

Housing Application

Fall 2011 - Spring 2012

\$40 Non-Refundable Application Fee Must Accompany Application

Date App Fee Paid
(office use only)

Contact Information:

Last Name First Name MI ECU ID Number

____ Male ____ Female ____ Age Email Address _____

Mailing Address _____
 PO Box or Street Address Home Phone

 City State Zip Cell Phone

Classification in Fall:

____ Beginning Freshman ____ Sophomore ____ Senior

____ Returning Freshman ____ Junior ____ Graduate Student

Building Requested: (please number choices from 1 to 3 with "1" being your first choice)

____ Pesagi ____ Pontotoc Semi-Private ____ Pontotoc Suites ____ Briles

____ Tiger Commons Two Bedroom ____ Tiger Commons Four Bedroom ____ Knight

Roommate/Suitemate Request: (Optional)

Roommate Requested _____

Suitemate(s) Requested _____

Phone number you would like us to give your assigned roommate/suitemate _____

Meal Plan: (Every student living on campus must have a meal plan, if a meal plan is not selected, a 10 meals per week plan will automatically be selected for you.)

____ TC Flex Plan (Tiger Commons Only) ____ 10 Meals Per Week

____ 14 Meals Per Week ____ 20 Meals Per Week

Are you a veteran? _____

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 compliance form and \$40 non-refundable application fee are received. Every student living on campus must purchase a meal plan. Actual on-campus housing costs will be made available on the Housing and Residence Life website at www.ecok.edu/housing.

**East Central University
Housing Contract
Terms and Conditions
Fall 2011 and Spring 2012**

Contract Terms

This housing contract is for on-campus housing and a meal plan for the 2011-12 academic year, or any portion of the academic year remaining at the time this contract is signed. Contracts are based on the dates of occupancy while East Central University is in session and do not include the summer 2012 term and/or interim periods. This contract is not a guarantee to provide housing or a space on campus.

The meal plan is available when East Central University is in session during the 2011-2012 academic terms, and rates do not include holiday periods or the summer 2012 term and/or interim periods.

The contract begins the first day of the Fall 2011 semester and terminates at 5:00 p.m. on the last day of classes in Spring 2012. Check-in will be prior to the first day of classes, however the meal plan will not be available until the breakfast meal on the first day of classes. You will be notified in July 2011 of the check-in procedure and your room/roommate assignment.

Housing/Meal Plan Payments

Every student on campus must purchase a meal plan. Students may only increase or decrease their meal plan before 5:00 p.m. on the 10th day of classes. Students desiring to do so must fill out the appropriate meal plan reduction form located in the housing office in room 155 of the Administration building. Your housing/meal plan fee may be paid in one payment, or monthly. If paying in one payment, the balance will be due upon check-in. If paying monthly, the first installment will be due upon check-in, with each additional payment due on or before the 15th of each following month. You will not receive a housing/meal plan statement. It is your responsibility to make payments in a timely manner. In the event that a payment is late, or missed, a \$5.00 late fee will be assessed for each month the payment is late. If your Fall 2011 housing/meal plan financial responsibility is not satisfied prior to pre-enrollment for the Spring 2012 semester, a hold will be placed on your record, and you will not be permitted to enroll until your housing/meal plan account balance has been paid.

Please be aware that even if you choose to make installment payments, any outstanding housing/meal plan balance will be paid out of your Financial Aid. Any amount remaining after financial aid has been applied can be paid out on the monthly installment payment schedule. However, if financial aid covers all of your housing/meal plan debt, the installment option will not be available to you.

East Central University reserves the right to increase rates for housing and meal plans at any time when costs of services and/or programs require a need for such an increase. In such cases, notice will be given to the students prior to the start of the semester.

Cancellation Policy

In the event that you decide not to attend East Central University after submitting the \$40 non-refundable application fee, that \$40 fee is not recoverable. In order to avoid any early cancellation fees and penalties, you must notify the Housing and Residence Life Department at least 5 days prior to the first day of the semester that you will not be attending East Central University or if you will be attending East Central University, but not living on campus. Failure to do so will result in an additional fee of \$100 being placed on your account.

If you wish to cancel a contract and move out of on-campus housing during the contract period, you must first get approval from the Director of Housing and you will be responsible for paying for the remainder of the balance on the housing contract for the full academic year.

Housing Assignments

Housing assignments will be based on the date that the complete Application Packet is received. The packet must include the following:

- Signed Contract
- Completed and Signed Application Form
- Signed Roommate Questionnaire
- Signed Certification of Meningococcal Compliance Form (if first time ECU student)

You have the opportunity to make roommate and/or suitemate preferences. It should be noted that these requests will only be considered if both applications are returned together requesting one another as roommates.

Although an attempt will be made to accommodate your preferences, it should be noted that these preferences may not always be able to be accommodated. East Central University reserves the right to make room assignments and/or changes which are in the best interest of you, the student, as well as the University.

Requests for room/roommate changes will not be considered or granted until after the second week of classes. All room/roommate changes are pending space availability and approval from the Hall Director and may only occur during the designated room change period. See a staff member for details.

Consolidation Policy

In order to reduce the number of rooms or suites that are not at full occupancy as a result of move-outs during the Fall 10' semester, we reserve the right to consolidate housing assignments when vacancies occur in any room or suite. This may require a student to move from an originally assigned space. This policy will be in effect through the first four (4) weeks of the Spring semester. East Central University reserves the right to consolidate residents onto different floors of a building or in a different building, if it is in the best interest of building occupancy, safety considerations, and/or utilities.

Authorized Entry

East Central University does reserve the right to conduct Institutional-Purpose Searches. Authorized East Central University personnel may enter any student's room at any time that a health, safety, welfare, maintenance and/or damage inspection of the premises is deemed necessary. Health and Safety Checks are made at periodic intervals to maintain and preserve the housing accommodations in the interest of all residence halls and on-campus housing with regard to the welfare of all students. The university also reserves the right to conduct Institutional-Purpose Searches when needed for all institutionally vital purposes. East Central University reserves the right to move and hold in storage any items hazardous to the building or its occupants. Such items are defined in the East Central University Student Handbook.

Room Care

Each student is responsible for the care of the rooms, furnishings, and equipment in the residence halls and on-campus housing facilities and for keeping his/her assigned room clean and sanitary. Unauthorized transfer of furniture within or between suites, rooms, buildings, or from public areas is prohibited. Please note that students are encouraged to acquire renter's insurance. Neither the university, nor any departments therein, including the Department of Housing and Residence Life, will be held liable for damage or injury to a student or damage or loss of property of a student for any reason. Please see the Housing Policy Manual for more details. Students will be charged for any and all damages caused by accident or maliciousness to his/her assigned room. Residents are responsible for the behavior of their guests and are also responsible for paying for any damages caused by the guest of any resident. A guest is defined as someone who is allowed into any residence hall room or on-campus housing facility by a resident or by a guest of a resident.

Regulations

Each resident is expected to conduct himself/herself in a manner acceptable for community living including adherence to the policies stated within this contract, the policies outlined in the East Central University Student Handbook and all Housing Policies. Residents, who by their actions, violate University and/or residence hall/on-campus housing regulations, create undue disturbances for other residents, or who refuse to cooperate with other students and with residence hall staff may be subject to disciplinary behavior including, but not limited to, being dismissed from the hall and may, at the discretion of the Dean of Students, be recommended for dismissal from the University.

I understand and accept all the terms and conditions of residing in any of the on-campus housing facilities as stated in this housing contract, the ECU Student Handbook, and the Housing Notes. The ECU Student Handbook and Housing Notes may be picked up in 155/102 Administration respectively or found on the ECU website at www.ecok.edu/students and www.ecok.edu/housing respectively.

Signature

Date

I have retained a copy of this housing contract for my records. (Initials) _____

In Compliance with Oklahoma Statutes, Title 70 §3243

Certification of Meningococcal Compliance

Oklahoma Statutes, Title 70 §3243, requires that all students who are first time enrollees in any public or private postsecondary educational institution in this state and who reside in on-campus student housing shall be vaccinated against meningococcal disease. Institutions of higher education must provide the student or the student's parents or other legal representative detailed information on the risks associated with meningococcal disease and on the availability and effectiveness of any vaccine.

The statute permits the student or, if the student is a minor, the student's parent or other legal representative, to sign a written waiver stating that the student has received and reviewed the information provided on the risks associated with meningococcal disease and on the availability and effectiveness of any vaccine, and has chosen not to be or not to have the student vaccinated.

Student's Name: _____
Institution: East Central University
Birth date: _____ Term/Year of first enrollment: _____
Social Security Number or Student ID: _____

I have received and reviewed detailed information on the risks associated with meningococcal disease, and I have received and reviewed information on the availability and effectiveness of any vaccine (against meningococcal disease), and I have been vaccinated or I choose not to be vaccinated* against meningococcal disease.

Resident Signature: _____ Date: _____

When student is under 18 years of age, the following must also be completed:

As the parent, guardian or other legal representative, I certify that the student named above is a minor and that I have received and reviewed the information provided and that I have chosen not to have the student vaccinated against meningococcal disease.

Guardian Signature: _____ Date: _____

*With this waiver, I seek exemption from this requirement. I voluntarily agree to release, discharge, indemnify and hold harmless East Central University, its officers, employees and agents from any and all costs, liabilities, expenses, claims, demands, or causes of action on account of any loss or personal injury that might result from my decision not to be immunized against meningitis.

*Getting this vaccine is at your discretion, however the housing office must have this form signed and on file

This form will be used to place you with a roommate. Please fill out form completely as it may be separated from the rest of this application.

Roommate Questionnaire

Name _____ Phone Number _____

Student ID Number (social) _____

Male _____ Female _____ Classification _____ Freshman _____ Sophomore
_____ Junior _____ Senior _____ Grad.

Room assignments will be made in June, 2011. If you request a specific roommate, then both potential roommates' applications should be turned in together. If you do not request a specific roommate, your application and this questionnaire will be used to match you with someone with similar interests, if possible. Although an attempt will be made to accommodate your preferences, it should be noted that these preferences may not always be able to be accommodated. It should also be noted that private rooms will not be granted until the Great Change Day, with the exception of rooms that are designed for only one person. Requests are not guaranteed, but will be taken into consideration.

Requested roommate _____ Student ID # _____

Please complete this questionnaire carefully. You may leave questions unanswered, but be aware that the more complete the questionnaire is, the better we can place you.

1. I consider myself to be: _____ Quiet and Reserved
_____ Outgoing
2. My idea of having a roommate is to: _____ be respectful of each other and peacefully co-exist
_____ to be friends
_____ to do everything together
3. Which of the following best describes how you feel about sharing your personal belongings?
_____ I don't mind if my roommate uses or borrows some of my belongings
_____ Some sharing is OK, but I want to be asked first
_____ I am uncomfortable with sharing my personal belongings
4. Although smoking is NOT permitted in the residence halls:
_____ I do smoke
_____ I don't smoke and would like a roommate who does not smoke
_____ I don't smoke, but I don't mind if my roommate smokes
5. Although the consumption of alcoholic beverages is NOT permitted in the residence halls:
_____ I prefer a roommate who does not drink
_____ I don't care if my roommate drinks
6. I generally keep my room: _____ Very neat
_____ Mostly neat
_____ Generally clean, but I can tolerate a messy room
_____ Generally messy and cluttered
7. How much private time do you require? _____ None
_____ A little each day
_____ A lot

8. How social do you prefer your room to be? Quiet, study oriented
 One or two guests at a time
 Lots of company most of the time
9. I usually go to bed on school nights: Before 10 p.m.
 Between 10 p.m. and midnight
 Between midnight and 2 a.m.
 After 2 a.m.
10. I usually get up in the mornings: Early, even if I don't have an 8:00 a.m. class
 Right before class, even if my first class is at 10:00 a.m.
 Only if I have to. I'd rather sleep until noon.
11. With regards to studying in my room:
 I prefer to study in silence
 I prefer to study with some background noise like music or television
 It doesn't matter, I can adapt
12. Please indicate your music preference (check as many as you want!)
 Alternative Christian Classical Country
 Metal R & B Rap Rock
13. I am planning to join a sorority or fraternity: Yes No

Thank you for taking the time to complete this questionnaire. You've just made our job a little easier. You will receive notification by mail of your housing and roommate assignment in mid-July 2010. In the meantime, if you have any questions, call the East Central University Housing and Residence Life Office at (580) 559-5602 and we will assist you in any way that we can.

East Central University
Housing and Residence Life
1100 E. 14 PMB R-7
Ada, OK 74820

Bursar's Office
1100 E. 14th Street
Ada, OK 74820
580-559-5225 (phone)
580-332-3790 (fax)

Charge Authorization Form

Bookstore and Other Non-Institutional Charges

East Central University is required to obtain authorization from the student before applying federal student aid funds for bookstore and other non-institutional charges. Any remaining credit balance after tuition, bookstore, and other institutional charges have been applied will be issued to the student. The student may cancel this authorization at any time by writing to the Bursar's Office.

Please complete this form, sign where indicated, and return this form to the Bursar's Office.

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I authorize East Central University to withhold bookstore and other non-institutional charges from my financial aid refund balance. I take full responsibility for the payment of any of these charges in the event I do not have financial aid or my excess aid is not sufficient to cover the charges incurred.

Student's Campus ID Number: _____

Student's Name (Please Print): _____

Student's Signature: _____ Date: _____
