



Seminole State College  
 Housing  
 2701 Boren Blvd  
 Seminole, OK 74868  
 Phone (405) 382-9604  
 Fax (405) 382-9620

## SEMINOLE STATE COLLEGE STUDENT HOUSING/FOOD SERVICES APPLICATION

I am applying for:  Fall, August 20\_\_  Spring, January 20\_\_

*(Please print in blue or black ink ONLY)*

**Applicant's Full Legal Name:** \_\_\_\_\_  
Last First Middle

**Gender:** Male Female **Date of Birth:** \_\_\_\_\_ **Age:** \_\_\_\_ **SSC ID/SSN:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_  
Street City State Zip

**Home Phone:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_ **E-Mail:** \_\_\_\_\_

**Emergency Contact Name:** \_\_\_\_\_ **Relationship:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**MISSING PERSON CONTACT (optional):** \_\_\_\_\_ **PHONE #** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

Classification (upon move-in)  
 \_\_\_\_\_ Beginning Freshman  
 \_\_\_\_\_ Returning Freshman  
 \_\_\_\_\_ Sophomore

Please Circle Your Affiliation:  
 Non-Athlete PLC VP Golf Softball Baseball Basketball Volleyball Tennis Soccer

How long will you reside with us?  
 Fall & Spring Semester  Fall Semester Only  Spring Semester Only

**Housing Facility Request:**  **Roesler Residential Living Center** - (pod style living – rooms branch off from a large central shared living room)  
 **Seminole Nation Residential Living Center** - (suite style living – 1 to 2 rooms per suite with a shared living room)

**\*\*\* Please check if you wish to have a private or semi-private room if one is available (additional cost per semester)\*\*\***

- Single Private Room (only in Seminole Nation)** – student has own bedroom and bathroom but shares a living room with suitemates from the second room
- Semi-Private Room in Seminole Nation** – student has own bedroom but will share a bathroom with suitemates from the second room
- Semi-Private Room in Roesler** – student has own bedroom but will share a adjoining bathroom with the resident in the next room

**Roommate Preferences:** (List 1 – 3 people you would like to share a room with, if known. In order to be placed together, roommate requests must be mutual. It is ideal to turn housing applications in together if you already know whom you would like to room with)

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

**If you do not request a specific roommate please answer the questions below as honestly as possible. The following answers will help us to match you with someone compatible.**

- What is your major? \_\_\_\_\_ Do you study \_\_\_ in the quiet or \_\_\_ with background noise such as music or TV?
- Would you describe your room as \_\_\_ very neat and organized \_\_\_ neat but sometimes cluttered, \_\_\_ occasionally messy/cluttered, or \_\_\_ usually messy /cluttered?
- What room temperature do you prefer \_\_\_ hot, \_\_\_ warm, or \_\_\_ cold? Do listen to music or the TV when you sleep? \_\_\_ yes or \_\_\_ no
- Are you a \_\_\_ private person or a \_\_\_ social/outgoing person? What type of music do you listen to? \_\_\_\_\_
- Sleeping habits, are you \_\_\_ early to bed/early to rise, \_\_\_ early to bed/late to rise, \_\_\_ late to bed/ late to rise, or \_\_\_ late to bed/early to rise?
- Do you plan to remain on campus during the weekends when campus is open? \_\_\_ always \_\_\_ often \_\_\_ seldom \_\_\_ never

**Please read carefully:**

You are applying for a room in one of the residential facilities located at Seminole State College. All applications are processed in the order in which the **completed and signed housing/food service application, signed housing contract, the completed Meningococcal Compliance form, and the \$100 room reservation deposit are received**. The room reservation deposit will carry over to the next academic year unless cleaning or room damage charges have to be deducted from the amount or your deposit is forfeited due to non-compliance of checkout procedures. It is important that all forms and the deposit are turned into the housing office together. **Every student living on campus will have the 19 meals per week meal plan for the Fall and Spring Semesters.**

**Fall & Spring Semester Charges:** (room & board is based on student housing cost and the required meal plan per each 16 week semester)  
**Room & Board per 16 week Semester** (for double occupancy room & meal plan) ----- **\$3535.00**

(Residents will be charged for any additional days that he/she stays beyond the 16 week Fall or 16 week Spring Semester. Resident must get approval from housing office if he/she needs to stay additional days.)

**Single Private Room--- Additional Fee of \$250 per semester**  
**Semi-Private Room--- Additional fee of \$100 per semester**

\* The additional fee for the Single Private or Semi-Private Rooms must be paid at the same time the housing application and housing deposit are paid. If a single private or semi-private room is unavailable, this amount will go towards the student's account unless a refund is requested.

*Note: Rates subject to change.*

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**\*\*\*If you require any special accommodations such as a handicap room or assistance due to a disability or health concern, please attach a typed explanation of your individual situation.**

**I understand that this is an application for student housing only. I also understand that the Housing Office cannot guarantee my specific request for a particular residential center, room, or roommate. Seminole State reserves the right to place all students; however, requests will be honored when possible.**

**Further, by submitting this application I am agreeing to abide by all relevant laws and SSC's housing regulations.**

\_\_\_\_\_  
*Signature of Applicant*

\_\_\_\_\_  
*Date*

**If under 18 years of age, signature of parent or guardian:**

\_\_\_\_\_  
*Signature of Parent or Guardian*

\_\_\_\_\_  
*Date*

**If you have an questions regarding this Housing Application or about our housing in general, please contact the Housing Office at (405) 382-9604.**

## SEMINOLE STATE COLLEGE

### Student Housing and Food Service Contract Terms and Conditions

This contract is an agreement between Seminole 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). Residing in College-owned residence halls is considered a fundamental part of the student's education. Therefore, such residency is only a license to occupy and use the residence space assigned for limited purposes and is not a lease of College property. Seminole State College maintains two residence halls, Roesler Residential Learning Center and Seminole Nation Residential Learning Center. The College reserves the right to assign rooms to students. This contract does not guarantee students will be assigned any particular residence hall. Housing officials will attempt to accommodate student's requests.

The parties to this contract, in consideration of the mutual covenants and stipulations set out herein, agree as follows:

- 1. Deposit** – A room reservation deposit of \$100.00 must accompany the Housing Application for first time residents. Returning residents in Good Standing no deposit will be required when submitting a new contract. If a student decides not to live on campus, in order to receive a refund of this deposit (and any other funds paid toward living costs) student must notify the Housing Office in writing, of their intentions on or before August 1, if they plan to enter campus housing in the fall semester, or December 15 if they plan to enter in the spring semester.

#### **The deposit is eligible for release if:**

1. It is the end of an academic year and there is not an active contract on file for upcoming semesters, and proper checkout procedure is followed. Proper checkout procedure: clean room and bathroom, complete final room inspection with a Residential Life Assistant and return all room keys.
2. All cleaning fees, lost key fees, and damage charges will be deducted from the deposit first. Any charges over the \$100 deposit will be applied to the residents account for immediate payment. If a student fails to properly checkout at the end of the semester the \$100 will be forfeited and any cleaning fees, lost key fees or damage charges will be applied to the residents account for payment.
3. After permitted deductions, the balance of the security deposit will be credited to the resident's student ID debit card after the expired contract. Each student will have an itemized deposit refund sheet showing any deductions mailed to their residence.

- 2. Eligibility**-Residents must be admitted students and currently enrolled in 12 hours or more at Seminole State College.

Exceptions to this rule are for a resident's final semester at SSC, in which the resident may take only those courses required to graduate and also for students enrolled in intersession classes or summer semester classes. Acceptance of this contract by the College does not constitute admission to the College.

- 3. Period of Contract**-Beginning the first day of the academic semester that you have indicated on your housing application and will terminate at 3:00 p.m. on the day following the last day of classes for the last semester you attend in the academic school year. The student agrees to vacate the assigned room by the above time, unless other arrangements are made.

**4. 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. The residential centers are closed during breaks and holidays students must vacate the centers during this time.

**5. Initial Payment and Monthly Payment**- Residents may choose to pay the entire semester payment in one advance payment, or 4 equal payments due the 1st day of each month (August through November for the fall semester and January through April for the spring semester). Summer Semester or Intersession must be paid in advance unless other payment arrangements are made. All payments and/or payment arrangements must be made at SSC's Business Office on or before the due date. Failure to pay will result in a delinquent account, a \$50 late fee and suspension of the meal card and/or eviction can occur. All residents with an outstanding housing balance will be denied permission to enroll or receive their transcript. The College reserves the right to notify the student's parent(s) or guardian(s) of payments past due and/or contract violations.

**6. Contract Release/Refund/Termination of Contract**-The contract is for the full period indicated and a student cannot be released or refunded any part of the payments except as in the following:

- a. If a resident Withdraws officially or is Dismissed from the College or dismissed from the residence halls for the balance of a contract period, at which time the student will be charged for service accrued on the basis of a one-semester contract.
- b. The College reserves the right to terminate a student's contract if found at any time during the semester not to be enrolled full time or has ceased to attend classes, resident has abandoned room, failure to meet financial obligations satisfactorily, violation of college policy, rules or regulations or violation of criminal law and the resident will be charged for service accrued on the basis of a one-semester contract.

- c. If a student is not required by College policy to live in College-owned housing, this contract may be terminated upon payment of any accrued services at the one semester rate.
- d. 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.
- e. Any termination of the contract after signing of this agreement shall result in forfeiture of the \$100 room reservation deposit.

**7. 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.

**8. Assignment of Rooms/Consolidation-** All applications are processed in the order in which the completed and signed housing/food service application, signed housing contract, the completed Meningococcal Compliance form, and the \$100 room reservation deposit are received. 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 a student. If a student's roommate moves, the remaining student may be required to move or share his/her room with another student(s).

**9. Access to Rooms-**The College reserves the right to allow authorized College personnel to enter a student's room for an institutional-purpose search, such as: In the interest of the welfare, health, and safety of the resident or residential community, to conduct periodic general room inspections for overall cleanliness and maintenance of acceptable standards, to provide maintenance, perform repairs or other related activities, to address a policy violation or law that has or is being broken, and for emergency events.

**10. Food Service-**There is one meal plan available and is included with this contract. The meal plan is for the fall and spring semesters only. Residents are required to have this meal plan of 19 meals per week. ID cards are required to be handed to the cashier at each meal.

**11. Incorporation of Rules and Regulations-**Rules and regulations appearing in the most recent Residence Hall section of the SSC Student Handbook and the Student Code of Conduct section are made part of this contract. All residents are responsible for their knowledge of the handbook. Handbooks are available on Seminole State College's website under the housing section. Please also make note of the following rules and regulations:

- a. In the case of double-occupancy rooms in an assigned Residence Hall, you share equal responsibility for the condition of all furnishings in the room and shall share equally in the responsibility of reimbursing Seminole State College for any damage to or loss of these accommodations and furnishings, unless individual responsibility is determined at the time the damage occurs. In the event individual responsibility is determined, you will bear sole responsibility for reimbursement of damage costs. You may also be required to share the expense of repair or replacement of any property in areas commonly used by residents and their guests.
- b. Lost hard key charge is \$50.00. Lost key card charge is \$10.00.
- c. You are responsible for maintaining the cleanliness of your rooms. If there are outside charges incurred by the College for cleaning over and above the deposit, the amount of room deposits will be assessed equally against all residents in a room by the College and must be paid promptly. The College at its sole discretion shall make determination of the amount of such cleaning cost. Failure to pay this assessment will result in a hold on your registration, grade reports, or issuance of a transcript.
- d. Although precautions are taken to maintain adequate security, Seminole State College does not assume any legal obligation to pay for injury to persons (including death) or loss of or damage to items of personal property which occur in its buildings or on its grounds prior to, during, or subsequent to the period of the contract. You and your parents or guardians are advised to carry appropriate insurance to cover such losses.
- e. Absolutely no routers are allowed in the residence halls due to the interference with the College's internet on campus.
- f. The following are not allowed: pets of any kind, candles, incense, grills such as outdoor grills and George Foreman grills, hot plates, fireworks, guns (including BB guns).
- g. Seminole State is a Tobacco and Alcohol free campus. All Tobacco and Alcohol products are not permitted on campus. All tobacco or alcohol signage, posters, clocks, furniture or anything that advertises tobacco or alcohol are not allowed.

**12. Convicted of a Felony-**If you have been convicted of a felony, your housing will be held until you meet with the Vice President for Student Affairs. The VPSA reserves the right to deny College housing to any student.

**13. Removal of Property-** Upon the expiration of this contract or upon termination of this contract, the resident must remove all personal property from the premises before completing the official and properly executed exit check out. Any personal property that remains after the official check out or termination shall be deemed abandoned and may be removed and disposed of by the College.

**SEMINOLE STATE COLLEGE  
HOUSING CONTRACT ACCEPTANCE FORM**

**Resident Student Name** \_\_\_\_\_  
                                                          **Last**                                                          **First**                                                          **Middle**

**Student ID Number** \_\_\_\_\_ **Sex** ( ) **Male**    ( ) **Female**

During the period of the contract, Seminole State College agrees to provide housing accommodations and food services, and you agree to pay to the college the amount of the charges specified to be paid and at the prescribed time (according to the Room and Board Rate Payment Option Schedule) for such accommodations.

I, the undersigned student have read, understand and do accept the Housing-Food Services contract terms and conditions.

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Student (or Parent or  
Guardian, if Student is under 18 years of age)**

**DETACH THIS PAGE** and mail along with your Application for Housing and the \$100.00 deposit to:

**Seminole State College  
Housing Office  
P.O. Box 351  
Seminole, OK 74868**

Note: You will not be considered for housing placement until all documents are received along with your deposit.

**NON-DISCRIMINATION STATEMENT**

Seminole State College, in compliance with Title VI of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, and other Federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, handicap, or status as a veteran in any of its policies or procedures. This includes, but is not limited to admissions, employment, financial aid and educational services. The college is in compliance with Section 22 of the Drug Free Schools and Communities Amendments of 1989, Public Law 101-542. Seminole State College is also in compliance with Student Right-to-Know and Campus Security Act of 1990; Public Law 101-542.

*This signature page is made part of the Housing/Food Service Contract. (Rev. 2006)*

OFFICE USE ONLY

DATE: \_\_\_\_\_ Copy of Housing Contract Given to Student in Person and/or Through Campus or Personal Email