



STUDENT HOUSING HANDBOOK

A quick guide to living well, staying safe, and knowing your rights

1101 Highway 1 East | Thief River Falls, MN 56701

Student Housing Coordinator: 218-683-8566

Student Housing Safety Office: 218-683-8605

Updated September 28, 2026

Welcome!

Welcome to student housing! Living with roommates and sharing an apartment is an important part of college experience. It offers opportunities to build friendships, develop independence, and become part of a community. This handbook provides the information you need to navigate student housing successfully and make the most of your experience.

As a resident, you help create a positive living environment by taking responsibility for your actions, living space, and guests; treating others with respect; communicating openly; and helping keep the property safe, clean, and welcoming.

In return, Housing is committed to providing a safe and supportive community where students can live, learn, and grow. We value student feedback, apply policies fairly and consistently, and strive to promote personal growth, accountability, and a positive residential experience.

Quick contacts

Emergency: Call 911 for fire, medical, police, or immediate safety emergencies.

Campus Security: 218-684-5915

Student Housing Office: 218-683-8566; Monday - Friday
(for assistance, maintenance, or non-emergency safety issues)

Maintenance and payment portal: nctcfoundation.appfolio.com

Internet service — Sjoberg's: 218-681-3044

Rent

Based on the payment option selected below, residents are responsible for paying rent annually, each semester, or monthly. **All rent payments are due by the 15th** of the applicable month. Rent payments should be submitted through the online resident portal at nctcfoundation.appfolio.com. If you choose to pay by check or money order, please make it payable to Northland Foundation Student Housing and submit your payment to the Housing Coordinator.

Total Academic Year Cost: \$6,000

Move-In Requirement: Students may not move into student housing until both the \$500 security deposit and the initial \$800 payment have been received.

Payment options

OPTION 1: Pay \$5,400 for the academic year and save 10% off the standard annual housing rate.

OPTION 2: Pay \$2,850 per semester and save 5% off the standard semester housing rate.

OPTION 3: Monthly Payment Plan

- August 15: \$800
- September 15: \$650
- October 15: \$650
- November 15: \$650
- December 15: \$650
- January 15: \$650
- February 15: \$650
- March 15: \$650
- April 15: \$650

OPTION 4: Complete the [Financial Aid Authorization for Housing](#) form to voluntarily authorize the College to apply anticipated financial aid overage toward semester housing charges.

To be eligible, a student must:

- ✓ Be eligible for and receive Title IV federal financial aid.
- ✓ Pay their \$500 security deposit.
- ✓ Be projected to receive financial aid overage sufficient to cover the full semester housing balance.
- Complete the [Consent of Information Release](#) form to authorize the Housing Coordinator access to your financial aid status.

Security deposit

- Pay the security deposit required by your Housing Contract before moving in.
- Cleaning or damage charges that exceed the deposit will be billed to you.
- Unpaid balances may be referred to a collection agency.

Check-in and apartment inventory

- Inspect the apartment and its furnishings before you settle in.
- Record the condition of floors, ceilings, windows, doors, furniture, appliances, and other unit items.
- List existing damage clearly; you may be charged at checkout for damage that was not documented at move-in.
- Report missing, damaged, or unexpected items to the Housing Coordinator right away.
- Keep a copy of your completed inventory and any permitted condition photos.
- Complete a move-in inspection with Housing staff and review the checkout form together.

Mail and packages

Address incoming mail as follows:

Line 1: Resident's full name

Line 2: [Street number] Longren Avenue, Apartment [number]

Line 3: Thief River Falls, MN 56701

Take outgoing mail to the post office. Complete a change-of-address request with the U.S. Postal Service at the beginning and end of the academic year. Mail received after checkout may be returned to the sender. Large packages will be delivered to the Student Housing Safety Office, located in apartment 303. The Housing Coordinator will contact residents with instructions for package pickup.

Roommates and shared space

- Be respectful and courteous to roommates, neighbors, and their property.
- Use only the food and supplies you brought or purchased.
- Ask before borrowing and return borrowed items promptly.
- Use kitchens, bathrooms, and laundry areas efficiently, and clean up after yourself.
- Remember to clean out the dryer vent after each use.
- Keep shared areas clean and free of personal clutter.
- Keep music, conversations, and other noise at a level that does not disturb others.

- Pets are not permitted in student housing. Residents and guests may not keep, harbor, or bring pets into any student housing unit or common area at any time.

Guests

- Overnight guests are not permitted without prior approval from the Housing Coordinator. Students must submit a request by [email](#) at least two business days in advance and receive approval before hosting an overnight guest.
- All guests are required to adhere to the policies outlined in the Student Housing Handbook. Individuals who fail to comply may be removed from the premises and/or barred from future entry to college property.
- Residents are responsible for their guests' conduct and must accompany guests while they are on the property.
- Housing may notify a parent or guardian if a guest under age 18 is involved in an accident or serious injury.

Keys

- At move-in, you will receive a mailbox key and a bedroom door key.
- Keep keys secure and do not lend them to anyone.
- Report a lost key immediately to the Housing Coordinator.
- A \$25 replacement fee will be charged for each lost key.
- A \$250 lock replacement fee will be charged if keys are not returned during the checkout process with the Housing Coordinator.

Maintenance

- Submit maintenance requests through the [resident portal](#).
- Report problems through the resident portal right away and do not attempt to repair yourself.
- Residents will not be charged for repairs related to normal wear and tear.
- Damage beyond normal wear may be billed for materials and labor.

Damage to property

- Do not intentionally damage, destroy, or deface Housing or college property.
- Property damage may lead to repair charges, college discipline, and referral to law enforcement, depending on the circumstances.

Minnesota tenant privacy and housing entry

- [Minnesota Statutes section. § 504B.211](#) protects residential tenants' privacy. Except for statutory exceptions, Housing must make a good-faith effort to give at least 24 hours' advance notice before entry, identify the time or expected time window, and enter between 8:00 a.m. and 8:00 p.m. unless the residents agree to a different time.
- Entry generally must have a reasonable business purpose, such as maintenance, periodic inspections, showing the unit, or investigating a reasonably suspected lease violation.
- A resident may choose to allow entry with less than 24 hours' notice.
- Prior notice is not required when immediate entry is reasonably necessary to protect people or property, check a resident's safety, or meet certain local unlawful-activity requirements.
- Routine 2026 - 2027 Housing inspections slated for:
October 12-16, November 23-27, February 15-19, April 5-9

- If Housing enters without prior notice while the resident is away, Housing must leave a written disclosure in a conspicuous place in the unit.

Semester breaks

- Close windows, lock doors, turn off lights, and unplug unnecessary appliances such as televisions and styling tools.
- Set the thermostat to 68°F in winter and 70°F in spring and fall.
- Housing may conduct safety or maintenance checks during breaks. Notice and entry will follow the privacy rules above unless a statutory exception applies.
- Policy violations observed during a lawful check may be referred to the college for disciplinary action.

Move-out procedures

- Schedule your move-out date and time with the Housing Coordinator.
- Provide a forwarding address to the Housing Coordinator before checkout. This address will be used for the return of your security deposit and any future correspondence related to your residency.
- Return all keys at the time of checkout.
- All units and rooms are professionally cleaned prior to moving in. If your unit is not left in the same condition, you will be charged for the cost of professional cleaning necessary to prepare the unit for the next resident.
- Before checkout, ensure that:
 - ✓ Windows are cleaned and locked.
 - ✓ Floors are vacuumed and/or mopped.
 - ✓ Bathrooms and bedrooms are thoroughly cleaned and sanitized.
 - ✓ Kitchen cabinets and drawers are emptied and cleaned.
 - ✓ The stove, oven, and refrigerator are cleaned.
- Complete a move-out inspection with Housing staff and review the checkout form together.
- Checkout must be completed before vacating your unit. Failure to follow the checkout process may result in fines, additional charges, and/or forfeiture of your security deposit.

Fire

- Evacuate the building immediately.
- Call 911, then notify Housing.
- Inform emergency personnel if you believe anyone may still be inside the building.
- Let cooking grease cool completely, return it to a closed container, and place the container in the dumpster. **Do not** dump grease outside or down a drain.
- Routine fire drills will be conducted throughout the academic year.

Tornado or severe weather

- When warning sirens sound or staff direct you, move to the designated interior shelter area.
- Take cover under sturdy furniture if possible.
- Stay sheltered until Campus Safety, emergency officials, or Housing gives the all-clear.
- If the college is open, use its designated shelter area when directed.
- Routine tornado drills will be conducted throughout the academic year.

Medical emergency

- Call 911 and request an ambulance if necessary. Notify Housing Coordinator 218 683 8566.
- Do not transport an unconscious person, a person with a suspected fracture, or a person showing signs of shock in a personal vehicle.
- Do not move the person unless there is immediate hazard.
- Meet responding emergency personnel and guide them to the person.

Bomb or terrorist threat

- If a threat comes by phone, keep the caller on the line if you can do so safely and have someone else call 911. Notify Housing Coordinator 218 683 8566.
- Write down details: the location and appearance of any device, when it may activate, what may trigger it, who placed it, the caller's identity, and why Housing was targeted.
- Follow instructions from emergency personnel and do not search for or touch a suspicious item.

Armed intruder

- Move away from danger if you can do so safely; otherwise take cover and lock or barricade doors and windows.
- Call 911 when safe and give your location and all available information. Notify Housing Coordinator 218 683 8566.
- Do not confront the person or take unnecessary risks.

Sexual assault or harassment

- Move to a safe place.
- Call 911 if you are in immediate danger, require urgent medical attention, or wish to contact law enforcement. Reporting to law enforcement is your choice, and support is available regardless of whether you decide to make a report. Notify Housing Coordinator 218 683 8566.
- Preserve evidence if possible. Do not confront the person or put yourself at further risk.
- Please consider reporting this to a campus security authority (Housing Coordinator) and/or the Title IX office by completing this [form](#).
- Rebecca Johnson, Counselor, is a confidential resource available to provide support and assistance.

Crime reporting and missing residents

- Report criminal activity or victimization to the Housing Coordinator. Reports may be shared with the Dean of Student Success, Sara Johnson at sara.johnson@northlandcollege.edu and the Thief River Falls Police Department.
- Call 911 immediately if you believe someone is in danger; do not wait.
- Notify Housing Coordinator 218 683 8566.
- If your roommate or guest has gone missing, please report it to the Housing Coordinator. <https://forms.cloud.microsoft/Pages/ResponsePage.aspx?id=xscRULQKq0ae9PrnSplaf1sdz-9e-GVCiHQxpdDZbnIUOFFGTE5DSDdHUFgzUEY1NkNSSVpUUFBTMy4u>

Smoke alarms, fire equipment, and smoking

- Do not remove smoke-alarm batteries, disable alarms, or tamper with smoke detectors or fire extinguishers.
- Report a malfunctioning smoke alarm or other fire-safety equipment to Housing immediately.

- Tampering with fire-safety equipment may violate law and Housing policy and puts everyone at risk.
- Smoking is not allowed in Student Housing. Residents are responsible for making sure guests follow this rule.
- A \$250 fee may be assessed for the first smoking violation. Repeated violations may result in additional charges, disciplinary action, or eviction.

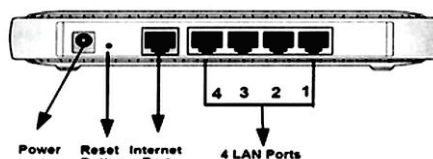
Internet access

Sjoberg's Cable of Thief River Falls provides internet service for student housing. For a wired connection, connect a CAT 5 or newer Ethernet cable from the wall jack directly to your device. If you would like to use Wi-Fi, connect the wall Ethernet jack to your router's **Internet (WAN)** port rather than one of the numbered **LAN** ports.

- Be sure to create a strong Wi-Fi password and do not leave your wireless network unsecured.
- For internet service assistance or technical support, contact Sjoberg's Cable at 218-681-3044.



Apartment Ethernet Wall Jack



Internet or WAN Port

Thank you for helping create a safe, respectful, and welcoming community. We wish you a successful and rewarding year in student housing.