

Hill College Residence Life Criminal History Check Procedures

Effective Spring 2011 semester, each prospective Hill College Residence Life student must complete the Hill College Release of Background Information form (RBI - Attached) as part of the Residence Life Application process. These forms will be processed prior to move-in for each semester for each new student. The Residence Life Application becomes valid when the complete application (both parts) is returned with the housing deposit fee (\$250), a photo-copy of the applicant's driver license or State Identification Card, and the non-refundable \$50 processing fee. An incomplete RBI form will void the Hill College Residence Life Application.

Upon receipt of the Residence Life Application with the completed RBI form and the \$300 deposit (\$250+\$50), the Residence Life Department will forward the RBI form to an outside vendor to determine the background of the student requesting permission to reside in housing.

At the time the vendor receives a Residence Life RBI request; the vendor will complete the request and document the findings. The findings of this inquiry will be evaluated using the Hill College Residence Life Criminal History Standards. If the inquiry results in a negative report ("No Record"), the Hill College Residence Life staff will complete the Residence Life Criminal History Record form and declare that the applicant is "eligible" for consideration as a Residence Life student.

If the Criminal History Check returns reports that the applicant has a Criminal History, the information will then be evaluated according to the Hill College Residence Life Criminal History Standards. 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 Residence Life at this time. The procedures for refund of the deposit and the appeal process will be explained in the letter.

Each applicant who fails to meet the Hill College Residence Life Criminal History Standards and has been deemed "not eligible" may contest or review the declaration of "not eligible" by using the following procedures: Within three (3) working days of receipt of the "not eligible" letter, the prospective applicant will contact Residence Life 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. A Student Services Review Team will review all pertinent information provided. If the charges are shown to be "invalid", the Student Services Review Team shall re-submit a declaration of "eligible" to the Hill College Residence Life Department.

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.

After review, if the applicant's record submitted to the Residence Life Department is changed to "eligible", the Residence Life Department will verify that the housing deposit has not been

refunded. The Residence Life applicant's name will be entered on the waiting list for room assignment. If the housing deposit of \$250 has been refunded, the deposit must be re-submitted to the Residence Life Department before the applicant will be added to the waiting list.

Note: No applicant, who is on Parole or Probation for the following offenses, will be considered for Residence Life:

Murder – Attempted Murder – Manslaughter – Sexual Assault – Aggravated Assault – Aggravated Robbery – Causing Injury to a Child/Elderly or Disabled Person – Deadly Conduct with a Firearm – Possession/Selling of amounts (>200 grams) of illegal drugs) – Controlled Substance Dealer (Youth classified for felony-level drug manufacturing or delivery) - Criminal Solicitation – Indecency with a Child – Arson – Conspiracy to commit any of these crimes.

Hill College Residence Life

Criminal History Record Standards

Criminal History Findings that will be used to decline a Residence Life Application:

Class B Misdemeanor Convictions including Deferred Adjudication and No contest:

All Assaults

Narcotic Offenses

Thefts

(Class B or C Traffic Misdemeanors will not be considered as an offense that will be used to decline an application)

All offenses over 1 year will not be considered a factor, if the case has been adjudicated.

Class A Misdemeanor Convictions including Deferred Adjudication and No contest:

All Misdemeanor convictions considered as Class A by any state in the United States. (Exclusive of any traffic violation)

Deferred Adjudication and No contest

(Convictions of 2 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.)

Felony Convictions:

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.)

Aggravated Felonies:

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 will be cause to decline a Residence Life Application.

Note: No applicant, who is on Parole or Probation for the following offenses, will be considered for Residence Life:

Murder – Attempted Murder – Manslaughter – Sexual Assault – Aggravated Assault – Aggravated Robbery – Causing Injury to a Child/Elderly or Disabled Person – Deadly Conduct with a Firearm – Possession/Selling of amounts (>200 grams) of illegal drugs) – Controlled Substance Dealer (Youth classified for felony-level drug manufacturing or delivery) - Criminal Solicitation – Indecency with a Child – Arson – Conspiracy to commit any of these crimes.

Hill College

Release of Background Information

Effective Spring 2011, all new Residence Life applicants are required to complete a Release of Background Information (RBI) form. These forms will be processed prior to move-in for each semester for each new student. Documentation is required to obtain the criminal history record information. The required documentation includes a copy of the applicant's current Driver License or State Identification card. A Passport or Military I.D. may be used.

Include this form and documentation with the Residence Life Application fee and deposit. If you have questions, please contact the Office of Student Life at 254-659-7800.

RELEASE OF BACKGROUND INFORMATION

Applicant's full name (PRINT) _____

Social Security Number _____

I, _____, an applicant for residency in Hill College's Residence Life Program, hereby authorize Hill College to obtain criminal history record information from any law enforcement agency which may have criminal history record information on me, including but not limited to arrests, investigations, convictions, and other reports. I hereby release Hill College and any law enforcement agency receiving a copy of authorization from liability for the release of any information to Hill College.

Applicants with a pending charge or a conviction for a felony, Class A misdemeanor or Class B misdemeanor may be declined by Residence Life.

(circle one) Male Female Date of Birth _____ Maiden name _____

Type of documentation (check **one** and send a photocopy)

() Driver's License number _____ State Issued _____

() State ID card number _____ State Issued _____

() Passport number _____

() Military ID number _____

Please list all pending charges or convictions.

I certify that I have submitted correct and updated information concerning any legal issues Failure to submit complete, accurate, and truthful information in the background information may result in your Residence Life Application being denied.

Applicant's signature _____ Date _____

Mail or FAX this form along with a photocopy of your identification card to:

Hill College Housing
112 Lamar Drive
Hillsboro, TX 76645

FAX (254) 582-7591 Attention: Housing