



**Housing & Meals Contract**  
Residential Life | Student Affairs | Hemphill Hall 140  
1507 S. McKenna Poteau, OK 74953  
918.647.1374 or rearmstrong@carlalbert.edu

The Resident Student will not receive keys to the room until the "Proof of Payment Plan and/or Pending Financial Aid" form has been completed and returned. The "Proof of Payment Plan and/or Pending Financial Aid" form will be made available to Fall Resident Students no earlier than July 1 and to Spring Resident Students no earlier than November 1. Unpaid balances could result in the Resident Student's dismissal from the Residential Life Program. Meal Plan stickers are to be picked up at the Office of Student Affairs.

**Entry Term:**  Fall 20\_\_\_\_\_  Spring 20\_\_\_\_\_

**Applicants Name:** \_\_\_\_\_  
Last First MI Suffix

**Student ID Number:** \_\_\_\_\_ **Classification:**  Freshman  Sophomore

**CASC Student Email:** \_\_\_\_\_

**Personal Email:** \_\_\_\_\_

**Gender:**  Male  Female **Major:** \_\_\_\_\_

**Birthdate:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ **Age:** \_\_\_\_\_

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

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

Have you ever been convicted of a felony? Yes No

Have you ever been placed on disciplinary probation or suspension from a college or university? Yes No

Have you ever been convicted of a misdemeanor involving domestic violence, violent crimes, or drug related crimes? Yes No

If you answered "YES" to any of the above questions, please attach a written statement of disclosure.

All double occupancy room assignments are made on a first-come, first-served basis according to the date the \$75.00 Housing Maintenance Fee is paid and the completed Housing and Meals Contract is received. For more information on Residential Life, please visit carlalbert.edu.

**READ ALL PROVISIONS BEFORE SIGNING** – You are legally bound by these contract items. Oklahoma Law states minors are also bound for the value of housing and food and by their contracts for the same. I have read and understand the conditions of the Housing and Meals Contract detailed above and on the following pages/attachments and do agree to all terms as stated. I understand I will be liable for, and do agree to pay, any fees associated with this contract regardless of the amount of financial aid awarded.

\_\_\_\_\_  
Print Student Name

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Parent/Guardian Name

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

\_\_\_\_\_  
Date



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Rates & Roommate Selection

Housing & Meal Rates\*:

Double Occupancy Room: \$900.00 15 Meal Plan: \$1,300.00\*\*

\*Housing and Meal Rates are based on the previous academic year, and may be subject to change.
\*\*All Resident Students in the Residential Life Program are required to have a meal plan.

Roommate Request:

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 submit your Housing & Meals Contracts at the same time if you know with whom you would like to room.

1: \_\_\_\_\_ 2: \_\_\_\_\_ 3: \_\_\_\_\_

Do you have any physical needs that should be considered when assigning your room? [ ] Yes [ ] No

If Yes, please explain: \_\_\_\_\_

Roommate Preferences:

If you did not request a roommate, please answer the questions below as honestly as possible. If the specific answer isn't available, simply choose the closest option. The following answers will help us attempt to match you with someone compatible.

What are your sleeping habits? [ ] Early to bed/Early to rise. [ ] Early to bed/Late to rise. [ ] Late to bed/Early to rise. [ ] Late to bed/Late to rise.

How do you prefer to study? [ ] In the quiet. [ ] With background noise (i.e. Music, TV, Podcasts, etc.).

How often do you expect to have your friends in your room? [ ] Several days a week for several hours. [ ] Few days a week for several hours. [ ] Several days a week for a few minutes. [ ] Few days a week for a few minutes. [ ] Very rarely, if ever.

How often are you comfortable with your roommate having their friends in your room? [ ] Several days a week for several hours. [ ] Few days a week for several hours. [ ] Several days a week for a few minutes. [ ] Few days a week for a few minutes. [ ] Very rarely, if ever.

How would you describe your room? [ ] Neat and Organized. [ ] Occasionally messy/cluttered. [ ] Usually messy/cluttered.

What is your favorite type of movie? [ ] Rom-Com. [ ] Action/Adventure. [ ] Fantasy. [ ] Horror. [ ] Comedy. [ ] Foreign. [ ] Sci-Fi. [ ] I'm more of a TV Series person. [ ] I'm more of an Anime person.

What kind of expectations do you have about you and your roommate? [ ] I want a roommate who I can become friends with. [ ] I want a roommate who respects my personal space/property. [ ] I need a roommate who has the same sleep schedule and study habits as me.



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## Terms & Conditions

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### TERMS

- A. Housing and Meals Contracts will be issued no earlier than April 1 for new Fall Resident Students. All double occupancy room assignments are made on a first-come, first-served basis according to the date the \$75.00 Housing Maintenance Fee is paid and the completed Housing and Meals Contract is received.
- B. The Housing & Meals Contract period shall be for the Fall and Spring semesters of the same academic year, or summer semester.
- C. Housing and Meals Charges are non-refundable. Dismissal from the Residential Life Program will not result in a refund of Housing and Meals Charges.
- D. Resident Students who withdraw from the Residential Life Program before receiving their room key may request to have their Housing and Meals Charges removed. If a Resident Student receives their room key, but withdraws from the Residential Life Program on or before the "drop date" (last day to drop classes without charges or grades), the Resident Student will be responsible for 25% of the total Housing and Meals Charges.
- E. The Housing and Meals Contract does not provide for any closed times (i.e. Thanksgiving Break, Winter Break, Spring Break, breaks between semesters, etc.), in which Residential Housing and Food Service will be closed.
- F. Resident Students must be enrolled in 12 credit hours (6 credit hours for Summer Resident Students) or more each semester, and maintain full-time student status until the 60% date of the semester, at which time, pending the approval of Residential Life Staff, Resident Students may reduce their course load to no less than 6 credit hours (3 credit hours for Summer Resident Students).
- G. Resident Students are not allowed to have spouses, partners, or dependents visit them in Residential Housing outside of visitation hours (8 AM—Midnight).

### ROOM AND BOARD

- A. Resident Students are required to purchase a meal plan (excluding Summer Resident Students).
- B. No refunds or reduction in charges will be made for meals missed as a result of violation of the terms of this contract. Meal plans are non-transferable.

### ASSIGNMENTS OF ROOM

- A. The College reserves the right to make all room and roommate assignments.
- B. The Resident Student agrees that the College may reassign Residential Housing space or adjust the occupancy of rooms to maximize space utilization and that the College may take such actions as necessary to control the use of rooms in the event of an epidemic or disaster, or other conditions or circumstances that may appear to require such control.
- C. The College reserves the right to refund payments and refuse assignments to any applicant.
- D. All room keys must be obtained by proper check-in via a Residential Life Staff Member.

### ACCESS TO ROOMS

- A. The College reserves the right to enter any Resident Student's room at any time that a health, safety, maintenance and/or damage inspection of the premises is deemed necessary. Room inspections are made at periodic intervals with previous notice posted for all Resident Students to maintain and preserve the Residential Housing accommodations in the interest of all Residential Life with regard to the welfare of all Resident Students.
- B. The College reserves the right to remove or confiscate any items that are deemed hazardous to Residential Housing or its occupants.
- C. All locked or closed containers are subject to inspection.

### MEDICAL REQUIREMENTS

- A. Oklahoma Statutes, Title 70 3243 requires that students in any public or private postsecondary educational institution who resides in on-campus student housing shall be vaccinated against meningococcal disease or sign a written waiver stating the student has received and reviewed the information provided on the risks associated with meningococcal disease and has opted not to be vaccinated. Waiver form can be found at carlalbert.edu on the Housing page.

### PAYMENT

- A. The Resident Student agrees to pay all Housing and Meals Charges at the current rate set forth by the College.
- B. The College reserves the right to increase rates for Housing and Meals at any time, provided due notice is given to all students when cost of services extend beyond the College's control.
- C. Resident Students must make satisfactory payment (as determined by the Office of Student Affairs, The Office of Financial Aid, and the Business Office) toward their CASC student balance or provide proof of pending Financial Aid by the 8th week of each semester; failure to do so will result in immediate dismissal from the Residential Life Program.
- D. Any unpaid balance at the end of the semester and/or contract term will be turned over to a collection agency and a hold will be placed on the Resident Student's transcript.

### ROOM CARE

- A. Resident Students will furnish their own linens, blankets, towels, pillows, curtains, etc.
- B. Resident Students are REQUIRED to keep their rooms clean and in good condition at all times.
- C. The College will do regular maintenance as required.
- D. Resident Students will be charged for any and all damages caused either by accident or maliciousness.
- E. Rooms should be locked when vacated. The College assumes no responsibility for loss or damage of property. It is the Resident Student's responsibility to acquire home owners or renter's insurance.

### RULES AND REGULATIONS

- A. The Resident Student agrees, as a condition of the Housing & Meals Contract, to comply with all Residential Life rules, regulations, and policies, which are now in effect or enacted during the term of this contract.
- B. The Resident Student agrees that Resident Students, who, by their actions, violate College and/or Residential Life regulations, create undue disturbances, or who unreasonably withhold their cooperation from other students and from the College staff may be dismissed from the Residential Life Program and may be suspended from the College.
- C. The *CASC Student Handbook* is available to students online at [www.carlalbert.edu](http://www.carlalbert.edu). A physical copy will be made available to students, upon request.



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## Rules & Regulations

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The primary goal of the Carl Albert State College Office of Student Affairs is to provide each Resident Student with an environment that is safe, clean, and conducive to your educational growth. The Resident Student agrees, as a condition of the Housing and Meals Contract, to comply with all College and Residential Life rules, regulations, policies, and expectations which are now in effect or that are amended or enacted during the term of the contract.

- The Housing and Meals Contract does not provide housing and/or meals for break periods (i.e. Spring Break, Thanksgiving Break, Winter Break, etc.). Resident Students are not allowed to stay in Residential Housing during break times. However, in some circumstances, such as Resident Student Athletes who are required to stay, or out-of-state Resident Students who cannot return home, permission to stay in Residential Housing may be obtained only after approval is received from the Residential Life Coordinator. Thus, if you plan to have a job in Poteau or the surrounding area, we suggest that you inform your employer of this policy. **You will not be allowed to stay in Residential Housing during a break period for employment purposes.**
- Resident Students are not allowed to distribute personal information (where a particular Resident Student lives, room numbers, etc.) about other Resident Students or Residential Life Staff.
- Residential Life makes every effort to inform Resident Students of when room inspections or maintenance will occur. However, there will be times when room inspections or maintenance will be necessary and happen with little or no prior notice to Resident Students. If Physical Plant Staff or Residential Life Staff need to enter your room for an unscheduled visit, your full cooperation and respect is expected.

### **Residential Life Program Prohibited Actions & Items:**

- Resident Students are expected to comply with state and local laws regarding the use of alcohol and other drugs. The possession or consumption of alcoholic beverages or any controlled substance in Residential Housing, on College property, or at any activity sponsored by or for the College is prohibited. The possession of any controlled substance may result in dismissal from the Residential Life Program. Empty alcohol beverage containers, even if being used for display purposes, are prohibited in Residential Housing.
- **Resident Students may have guests in their rooms daily from 8 AM - Midnight. All guests must leave by Midnight.**
- Smoking (including vaping) is not permitted in Residential Housing, on Residential Life grounds, or any other location on campus. CASC is a tobacco free campus.
- Resident Students are not allowed to congregate after midnight anywhere on campus (i.e. Residential Life grounds, parking lots, etc), unless traveling to or from an approved CASC Student Activity or designated activity space. Resident Students must understand that they assume full responsibility for their guests and that their guests must abide by the rules set forth in the CASC Student Handbook. *For questions regarding CASC Student Activities and designated activity spaces, please visit the Office of Student Affairs.*
- **Candles, candle warmers, incense, incense burners, Scentsy warmers**, halogen lights, oil lamps, and all other flammable liquids and flammable liquid fueled devices are not permitted in Residential Housing.
- The possession or firing of firearms, fireworks, or explosives by students is illegal and strictly prohibited on campus under state and federal law. This also pertains to knives, bows and arrows, martial arts weapons, air rifles, and paintball guns (and paintballs). In addition, students are prohibited from possessing or using slingshots, pellet guns, and water devices of any kind on campus.
- **The possession of the following items are not permitted in Residential Housing:** pets, grills (charcoal, gas, electric, or portable grills), deep freezers, portable heaters, sunlamps, broadcasting equipment (short-wave radios, etc.), large exercise equipment, traffic/street signs, cooking devices with exposed heating elements, dartboards, air conditioners and other high wattage appliances.
- Resident Students are liable for the property in their room and are not allowed to remove property from the room, dismantle furniture, or stack the desks. In addition, Resident Students are not allowed to move extra furniture (recliners, chairs, couches, large computer desks, large entertainment centers, etc.) into their room without permission from the Residential Life Coordinator.
- All furniture must be positioned **at least 2 feet** from the air conditioner/heating unit to ensure proper safety. Also, **do not sit anything on the top of or next to the air conditioner/heating unit** (this includes curtains, stuffed animals, alarm clock, paper products, clothing, chairs, desks, trash cans, etc.). This creates a **fire hazard** which endangers all Resident Students in Residential Housing.
- For detailed Residential Life check-in and checkout procedures, see the Residential Program Regulations section of the CASC Student Handbook.
- For detailed room decoration rules, see the Residential Program Regulations section of the CASC Student Handbook. Do not use nails or pins to attach objects to wall.
- **I understand that the Housing and Meals Contract is a legally binding contract. I understand that if I withdraw from, or am dismissed from, the Residential Life Program at any time during the semester, I will be required to pay all Housing and Meals Charges in their entirety.**
- **I understand that it is my responsibility to make myself familiar with the information provided in the CASC Student Handbook and that I am contractually obligated to adhere to the policies and expectations set forth in the CASC Student Handbook as a result of this Housing and Meals Contract. I understand the College reserves the right to assess fines to students for violating policies in the CASC Residential Program Regulations section in the CASC Student Handbook (or listed above).**
- **I understand the College is not responsible for any damage or loss of personal property due to theft, fire, facility failure, or severe weather. I understand all rules and regulations apply every day of the week, including weekends.**