnel, and other College employees are not responsible for feeding, walking, supervising, toileting, transporting, boarding, or otherwise caring for a resident's animal.

21.13. Housing Accommodation vs. General Campus Access

Authorization for a Trained Assistance Animal to reside in Student Housing does not automatically grant the animal access to classrooms, offices, dining facilities, events, programs, or other College facilities.

Different federal requirements may govern residential Housing accommodations and ADA Service Animal access to College facilities.

A qualifying ADA Service Animal's access outside Student Housing will be governed by controlling federal requirements and applicable SKC policy.

21.14. FEES, VIOLATIONS, AND ENFORCEMENT

21.14.1. Disability-Related Animal Charges

SKC will not impose pet rent, a pet deposit, an accommodation application fee, or another disability-specific surcharge when controlling federal law prohibits the charge.

Residents remain responsible for:

- Generally applicable Housing obligations;
- Actual property damage caused by an animal;
- Excessive cleaning attributable to the animal;
- Documented policy violations; and
- Other lawful charges imposed because of conduct or damage rather than disability status.

A requested waiver of another generally applicable Housing fee or rule will be evaluated individually under §21.17 and controlling law.

21.14.2. Animal Policy Violation Schedule

The following fines may be assessed for documented violations:

Violation	Fine
Unauthorized animal residing in Housing after applicable notice and opportunity to complete any legally required accommodation process	$10 per day, per animal until removed or approved
Animal roaming, off leash, or not under required control	$25 per occurrence
Failure to immediately remove and properly dispose of animal waste	$25 per occurrence
Animal repeatedly entering unauthorized Housing areas	$25 per occurrence
Failure to maintain sanitary animal conditions after notice	$50 per occurrence
Animal threatening, aggressively chasing, or creating a documented safety concern	$50 per occurrence

Failure to maintain legally applicable vaccination or licensing documentation after notice	$25 per occurrence
Failure to comply with a written Housing animal directive or corrective-action requirement	$50 per occurrence

Fines are imposed because of documented conduct or violation of Housing policy and not because an individual has a disability or uses a legally permitted disability-related animal.

Repeated or serious violations may result in progressive disciplinary action, lawful removal of the animal, and/or lease termination under applicable provisions of the SKC Student Housing Handbook.

21.14.3. Property Damage

Residents are responsible for actual property damage caused by their animals to the same extent residents are responsible for other damage to College property.

Animal-related repair costs, replacement costs, excessive cleaning, pest treatment, odor remediation, and other actual damages may be assessed under the applicable damage provisions of the Student Housing Handbook.

Such charges are based upon actual damage or costs and are not disability-related animal fees.

21.14.4. Unauthorized Animals and Enforcement

An animal that is not:

1. A legally qualifying Service Animal;
2. An approved Trained Assistance Animal;
3. An animal that another controlling federal requirement requires SKC to permit; or
4. Otherwise expressly authorized by Housing

is prohibited under SKC's No-Pets Policy.

When Housing becomes aware of an unauthorized animal:

1. Housing will determine whether the resident is asserting a disability-related accommodation;
2. Housing will provide any accommodation process required by controlling law;
3. The resident must timely cooperate with that process;
4. Housing will issue the applicable written determination or directive; and
5. An animal that is not approved or otherwise legally permitted must be removed by the deadline established by Housing.

When:

- An accommodation request is denied following the applicable review;
- The resident fails to pursue or cooperate with the review;
- Required documentation is not timely provided;
- The animal does not qualify under the applicable standard; or

- Housing otherwise lawfully directs removal,

failure to remove the animal by the established deadline may result in the $10-per-day, per-animal unauthorized-animal fine and progressive disciplinary action.

Submission of an accommodation request does not authorize an animal to remain indefinitely while documentation remains incomplete.

Housing may establish reasonable deadlines for submission of information necessary to complete its review.

21.15. Confidentiality and Records

Disability and medical information obtained through the accommodation process will be maintained and handled according to controlling federal requirements, applicable tribal requirements, and SKC policy.

Housing personnel should receive only the disability-related information reasonably necessary to administer the Housing accommodation and perform legitimate Housing functions.

Housing may maintain appropriate administrative records concerning:

- Accommodation requests;
- Written determinations;
- Animal identification and administrative photographs;
- Applicable training information;
- Vaccination and licensing information;
- Violations;
- Corrective directives;
- Property damage; and
- Other Housing-related matters.

21.16. CONTROLLING LAW

21.16.1. Federal Enforcement Framework and Other Controlling Federal Requirements

SKC adopts the May 22, 2026 HUD/FHEO enforcement framework as the ordinary administrative framework reflected in this policy for FHA animal-accommodation matters.

Under that framework, FHEO will recommend discrimination charges concerning waiver of a pet policy only where the animal has been individually trained to perform work or tasks directly related to the complainant's disability. Requests involving trained animals are presumptively reasonable under FHEO's enforcement framework, while requests involving untrained ESAs are not presumptively reasonable.

The FHEO memorandum is an enforcement policy and does not itself extinguish rights or obligations arising independently under another controlling federal requirement or through applicable federal judicial precedent.

Accordingly, nothing in this policy authorizes SKC to deny an accommodation that another controlling federal law applicable to SKC expressly requires.

An exception to the Trained Assistance Animal standard may therefore be considered when:

- Another controlling federal requirement applicable to SKC, including Section 504 of the Rehabilitation Act where applicable, expressly requires accommodation of the particular untrained animal; or
- A binding federal court ruling directly applicable to SKC establishes that the particular accommodation is legally required.

The individual requesting the exception bears responsibility for providing sufficient information to identify the asserted accommodation and factual basis for the request. SKC may refer the legal applicability of an asserted exception to College administration or legal counsel.

21.16.2. Legal Review and Reservation of Authority

Animal-accommodation matters presenting significant legal or operational questions may be referred to appropriate SKC administration and/or SKC legal counsel before a final determination.

Referral may be appropriate where a request involves:

- Section 504;
- The ADA;
- An asserted conflict among federal requirements;
- Tribal jurisdiction;
- An unusual species;
- Multiple animals;
- Significant space or sanitation concerns;
- A substantial rule or fee waiver;
- A direct-threat determination;
- A requested exception involving an untrained animal; or
- Another material legal question.

SKC reserves the right to interpret, administer, and amend this policy consistent with its status as a tribally chartered institution and to modify the policy when controlling federal law, federal enforcement standards, binding judicial authority, tribal requirements, or authorized SKC policy changes.

No provision of this policy constitutes a waiver of any sovereign right, immunity, jurisdictional position, defense, or authority belonging to SKC or the Confederated Salish and Kootenai Tribes.

21.17. Contact Information

Questions regarding animal accommodations within Student Housing should be directed to:

SKC Student Housing
Housing@skc.edu

Eligible SKC students seeking disability accommodations should contact the SKC Disabilities Coordinator through the College's established disability accommodation process.

Residents are responsible for reviewing this section together with the remainder of the SKC

Student Housing Handbook, their Dwelling Lease or Housing Agreement, and written Housing directives applicable to their occupancy.

22. Noise / Quiet Hours

The realities of community living dictate that individuals respect community needs for the moderation of noise regardless of established quiet hours. Noise is any sound which is disturbing to any resident. In an effort to reduce the amount of noise in the living groups, specified quiet hours are established in each living group. SKC Housing reserves the right to perform maintenance and construction of the units and/or dorms which may occur throughout the year and at various times of the day. Maintenance and construction may cause noise within the residential facilities.

Excessive Noise

Noises that are disruptive at any time are prohibited. Disruptive noises, including but not limited to, loud stereos, amplified instruments, or loud voices, infringe on the rights of other students. Residents with stereos are encouraged to use headphones. Amplifying music or other sounds out of residence hall windows into public spaces is prohibited. While it is the responsibility of all to control noise, it is also the responsibility of those bothered by noise to contact the offending party and request that the problem be corrected. All residents must assume responsibility for monitoring their own behavior.

Courtesy Hours

Courtesy hours are in effect at all times. Courtesy hours allow all residents to sleep, study, and relax or host visitors without distracting noises from neighbors. If any student makes a reasonable request that another student reduce the volume of their music, talking, and TV, they must comply with the request. Residents must comply with staff requests to reduce noise. For more information see the Disruptive Behavior policy. Retaliation against the person making such a request may result in further conduct action.

22.1.1. Quiet Hours

Quiet Hours are from 10:00 pm to 7:00 am beginning Sunday through Thursdays, and from 12am (midnight) to 8am on Fridays through Saturdays. When quiet hours are in effect, the living environment should be quiet enough to allow others to sleep. Guidelines for behavior during Quiet Hours include:

- Radios and stereos should not be heard outside the room.
- Musical instruments should not be played in the residence hall.
- The right of a roommate to study and sleep has priority over your right to entertain guests in your room.
- Because of disturbances to residents and the potential injury to bystanders, outdoor games are limited to the lawns. Drumming activities should be taken to the common area, outside, in another building away from possible living disturbances.

23. Maintenance

23.1. Care of College Property Policy

All student tenants are responsible for maintaining college-owned dorms and housing units, as well as associated equipment and furnishings, in good and clean condition. Tenants must exercise reasonable care to prevent hazardous health, safety, or sanitary conditions within their lease. The following guidelines outline some of the responsibilities of student tenants regarding

the maintenance of their units. Adhering to these guidelines helps ensure a safe and pleasant living environment for all residents.

- **Dorm Tenants Only:** Bed Height Options: All residence halls have adjustable/moveable furniture. Beds can be arranged in a number of ways, including standard height, captain height, lofted, or bunked.
- **Repair Notifications:** Tenants must promptly notify the Housing Department of any necessary repairs or unsafe conditions that may lead to injury or damage.
- **Property Maintenance:** Except for normal wear and tear, tenants are prohibited from destroying, defacing, damaging, repairing, painting, or removing any part of the premises, nor may they permit others to do so.
- **Hot Water Heater:** Tenants must not adjust the hot water heater; any required adjustments should be directed to the Housing Department.
- Plumbing Awareness: Tenants should be aware of the shut-off valves on all water sources and keep a plunger accessible by each toilet.
- **Proper Disposal:** Baby wipes, flushable wipes, menstrual products, and paper towels must not be flushed.
- **Floor Care:** Waxing of floors is not permitted.
- **Door Mechanisms:** Tenants must not tamper with or obstruct door magnets or locks.
- **Air Conditioning Units:** Family Housing tenants are responsible for providing their own window air conditioning units. Housing staff will install or remove these units for a fee of $20 each. Installations are permitted only during the spring and summer months, specifically from April 1st to August 31st. Air conditioning units will only be removed during the month of September or when a tenant vacates the unit.

23.2. Exterior Grounds

Walkways, Lawns, Porches, and Landscaping Damages

To maintain a clean, safe, and respectful living environment for all tenants, SKC Student Housing enforces the following policies related to exterior areas, including walkways, lawns, porches, patios, and landscaped grounds.

Use of Walkways, Lawns, and Porches/Patios

- Tenants are expected to maintain the appearance and safety of **walkways, lawn areas, and porches/patios** adjacent to their unit.
- **Porches and patios** must be kept clean and orderly. Storage of excessive personal belongings, large furniture, or indoor-only items is prohibited.
- No items may obstruct walkways or be placed in a way that impedes emergency access or building entry.
- **Sidewalks, fire lanes, and lawn areas** must remain clear of bikes, toys, trash, or furniture at all times.

Landscaping & Grounds Protection

Tenants and their guests (including children and pets) are **prohibited** from damaging or disturbing:

- Lawns and grass areas (e.g., digging holes, setting up pools or trampolines)
- Trees, shrubs, or planted flowerbeds
- Sprinklers, irrigation lines, or outdoor utility fixtures
- Driving or parking on grass, sidewalks, or landscaped areas is strictly prohibited.

- Tenants are not permitted to alter landscaping or install outdoor features (fences, pools, garden beds, etc.) without written permission from Housing.

Fines & Liability for Damage

Tenants will be held financially responsible for any damage caused by themselves, household members, guests, or animals to exterior property. Charges are based on actual labor, repair and/or replacement costs as determined by the SKC Facilities or Housing Department.

- If the responsible individual cannot be determined, Housing reserves the right to **divide charges among neighboring units** where damage occurred.
- Unpaid fines or repair costs will be **charged to the tenant's student account** and may affect future housing eligibility.

Reporting & Oversight

Tenants are encouraged to report unsafe or damaged exterior areas to the Housing Office promptly. Groundskeeping crews regularly assess community outdoor spaces to ensure safety and maintenance standards.

23.3. PLEASE REPORT IMMEDIATELY

For your safety, health, and well-being, please report the following to Student Housing immediately. In an emergency, please call 911 first and Campus Security second.

Fire damage, discharged fire extinguishers, mold, mildew, Unattended/uncontained garbage or other sanitation issues, Lost keys, Leaks, floods, or other water damage, Pests (including mice, ants, flies/gnats, and termites) inside Housing units, Malfunctioning laundry facilities, Acts of violence, domestic violence, harassment, stalking, child endangerment, or assault, Broken or non-functioning doors, windows, or locks, Malfunctioning smoke detectors

23.4. Damages and Repairs Policy

SKC Student Housing is committed to maintaining safe, functional, and well-kept residential facilities. Tenants are responsible for promptly reporting maintenance concerns and damage and for taking reasonable care of their assigned unit, College property, and shared community spaces.

Reporting Maintenance and Damage

Tenants are required to promptly report maintenance concerns, needed repairs, or damage to SKC Student Housing through one of the following methods:

- **Submit an online SKC Housing Work Order Request Form**
- **Email:** housing@skc.edu
- **Report the concern in person at the Housing Office**
- **Dormitory residents may also report non-emergency concerns to their assigned Resident Advisor (RA)**

Whenever possible, maintenance requests should clearly and accurately identify the location and nature of the condition and provide sufficient information for Housing to evaluate the appropriate response.

Submitting a maintenance request documents the **condition reported by the tenant**. It does not, by itself, establish that the reported condition has been verified, constitutes a Housing deficiency, or qualifies as an emergency. SKC Housing and/or Maintenance personnel may inspect the reported condition to determine what repair, if any, is necessary and the appropriate priority classification.

Tenants are expected to distinguish routine maintenance concerns from conditions they reasonably believe present an immediate health, safety, security, utility, or structural concern.

Maintenance Priority and Work Order Sequence

SKC Student Housing processes maintenance requests according to **priority and severity rather than strictly in the order in which requests are received**.

Maintenance resources are first directed toward conditions involving immediate or significant **health, safety, security, utility, or structural concerns**. Routine, preventative, and cosmetic maintenance is addressed after higher-priority needs and as staffing, materials, access, and other operational resources allow.

Housing generally uses the following priority sequence when evaluating maintenance needs:

Priority 1 – Emergency / Immediate Response

Conditions that present an immediate or significant threat to health, safety, security, essential utilities, or the habitability of a Housing unit receive the highest priority.

Examples may include, but are not limited to:

- Loss of water
- Loss of electricity affecting essential use of the unit
- Loss of heat when conditions require heat for safe occupancy
- Backed-up sewer systems
- Active, significant water leaks
- Significant security concerns involving an exterior door and locks
- Significant structural conditions presenting an immediate safety concern
- Other conditions determined by Housing, Facilities, Security, or other authorized SKC personnel to require immediate attention

Emergency maintenance concerns must be reported immediately to SKC Campus Security at 406-239-6267**.**

Priority 2 – Urgent / Time-Sensitive Maintenance

Conditions that do not presently constitute an emergency but may significantly affect the reasonable use of the unit, may worsen if not addressed, or require timely attention to prevent additional damage may be given elevated priority.

Examples may include plumbing problems that are not actively causing significant damage, malfunctioning Housing-provided appliances, or other conditions Housing determines require timely attention.

Priority 3 – Routine Maintenance

Non-emergency repairs and ordinary maintenance needs that do not present an immediate health, safety, security, utility, or structural concern are classified as routine.

Routine work may include minor plumbing concerns, adjustments, screens, doors or cabinets requiring adjustment, minor fixture repairs, caulking, and similar maintenance needs.

Priority 4 – Preventative / Cosmetic Maintenance

Maintenance that is primarily preventative, aesthetic, or related to normal wear and does not materially interfere with the safe and functional use of the unit may be scheduled after higher-priority work.

Examples may include minor cosmetic repairs, touch-up work, nonessential adjustments, and other improvements that Housing determines do not require immediate attention.

Scheduling and Changes in Priority

Maintenance timelines may vary depending on the nature of the repair, staffing availability, required materials or parts, contractor availability, tenant access, weather, and other operational circumstances.

A work order's priority may change after inspection or as additional information becomes available. Housing may also reprioritize scheduled work when an emergency or higher-priority maintenance need is reported elsewhere within Student Housing.

For this reason, submission of a routine work order does not guarantee completion within a specific number of days or in the order it was received.

Housing will determine the appropriate maintenance response based on the **condition observed or otherwise verified**, rather than solely on the terminology used to describe the condition in the work order.

Scheduling and Tenant Presence

Tenants who wish to be present during maintenance may provide **up to three preferred dates and times** on the Work Order Request Form. Housing will make reasonable efforts to accommodate these preferences; however, **tenant presence is not required** for maintenance or repairs to be completed.

If the tenant’s availability does not align with Maintenance schedules, **Housing reserves the right to enter the unit and complete the work without the tenant present**, consistent with Housing’s entry requirements. Emergency or urgent maintenance may require immediate entry.

Requested dates and times are preferences and **do not guarantee a specific appointment time or delay higher-priority maintenance needs**.

Inspections and Maintenance Findings

SKC Housing, Maintenance, Facilities, or other authorized College personnel may inspect a reported condition to determine:

- Whether the reported condition can be verified;
- Whether maintenance or repair is necessary;
- The appropriate maintenance priority;
- Whether additional inspection, monitoring, materials, or specialized services are necessary; and
- Whether the condition resulted from normal wear, a maintenance failure, tenant action, misuse, negligence, damage, or another cause.

When an inspection does not substantiate a reported condition, Housing may document the inspection and its findings and close or reclassify the work order as appropriate.

If a condition changes, worsens, or presents new information after an inspection, the tenant should submit an updated report or immediately contact the appropriate office when an emergency develops.

Tenant Responsibility to Report Conditions

Tenants must report known maintenance, sanitation, safety, utility, or structural concerns within a reasonable period after becoming aware of them.

Tenants must also take reasonable steps to prevent additional damage when it can be done safely, such as discontinuing use of a malfunctioning fixture or appliance and promptly notifying Housing.

Failure to report a known condition in a timely manner may result in the tenant being financially responsible for additional damage that reasonably results from the failure to report.

Unauthorized Repairs, Alterations, and Contractors

Repairs and alterations to College-owned Housing property must be coordinated through SKC Student Housing.

Unless prior written authorization has been provided by SKC Housing, tenants may not:

- Hire or authorize an outside contractor to perform repairs to College property;
- Independently perform repairs or alterations to College-owned property;
- Purchase repair materials or replacement items on behalf of SKC with an expectation of reimbursement;
- Alter, remove, replace, or modify College fixtures, appliances, doors, locks, plumbing, electrical systems, or other Housing property; or
- Deduct or withhold repair expenses from rent or other Housing charges with an expectation of reimbursement.

Unauthorized repairs, alterations, purchases, or contractor expenses are **not automatically eligible for reimbursement or credit** and may result in charges when the work causes damage or requires corrective repairs.

Liability for Damage

Tenants may be held financially responsible for damage, loss, cleaning, or repairs resulting from:

- Accidents or negligence;
- Intentional or unintentional actions that damage College property;
- Failure to timely report a known maintenance condition when that failure results in additional damage;
- Misuse of College property, fixtures, or appliances;
- Unauthorized repairs or alterations; or
- Conduct that results in damage beyond reasonable wear and tear.

This responsibility includes damage caused by:

- The tenant;
- Household members;
- Approved or unapproved guests;
- Emotional Support Animals; or
- Service Animals, when financial responsibility for the damage is otherwise permitted by applicable law.

Examples may include, but are not limited to:

- Wall damage, holes, or excessive marks;
- Broken windows, doors, locks, or fixtures;
- Appliance damage resulting from misuse;
- Damage to flooring, cabinetry, plumbing, or other Housing property;
- Damage to walkways, lawns, porches, or landscaping; and
- Vandalism or damage to shared spaces or SKC property, including commons, playgrounds, laundry rooms, gazebos, light fixtures, security cameras, and parking areas.

Assessment of Charges

SKC Housing will assess repair, cleaning, replacement, and damage charges based on the nature and extent of the damage and the actual costs associated with correcting the condition.

The **SKC Housing Fines, Fees, and Damage Repair Price Sheet** may be used as a standard cost reference. However, when the actual cost of labor, materials, parts, shipping, specialized services, contractor services, replacement, or other necessary expenses exceeds the listed amount, the responsible tenant may be charged the **actual cost incurred by SKC**.

Charges may include applicable labor, parts, materials, shipping, contractor expenses, replacement costs, and administrative processing.

Shared Liability for Community Damage

When damage occurs within a shared Housing area and, after reasonable review, the responsible individual or individuals cannot be identified, SKC Housing may assess shared financial responsibility when permitted under applicable College policy.

Affected areas may include:

- A dormitory hallway or pod;
- A shared residential building;
- A common room;
- A laundry facility;
- A Housing block or common outdoor area; or
- Other shared Student Housing property.

Examples may include vandalized signs or bulletin boards, graffiti, damaged common-area furniture, damaged laundry equipment, excessive cleaning resulting from misuse, or damage to shared porches, lawns, playgrounds, or gazebos.

Conduct and Disciplinary Action

Damage resulting from intentional misconduct, vandalism, disregard for Housing requirements, unauthorized alterations, or repeated negligence may result in disciplinary action under the **SKC Student Housing Handbook and/or SKC Student Code of Conduct**, in addition to financial responsibility for the damage.

Applicable sanctions may include written warnings, conduct probation, restitution, loss of privileges, removal from Housing waitlists, suspension or termination of Housing, or other disciplinary action authorized by applicable SKC policy.

SKC Student Housing reserves the right to take appropriate Housing action when a tenant, household member, or guest is responsible for significant or repeated damage to College property, consistent with the disciplinary procedures and sanctions established elsewhere in this Handbook.

23.5. Entry and Inspections

In order to maintain safe, healthy, and well-functioning student housing environments, Salish Kootenai College reserves the right to enter and inspect any student housing unit or dorm room in accordance with institutional policies and in alignment with industry standards used by colleges and universities nationwide.

Right of Entry

Authorized SKC Housing staff, Facilities personnel, law enforcement, or College officials may enter any housing unit, dorm room, or shared area under the following circumstances, with or without prior notice, Tenants do **not** need to be present for any of the below entries.:

- To respond to **maintenance requests**
- To conduct **quarterly routine health, safety, and cleanliness inspections**
- To follow up on **prior violations or incidents** (e.g., sanitation, safety, or policy violations)
- To conduct **emergency repairs** or respond to urgent health and safety issues
- To conduct **pest control**, preventive maintenance, or fire safety assessments
- To investigate **suspected violations** of institutional policies, including drug, alcohol, guest, or pet policies
- To remove **unauthorized animals** or prohibited items
- To allow access for **emergency responders** or law enforcement officers (with or without a warrant, as required by law)

- To show the unit to **fire marshals, health inspectors, appraisers**, or **authorized College officials**
- To facilitate emergency **evacuation** or crisis response

Scheduled Quarterly Inspections

All dorms and family housing units are subject to at least **one inspection per quarter**. These inspections include review of **individual rooms, bathrooms, kitchens, porches, lawns**, and **shared areas** (such as commons, laundry rooms, and walkways). Inspections may also occur **after an incident report, conduct violation, or concern**. SKC Housing is not required to provide advance notice but may offer a courtesy email or posting when possible. Follow-up inspections will occur for units that **fail to meet standards** or receive a Notice of Concern.

23.5.2. Inspection Results & Follow-Up

If a unit **fails inspection**, a **Notice of Concern** will be issued outlining the violations and corrective actions required. Tenants will be given a **specific timeline** (usually 3–7 days) to remedy the issue. A **follow-up inspection** will verify compliance. Failure to correct the issue will result in: Fines or fees, Disciplinary action, Housing probation, Revocation of housing eligibility. If a unit is found in **unacceptable condition**, SKC reserves the right to contract professional cleaning or repairs and bill the full cost to the tenant.

23.6. Windows and Screens

Windows and window screens are considered essential components of Salish Kootenai College student housing facilities. They contribute to ventilation, climate control, pest prevention, and overall resident safety. To ensure the proper functioning and integrity of SKC housing facilities, the following policies apply:

Safety and Liability

- **Throwing, dropping, or ejecting objects** from windows is strictly prohibited and considered a serious safety violation.
- Entering or exiting through a window (unless in the event of an emergency) will result in **disciplinary action**, as it endangers both the resident and others.
- Damage to **windows, locks, frames, latches, or screens**—whether accidental or intentional—will result in repair charges to the responsible tenant(s).
  In shared dorms or pods, if responsible individuals cannot be identified, costs may be **divided among all residents** of the affected unit.

Air Conditioning Units - NOT provided by SKC, the tenant must supply their own

Installation of **personal window-mounted air conditioning units** is only allowed in **Family Housing units** with **prior written approval** from the SKC Housing Department.

Tenants must submit a **maintenance request** for installation or removal. Improper installation or unauthorized units are not allowed and may result in fines, removal, or damages billed to the student account.

Charges for Damages

Charges for damaged or missing screens, broken windows, or unauthorized A/C installation are based on **actual replacement costs** and may range from **$50 to $500 or more**, depending on the severity, required labor, costs, replacements, delivery, and shipping.

24. Conduct

24.1. Alcohol, Drugs, and Marijuana Policy

Salish Kootenai College (SKC) is committed to maintaining a safe, healthy, and substance-free residential environment. In accordance with **federal law**, the **Drug-Free Schools and Communities Act (DFSCA)**, **Tribal Law**, and the **SKC Student Code of Conduct**, the possession, use, distribution, manufacture, related alcohol and/or drug paraphernalia, or presence of **alcohol**, **illegal drugs**, or **marijuana (including medical marijuana)** is **strictly prohibited in all SKC Housing facilities, dormitories, apartments, surrounding grounds, and at all Housing-sponsored activities**.

24.1.1. Prohibited Substances and Activities

The following are not allowed anywhere on SKC campus property, including within student housing units:

- Alcohol, regardless of age or student status
- Alcohol paraphernalia and containers (e.g., bottles, cans, shot glasses, branded items)
- Marijuana in any form, including medical marijuana
- Drug paraphernalia (pipes, bongs, grinders, etc.)
- Misuse of prescription medications (including sharing, selling, or using not as prescribed)
- Inhalants or any other substances used to alter mood or mental state
- Being under the influence of drugs or alcohol while on campus
- Hosting, attending, or being present at gatherings where alcohol or drugs are used
- Distribution, cultivation, or manufacturing of any controlled substance

All who are present or are party to an alcohol policy violation will be subject to further disciplinary action regardless of their participation level. It is your responsibility to be aware of your surroundings and individuals you are with or bringing onto campus. Attending gatherings on campus where alcohol is present, even if the student does not drink, is considered a violation of alcohol policy.

The use of alcohol by any student tenant, whether or not they are of legal drinking age, and any inappropriate behaviors that result from consumption of alcohol, including the inability to exercise care for one's own safety or the safety of others due in whole or in part to alcohol consumption, is considered a violation of the Housing alcohol policy. Being under the influence of alcohol is not an excuse for misconduct or failing to follow College and Dorm/Housing rules and policies.

Discovery of an alcoholic beverage container or other alcohol paraphernalia will require immediate discarding of the item, container and contents, if any, in the presence of a staff member.

24.1.2. Medical and Recreational Marijuana

Although the State of Montana permits the use and possession of marijuana, **federal and tribal laws prohibit** marijuana on SKC property, **including for medical use**. SKC receives federal

funding and must comply with **federal drug-free campus requirements**, which override state laws.

Possession of a medical marijuana card or documentation does not exempt any person from this policy. Use or possession of marijuana for any reason on SKC property is a violation of federal law, the SKC Student Code of Conduct, and Housing policies.

Responsibility for Guests and Household Members

Student tenants are fully responsible for the behavior of any guest, visitor, or household member. If a violation occurs in a shared or common space, all residents of the unit may be held equally responsible, unless it is clearly documented otherwise.

Consequences for Violations

Violations of this policy may result in:

- Housing probation or immediate eviction
- Suspension or expulsion from Salish Kootenai College
- Loss of eligibility for future campus housing
- Fines and/or restitution for damage or clean-up
- Referral to law enforcement when applicable
- Required educational or behavioral sanctions (e.g., substance abuse counseling)

Being under the influence of drugs or alcohol is **not an excuse** for misconduct or policy violations.

Prescribed Medications

All prescription medications must be **stored in the original pharmacy-labeled container** and used only by the person to whom they were prescribed. Misuse or sharing of prescription drugs is treated as a **drug policy violation**.

Reporting and Enforcement

All suspected drug or alcohol activity will be investigated and may be reported to **SKC Security**, **local law enforcement, the Housing Department,** or **tribal authorities**.
Residents are encouraged to report any observed violations for the safety of the community. Discovery of paraphernalia or containers will require **immediate disposal in the presence of Housing staff**.

24.2. Compliance and Cooperation

All student housing residents and their guests are expected to comply with reasonable requests made by Housing staff, SKC employees, or Campus Security personnel while those staff members are performing official duties. This includes complying with directives related to safety, maintenance, inspections, and all housing policies.

Failure to cooperate, refusal to follow staff instructions, or interfering with staff duties constitutes non-compliance and may result in disciplinary action, including conduct warnings, probation, or eviction.

If a student tenant is unable to meet deadlines or requests due to reasonable or extenuating circumstances, they are encouraged to contact Housing staff in advance to discuss accommodations or alternative solutions.

24.3. Prohibited Conduct: Discrimination, Harassment, and Retaliation

SKC is committed to providing a safe and inclusive living environment. Discrimination, harassment, and retaliation of any kind are strictly prohibited and will be addressed promptly.

A. Discrimination and Bias Incidents Discrimination on the basis of race, color, national origin, ethnicity, sex, gender identity or expression, sexual orientation, age, disability, religion, or veteran status is prohibited. Bias-motivated incidents that target individuals or groups will be considered serious violations and may be referred for Title IX investigation or legal action.

B. Harassment and Intimidation Behavior that causes another person to feel threatened, harassed, or fearful is prohibited. This includes physical threats, verbal abuse, threats of violence, stalking, and the use of slurs or hate speech.

C. Retaliation Retaliating against any person who reports discrimination, participates in an investigation, or asserts their rights under civil rights laws is a violation of federal law and SKC policy. Retaliatory acts will be investigated and may result in disciplinary sanctions.

D. Hazing

For the purposes of this Handbook, “hazing” has the meaning established by Salish Kootenai College Policy 200.20 (*Freedom from Discrimination, Harassment, and Hazing*). The definition and examples in Policy 200.20 are incorporated into this Handbook by reference; Student Housing does not establish or apply an independent institutional definition of hazing.

Hazing is strictly prohibited in SKC Student Housing.

Reports of suspected hazing received by Student Housing will be documented and referred immediately to the Vice President of EMSA. Housing staff do not issue findings on whether conduct constitutes institutional hazing under Policy 200.20. Student Housing may separately process underlying conduct to determine if it violates standard Housing Handbook provisions and apply appropriate Housing remedies within its authority.

Consent or willingness to participate does not constitute a defense to hazing. Students who organize, participate in, encourage, facilitate, or permit hazing, or who retaliate against reporters, are subject to Housing disciplinary action following appropriate institutional referral.

24.4. Gender-Based and Relationship Violence

A. Dating and Domestic Violence Violence, threats, or coercive behavior in a dating, romantic, or domestic relationship is prohibited. This includes physical harm, intimidation, isolation, manipulation, or verbal/emotional abuse.

B. Sexual Misconduct and Assault SKC maintains a zero-tolerance policy for sexual assault and sexual misconduct. These include any non-consensual sexual activity or behavior that violates a person's autonomy and safety. Consent must be informed, voluntary, and mutual.

C. Stalking is defined as repeated, unwanted attention or harassment that causes fear or substantial emotional distress. Stalking behaviors may include following someone, sending repeated messages, or monitoring activity via social media.

Violations of the above will result in immediate referral to the Title IX Coordinator and may include removal from housing, suspension, or expulsion.

24.5. Disorderly, Disruptive, or Threatening Behavior

Tenants and guests must behave in a respectful, non-disruptive manner at all times. The following behaviors are prohibited:

- Excessive noise
- Public intoxication or belligerent behavior
- Harassment of other residents or staff
- Lewd, obscene, or offensive language or conduct
- Any action that threatens community safety or disrupts normal operations

Assisting or being complicit in another person's policy violation is also subject to disciplinary action.

24.6. Smoke-Free and Tobacco-Free Housing

Use of tobacco, including cigarettes, e-cigarettes, vape pens, chew, and snuff, is prohibited in all Housing facilities.

- Smoking is not allowed within 25 feet of any campus building.
- Smoking or vaping in dorms, units, stairwells, or porches is considered a policy violation and may result in a fine and/or disciplinary sanction.

25. Safety

25.1. Electronic Monitoring

All outside doors and certain public access areas within the residence halls, honor halls, and family housing units are monitored using electronic devices such as video cameras and door access readers. This monitoring is for the protection and safety of the tenants and SKC Housing property.

25.2. Safety Practices

Access to SKC Student Dorm and Housing facilities is restricted to student tenants, authorized staff members, and hosted guests. For the safety of all residents, student tenants are strictly prohibited from propping open exterior doors or allowing entry to unknown individuals. All personal security concerns should be reported promptly to SKC Student Housing.

Each student tenant is responsible for understanding and following the policies and procedures

established to promote safety and security.

25.3. Firearms, Explosives, and Weapons

Possession, use, or threatened use of firearms, ammunition, dangerous chemicals, weapons, and destructive devices are prohibited.

- “Firearm” means a weapon, by whatever name known, which is designed to expel a projectile by the action of black powder, smokeless powder, or compressed air and which is readily capable for use as a weapon. Ammunition is not allowed in the residence halls.
- “Weapon” means any object that may be used to injure. Not all weapons can be listed here. Some common weapons that are prohibited include, but are not limited to, knives having a blade that projects or swings into position by force of a spring, by centrifugal force, or by gravity and is commonly known as a switchblade knife; or any knife with a blade longer than 4 inches or not intended for kitchen use. Weapons also include, but are not limited to, any hunting or target bow; any crossbow; any dirk, dagger, slingshot, metal knuckles, bow and arrow, BB/pellet gun, blowgun, paintball gun, sword, stun gun/Tasers or any similar instrument by the use of which injury could be inflicted upon the person or property of any other person.
- “Destructive Device” means a projectile containing an explosive or incendiary material or any other dangerous chemical substance; or a bomb, grenade, missile, or similar device or any launching device.

Pepper spray/mace/bear spray is permitted as a tool for safety and should only be deployed in the case of an emergency. If used in an offensive manner and not in self-defense, it is considered a non-lethal weapon subject to this policy. Offensive use of pepper spray could also come with criminal charges.

25.4. Emergency Procedures

25.4.1. Fire Safety & Equipment

The safety of our residents is a top priority at SKC Housing. To maintain a secure living environment, all fire alarms must be taken seriously, and all students are required to respond appropriately when an alarm is activated.

Tampering with or misusing fire safety equipment is strictly prohibited and may result in disciplinary actions under the SKC Student Code of Conduct, up to and including dismissal from housing and/or the college. Such actions may also lead to criminal prosecution.

Fire safety equipment includes, but is not limited to:

- Smoke and heat detectors
- Sprinkler heads
- Fire extinguishers
- Pull stations
- Alarm panels
- Emergency lighting
- Exit signs
- Exterior doors

Tampering with, disabling, covering, or blocking any fire safety device is a violation of federal law.

25.4.2. Fire Drills & Evacuation Procedures

Fire drills will be conducted at least **once per quarter** for dorm tenants and a communications test for Family Housing Tenants will take place to ensure residents are familiar with proper evacuation procedures. **All individuals present in a housing facility must evacuate** immediately when a fire alarm sounds, regardless of whether an emergency is visible.

Evacuation guidelines:

1. Exit the building promptly using the nearest emergency exit.
2. Close and lock your unit door behind you.
3. Proceed quickly and calmly to the designated evacuation assembly area at least **25 feet away** from the building.
4. During inclement weather, residents may be directed to shelter temporarily.
5. **Do not re-enter the building** until cleared to do so by Housing staff or emergency personnel.

Students with disabilities who cannot evacuate independently should move to the nearest **area of rescue** and activate the alert system. Emergency personnel will assist from there.

25.4.3. In Case of Fire

If you see or suspect a fire:

1. Call **911** immediately.
2. Activate the nearest **fire alarm pull station** to notify others.
3. Do **not attempt to extinguish the fire yourself** unless you are trained and the fire is small and contained.
4. Evacuate and gather at the designated area.

Intentionally triggering false alarms, starting fires, or obstructing others from evacuating are serious offenses. Violators will be subject to disciplinary action and may face criminal charges.

For any questions about fire safety, contact the **SKC Housing Department**

If a medical emergency occurs:

- Dial **911** or **SKC Security at** 406-239-6267 immediately.
- Emergency responders may include SKC Security, local EMS, and the Ronan Fire Department.
- If appropriate, medical transport may be arranged to a nearby facility, such as the **Tribal Health** or **Providence St. Joseph Medical Center**.

25.5. Fire Safety

Residents may not tamper with, disable, cover, or damage fire equipment, including but not limited to sprinkler heads, smoke detectors, alarms/strobe lights, exit signs, pull stations, sprinkler system, fire doors and fire extinguishers, heat sensors, and fire safety signage. Residents who tamper with fire equipment may face disciplinary action, a monetary fine, or both, and may also be referred to law enforcement authorities.

Residents may not hang items from the sprinkler heads, cages covering the sprinkler heads, pipes associated with sprinklers, or the ceiling.

Candles, incense, heat lamps, butane torches, gasoline canisters, fire works, fire pits, and space heaters have been found to be a severe fire hazard, and their use is prohibited. Wickless candles are an acceptable alternative and provide fragrance without the flame. Charcoal BBQs, Closed lid propane BBQs are permitted; however, they must always be supervised, positioned at least 3 feet

away from the building while in use, and fully turned off and disconnected when not in use. Exceptions to this policy for religious or spiritual purposes, including smudging, need to be approved by the Director of SKC Housing prior to any such practices.

All plumbing, electrical, or gas-burning equipment should be used strictly for its intended purpose. Open flames or any form of burning are strictly prohibited in all Student Housing facilities.

Students may not plug power strips or extension cords into other power strips or extension cords. Do not overload outlets. Do not use extension cords and/or surge protectors that are not UL rated and/or do not have fire shield capabilities.

Residents may not store cigarette butts inside their room or hall, they must be properly disposed of outside of the facilities.

Residents may not leave items in the hallways, as they pose a tripping hazard. These items include, but are not limited to shoes, bikes, bed parts, and trash.

Residents and their guests are not allowed to sleep in public and common areas.

Residents and their guests may not leave food unattended while cooking. Residents may only put food and items that are microwave safe into a microwave.

Christmas trees are permitted, but the tree and all decorations must be fireproofed first.

Residents are not allowed to post on the walls or ceilings in the hallway. Please use the bulletin boards for postings.

When a fire alarm is activated, all persons inside a residential facility are required to leave the building immediately, even if it is believed to be a drill or false alarm.

Emergency Exits: Emergency Exits in the residence halls are exit-only and not to be propped or used as entrances. In all residence halls alarms will sound if a door is propped open.

25.6. Missing Student Notification

Anyone who suspects a housing occupant may be missing should notify SKC Security immediately. Security will conduct a prompt investigation and will notify local law enforcement if the individual has been missing for 24 hours or sooner if warranted. Students aged 18 and over may designate an emergency contact to be notified within 24 hours in the event they are reported missing. This designation will remain until the student updates or revokes it. For students under 18, Security will notify a custodial parent or guardian within 24 hours of the report.

25.7. Wellness Checks and Welfare Concerns

The SKC Student Housing Department is committed to promoting the health, safety, and well-being of all residents. When Housing staff receive information indicating there may be a serious concern regarding a resident's physical health, mental health, safety, or overall well-being, the Housing Department may initiate a **wellness check**.

A wellness check may be requested by Housing staff, Resident Assistants, Campus Security, College employees, family members, roommates, classmates, or other individuals who have a legitimate concern for a resident's welfare.

When appropriate, a wellness check may include:

- In-person contact with the resident at their assigned Housing unit or residence hall room;

- Coordination with Resident Assistants, Campus Security, the Center for Prevention and Wellness, Student Affairs, Counseling Services, or other appropriate College officials;
- Contacting emergency responders when there is reason to believe a resident may be experiencing a medical or mental health emergency; and
- Referrals to appropriate campus or community resources.

If Housing staff are unable to make contact with a resident and there is reasonable concern for the resident's health or safety, authorized Housing personnel and/or Campus Security may enter the unit or room in accordance with the Housing Handbook's **Right of Entry** provisions to verify the resident's welfare. If circumstances indicate an emergency, emergency responders or law enforcement may also be contacted.

When appropriate and consistent with the **Family Educational Rights and Privacy Act (FERPA)** and other applicable laws, the College may notify a resident's designated emergency contact or parent/guardian if there is a significant concern regarding the resident's health or safety.

The purpose of a wellness check is to assess the resident's immediate well-being, provide assistance when needed, and help maintain a safe and supportive residential community. Wellness checks are not intended to serve as disciplinary actions or conduct investigations.

25.8. RAVE Emergency Notification System

Salish Kootenai College uses the Rave Alert emergency notification system to provide students with timely alerts related to emergencies or school closures. This system sends notifications via text, voice, and email. To sign up or manage your information, visit Rave Alert. Please ensure your contact information is up-to-date.

25.9. Anonymous Reporting

SKC Student Housing encourages students, employees, and other members of the College community to report suspected policy violations, safety concerns, or criminal activity. Individuals who wish to report an incident without revealing their identity may utilize the College's **Anonymous Tip Line** or submit an anonymous Campus Incident Report when available.

The Anonymous Tip Line is a confidential reporting resource designed to encourage the reporting of incidents that might otherwise go unreported due to fear of retaliation or other concerns. Anonymous reports may be submitted for suspected violations of the Student Housing Handbook, including, but not limited to, hazing, harassment, discrimination, violence, vandalism, threats, stalking, safety concerns, or other prohibited conduct.

While anonymous reports may limit Housing's ability to fully investigate or respond to an incident, every report received will be documented, reviewed, and evaluated to determine the appropriate response. Housing may coordinate with Campus Security, Campus Security Authorities (CSAs), Student Affairs, Title IX, College Administration, or law enforcement when appropriate and consistent with applicable laws and College policies.

Information submitted through the Campus Incident Report process will be handled in accordance with applicable privacy laws, including the **Family Educational Rights and Privacy Act (FERPA)**, Title IX requirements, the Jeanne Clery Campus Safety Act, the Stop Campus

Hazing Act (SCHA), and other applicable College policies. Access to incident reports is limited to authorized College officials with a legitimate educational or administrative need to know.

Individuals who submit reports or participate in good faith in a Housing or College investigation are protected from retaliation under College policy.

25.10. Amnesty

SKC Student Housing encourages residents to seek assistance during emergencies involving health, safety, or the well-being of themselves or others. Residents who, in good faith, request medical assistance, emergency services, or report an emergency, including suspected hazing, alcohol or drug-related emergencies, mental health crises, or other serious safety concerns, will generally not be subject to disciplinary action for minor Housing policy violations discovered solely as a result of seeking help.

Amnesty is intended to promote student safety and encourage timely intervention. Amnesty does **not** apply to serious or repeated violations of the Student Housing Handbook, criminal conduct, acts of violence, hazing, discrimination, harassment, property damage, distribution of controlled substances, or other conduct that places individuals or the community at risk. The Housing Department reserves the right to determine whether amnesty is appropriate based on the circumstances of each incident.

25.11. Self-Reporting

Residents are encouraged to promptly report their own conduct when they believe they may have violated the Student Housing Handbook or when they need assistance addressing a situation before it escalates. Self-reporting demonstrates personal responsibility and may be considered by the Housing Department as a mitigating factor when determining an appropriate educational or disciplinary response.

Self-reporting does not automatically exempt a resident from disciplinary action; however, the Housing Department may consider a resident's honesty, cooperation, willingness to accept responsibility, efforts to correct the behavior, and proactive request for assistance when determining the appropriate outcome.

Residents are also encouraged to self-report concerns involving their own health, mental health, substance use, or personal safety so the College can connect them with appropriate campus resources and support services.

25.12. Security Office

The SKC Security Office is located across the street from the BigKnife Building and works closely with local law enforcement (CSKT Tribal Law Enforcement, Ronan City Police, Polson City Police, Lake County Sheriff's Department and State Patrol).

Security is available at all hours, every day of the year.

25.13. Building Security

Outside residence hall doors and hallway doors (where applicable) are locked 24/7. Propping doors jeopardizes the safety of students, staff, and property. Residents are prohibited from propping exterior and hallway doors.

Residents may not open doors for non-residents of the hall or allow non-residents to follow them into the building. Residents are responsible for the behavior of anyone they allow into the building.

Residents are responsible for proper use of their fobs and keys. Students may not loan their fobs and keys to other people.

SKC Housing and the students are jointly responsible for safety in their communities. Residents can take responsibility for their own security of the hall by locking their rooms, reporting suspicious behavior, not allowing people to follow them into the building, and not propping open doors.

26. Wildlife

SKC is located in a naturally beautiful but wild setting—on Tribal land—and is home to local wildlife such as deer, raccoons, skunks, bears, and other forest animals. While SKC Housing takes reasonable precautions, wildlife entry cannot be entirely prevented.

26.1. Resident Responsibilities & Safety Practices

Do not feed wildlife or leave pet food, garbage, snacks, or compost in accessible areas.
Store **trash and recycling securely** in dumpsters with closed lids—and avoid leaving bags near bins overnight. Keep **porches, patios, lawns, and building entrances** clean and free of attractants. Secure **pet food indoors**, even overnight. Do not leave food or water containers outside unattended. **Avoid approaching or interacting with wildlife**. Give animals space and remain inside if wildlife is observed nearby.

26.2. Incident Response & Reporting

Wildlife sightings or incidents should be reported to **SKC Security** (non-emergency) or **emergency services** if there is threat to personal or property safety.
Housing is not liable for injury, damage, or loss caused by wildlife—even if occurring near or within housing facilities.

26.3. Health & Hazards

Residents are encouraged to familiarize themselves with **Montana Fish, Wildlife & Parks guidelines** for local wildlife encounters and safety strategies

26.4. Special Circumstances: Pets, Trash & Hazards

Any wildlife-related damages—such as torn screens, dented exterior structures, or landscaping damage—will be treated as damage to College property and **billed to the resident** responsible, in accordance with the SKC Housing damages policy.
Tenants must **securely store refuse** and avoid creating wildlife attractants. Intentional or repeated neglect that leads to wildlife intrusion may result in **conduct review and financial liability**.

26.5. Bat Encounters in Housing

Bats are a protected and ecologically important species in Montana and may occasionally find their way into attics, hallways, or sheltered areas near student housing.

What to Do If You See a Bat:

- **Do not touch, chase, or attempt to remove the bat.**
- Bats typically **leave on their own within 24 hours**.
- If the bat remains inside your unit, dorm, or common area for more than a few hours—or if **multiple bats are observed roosting** nearby—**notify SKC Housing immediately** so appropriate measures can be taken.

Important Guidelines:

- **Do not disturb or harm bats.** Bats are a protected species under Montana and federal law, and it is **illegal to kill or handle them** without proper wildlife permits.
- If a bat has **direct contact with a person or pet**, **report the incident immediately to SKC Housing and Security** for health and safety review, including potential rabies risk assessment.
- Maintain **screens on windows and doors** and avoid leaving them open without protection, especially in the evenings.

26.6. Bear Awareness & Safety in Student Housing

Living on a rural campus in the Flathead Reservation means the possibility of bear activity near or within campus boundaries, especially during spring, summer, and fall months when bears are most active.

Bear Safety Guidelines:

To protect yourself and others, SKC requires all tenants and guests to follow these safety precautions:

- **NEVER approach a bear.** Always maintain a safe distance. Bears are unpredictable and potentially dangerous.
- **Do not feed wildlife** under any circumstances. Feeding bears—even unintentionally—can lead to aggressive behavior and future risk to others.
- **Secure all garbage and food waste.**
    - Ensure **dumpster gates and lids remain fully closed at all times**, especially during increased bear activity.

    - Do **not leave food, pet food, garbage, or scented items** (coolers, grills, etc.) on porches, patios, or in vehicles with windows down.
- **Walk in groups and make noise**, especially at dawn or dusk when bears are most active.
- **Supervise children and pets at all times.**
- **Report bear sightings** or signs of bear activity (tracks, scat, overturned dumpsters) to SKC Security and Housing immediately.

26.7. Dog Safety & Stray Animal Awareness in Student Housing

While Salish Kootenai College is located in a rural area where many residents own dogs, there is currently no city or county animal control service (dog catcher) for the Pablo area. As such, stray or loose dogs may occasionally be seen on or near campus and in student housing neighborhoods.

SKC Student Housing Guidelines Regarding Dogs:

To ensure the safety of all residents—including children and animals—the following guidelines must be followed:

- **Do not approach, pet, feed, or engage with unfamiliar or stray dogs.** Even if a dog appears friendly, it may act unpredictably.
- **Do not leave children, pets, or Emotional Support/Service Animals unattended outdoors.** Unleashed animals—stray or owned—can pose a serious safety risk.

Avoid attracting animals by properly managing waste:

- Secure all food waste and pet food indoors.
- **Place garbage inside dumpsters only**, and **keep all dumpster lids and gates closed** at all times.
- Do **not leave garbage bags or containers** on porches, in yards, or near walkways.

If you see a **stray, aggressive, or injured dog**, notify:

- **SKC Security**: 406-275-4700
- **Lake County Sheriff's Dispatch (non-emergency)** if needed

Please note that **SKC Security is not equipped to remove or catch stray dogs,** but they can help assess and coordinate appropriate responses.

Pet Owners in Housing:

- All pet ownership (limited to approved **Emotional Support Animals** or **Service Animals**) must follow SKC Housing policies.
- **Pets must remain on a leash at all times** when outdoors and under full control of their owner.
- Owners are responsible for **cleaning up pet waste immediately**, **preventing noise disturbances**, and **ensuring their animals do not interact with stray animals**.

27. SKC Housing Vehicle and Parking Regulations

All students residing in SKC Housing are required to obtain a **parking permit**, which must be visibly displayed on their vehicle at all times. Permits are available through the SKC Housing Department, SKC Security Office or by contacting SKC Security via call or text at 406-239-6267. Permits must be renewed annually, and students have 30 days from their move-in date to obtain one. Violations of parking regulations, including parking without a permit, will result in fines.

After a third offense, the vehicle will be towed at the owner's expense. Additionally, any further violations of parking regulations will result in a $100 fine assessed by SKC Housing or SKC Security.

Parking and Driving Restrictions

- No driving or parking is allowed on lawns or non-paved areas. Vehicles are strictly prohibited from parking in fire lanes, on lawns, or on walkways. Students may request permission from SKC Security to use fire lanes for move-in or move-out purposes only. Violations of Fire Lane parking regulations will result in a $100 fine charged to the student account, enforced by Campus Security
- Handicap parking is reserved exclusively for individuals with a valid handicap permit. Violations of handicap parking regulations will result in a $100 fine charged to the student account, enforced by Campus Security.

Fire Lane Use – Strictly Prohibited
Fire lanes are designated **emergency access routes only**. They must remain clear at all times for emergency responders, maintenance, and safety personnel. This means:

- No parking, driving, or stopping in the fire lane
- No grocery drop-offs
- No child drop-offs or pick ups
- No loading/unloading personal items
- No idling vehicles, even if you remain inside
- No 5-second rule quick stops

Move-ins and move-outs are not permitted in the fire lane. This direction was established by **SKC Leadership (February 2026)** due to safety and liability concerns. Use of the fire lane for move-in/out activities creates congestion, blocks emergency access routes, and increases risk to pedestrians, children, and residents. All move-in and move-out activities must utilize designated parking areas.

Please also be aware that there are **four (4) official entry and exit points to the fire lane**. Areas that may appear to function as access points—but are not designated—are considered **unauthorized**, even if they have been historically used.

Please note:

- **SKC Security will issue tickets for all violations**
- This applies to **all individuals**, including tenants and SKC personnel
- The head of household will receive the fine in the event their guest commits a violation as stated within the housing handbook.
- Only **authorized personnel with official permit tags (not standard parking permits)** may use the fire lane for approved operational purposes

General Authorized personnel include: SKC Housing Personnel, SKC Maintenance Personnel, Utility Servicers, Approved Contractors, ect.

Additionally, it is important to clarify that:

- The **Housing Department, including the Director of Housing, does NOT have the authority to approve fire lane usage for any reason**
- Enforcement is based on **documented safety risks, liability concerns, and institutional responsibility to maintain emergency access**

This policy is in place due to documented safety concerns, including:

- Obstructed emergency and service access
- Near-miss incidents involving children and pedestrians
- Damage to walkways, lawns, and infrastructure
- Interference with snow removal and winter safety operations

Parking Lot & Designated Areas

- **Parking Lot 3** is designated for **laundry facility use**
- Parking areas directly in front of laundry facilities and the Housing Maintenance Office are **reserved for SKC Housing personnel**
- Additional signage will be installed in the coming weeks to improve visibility and clarity

Enforcement
Violations of parking and fire lane policies may result in:

- Parking tickets and fines
- Additional sanctions for repeated violations

These measures are not punitive—they are in place to **protect the safety of our entire housing community**, including children, families, and emergency responders.

Vehicle Condition Requirements
All vehicles must be in running order, defined as mechanically sound, street legal, and drivable. Vehicles that remain inoperable for over 30 days must be removed by the student tenant, or they will be considered abandoned, fined $50 by SKC Housing, and towed at the owner's expense.

Vehicle Maintenance Restrictions
Vehicle washing and any form of mechanical work are not allowed on SKC Housing premises. Any discharge or leaks from a student tenant's vehicle must be cleaned up by the tenant, and they are responsible for any associated costs.

Failure to comply with these regulations, including refusal to remove a vehicle upon request, will result in the vehicle's removal and disposal at the student tenant's expense.

28. Legal

28.1. Abandonment Policy

SKC Housing requires all student tenants to notify the Housing Department of any anticipated absence exceeding 14 days, including absences for Winter/Summer breaks, internships, or other personal reasons. During any absence, students are expected to remain responsive to Housing communications.

A unit will be considered abandoned if:

- A tenant has not been physically seen in or around their unit for more than 7 days, and
- Fails to respond to SKC Housing communications within that 7-day period.

Upon reasonable determination of abandonment, SKC Housing may:

- Enter the premises to assess the situation
- Cease rental charges
- Remove and store personal belongings for up to 30 days
- Charge a $50 minimum moving and storage fee, and a $50/month storage fee thereafter
- Dispose of any unclaimed property after 30 days
- Charge the tenant for damages, cleaning, and any necessary repairs

SKC is not liable for any lost or damaged items during the storage period. Students wishing to recover their property must request return within 30 days. Re-occupying a previously abandoned unit requires full reapplication and approval.

28.2. Change of Head of Household (HOH)

Tenants requesting a Head of Household change must:

- Submit a written request for approval by the Director of Student Housing
- Pay a $100 non-refundable HOH transfer fee
- Ensure the new HOH is a full-time, degree-seeking SKC student and listed on the current lease
- Ensure all housing balances are paid in full

All lease terms and responsibilities carry over to the new HOH. Conduct documentation remains tied to the original HOH.

28.3. Personal Property and Insurance

Tenants are responsible for the security of their personal belongings. It is suggested that tenant purchase renters insurance to cover lost/stolen/damaged personal items from units and automotive.

- SKC does not cover loss or damage due to theft, vandalism, maintenance failure, or natural disaster
- SKC Housing is not responsible for items left during breaks, holidays, or after move-out
- Tenants are strongly encouraged to purchase renter’s insurance from a provider of their choice

28.4. Refusal to Vacate

If a tenant refuses to vacate after the lease ends or after receiving a notice to vacate, they will be reported to law enforcement, subject to trespassing charges, and ineligible for future housing.

28.4.1. Criminal Trespass

Knowingly entering or remaining in a Housing unit, residence hall, or other restricted College property without authorization or after permission has been denied or revoked. A private

residence does not require "No Trespassing" signs for unauthorized entry to be considered trespassing under applicable law.

28.4.2. Unlawful Remaining

Remaining inside a Housing unit, residence hall, or other College property after permission to remain has been withdrawn by the resident, Housing staff, Campus Security, or another authorized College official. An individual who refuses to leave after being directed to do so may be subject to disciplinary action, trespass from College property, or referral to law enforcement.

28.5. Graduation

Students graduating from SKC are required to vacate housing following graduation ceremonies. Graduating tenants should contact Housing prior to graduation to coordinate an appropriate move-out date.

29. Disciplinary System and Eviction

29.1. Overview

All student tenants, household members, and guests must uphold federal, tribal, and institutional laws and policies. Tenants are expected to act responsibly, maintain the integrity of the community, and support a safe and respectful learning environment. SKC Student Housing's Disciplinary Process is educational in nature, prioritizing accountability and opportunities for growth while ensuring campus safety and compliance.

Violations involving suspected hazing, Title IX offences, or Clery Act reportable crimes shall be referred to the Vice President of Enrollment Management and Student Affairs (EMSA) and may also be referred to Campus Security and/or law enforcement when appropriate. The Vice President of EMSA serves as the institutional Adjudicator and reserves the right to implement interim safety measures or formal administrative action.

Reports of suspected hazing received by Student Housing will be documented and promptly referred to the Vice President of EMSA or appropriate College official(s). Student Housing staff serve as administrative fact-gatherers and do not make institutional findings regarding hazing or Clery crimes. However, Student Housing retains independent authority to review the matter strictly for underlying violations of the Student Housing Handbook and implement interim Housing safety measures when necessary to protect residents.

29.2. Jurisdiction

The SKC Student Housing disciplinary process aligns with:

- **Federal law** (including Title IX, Clery Act, Drug-Free Schools and Communities Act)
- **Tribal law** (as applicable to the Flathead Indian Reservation)
- **Salish Kootenai College Student Code of Conduct**
- **Current best practices in higher education**

29.3. Progressive Discipline System

SKC Housing uses a tiered (progressive) disciplinary model, where sanctions are based on the severity, frequency, and impact of violations. Violations are categorized into four levels:

Level 1 – Minor Violations

Minor infractions that typically do not involve harm or risk to the broader community. These are addressed with a verbal or written warning (Notice of Concern).

- Quiet hours violation
- Animal off-leash
- Aquarium in unit
- Improper wall mounts (duct tape, large screws)
- Dorm guests after hours
- Improper bike storage or hallway sports activity
- Driving or parking in fire lanes
- Lending keys to non-tenants
- Missed mandatory meetings
- Failure to maintain unit or common space cleanliness

Consequences:

- 1st Lease Violation written warning
- Must remedy behavior
- May result in financial restitution
- Documented in tenant record

Level 2 – Moderate Violations

More serious violations or repeated Level 1 behaviors. May pose minor health/safety risks or reflect disregard for rules.

- Two Level 1 violations in a year
- Unregistered pets
- Repeated long-term guests or unlisted tenants (2nd occurrence)
- Failure to report serious maintenance issues
- Failure to clean up after animals
- Storage of animal hides or improper trash
- Disorderly, disrespectful, or disruptive behavior
- Obscene/offensive decorations
- Damage to windows/doors/screens
- Repeated plumbing misuse
- Disrespect toward SKC staff or responders
- Triggering smoke alarms that impact the community
- Unauthorized motor vehicles on housing property

Consequences:

- Conduct meeting with Director of Housing
- 2nd Lease Violation Written Warning
- Educational or restorative sanctions
- May result in financial restitution or loss of privileges

Level 3 – Severe Violations

High-risk behavior, disregard for safety or repeated violations. This level requires a formal Memorandum of Understanding (MoU) between the tenant and SKC Housing.

- Earning a second Level 2 for same/different infraction
- Tampering with safety equipment (smoke detectors, etc.)
- Approaching dangerous wildlife
- Indoor smoking/vaping
- Unauthorized key duplication
- First utility disconnect notice
- Unreported safety/health maintenance damage
- Burning items (bonfires, incense, candles)
- Physical altercations or fighting
- Non-compliance with directives

Consequences:

- 3rd Lease Violation Written Warning
- At Risk for Eviction

Level 4 – Extreme Violations (Automatic Eviction)

These violations pose immediate threats to community health, safety, legal compliance, or institutional integrity.

- Violation of MOU or earning 2 MOUs
- Excessive Damage/Vandalism of personal and SKC property
- Manufacture, sale, or distribution of illegal substances
- Drug/alcohol violation
- Refusing emergency personnel entry or Housing staff
- Discrimination, assault, harassment, or stalking
- Acts of violence, domestic violence, child endangerment
- Criminal activity while living in Housing
- Weapons or explosives on campus
- Attacking wildlife or killing protected animals
- Hosting individuals with violent or sexual criminal history
- Failing to disclose felony/violent/sexual offender status
- Failure to comply with payment plan agreements
- Two utility disconnects in a year
- Outstanding balance equivalent to 3 months of rent (Housing)
- Outstanding balance equivalent to 2 quarters of rent (Dorms)

Consequences:

● Ongoing monitoring and conduct expectations ● Failure to meet MoU terms may result in eviction	● Immediate issuance of Notice of Eviction, see section 29.3.4. For details ● One-year Housing ineligibility & removal from housing waitlists ● Permanent eviction record for conduct-based removals ● Right to appeal unless related to a MoU violation or serious safety threat

29.3.1. Level 1 – Conduct Warning

- Minor or first-time violations (e.g., quiet hours, improper trash disposal)
- Notice may be verbal or written ("Notice of Concern")
- Students are allowed up to two (2) conduct warnings per year before escalation
- Conduct warnings expire after one calendar year if no further issues arise

29.3.2. Level 2 – Conduct Meeting

- Triggered by repeated Level 1 violations or moderate policy breaches
- A meeting with the Director of Housing to discuss incidents and expectations
- Students may receive up to two (2) Level 2 meetings per year before escalation
- Meeting findings and expectations are documented with follow-up communication

29.3.3. Level 3 – Memorandum of Understanding (MOU)

- Required when:
  - Two Level 2 violations occur within a year
  - The same rule is violated repeatedly
  - Critical violations occur
- An MOU outlines expectations, conditions, and consequences
- MOUs do not expire and remain binding
- Violation of an MOU is grounds for eviction

29.3.4. Level 4 – Automatic Eviction

A tenant subject to Level 4 action will receive a written notice stating the required move-out date. Depending on the nature and severity of the violation, applicable legal requirements, and the type of Housing assignment, the notice may require the tenant to vacate within 3–7 days or 14–30 days. The specific deadline will be stated in the notice.

Imposed when:

- A student violates the terms of a Memorandum of Understanding (MOU).
- A student earns multiple MOUs.
- Critical misconduct endangers the community or violates federal, tribal, or institutional laws.
- A formal determination is rendered through the applicable College process (via the VP of EMSA) that a tenant participated in, organized, directed, encouraged, facilitated, or engaged in hazing as defined by SKC Policy 200.20, and the underlying conduct constitutes a Level 4 Housing violation.

- An individual retaliates against, intimidates, or threatens anyone who reports suspected hazing or participates in a Housing review or College investigation.

Tenants evicted for disciplinary reasons are ineligible for future SKC Housing.

29.3.5. Sanctions may include:

- Warnings (verbal/written)
- Educational assignments
- Counseling or support referrals
- Restricted access or loss of privileges
- Educational sanctions, including required hazing prevention education or training.
- Behavioral Agreement or Memorandum of Understanding (MOU).
- Restitution for damages.
- Restriction from Housing-sponsored activities or common areas.
- Referral through the SKC Student Code of Conduct process.
- Referral to Campus Security or law enforcement when appropriate.
- Immediate eviction from Student Housing.

29.4. Housing Fact-Gathering and Handbook Reviews

Housing conduct concerns will be processed using the procedures outlined in this Handbook. When reported conduct involves suspected hazing, Clery crimes, or Title IX matters, Housing's role is strictly limited to administrative fact-gathering and determining whether the underlying conduct constitutes a separate violation of the Student Housing Handbook.

Housing's review applies solely to Student Housing Handbook compliance and does **not** constitute a determination that an individual engaged in hazing under SKC Policy 200.20, committed a Clery-reportable crime, violated Title IX, or violated criminal law. Those determinations are formally adjudicated by the Vice President of EMSA or the appropriate College authority.

When a Housing conduct concern arises, the Housing Director (or designee) will act as an administrative fact-gatherer and will:

1. **Gather Administrative Information:** Collect available documentation (e.g., initial incident reports, CSA forms, building video logs, digital/social media, and voluntary statements).
2. **Conduct Informational Meetings:** Meet with involved parties to review Housing requirements and document relevant facts.
3. **Compile the Fact File:** Transfer documented facts and evidence to the Vice President of EMSA without subjective conclusions or institutional determinations of guilt.
4. **Enforce Housing Handbook Standards:** With Vice President consultation or oversight, issue Housing-specific administrative remedies or Handbook sanctions for verified Housing violations.

29.4.1. Due Process Rights

All tenants are entitled to:

- Notification of alleged violations
- An opportunity to present their perspective
- A fair and impartial review process
- Appeal certain decisions (see below)

29.4.2. Communication & Timelines

- Notices will be delivered via phone, email, or in-person delivery
- Tenants must respond within **three (3) business days**
- Failure to respond may result in escalation, including eviction

29.4.3. Documentation and Recordkeeping

- Conduct outcomes are retained in student housing records
- Level 1 and 2 sanctions expire after **12 months** without new violations
- MOUs and evictions are permanently retained

29.5. Hazing Investigation

Reports or information concerning suspected or confirmed hazing received by Housing will be documented and promptly referred to the Vice President of EMSA in accordance with SKC Policy 200.20, the SKC Student Code of Conduct, the Jeanne Clery Campus Safety Act, the Stop Campus Hazing Act, and Title IX where applicable.

Housing employees must fulfill all mandatory employee reporting obligations. Nothing in this section relieves a Housing employee of individual reporting duties under College policy or law. Housing staff are **not** responsible for determining whether reported conduct constitutes a Clery-reportable crime, Title IX violation, or SKC Policy 200.20 violation; all formal determinations and institutional investigations are conducted by the Vice President of EMSA or designated College officials.

Student Housing may conduct a separate administrative review to document facts regarding potential Student Housing Handbook violations. This includes reviewing incident logs, gathering voluntary statements, preserving digital or physical records, and coordinating safety efforts with Campus Security, Title IX personnel, or law enforcement.

Interim safety measures implemented by Housing are administrative and protective in nature and do not constitute a finding of responsibility or guilt under Policy 200.20, Title IX, the Clery Act, or criminal law. Residents reporting in good faith are protected from retaliation.

29.6. Tenant Appeal Procedure

29.6.1. Overview

Student tenants have the right to appeal housing disciplinary actions, including evictions, in accordance with federal law, tribal jurisdiction, and higher education best practices. The appeal process is designed to provide a fair and impartial review, protect student rights, and uphold community standards. **Tenants always have the right to appeal an eviction to the Vice President of EMSA**, **except** in cases where the tenant has violated a Memorandum of Understanding (MOU), or is involved in a serious safety infraction such as violence and/or domestic violence, assault, use of weapons, criminal activity, or refusal to follow safety protocol. The Vice President of EMSA's decision is the final decision.

29.6.2. Submitting an Appeal

Appeals must be submitted in writing within **three (3) business days** of receiving the eviction notice. Appeals must include:

- A written statement describing the incident or disciplinary action
- The reason for the appeal, including specific concerns and requested resolution
- A discussion of how the action has impacted the student
- A copy of the student's current class schedule (for scheduling purposes)

Appeals must be submitted to the **Director of Student Housing**. Oral or verbal appeals will not be accepted.

29.6.3. Appeal Review

The Care Team serves as the impartial review board for all student housing appeals. The committee is chaired by the Director of Center for Prevention and Wellness and may include 3–6 student support staff members (e.g., Disability Services Coordinator, Success Coach, Housing Director).

If any Care Team member has a personal or professional conflict of interest with the student, they must recuse themselves from the proceedings.

29.6.4. Appeal Meeting Procedure

Upon receipt of a valid appeal, the Director of Housing will:

1. Notify the student of the meeting date, time, and location (via email and phone).
2. Distribute all documentation, reports, and the student's appeal statement to the Housing Care Team for review.
3. Schedule an in-person appeal hearing with at least **three (3)** Care Team members present. If fewer than three are available, the hearing will be rescheduled.

During the Appeal Meeting:

- The student may speak on their own behalf.
- A student advocate or support person may accompany the student.
- The Care Team will review evidence, assess policy compliance, and consider the student's record and conduct history.

- A decision is made by **majority vote** of present committee members.

Possible Outcomes

The committee's decision will be delivered in writing and may include:

- **Eviction Upheld**: Students must vacate Housing as scheduled. Immediate eviction may occur if a student poses a threat to others or campus safety.
- **Conditions of Continued Occupancy**: Student remains in Housing with restrictions or behavioral conditions.
- **Disciplinary Warning**: Student remains in Housing with a formal warning.
- **Restitution**: Students are financially responsible for damage to Housing or college property.
- **Additional Sanctions**: Students may be restricted from events, referred to counseling, or required to complete workshops (e.g., for substance use or behavioral issues).
- **Not Responsible**: The disciplinary decision is overturned, and the student may resume normal housing occupancy.

Appeal Decision is Final

All decisions made by the Housing Care Team are final and not subject to further internal appeal.

Failure to Appear

If the student tenant fails to attend the scheduled appeal meeting without prior notification or a valid reason, the appeal is forfeited, and the original decision will stand.

30. Moving Out

30.1. Move-Out Procedure

To ensure a smooth transition and protect both the student tenant and SKC Housing, the following move-out protocol must be followed. Non-compliance may result in continued charges, forfeiture of deposit, or further disciplinary action. This policy adheres to federal housing regulations, tribal authority, and higher education housing standards.

30.1.1. Notice to Vacate

- Student tenants must provide a **14-day written notice** (email or printed) to the SKC Student Housing Department **before vacating** their unit.
- The notice must include the **expected move-out date** and a **forwarding address**.
- **Failure to submit a 14-day notice** may result in being charged for a **full month's rent**, regardless of the move-out date.
- **Rent will not be prorated** until the Housing Department has both written notice and possession of the unit (including keys).

30.1.2. Scheduling a Check-Out

- **Dorm tenants** must schedule a check-out time with their **Resident Advisor (RA)**.
- **Family Housing tenants** should contact Housing to arrange a move-out inspection.
- **All units must be fully vacated and cleaned prior to the check-out appointment.**

30.1.3. Move-Out Cleaning Requirements

Student tenants must clean the unit to at least the same standard as when they moved in. Charges may apply for additional cleaning, damage, or neglect.

30.1.4. Utilities (Mission Valley Power)

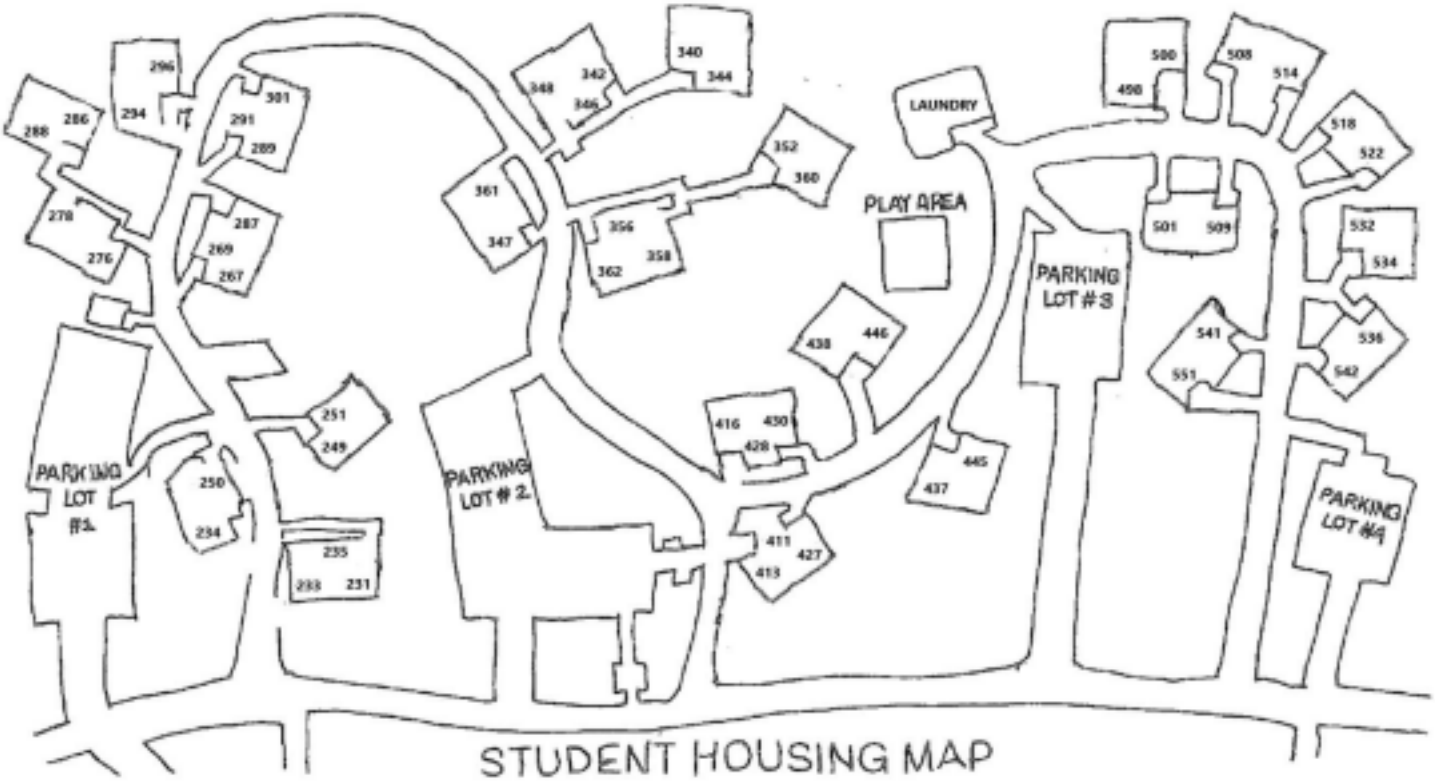
Tenants must contact **Mission Valley Power to terminate their utility account** to avoid continued billing. SKC is not responsible for utility charges left in the tenant's name and will charge the tenants account for any unpaid utilities.

30.1.5. Refusal to Vacate

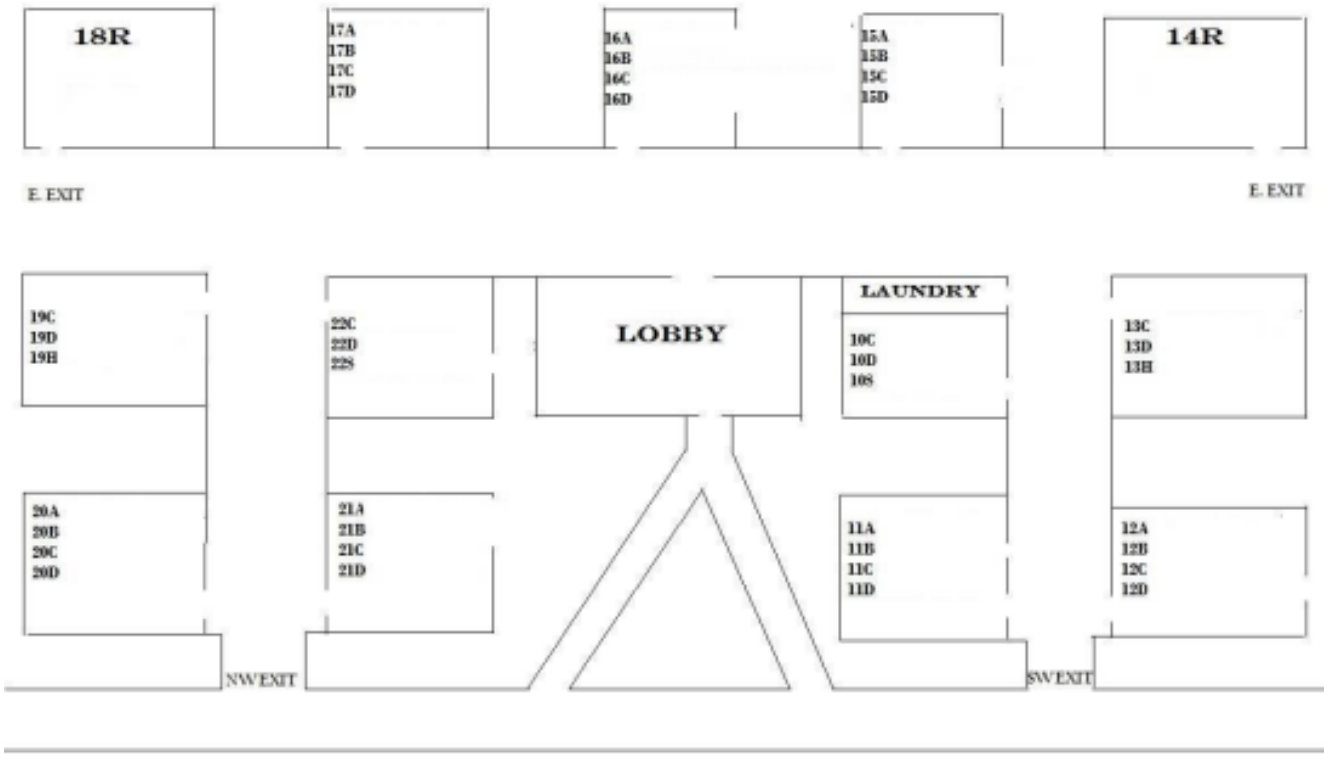
If a tenant refuses to vacate after the lease ends or after receiving a notice to vacate, they will be reported to law enforcement, subject to trespassing charges, and ineligible for future housing.

31. Maps

FAMILY HOUSING



DORMITORIES



32. Resources

SKC Campus Resource Guide

Emergency & Crisis Resources

Emergency Services



National Suicide & Crisis Lifeline

988 SUICIDE & CRISIS LIFELINE

For help with a mental health, suicide, or substance use problem, text, call, or chat 988. 24/7

Crisis Text Line



Text HOME to 741741

Need to vent?

Lake Country Sheriff

406-883-7301



CSKT Tribal Police

406-675-4700

CSKT TRIBAL POLICE

SAFE HARBOR Domestic Violence

406-676-0800

Transportation Annie's Taxi

406-309-0999

anniestaxipolson@gmail.com



Kalispell, Elmo, Polson, Pablo, Ronan, St Ignatius, & Missoula

CSKT DHRD Transit

406-275-2792

CPW Mental Health Resources

406-275-4913

SKC Student Housing Resident Resources

SKC Housing Maintenance Work Order Request	SKC Housing Incident Report
SKC Housing Handbook	Guest Registration Form
SKC Affidavit of Domestic Partnership	SKC WIFI Support

SKC Student Housing Campus Resources

SKC Financial Aid

SKC Food Pantry

SKC Gym and Fitness Center

SKC Student Employment and Internships

SKC TRIO Service

SKC Department of Academic Success

SKC Emergency Fund

Off Campus Housing Resources



Salish Kootenai College Student Housing Department Contact the Student Housing Department for a Housing application. Keep a complete and up-to-date application on file. Has a waitlist.	(406) 275-4827 housing.skc.edu
Community Action Partnership 110 Main St. Polson, MT Section 8 Voucher Program. Application required, estimated 1½ year waitlist. Acceptance is income-based. Energy Assistance (LIHEAP) is also available through this office.	(406) 883-3470 capnm.net
Montana Department of Commerce Rent Assistance. Project-Based Section 8. Application required.	(406) 841-2840 housing.mt.gov
Ronan Housing Authority 111 2nd Ave. S.W. Ronan, MT Rental Assistance. Section 8 voucher program, Ronan area only. Low-Income housing. Application required, has a waitlist.	(406) 676-5900 lakecountyhousing.org
Salish and Kootenai Housing Authority 56243 US Hwy. 93 Pablo, MT Preference to CSKT enrolled members. Low-Income housing. Temporary housing. Application required, has a waitlist.	(406) 675-4491 skha.org
Bunkhouse of Ronan 511 1st St. SW Ronan, MT Sober living facility. Month to month agreement. Call or text to set up an appointment for an application.	(406) 239-7588
U.S. Department of Housing and Urban Development Shows low-income or temporary housing in your area. Homelessness resources and other information.	hud.gov/montana

Online Listings (*sliding fee scale)

Char-Koosta News Classifieds	MT Housing Search	Caras Property Mgmt	Polson Landing LIIP*
Lake County Leader Classifieds	Appartments.com	Bayside Property Mgmt	Cherry Hill Apartments*
Valley Journal Classifieds	Rentals.com	Be Smart Property Mgmt	Lake County Rental Services

Local Communities, Telephone Prefix, and Drive time to SKC

Arlee - 726	40 min	Charlo - 644	25 min	Polson - 883	15 min
St Ignatius - 745	30 min	Ronan - 676, 528	15 min	Elmo - 849	40 min
Ravalli	35 min	Pablo - 675, 275	1-5 min	Hot Springs - 741	60 min