

# NORTHWESTERN OKLAHOMA STATE UNIVERSITY

## Housing Application

### MAIL TO

NWOSU ATTN: HOUSING OFFICE

709 OKLAHOMA BLVD., ALVA, OKLAHOMA 73717-2799

Director of Students and Housing Phone: (580) 327-8418 / Fax: (580) 327-8413

E-mail (scanned copy): [klhansen@nwosu.edu](mailto:klhansen@nwosu.edu)

### OFFICIAL USE ONLY

DATE \_\_\_\_\_ DEPOSIT RECEIPT \_\_\_\_\_

DATE \_\_\_\_\_ ROOM ASSIGNED \_\_\_\_\_

CONTRACT PERIOD: [ ] SUMMER \_\_\_\_\_

NAME \_\_\_\_\_ Social Security # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
LAST FIRST MIDDLE INITIAL

DATE OF BIRTH \_\_\_\_\_ AGE \_\_\_\_\_ E-MAIL \_\_\_\_\_

**\*THE HOUSING OFFICE WILL SEND HOUSING ASSIGNMENTS TO THE ABOVE STATED E-MAIL ADDRESS**

ADDRESS \_\_\_\_\_ PHONE# \_\_\_\_\_  
STREET CITY STATE ZIP CODE

PARENT / GUARDIAN \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_  
LAST FIRST

ADDRESS \_\_\_\_\_  
STREET CITY STATE ZIP CODE

Do you have any special needs that should be considered before we assign you a room in university housing?

[ ] YES [ ] NO If so, please explain. \_\_\_\_\_

**HOUSING DEPOSIT:** When you apply for University Housing, a \$75.00 deposit is REQUIRED as a maintenance deposit and guarantee of contract completion. **The housing deposit will increase to \$100.00 effective July 1, 2018.** The deposit can be applied to any damage to room, furnishings, or failure to comply with the housing contract caused directly or indirectly by applicant, or anyone in the applicant's room. Applicant's may receive a refund of \$75.00 deposit when granted clearance from the residence hall supervisor upon completion of contract. **Cancellations of application must be received before June 1, 2018 for a full refund of the deposit. If the contract is cancelled after June 1<sup>st</sup>, the university will keep half of the deposit. Once a resident checks into his/her residence hall, he/she is bound to the academic semester term and cancellation would require a contract breakage fee of \$200.00 and forfeit their deposit. Students who fail to fulfill their contracts may be expected to pay for the full contract period and forfeit their deposit.** Actual room reservations and assignments are made on the basis of dated receipt of application and the deposit. The housing office cannot guarantee your first choice but will make every effort to honor your preference. The university reserves the right to place all students.

Classification for this contract period:

<input type="checkbox"/> Freshman
<input type="checkbox"/> Sophomore
<input type="checkbox"/> Junior
<input type="checkbox"/> Senior
<input type="checkbox"/> Graduate Student
<input type="checkbox"/> International

<b>Select and list your preferences below</b>
<input type="checkbox"/> PRIVATE ROOM
<input type="checkbox"/> SEMI-PRIVATE ROOM (ROOMMATE)
Roommate Name: _____
Suitemate Name/s: _____

Will you be a member of a NWOSU athletic team? Yes [ ] No [ ] If yes, which sport \_\_\_\_\_

**\*Prices listed below are subject to change.**

SEMI-PRIVATE ROOM	PRIVATE ROOM
[ ] 3 month contract: \$570.00	[ ] 3 month contract: \$750.00
[ ] 2 month contract: \$375.00	[ ] 2 month contract: \$500.00
[ ] 1 month contract: \$195.00	[ ] 1 month contract: \$255.00
[ ] 1 week contract: \$65.00	[ ] 1 week contract: \$85.00

Anticipated Move-In Date: \_\_\_\_\_ Anticipated Move-Out Date: \_\_\_\_\_

I understand and accept all terms and conditions listed on the front and back of this application form. I have read this contract and accept this plan for the full contract period and agree to pay the full amount for room and food service.

I realize I may be charged for a private room if I fail to find a roommate, do not wish to move to another room, am unable to get along with my assigned roommate, or fail to complete the agreement correctly. If you want to change your meal plan, please inform the Director of Students and Housing as soon as possible.

**READ ALL PROVISIONS BEFORE SIGNING.** See reverse side of contract for rules and regulations. You are legally bound by these contract items.

Signature of applicant \_\_\_\_\_ Date \_\_\_\_\_

By typing your signature above, you are authorizing your electronic signature.

## RULES, REGULATIONS, AND TERMS OF CONTRACT

1. **Deposit:** A deposit of \$75.00 must accompany this application. The \$75.00 is required as a maintenance deposit and guarantee of contract completion. **The housing deposit will increase to \$100.00 effective July 1, 2018.**
2. **Contract:** This contract for university lodging and meals is for an academic semester and is binding, unless canceled on or before the last Friday before classes begin.
3. **Conditions:** NWOSU reserves the right to refund payments and to refuse assignment to any applicant, and to make all decisions as to room assignment. A student agrees as a condition of this contract to comply with all university and housing rules, regulations, and policies, incorporated herein by reference, which are now in effect or that are amended, or enacted during the term of this contract.
4. **Forfeiture / Cancellation:** Cancellations of application must be received before August 1, 2018 for a full refund of the deposit. If the contract is cancelled after August 1<sup>st</sup>, the university will keep half of the deposit.

Housing contracts are binding for the entire contract period. Once a resident checks into his/her residence hall, he/she is bound to the academic semester term and cancellation would require a contract breakage fee of \$200.00 and forfeit their deposit. Students who fail to fulfill their contracts may be expected to pay for the full contract period and forfeit their deposit.

5. **Late payments: Late payments:** A \$25.00 late fee will be charged each time a room and board payment is late according to the official late penalty dates set by the business office. Residents who are habitually late or become more than one payment behind on room and board are subject to forfeiture of the deposit, removal from residence hall, \$200.00 contract breakage fee, and revocation of meal ticket.
6. **Occupancy:** Rooms must be vacated within 48 hours after the closing of the term. No deductions are made for weekend absences or holidays. Rooms can be occupied during official holidays. Students who may need to reside in one of the halls for a holiday or interim period must contact the Hall Supervisor. Any item left in a room at the end of a contract term will be held 15 days. After 15 days all items will only be considered abandoned and will be disposed of at NWOSU's discretion.
7. **Care of Rooms:** Students must furnish their own linens, towels, and take care of their laundry and cleaning. Students are required to keep their rooms cleaned and in good condition. Room inspection will occur at each dorm's discretion. Rooms should be locked at all times when occupant is not in the room. Student's property in residence halls and other university buildings is at the whole risk of the owner, and NWOSU is not responsible for loss or damage to such property from any cause. NWOSU reserves the right to enter rooms for maintenance inspection, health and safety inspections, or other reasons deemed appropriate by housing employees.
8. **Private rooms:** Private room assignments are dependent upon space availability. The failure of NWOSU to assign a private room will not be considered as a basis for termination of this contract. Private rooms are assigned according to the date contract and deposit is received.
9. **Housing Regulations:** At the beginning and throughout the semester you must be in good standing with NWOSU. Any resident, who by their actions violate the NWOSU Handbook and/or the Residence Hall Handbook may be fined, moved, or dismissed from the hall, and may, at the discretion of the Director of Students and / or Dean of Student Services, be recommended for further discipline from NWOSU. If a resident is dismissed from the resident hall for disciplinary reasons, that resident is responsible for the full payment of their housing contract.
10. **Payment Schedule:** Payment for room and board may be made for the entire semester or students can sign up for the College Green Payment Plan through Ranger Net.

**AFFIRMATIVE ACTION COMPLIANCE STATEMENT** This institution, in compliance with Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, sections 503 and 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act Amendments Act of 2008, and other applicable federal laws and regulations, and to the extent required by law, does not discriminate on the basis of race, color, national origin, sex, age, religion, physical or mental disability, or status as a veteran in any of its policies, practices, or procedures. This includes, but is not limited to, admissions, employment, financial aid, and educational services. Inquiries concerning the application of these programs should be made to Calleb Mosburg, Dean of Student Affairs and Enrollment Management, Northwestern Oklahoma State University, 709 Oklahoma Boulevard, Alva, OK 73717, (580) 327-8415.