Glossary of Housing Terms
(Alphabetical)

Applicant: Anyone who has submitted an online housing application.

Background Check/Fee: The background check fee of $30 is used by the College to support the process of running criminal background checks on housing applicants. Background checks are completed by the Jefferson College Police Department.

Completed Housing Application/Completion Date: A completed housing application includes ALL of the following: 1) online housing application submission, including application related fees; 2) a clear image of the applicant's state-issued photo ID sent to vikingwoods@jeffco.edu. The application completion date is determined by the date when ALL application items have been received.

Completed Lease Contract: A completed Lease Contract includes ALL of the following: 1) an online Lease Contract submission; 2) a clear image of the guarantor's state-issued, photo ID sent to vikingwoods@jeffco.edu; 3) a legible, signed Lease Contract Guaranty page (to be completed by a non-applicant who is 18 years of age or older).

Financial arrangement: Residents must agree to one of four financial arrangement options for each term.
1) I have a FAFSA on file with Jefferson College and anticipate I may receive financial aid. I understand there is no guarantee of financial aid. I will enroll in the Pending Aid Nelnet Payment Plan at least 10 days prior to the Lease Contract Starting Date, and the start date of each term, should my financial aid total not be sufficient for all charges applied to my student account. Select "PENDING AID PAYMENT PLAN".
2) I do NOT have a FAFSA on file with Jefferson College. I will enroll in the traditional Nelnet Payment Plan at least 10 days prior to the Lease Contract Starting Date, and the start date of each term. Selection "TRADITIONAL PAYMENT PLAN".
3) I will pay all Rent at least 10 days prior to the Lease Contract Starting Date, and the start date of each term. Select "PAY IN FULL".
4) I believe I will receive sufficient financial aid to cover my rent charges after all academic fees have been paid. I understand that should I not have sufficient financial aid applied to my student account at least 10 days prior to the Lease Contract Starting Date, I must enroll in a payment plan or pay all Rent at least 10 days prior to the Lease Contract Starting Date, and the start date of each term. Select "SUFFICIENT FINANCIAL AID".
Note: Many residents may have sufficient financial aid to cover all charges, but may still be required to select an option that will serve as a default if financial aid is not in place by the deadline.

Guarantor: All residents are required to have a guarantor sign the Lease Contract Guaranty page. A guarantor is very similar to a co-signer and will "guarantee all obligations…of the Resident under the Lease". The full guarantor agreement is included as part of the Lease Contract that is sent to selected applicants and forwarded to the guarantor once he/she is identified by the resident.

Guaranty Page: The final page of the Lease Contract. This form must be completed by a guarantor who is not an applicant and is 18 years of age or older.

Incomplete Housing Application: An incomplete housing application is missing one of the following components: 1) online housing application submission; 2) a clear image of the applicant's state-issued photo ID sent to vikingwoods@jeffco.edu.

Lease Contract: See "Online Lease Contract"

Lease Term: The lease term is the time period that a Lease Contract is valid. The Lease Contract will have a Start Date and End Date. The standard Lease Contract begins in mid-August and extends through the end of July. Each term (i.e. fall, spring, summer) have independent term dates specified on the Lease Contract.

Meningococcal Vaccination Form: Beginning with the 2004-05 school year, every public institution of higher education in Missouri requires students who reside in on-campus housing to have received a meningococcal vaccine unless a medical or religious exemption is on file with the institution. This form is sent via email to all selected applicants and is available at www.jeffco.edu/housing.

MyJeffco: Jefferson College provided intranet for student, staff, and faculty use. Students have a dedicated "Student Tab" with important resources including the "Housing Self-Service" block.

Online Housing Application: An official application for student housing. The online housing application requires payment of housing application related fees (security deposit, background check fee) via electronic bank payment or credit/debit card.

Online Lease Contract: A legally binding agreement between the resident and the College. The online Lease Contract outlines the responsibilities for all parties involved during a Lease Term. The Lease Contract includes a statement that the resident (and guarantor) have "read and agree to live by the rules and regulations as detailed within the Jefferson College Viking Woods Resident Guide", which can be found online at www.jeffco.edu/housing.

Online Lease Contract Addendum: An online Lease Contract Addendum is an extension of an online Lease Contract that may permit pending residents to move in prior to the Lease Contract Start Date or beyond the End Date, pending additional financial obligations.

Pending Resident: An applicant who has a completed Lease Contract on file, but has not yet moved in.

Resident: A person who has been issued keys to a bed space in Viking Woods.

Resident Guide: An extension of the Lease Contract. This document outlines Viking Woods Student Housing policies and procedures. Available online at www.jeffco.edu/housing.

Security Deposit: The Viking Woods security deposit is $300 and includes a $50 non-refundable amount after a resident moves into Viking Woods. The security deposit is held to cover any unpaid charges on a student's account upon Lease Contract expiration or cancellation.

Selected Applicant: An applicant who has been reserved a bed space based on availability, a completed housing application, and clear background check results.

Housing Self-Service: The Office of Residential Life utilizes a management software called "The Housing Director" (THD). The software offers a self-service module for students to access important housing forms

and complete important housing tasks. The link can be found under the "Housing Self-Service" block on the MyJeffco Student Tab.

Wait list: Viking Woods Student Housing maintains a wait list of applicants once all bed spaces are reserved. Lists are separated based on sex and are prioritized based on housing application completion date.

Wait list Applicant: An applicant that has a submitted a complete housing application but has not yet been reserved a bed space due to availability. If a bed space becomes available, it will be offered to wait list applicants based on their wait list position and clear background check status. Wait list positions are typically determined by housing application completion dates.