

Paris Junior College Application for Housing



For School Use Only

Financial Aid Verified: _____

Deposit Rec. # _____

Amount \$ _____

Date _____

Comments _____

Return application with a one hundred thirty-five dollar (\$135) deposit to Paris Junior College, Business Office, 2400 Clarksville Street, Paris, TX 75460-6298.
\$100.00 refundable deposit
\$35.00 nonrefundable Background Check fee

1. Name _____
LAST FIRST MI
 Age _____ Male Female Student ID # _____ Birthday _____
CIRCLE ONE
 Address _____
 City _____ State _____ Zip _____
 Email: _____
 Telephone Number (_____) _____
2. Semester starting school: Fall (August) ___ Spring (January) ___ Long Summer (May) ___
 Summer I (June) ___ Summer II (July) ___ 20___
3. Are you a smoker? Yes No (Circle One)
4. If you have special needs, please contact the Student Housing Office at 903.782.0402 or 903.782.0433.
5. If possible, I would like to room with _____.
6. Proposed major: _____.

READ AND SIGN BELOW

Resident Hall Student Contract:

I agree to remain in the college residence hall for the entire semester in which I occupy the premises by paying the deposit, being assigned to a room, and placing personal belongings in the residence hall. I understand that violation of this agreement will result in violation of the Residence Hall policy and that the withdrawal procedures will be initiated.

I understand that all Residence Hall students are required to purchase meal plans in the cafeteria.

When vacating the Residence Hall room, I agree to follow the checkout procedures. I also agree to be responsible for damage to my Residence Hall room that occurs during the time which I am a resident. Cleaning the room and personal checkout by the Residence Hall director is considered a part of the checkout procedure.

I agree that, if Paris Junior College considers it necessary to refer all or part of my unpaid account balance to an attorney or collection agency for collection, I am liable for and shall pay the attorney's fees and/or collection agency fees resulting from the referral. I agree to pay all charges and other costs, including attorney's fees, that are allowed by Federal and State laws and regulations and that are necessary for the collections of these amounts.

Refund Policy

The room deposit is forfeited, the meals are prorated through the week of the last meal eaten, and the student must pay for the room for the entire semester at any time that the student moves from the Residence Hall either by leaving school by request of the school or for personal reasons. The refund policy is also applicable when the student withdraws from the Residence Hall without leaving school either by request or for personal reasons.

Student's Signature

Date

ACKNOWLEDGMENT AND AUTHORIZATION FOR BACKGROUND CHECK

I acknowledge receipt of the separate document entitled "Disclosure Regarding Background Investigation" and "A Summary of Your Rights under the Fair Credit Reporting Act" and certify that I have read and understand both of those documents. I hereby authorize the obtaining of "consumer reports" and/or "investigative consumer reports" by Paris Junior College (the Company) at any time after receipt of this authorization and throughout my housing. To this end, I hereby authorize, without reservation, any law enforcement agency, state or federal agency to furnish any background information requested by Castle Branch Background (1844 Sir Tyler Drive, Wilmington, NC 28405, (888)723-4263, <https://www.castlebranch.com>) and/or the Company itself. I agree that a facsimile ("fax"), electronic or photographic copy of this Authorization shall be as valid as the original.

BACKGROUND INFORMATION

Last Name _____ First _____ Middle _____

Other Names/Aliases Used _____

Current Address – City, State, Zip _____

Previous Address - City, State Zip _____

Phone Number _____

Social Security Number* _____ Date of Birth* _____

Type of Documentation (check one and send copy):

Driver's License # _____ State Issued _____

State Identification # _____ State Issued _____

Passport # _____

Military ID _____

Signature _____ Date _____

*This information will be used as identification for background screening purposes only.

RELEASE OF BACKGROUND INFORMATION

See College Policy FG (LEGAL)

Paris Junior College housing applicants are required to complete a Release of Background Information form. Documentation is required to obtain the criminal history record information. The required documentation includes a copy of the applicant's current driver's license or State Identification number. A Passport or Military I.D. may be used. In addition, you must enclose a \$35.00 non-refundable fee. The fee may be in the form of a check or money order and may be added to the \$100.00 residence hall damage deposit (total check or money order would be \$135.00). Applicants with declined housing applications may request a full refund of their damage deposit. Questions should be directed to Paris Junior College at 903.782.0433.

Have you ever been convicted of a felony or plead guilty or no contest to a felony offence?

Yes No

If yes, please explain: _____

PARIS JUNIOR COLLEGE DISCLOSURE REGARDING BACKGROUND INVESTIGATION

Paris Junior College ("the Company") may obtain information about you from a third party consumer reporting agency for housing purposes. This information may be obtained in the form of a "consumer report" and/or an "investigative consumer report" (commonly known as a "background report"). These reports may contain information regarding your criminal history or social security verification. This information may be obtained from private and public record sources. A more comprehensive background investigation may be required pursuant to state or federal law, or contract agreement. The applicant will keep "A Summary of Your Rights Under the Fair Credit Reporting Act" for your records.

You have the right, upon written request made within a reasonable time, to request whether a consumer report has been run about you, disclosure of the nature and scope of any investigative consumer report and to request a copy of your report. Please be advised that the nature and scope of any investigative consumer report obtained with regard to applicants for housing purposes is an investigation conducted by CastleBranch Background (CB). CB is located and can be contacted by mail at 1844 Sir Tyler Drive, Wilmington, NC 28405, and CB can be contacted by phone at (888) 723-4263. Information about CB's privacy policy is available at the following link: <https://www.castlebranch.com/privacy-policy>. The scope of this notice and authorization is all-encompassing and allows the Company to obtain from any outside organization all manner of consumer reports throughout the course of your living in residence hall to the extent permitted by law. **Any adverse information in the background check, may result in immediate removal from campus housing.**

Signature: _____ Date: _____

Printed Name: _____

BACKGROUND CHECK

Criminal History Procedures

Paris Junior College prospective housing student must complete the Paris Junior College Release of Background Information form as part of the housing application process. The Housing Application becomes valid when the complete application (both parts) is submitted with the deposit fee (\$100.00), a copy of the applicant's driver's license or state identification card and the non-refundable \$35.00 processing fee. An incomplete Release of Background Information form will void the Paris Junior College housing application.

Upon receipt of the Housing Application with the completed Release of background information form and the non-refundable \$35.00 processing fee, the findings of this inquiry will be evaluated using the Paris Junior College Criteria for the Evaluation of Background Check. If the inquiry results in a negative report ("No Record"), the Paris Junior College Student Life Office will examine the Criminal History Record and declare the applicant is "eligible" for consideration for campus housing.

If the Criminal History Record reports that the applicant has a Criminal History or has been arrested and the charges are pending, the information will then be evaluated according to the Paris Junior College Criteria for Evaluation of Background Check. If the applicant does not meet the standards, a declaration of "not eligible" will be made. The applicant who does not meet the standards will be notified by mail that he/she will not be entered on the waiting list for campus housing at this time. The student can contact the Student Life Office for information regarding the reasons for not being approved. The procedures for refund of the housing deposit and the appeal process will be explained in the letter.

Each applicant who fails to meet the Paris Junior College Student Life Criminal History Standards and has been deemed "not eligible" may contest the decision by using the following procedures.

- Within ten working days of receipt of the "not eligible" letter, the prospective applicant must contact the Student Life Office and schedule a time for review of the information.
- The applicant must bring the letter stating that he/she has been declared "not eligible".
- The applicant will be required to bring copies of all certified judicial court decrees that negate the validity of the criminal charge(s) and their dismissal or that otherwise show that the applicant meets the Criminal History Standards.
- The Student Life Office and Campus Police will consider all pertinent information provided. If the charges are shown to be "invalid", the Student Life Office and Campus Police shall re-submit a declaration of "eligible".

Copies of all documents or records that are submitted during the review will be placed on file. All record inquiries and submitted documents shall be considered confidential and will not be released or disclosed to any person except on court order or with the consent of the person who is the subject of the criminal history record information. After review, if the applicant's record submitted to the Student Life Office is changed to "eligible", the Student Life Office will verify that the housing deposit has not been refunded. The housing applicant's name will be entered on the waiting list for room assignment. If the housing deposit has been refunded, the deposit must be resubmitted to the Student Life Office before the applicant will be added to the waiting list.

As soon as practicable after the beginning of the academic period for which the person's housing application was submitted, all criminal history record information obtained about an applicant under this section, including any copy of the content of that information held by Paris Junior College, shall be destroyed by the chief of police or by the Student Life Office, as applicable.

Paris Junior College
Criteria for the Evaluation of Background Check

Section I

Class B or C Misdemeanor Convictions that may result in a Housing Application being DECLINED:

- All assault, narcotic offenses and thefts (Class B or C traffic misdemeanor will not be considered as an offense that will be used to decline an application).
 - All offenses over 2 years will not be a factor considered; if the case has been adjudicated.
 - Offenses pending adjudication will be used to DECLINE a Housing Application.
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Section II

Class A Misdemeanor Convictions that may result in a Housing Application being DECLINED:

All convictions of any State of Texas laws (Exclusive of any traffic violation). (Convictions of 3 years or older, will not be considered as a current criminal conviction, if the applicant does not have any other Class B Misdemeanor or higher convictions since the date of the last Class A Misdemeanor).

Section III

Felony Convictions that will result in a Housing Application being DECLINED:

- All felony crime convictions (Convictions of 3 years or older, will not be considered as a current criminal conviction, if the applicant does not have any other Class A or B misdemeanor since the date of the last felony conviction).
 - All aggravated felony convictions that resulted in a death, aggravated assault, aggravated robbery, aggravated sexual assault or the delivery of a felony amount of narcotics.
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Section IV

Warrants, Parole and Probation associated with Felony convictions will result in Housing Application being DECLINED:

- The discovery of outstanding warrants for any violations
 - Any applicant who is on parole or probation
 - Sex offenders – if you are required to register as a sex offender in any state
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APPLICANTS COPY

Para información en español, visite www.consumerfinance.gov/learnmore o escribe a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to www.consumerfinance.gov/learnmore or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security Number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
 - a person has taken adverse action against you because of information in your credit report;
 - you are the victim of identity theft and place a fraud alert in your file;
 - your file contains inaccurate information as a result of fraud;
 - you are on public assistance;
 - you are unemployed but expect to apply for employment within 60 days.

In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.consumerfinance.gov/learnmore for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and reports it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.consumerfinance.gov/learnmore for an explanation of dispute procedures.

- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need – usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.consumerfinance.gov/learnmore.
- **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-567-8688.
- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit www.consumerfinance.gov/learnmore.

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. For information about your federal rights, contact:

TYPE OF BUSINESS:

- 1.a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates.
- b. Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the CFPB:
2. To the extent not included in item 1 above:
 - a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks
 - b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and Insured State Branches of Foreign Banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act
 - c. Nonmember Insured Banks, Insured State Branches of Foreign Banks and insured state savings associations
 - d. Federal Credit Unions
3. Air carriers
4. Creditors Subject to Surface Transportation Board
5. Creditors Subject to Packers and Stockyards Act, 1921
6. Small Business Investment Companies
7. Brokers and Dealers
8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks and Production Credit Associations
9. Retailers, Finance Companies, and All Other Creditors Not Listed Above

CONTACT:

- a. Consumer Financial Protection Bureau
1700 G Street NW
Washington, DC 20552
- b. Federal Trade Commission: Consumer Response Center – FCRA
Washington, DC 20580
(877) 382-4357
- a. Office of the Comptroller of the Currency
Customer Assistance Group
1301 McKinney Street, Suite 3450
Houston, TX 77010-9050
- b. Federal Reserve Consumer Help Center
P.O. Box 1200
Minneapolis, MN 55480
- c. FDIC Consumer Response Center
1100 Walnut Street, Box #11
Kansas City, MO 64106
- d. National Credit Union Administration
Office of Consumer Protection (OCP)
Division of Consumer Compliance and Outreach (DCCO)
1775 Duke Street
Alexandria, VA 22314
Asst. General Counsel for Aviation Enforcement & Proceedings
Aviation Consumer Protection Division
Department of Transportation
1200 New Jersey Avenue, SE
Washington, DC 20590
Office of Proceedings, Surface Transportation Board
Department of Transportation
395 E Street S.W.
Washington, DC 20423
- Nearest Packers and Stockyards Administration area supervisor
Associate Deputy Administrator for Capital Access
United States Small Business Administration
409 Third Street, SW, 8th Floor
Washington, DC 20416
Securities and Exchange Commission
100 F St NE
Washington, DC 20549
Farm Credit Administration
1501 Farm Credit Drive
McLean, VA 22102-5090
FTC Regional Office for region in which the creditor operates or
Federal Trade Commission: Consumer Response Center – FCRA
Washington, DC 20580
(877) 382-4357