

Send to:  
ECU Department of Housing  
1100 E. 14th St., PMB R-7  
Ada, Oklahoma 74820-6999

PHONE (580) 559-5602  
FAX (580) 559-5868

# Tiger Commons HOUSING APPLICATION

Date App Fee Paid  
(office use only)

\$40 Non-Refundable Application Fee Must Accompany Application

## Contact Information (Please Print):

ECU ID Number _____	Last Name _____	First Name _____	MI _____
Email Address _____	(circle one: Male _____ Female _____)	Age _____	
PO Box or Street Address _____	Home Phone _____		
City _____ State _____ Zip _____	Cell Phone _____		

## Classification (upon move-in):

Hours Completed \_\_\_\_\_

\_\_\_\_\_ Beginning Freshman      \_\_\_\_\_ Returning Freshman

\_\_\_\_\_ Sophomore      \_\_\_\_\_ Junior

\_\_\_\_\_ Senior      \_\_\_\_\_ Graduate Student

## Contract Length:

\_\_\_\_\_ 12 month contract, (August to August)

\_\_\_\_\_ 9 month contract, (August to May)

\_\_\_\_\_ Summer Contract, (May to August)

## Apartment Preference:

\_\_\_\_\_ Two Bedroom      \_\_\_\_\_ Four Bedroom

## Roommate Request:

Roommate Requested \_\_\_\_\_ Classification \_\_\_\_\_ ID Number (if known) \_\_\_\_\_

Roommate Requested \_\_\_\_\_ Classification \_\_\_\_\_ ID Number (if known) \_\_\_\_\_

Roommate Requested \_\_\_\_\_ Classification \_\_\_\_\_ ID Number (if known) \_\_\_\_\_

## Meal Plan:

\_\_\_\_\_ 20 Meals Per Week      \_\_\_\_\_ 14 Meals Per Week

\_\_\_\_\_ 10 Meals Per Week      \_\_\_\_\_ Flex Plan (Tiger Commons only)

ALL residents must purchase a meal plan, if a meal plan is not selected, a **Flex Plan** will automatically be selected for you. Meal plan adjustments must be made prior to the last day to add classes each semester.

## Emergency Contact Information:

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

## Medical Information

Please list any medications you are taking \_\_\_\_\_

Please list any medical needs we need to be aware of \_\_\_\_\_

## Private Room Policy:

Single rooms are available in Tiger Commons, there are a **limited** number of private rooms in other buildings. If you desire to have a private room, the Housing Department highly recommends that you apply for Tiger Commons.

## Housing Accommodations:

If you are in need of housing accommodations based upon a substantially limiting condition, please complete the Housing Accommodations Packet located online at <http://www.ecok.edu/housing/forms.htm> and contact the Office of Disability Services located in room 159 Administration Building.

Have you ever been convicted/charged with a felony? \_\_\_\_ yes \_\_\_\_ no

Please see the Housing Policies section on criminal records. It is available on the housing website. A copy can also be picked up in 155 Administration. Students who have been convicted of a felony are not permitted to live on campus.

### **Meningococcal Compliance: Oklahoma Statutes, Title 70 §3243**

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

In order for this **application to be considered complete**, and a room assigned, the applicant must attach **current immunization records**, containing proof of having received this shot. Applicants who fail to include this documentation **will not be assigned a room** until the documentation is supplied.

If you have any questions, please contact the Department of Housing, Residence Life and Dining Services or University Health Services at the following;

University Health Services  
1100 E. 14th Street, PMB S-7  
Ada, OK 74820

Phone (580) 5595703

### **Please Read Carefully**

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, current immunization records, 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](http://www.ecok.edu/housing).

East Central University reserves the right to deny, cancel or remove from housing, any individual who provides false information as part of the application process, individuals with a documented history of violent behavior, and/or behavior demonstrate an inability to function within the campus housing environment of East Central University. We further reserve the right to verify any information provided by the applicant that is available through public records. All students residing in the residence halls must be able to provide for their own safety, including the ability to follow all campus policies and procedures in the event of an emergency situation and/or evacuation. Students residing in the residence halls are required to participate in emergency response and evacuation drills. Students are required to evacuate the residence hall in the event of a fire alarm and/or during any evacuation led by residence hall staff to ensure the safety of all students.

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

\_\_\_\_\_  
Date

If you have any questions about this Housing Application, or the housing process in general, you may contact the Housing and Residence Life Department at (580) 559-5602 between 8:00 am and 5:00 pm.

*East Central University does not discriminate on the basis of race, color, age, religion, sex, national origin or physical handicap in its educational programs, activities or employment practices, in accordance with federal, state, and local laws.*

# ROOMMATE QUESTIONNAIRE (OPTIONAL)

Room assignments will be made in July, 2012. 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, 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 # \_\_\_\_\_

What is your major? \_\_\_\_\_

In what environment do you prefer to study? ( ) Total quiet; no distractions  
( ) Some background noise; music, TV, conversations

Do you plan to remain on campus during the weekends (when campus is open)?  
( ) Always ( ) Often ( ) Seldom ( ) Never

How would you describe your room at home? ( ) Very neat and orderly ( ) Generally neat, some clutter  
( ) Occasionally cluttered or messy ( ) Usually cluttered or messy

Do you smoke? ( ) Yes ( ) No

What room temperature do you prefer? ( ) Cool ( ) Warm ( ) Hot

How would you describe your sleeping habits? ( ) Early to bed; Early to rise ( ) Early to bed; Late to rise  
( ) Late to bed; Late to rise ( ) Late to bed; Early to rise

Check the appropriate column for the following	Daily	Weekly	Monthly	Yearly
Listen to Music				
Read for pleasure				
Go to the movies or rent a video				
Attend a play, concert, or other cultural event				
Watch a sporting event				
Participate in a sport				
Participate in outdoor activities				
Surf the Internet				
Go out with friends				
Have friends over to hang out				
Attend religious services				
Do community service/ Volunteer work				
Study				
Play video games				

What types of music do you like \_\_\_\_\_

What qualities are most important to you in a roommate?

Additional comments about yourself that will aid us in the assignment process:

**East Central University  
Housing Contract  
Terms and Conditions  
Fall 2012 and Spring 2013**

**Contract Terms**

This housing contract is for on-campus housing in Tiger Commons apartments and a meal plan for the 2012-13 academic year, or any portion of the academic year remaining at the time this contract is signed. Contracts are based on the length of contract selected on the application. 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 2012-2013 academic terms, and rates do not include holiday periods or the summer 2013 term and/or interim periods. The meal plan is optional during the Summer session.

**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 15<sup>th</sup> 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 2012 housing/meal plan financial responsibility is not satisfied prior to pre-enrollment for the Spring 2013 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 Fall 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
- Copy of immunization records

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 2012 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](http://www.ecok.edu/students) and [www.ecok.edu/housing](http://www.ecok.edu/housing) respectively.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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

## Fall 2012 Housing Calendar

- **Fall Upper Classman Check In** - August 19th, 8:00 am to 1:00 pm, (Taft Cafeteria opens for breakfast August 20th)
- **Fall Break** - Residence halls *close at 6:00 pm* October 17th, (Taft Cafeteria closes after lunch on the 17th.) Halls *reopen at 2:00 pm*, October 21st (Taft Cafeteria reopens for breakfast October 22nd.)
- **Thanksgiving Break** - Residence halls *close at 6:00 pm* on November 20th, (Taft Cafeteria closes after Lunch on the 20th.) Halls *reopen at 2:00 pm* on November 25th (Taft Cafeteria reopens for breakfast November 26th.)
- **End of Semester** - Residence halls *close at 5:00 pm* on December 14th, (Taft Cafeteria closes after lunch on December 14th.)

*\*All halls other than Tiger Commons and Family Housing are closed over Winter Break*

## Spring 2013 Housing Calendar

- **Spring Check In** - January 13th, 8:00 am to 1:00 pm, (Taft Cafeteria opens for breakfast January 14th.)
- **Spring Break** - Residence halls *close at 6:00 pm* on March 15th, (Taft Cafeteria closes after Lunch on the 15th.) Halls *reopen at 2:00 pm* on March 24th, (Taft Cafeteria opens for breakfast on March 25th.)
- **End of Semester** - Residence Halls *close at 5:00 pm* on May 10th, (Taft Cafeteria closes after lunch on May 10th.)

*\*\*All Halls other Than Tiger Commons and Family Housing are closed over the Summer.*