



## RULES, REGULATIONS, AND TERMS OF CONTRACT

1. A deposit of \$75.00 must accompany this application. The \$75.00 is required as a maintenance deposit and guarantee of contract completion.
2. **Contract:** This contract for university lodging and meals is for either one or two academic semester and is binding, unless canceled on or before the last Friday before classes begin.
3. **Conditions:** The University reserves the right to refund payments and to refuse assignment to any applicant, and to make all decisions as to room assignment. REQUESTS FOR CANCELLATION MUST BE MADE ON OR BEFORE THE FRIDAY PRIOR TO THE FIRST DAY OF CLASSES FOR THE TERMS IN WHICH HOUSING HAS BEEN REQUESTED. 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:** Housing contracts are binding for the entire contract period; and once you receive a hall assignment, you are obligated to live in University Housing for the entire contract period. Students who fail to fulfill their contracts are expected to pay for the full contract period and forfeit their \$75.00 deposit. The Housing Committee reserves the right to assess a \$100.00 contract breakage fee for students who wish to break their contract and move off campus. The Housing Committee can approve the contract breakage portion of the contract on the room only, not meal contracts.
5. **Late payments:** A \$25.00 late fee will be charged each time a room and board payment becomes ten working days past due. Residents who are habitually late or become more than one payment behind on room and board are subject to forfeiture of the \$75.00 deposit, removal from residence hall, \$100.00 contract breakage fee, and revocation of meal ticket. Fall semester payments are due the first of September, October, November, & December. Spring semester payments are due the first of February, March, April, & May.
6. **Occupancy:** Rooms must be vacated within 24 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. HOLIDAYS ARE: Thanksgiving, Christmas, and Spring Break. Any item left in a room at the end of a contract term will be held 15 days. After 15 days all items will be considered abandoned and will be disposed of at Northwestern's discretion.
7. **Care of Rooms:** Students must furnish their own linen, towels, and take care of their laundry and cleaning. STUDENTS ARE REQUIRED TO KEEP THEIR ROOMS CLEAN 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 there at the whole risk of the owner, and the university is not responsible for loss or damage to such property from any cause. The University reserves the right to enter rooms for maintenance inspection or other valid reasons.
8. **Special Guests:** Arrangements must be made with the Hall Supervisor to house a guest. The charge per night is \$5.00. Guests may only stay a maximum of three consecutive nights.
9. **Private rooms:** Private room assignments are dependent upon space availability. The failure of Northwestern 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 is received.
10. **Housing Regulations:** At the beginning and throughout the semester you must be in good standing with the University. Any resident, who by their actions consistently violate University and / or residence hall regulations, creates undue disturbances for other residents, or who unreasonably withhold their cooperation from other students and from the staff of the residence hall 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 dismissal from the University. If a resident is dismissed from the resident hall for disciplinary reasons, that resident is responsible for the full payment of their housing contract.
11. **Payment Schedule:** Payment for room and board may be made for the entire semester or in quarterly payments. Entire semester payment is made at the start of each semester. If quarterly payments are preferable, one-fourth of the semester charge is due each payment. Fall semester payments are due the first of September, October, November, and December. For the spring semester the payments are due the first of February, March, April, and May.

### 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 of 1990, and other federal laws and regulations, 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 Dr. Randy Smith, Dean of Student Services, Northwestern Oklahoma State University, Alva, OK 73717, (580) 327-8415, or the Office of Civil Rights, U.S. Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, Mo. 64114, (816) 268-0550.