



Date App. Fee Paid  
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## RESIDENCE HALL APPLICATION

Students applying to live in the Residence Halls must send all the following:

- 1) Completed Residence Hall Application
- 2) Documentation of Meningococcal Vaccine
- 3) Copy of CDIB card (if applicable)
- 4) \$50 non-refundable application fee

**APPLICATION PROCESS:** Please complete all requested information and return this application with your \$50.00 application fee (check or money order made out to Eastern Oklahoma State College). *Please note that you will not be considered for room placement until the application and deposit have been received.*

**Application for: Fall \_\_\_ Spring \_\_\_ Summer \_\_\_**

### Contact Information:

Name: \_\_\_\_\_ SSN: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
 Last First MI  
 \_\_\_ Male \_\_\_ Female Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_

Do you possess a CDIB card: \_\_\_ Yes \_\_\_ No

Mailing Address: \_\_\_\_\_  
 PO Box or Street Address City State Zip

Cell Phone : \_\_\_\_\_ Home Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_ Classification: \_\_\_ Freshman \_\_\_ Sophomore

Do you have any special needs that should be considered in assigning you housing? \_\_\_ Yes \_\_\_ No  
 If "yes", please explain: \_\_\_\_\_

Have you ever been convicted of a felony: \_\_\_ Yes \_\_\_ No  
 If "yes", please explain: \_\_\_\_\_

### Building Requested: (Check one of the following)

\_\_\_ Miller \_\_\_ Miller Single\* \_\_\_ Johnston \_\_\_ Johnston Single\* \_\_\_ Campus Apartments

**\*Additional fees will apply for single rooms**

You are applying for a space in one of the on-campus housing facilities. Applications are processed in the order in which the completed application form, signed contract, meningococcal vaccination documentation, and \$50 non-refundable application fee are received. Every student living on campus must purchase a meal plan.

By my signature I attest that the information contained herein is correct. The college is authorized to verify all submitted information for the purpose of evaluating this housing application.

\_\_\_\_\_  
 Signature of Applicant Date

### Application & Fee May Be Mailed To:

Eastern Oklahoma State College  
 ATTN: Student Services  
 1301 West Main St.  
 Wilburton, Oklahoma 74578

## TERMS AND CONDITIONS

This contract is an agreement between Eastern Oklahoma State College, hereinafter referred to as the College, and the student. If the student is under 18 years of age, this contract is also an agreement between the College and his/her parent(s) or guardian(s). The parties to this contract, in consideration of the mutual covenants and stipulations set out herein, agree as follows:

1. **Eligibility**—Residents must be admitted students or currently enrolled in a minimum of 9 credit hours at Eastern Oklahoma State College. Acceptance of this contract by the college does not constitute admission to the college.
  2. **Period of Contract**—Beginning the first day of the academic semester and will terminate at 4 p.m. on the last day of finals for each semester. The student agrees to vacate the assigned room within 24 hours after his/her last final or examination or 4 p.m. of the last day of finals, whichever is earlier.
  3. **Holiday/Break Housing (Terms of Occupancy)**—This contract is for room and board during those periods of the academic year when college classes are in session, or when the student is required by the college academic calendar to be on campus. Residence Halls are closed: Thanksgiving, Christmas, and Spring Breaks and students must vacate residence halls during these times.
  4. **Application Fee**—An application fee of \$50 must accompany this application. Payments are due on a semester basis. The college reserves the right to notify the student's parent(s) or legal guardian(s) of payments past due and/or contract violations.
  5. **Contract Release/Refund/Termination of Contract**—
    - A. The contract is for the full academic year and a student cannot be released except in case of withdrawal or dismissal from the college or dismissal from the residence halls.
    - B. The College reserves the right to terminate a student's contract if found at any time during the semester not to be enrolled or has ceased to attend classes at Eastern Oklahoma State College.
    - C. No refunds will be issued after the Drop/Add period.
    - D. Students who are dismissed from the college or from the residence halls are not eligible for refunds.
    - E. Students who fail to check out of the halls at the end of the contract period will be charged a \$100 penalty.
    - F. Single rooms, when available, are extra. Rates are available upon request at the Residence Life Office.
    - G. The College reserves the right to terminate this contract after reasonable notice to the student in the interest of health, order, discipline, maximum utilization of facilities or disaster.
    - H. See Student Handbook for additional information.
  6. **Transferring of Contract**—This contract is personal and may not be assigned or otherwise transferred, nor may the student's space be sublet or otherwise placed in the occupancy, control or care of another person or entity.
  7. **Consolidation/Assignment of Rooms**—Housing is defined as a furnished space (desk, bed, chair, etc.) in college-owned housing and not a specific room or space in a specific residence hall. In order to maximize occupancy, it is occasionally necessary to re-assign the student. Should the student's roommate move, the student may be required to move or share his/her room with another student.
  8. **Access to Rooms**—The College reserves the right to allow authorized college personnel to enter student rooms without consent to perform necessary maintenance and service or inventory College property, for purposes of inspections 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.
  9. **Food Service**—All residents are required to have a meal plan. ID cards are required to be handed to the cashier at each meal.
  10. **Incorporation of Rules and Regulations**—Rules and Regulations appearing in the most recent Residence Hall section of the Student Handbook and other handbooks that from time to time may be circulated by the Housing Office are made part of this contract. All residents are responsible for their knowledge of the handbook. Handbooks are available in Student Services Office and online.
  11. **Convicted of a Felony**—If you have been convicted of a felony, your housing will be held until you meet with the Dean of Students. The Dean of Students reserves the right to deny college housing to any student.
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Student Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

If student is under 18 years of age

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_