

# OKLAHOMA STATE UNIVERSITY-OKMULGEE

## UNIVERSITY HOUSING ROOM/BOARD CONTRACT

### Single/Non-Traditional Housing

OFFICE USE ONLY
Date received in office _____
Deposit Amount _____ Date Paid _____
Remarks _____
_____
_____

CIRCLE THE SEMESTERS FOR WHICH YOU WILL NEED HOUSING:

FALL/SPRING      SPRING/SUMMER      SUMMER/FALL

Student's Name \_\_\_\_\_ Soc. Sec. # \_\_\_\_\_ Date of Birth \_\_\_\_\_ Gender:  M  F  
Last First MI

Home Address \_\_\_\_\_  
Street#, RR Box#, Etc. City State Zip

Phone ( ) \_\_\_\_\_ Cellular Phone ( ) \_\_\_\_\_

Please list any illnesses, conditions, or physical impairments, which should be considered in housing placement: (Also, please attach supporting documentation.)

In case of emergency, please notify: \_\_\_\_\_

Name Relationship Phone

Address City State Zip

**TYPE OF ROOM PREFERRED:** Please mark your preferences below. Every effort will be made to honor your request(s), but your stated preference does not guarantee a specific type of room or suitemate. \*All buildings are smoke free and tobacco free.

Please indicate preferences by numbering 1-3: \_\_\_\_\_ 2 Bedroom/1 Bath (no sitting area) \_\_\_\_\_ 2 Bedroom/1 Bath (w/sitting area) \_\_\_\_\_ 4 Bedroom/2 Bath (w/sitting area)

(Optional) Name(s) of preferred suitemate(s): \_\_\_\_\_

**MEAL PLAN:** (Select one) All students in single student housing must choose a meal plan. See also the "Room and Board Rates" sheet. Non-traditional students in Alexander Hall North and Alexander Hall South have the option of a meal plan.

20 Meal plan     15 Meal plan + \$50.00 flex     10 Meal plan + \$100.00 flex     Declining Balance    I have read the above and agree to all terms. \_\_\_\_\_(Initial)

**STUDENT PROFILE:** (This information is useful in assigning space in the residence halls. Please check appropriate response as indicated.)

1. In which program of study are you enrolling? \_\_\_\_\_

2. Are you enrolled in a half-semester Internship program?  Yes  No (If yes, which half of the semester will you be on campus?)

I will be on campus the First 7-1/2 weeks \_\_\_\_\_(Initial)     I will be on campus the Second 7-1/2 weeks \_\_\_\_\_(Initial)

3. Do you need a room that is wheelchair accessible?  Yes  No

4. Do you need a room on the 1st floor for health reasons?  Yes  No

5. Have you ever been convicted of a felony or a crime of moral turpitude?  Yes  No

\*The Residential Life Office will make reasonable accommodation for residents requiring special assistance under the ADA Guidelines. Please notify us in writing if you need special accommodation at least 3 weeks prior to occupancy.

Is there anything else you think we should know to help us in assigning your room? \_\_\_\_\_

This agreement is made and entered into between Oklahoma State University-Okmulgee, hereinafter referred to as "OSU-Okmulgee" or "the University" and

\_\_\_\_\_  
Student's name  
hereinafter referred to as "student" or "resident," for a minimum of a two consecutive semester periods as indicated below by the student. In consideration of the promises set forth, it is mutually agreed between the two parties hereto, as follows: (Please also refer to terms and conditions on reverse side of contract.)

**Meningitis Vaccine Requirements:** Section 3243 of Oklahoma State Statute title 70 requires all new students that live in campus housing to comply with one of the following options: *Option A:* Be immunized for meningococcal disease or *Option B:* After having reviewed information about meningitis provided by OSU-Okmulgee, decline the vaccination based on medical, religious, or personal objection. These choices will be provided by the OSU-Okmulgee Residential Life Office and must be completed prior to moving into campus housing.

**General Policy Regarding Required Residence:** All single students under twenty-one (21) years of age, except bonafide commuters, are required to live in campus housing. A bonafide commuter shall be defined as: "A student who drives from his/her established home of domicile in Oklahoma to classes at the University and back to the home of domicile each day." Home of domicile shall be defined as: "The home of a student living with his/her parents or guardian shall be considered the home of said student, or a student beyond the age of parental consent having lived in a location within a 50 mile radius twelve (12) months prior to entering the University". If no campus housing is available, permission may be granted to live off campus for a specified time with the understanding that the student will return to live on campus when campus housing becomes available. \*\*Students are required to be enrolled in a minimum of 12 credit hours to live on campus. If at any time, a student falls below the required 12 hours of coursework, he/she may be required to move out of University housing. OSU-Okmulgee understands that there are extenuating circumstances, which may cause a student to fall below the required 12 hours. In the even such circumstances arise, the student should provide IMMEDIATE WRITTEN notification to the Director of Residential Life.\*\* An evaluation of the circumstances will be judged on a case-by-case basis. The determination of the Director of Residential Life will be final. The Room/Board Contract with the University is for a minimum of two consecutive semesters. Continuation of the contract after the minimum period will be on a semester-to-semester basis. Continuation of the contract each subsequent semester or semesters will be determined by the student's request on the Room Reservation Form.

I have read the above and agree to all terms. \_\_\_\_\_(Initial)

**IN ORDER FOR THIS CONTRACT TO BE ACCEPTED BY THE UNIVERSITY, A DEPOSIT OF \$150.00, VERIFICATION OF ABILITY TO MAKE FIRST RENT PAYMENT, AND THIS COMPLETED CONTRACT MUST BE RECEIVED IN THE OSU-OKMULGEE RESIDENTIAL LIFE OFFICE. AN AWARD LETTER CONFIRMING FINANCIAL AID WILL BE PROOF OF ABILITY TO MAKE FIRST RENT PAYMENT, BUT DOES NOT SUBSTITUTE FOR THE DEPOSIT WHICH MUST BE PAID BEFORE THIS CONTRACT CAN BE ACCEPTED.**

*The Director of Residential Life reserves the right to deny or accept any housing contract.*

I have read the above and agree to all terms. \_\_\_\_\_(Initial)

Oklahoma State University-Okmulgee in compliance with Title VI and VII of the Civil Rights Act of 1964 Executive Order 11246 as amended, Title IX of the Education Amendments of 1972 (Higher Education Act) and the American with Disabilities Act of 1990, does not discriminate on the basis of race, color, national origin, sex, age, religion, disability, or status as a veteran in any of its policies, practices, or procedures. This provision includes, but is not limited to, admission, employment, financial aid & educational services.

My signature below indicates that I understand that this is a legally binding contract and that upon acceptance of the contract by the University, this document constitutes my agreement to meet all specified terms, conditions and obligations as set forth by this instrument as well as any addendums made by the University contained in the Residential Life Handbook as approved and adopted by OSU-Okmulgee Department of Residential Life and the OSU-Okmulgee Student Handbook.

Read all terms and conditions of the contract on front and reverse side before signing and returning.

Student Name (Please Print) \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature (if student is under 18 yrs. of age) \_\_\_\_\_ Date \_\_\_\_\_

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

White-Residential Life Office Copy    Canary-Student Copy

# OKLAHOMA STATE UNIVERSITY-OKMULGEE

## HOUSING CONTRACT - SINGLE/NON-TRADITIONAL

### TERMS AND CONDITIONS:

**1. Terms of occupancy and assignment of space within University housing.** Residing in University-owned residence halls is considered a fundamental part of the student's education. Therefore, such residency is only a license to occupy and use residence space for limited purposes and is not a lease of University property.

- A. This contract is for space within the OSU-Okmulgee Residence Halls System. Assignment to a specific residence hall will be made on the basis of availability and the date contract and deposit is received in the Residential Life Office.
- B. A \$150.00 deposit must be received before contract is accepted and residence hall space is held. Space will be held, if available, for the first three days of classes.
- C. The student agrees that the University may reassign housing space or otherwise adjust or consolidate occupancy of rooms to maximize space utilization. OSU-Okmulgee officials may also take such action as is necessary to control the use of the rooms in the event of an epidemic, disaster, or other conditions or circumstances, which may appear to require such control.
- D. The OSU-Okmulgee Residential Life Office will make reasonable effort to accommodate requests for suitemates.
- E. Assignments to the OSU-Okmulgee housing facilities will be completed in the following order: The New housing facility first, Hannigan/England second, and Lackey Hall third. Lackey Hall is for overflow housing only. Students will be moved from Lackey Hall as soon as space comes available in the other housing facilities. These assignments will be completed in the order that they were received in the Residential Life office and all required payments are made.
- F. A student that is in an internship program is required to inform the Residential Life office of the dates for their housing needs. If a student does not inform the Residential Life office, availability of space cannot be guaranteed and financial charges could occur

*I have read the above and agree to all terms. \_\_\_\_\_ (INITIAL)*

**2. Meal Plan.** All students living in single student housing are required to participate in a meal plan which provides for meals, while classes are in session, in the OSU-Okmulgee dining facilities. Details regarding meal plans can be obtained from the Residential Life Office and from the "Room and Board Rates" sheet, which is incorporated into this contract by reference. The student may request changes to their meal plan at the Residential Life office once a semester and before the tenth week of classes.

*I have read the above and agree to all terms. \_\_\_\_\_ (INITIAL)*

**3. Rates and Payments.** The amount of room and board to be paid by the student is determined by the "Room and Board Rates" sheet, which is incorporated into this contract by reference. Room/Board rates are subject to change at the direction of the Board of Regents.

- A. All charges are due by the first day of class of each semester. A late payment penalty of 1% per month will be assessed on delinquent accounts. Housing payments and deposits may be made at the Business Office or online at [www.osu-okmulgee.edu/web4students](http://www.osu-okmulgee.edu/web4students).
- B. All contracts accepted after the first day of the semester may be prorated.
- C. Payments made under this contract do not cover Room/Board accommodations during official University breaks or holidays (including, but not limited to Labor Day, Thanksgiving Break, period between Fall and Spring semesters, Martin Luther King Day, Spring Break and Independence Day) or when classes are not in session, during which time the residence halls may be closed. Meal service is not provided during these periods.
- D. The student agrees and understands that failure to make payment under the conditions of this contract and in accordance with student housing policies and regulations may result in a "hold" on the student's official University records and the loss of the privilege of living in OSU-Okmulgee housing. Balance due will not be forgiven if student is required to move due to failure to pay. All accounts must be clear before a student will be allowed to enroll for a subsequent semester.
- E. The University reserves the right to charge for (1) room transfers, at a student's request (2) changes in meal plans and (3) staying on campus during breaks.

*I have read the above and agree to all terms. \_\_\_\_\_ (INITIAL)*

**4. Termination of contract.** Subject to the conditions set out below, the student may terminate this contract.

- A. Contract termination prior to student's occupancy of room.
  1. FULL REFUND: The student's deposit and any Room/Board payment will be refunded, if notice is received in writing in the OSU-Okmulgee Residential Life Office at least two weeks prior to the start of the semester and if all of the terms of the contract have been met.
  2. PARTIAL REFUND: Notice of termination of the contract when received in writing in the OSU-Okmulgee Residential Life Office after two weeks prior to the first day of classes will result in the forfeiture of deposit; any payment of Room/Board will be refunded.
  3. The student has until the first day of classes to officially check into the residence hall or contact the Residential Life office to make arrangements for the late check-in. The maximum allowable grace period for late check-in is three calendar days after the first day of classes. If check-in is not completed during this period, or the student cancels enrollment the first week, then the contract is considered terminated by the student and the student will be charged \$350.00. In addition, the student will also be required to pay a contract buy-out charge of \$100.00 for the second semester of the contract period, and the \$150.00 deposit will be forfeited.
- B. Contract termination after the student has received a room key or occupied the room. Once the student has received a key to occupy the room, this contract may be terminated with the following stipulations:
  1. If the student terminates the contract during the first semester of the two-semester contract, he/she will be charged the Room and Board rate for the remainder of the semester and will be charged the Room rate for the second semester of The Contract Period and will forfeit deposit of \$150.00. The University reserves the right to charge a contract buy-out charge of \$600.00 for the second semester of the contract period and will forfeit deposit of \$150.00.
  2. If a student is required by the University to move off campus due to lack of academic progress, academic suspension, or disciplinary sanctions during the two-semester contract, that will be considered termination of the contract by the student. The student will be charged the Room and Board rate for the remainder of the semester. The student will be charged a buy-out contract charge of \$600.00 and will forfeit deposit of \$150.00.
  3. If a student is required by the University to move off campus due to lack of academic progress, academic suspension, or disciplinary sanctions after the second semester, that will be considered termination of the contract by the student. The student will be charged the Room and Board rate for the remainder of the semester. If the student checks out properly, he/she will be refunded the initial deposit. If the student doesn't check out properly, the student will forfeit the deposit and could possibly incur other charges.
  4. The student agrees to check out of the residence halls properly by returning the room key and having the room inspected by a Residential Life staff member.
  5. If a student withdraws during a semester, he/she will move out of the residence hall by checking out properly the same day as the withdraw. The student will be charged the Room and Board rate for the remainder of the semester and is assessed a buy-out contract charge of up to \$600.00 and forfeiture of the deposit if the two-semester contract has not been fulfilled.
  6. Deposits will be refunded if the room is left clean, no damages other than normal wear and tear have occurred, all contract obligations are met, and all outstanding debts are cleared with the Business Office. All deposits will be refunded 6-8 weeks after move out. If you still have an outstanding balance on your account, your deposit will be applied to that amount.

**5. Room Reservation Form.** This is a mandatory form that must be filled out every semester for Residential Life to meet the needs of students. The room reservation form is also used as an informational tool during a student's first two semesters and as an addendum to the contract for subsequent semesters.

1. The student agrees to complete a room reservation form EVERY SEMESTER whether they are continuing, canceling, interning, or graduating.
2. Students, who change their Room Reservation status two weeks prior to the first day of classes, will forfeit their deposit. Forfeiture of deposit will not be waived in the event of a student being academically suspended from OSU-Okmulgee.
3. If a student does not fill out a room reservation form, the student may not receive their preferred space or their preferred roommate and will be reassigned to an available space. Students will be assigned to available housing space, regardless of cost.

*I have read the above and agree to all terms. \_\_\_\_\_ (INITIAL)*

**6. Rules and Regulations.** The student agrees, as a condition of this contract, to comply with all OSU-Okmulgee and Residential Life rules, regulations, and policies incorporated herein by reference, or that are amended or enacted during the term of this contract. The student agrees to assume responsibility for the cost of repairing any damage done to his/her room or public area beyond normal wear and tear. If the student, by his/her actions violates OSU-Okmulgee and Residential Life regulations, creates undue disturbances for other residents, or unreasonably withholds his/her cooperation from other students or University staff, he/she may be subject to disciplinary action up to and including dismissal from the residence halls and possibly OSU-Okmulgee. The student may be required to move within 24 hours notice if the University determines that the continued residency of the student will pose a danger to the life, limb, health or general well-being of the students, employees and guests.

*I have read the above and agree to all terms. \_\_\_\_\_ (INITIAL)*

**7. Severability.** If any section of this contract is ruled illegal or invalid, such ruling shall not affect the validity or enforceability of the remainder of the provisions of the contract.

*I have read the above and agree to all terms. \_\_\_\_\_ (INITIAL)*

**8. Incorporation of Rules and Regulations.** Rules and regulations appearing in the most recent issues of the OSU-Okmulgee Student Handbook and Residential Life Handbook and the Students Rights and Responsibilities Governing Student Behavior are made part of this contract. In the event of a conflict between the rules and regulations appearing in the Governing Student Behavior will always take precedence and govern over any other publication.

*I have read the above and agree to all terms. \_\_\_\_\_ (INITIAL)*

**9. Limitations of Liability/Insurance.** Although precautions are taken to maintain adequate security, the University does not assume any legal obligation to pay for injury to the student (including death) or loss or damage to items of personal property that occurs in its buildings or on its grounds prior to, during or subsequent to the period of the contract. The student and/or his/her parents or legal guardian are strongly encouraged to carry appropriate insurance that covers such losses.

*I have read the above and agree to all terms. \_\_\_\_\_ (INITIAL)*

**10. Abandoned Property.** Items left in the apartment by a vacating Resident will be removed at the Resident's expense. The vacating Resident will be sent written notice to the first address listed on this contract and given 30 days thereafter to claim the items. If no response is received within the 30-day deadline, the University will dispose of these items in accordance with the applicable University policy.

*I have read the above and agree to all terms. \_\_\_\_\_ (INITIAL)*

**11. Entry into an apartment by University Officials.** The University reserves the right for authorized University personnel to enter any apartment without consent to perform necessary maintenance and service or inventory of University property, for purposes of inspection with regard to health or safety, to verify occupancy, to correct problems within the room which are disturbing other residents, or if either probable cause and/or an emergency situation are believed to exist. University personnel are also authorized to enter an apartment to ensure that proper closedown procedures have been followed. The University also reserves the right to make periodic room checks for health and safety hazards.

*I have read the above and agree to all terms. \_\_\_\_\_ (INITIAL)*