



# SEMINOLE STATE COLLEGE

## STUDENT HOUSING/FOOD SERVICES APPLICATION

Seminole State College  
Housing  
2701 Boren Blvd  
Seminole, OK 74868  
Phone (405) 382-9604  
Fax (405) 382-9620  
m.sims@sscok.edu

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

(Please print)

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

Gender: \_\_ Male \_\_ Female Date of Birth: \_\_\_\_\_ Age: \_\_ SSC ID#: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City State Zip

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

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

**Seminole State College Title IV, Section 488, Missing Persons:** Students living in College housing will be asked to designate a confidential contact person in the event that they are declared a missing person.

Missing Student Notification Procedures 20 USC 1092 (j) (Section 488 of the Higher Education Opportunity Act of 2008) Any institution participating in a Title IV federal student financial aid program that maintains on campus housing facilities must establish a missing student notification procedure and related procedures for those students who live in on campus housing. This procedure can be found in our Student Handbook.

MISSING PERSON CONTACT NAME: \_\_\_\_\_ PHONE # \_\_\_\_\_

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

City State Zip

Are you currently or have you ever been part of a Title IX investigation: \_\_\_ yes \_\_\_ no

### Classification (upon move-in)

- \_\_\_ Beginning Freshman
- \_\_\_ Returning Freshman
- \_\_\_ Sophomore

### Please Choose Your Affiliation:

- Non-Athlete PLC Golf Softball Baseball Basketball Volleyball Soccer

### How long will you reside with us?

- Fall & Spring Semester  Fall Semester Only  Spring Semester Only

### Housing Request:

\*\*\* Please check if you wish to apply for a private or semi-private room if one is available – these types of rooms are limited & not guaranteed (additional cost per semester applied)

- Single Private Room** – student has own bedroom & bathroom but may share common living area
- Semi-Private Room** - student has own bedroom but will share a bathroom and common living area with roommate(s)

**Roommate Preferences:** (List 1 – 3 people you would like to share a room with, if known. 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 two 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 non-refundable \$100 room reservation deposit** are received.

No new students may move into campus housing after the 16-week enrollment period ends for that current semester which is one week after classes begin.

The room reservation deposit will carry over to the next academic year unless student is in 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) ----- **\$3635.00**

(Residents will be charged for any additional days that he/she stays beyond the 16 weeks 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

*Note: Rates subject to change.*

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**\*\*\*\*If you require any special accommodations such as special room or assistance due to a disability or health concern, please attach a typed explanation of your individual situation. You will also need to make an appointment with Carmen Hutchins with Disability Services, 405-382-9719, to complete additional accommodating paperwork.**

**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 specific room, roommate(s) or residence hall. 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*

**All Digital Signatures and Initials represent having read this document**

**If you have a question regarding this 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 requested room, roommate(s), or 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 non-refundable 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. Good Standing meaning the student has followed the end of the academic year check out procedure: cleaned room, turned in all keys and properly checked out with a Residence Life Staff or Student RAs.

**The deposit is non-refundable except:**

If a student decides not to live on campus, 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.

- 2. Eligibility**-Residents must be admitted students and currently enrolled in 12 hours or more at Seminole State College during the fall and/or spring semester(s). 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. 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 the following: Fall Break, Thanksgiving Break, Winter/Holiday Break and Spring Break.
- 5. Initial Payment and Monthly Payment**- Residents may choose to pay the entire semester payment in one advance payment, 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) or set up one of the automatic payment plan options available through the business office. All payments and/or payment arrangements must be made at SSC's Business Office, 405-382-9515 or [businessoffice@sscok.edu](mailto:businessoffice@sscok.edu), 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:
  - 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 based on a one-semester contract.
  - 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 based on a one-semester contract.
  - If a student is not required by College policy to live in College-owned housing, this contract may be terminated but the student will be charged for service accrued based on a one-semester contract.
  - 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.

I have read this page: Initials of Student or Parent/Guardian if student under 18 years of age \_\_\_\_\_

- 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 non-refundable \$100 room reservation deposit are received. Housing is defined as a furnished space with a bed and mattress in College-owned housing and not a specific room or space in a specific residence hall. To maximize occupancy, it is occasionally necessary to re-assign a student. If a student's roommate moves out, the remaining student may be required to move or share his/her room with another student(s) to consolidate rooms. If a student's roommate moves out and a new roommate is not assigned or the current student does not want to move to consolidate space, that student will be required to pay additional fees for having his/her own room.
- 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 located under the Life at SSC tab and a copy may be requested via email. 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 room, bathroom, and common area. You are responsible to keep your suite/pod free from damages: it should be maintained and kept in the same condition as when you moved into that suite/pod. If upon moving out the suite/pod is not cleaned, or damage has occurred the resident will be charged a cleaning and/or damage fee. The College at its sole discretion shall make a determination of the amount of such cleaning costs or damage repair costs. 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 after 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: alcohol or alcoholic containers/decorations, Tobacco (vapes/cigarettes/marijuana/chew or dip), illegal drugs, pets of any kind, candles, incense, candle warmers, firearms, ammunition, airsoft or BB guns, fireworks, hover boards, dart boards, no extension cords (use power strips), traditional coffee pots or coffee pots without an automatic shut off, deep fryers, hot plates, air fryers, crock pots, rice cookers, any cooking device with heating element (toaster oven, electric grill, electric griddle, electric skillet, George Foreman Grill, etc.), halogen lamps and halogen light bulbs, air conditioners or space heaters (unless provided by the College), and LED strip lights.
  - g.** Seminole State is a Tobacco, Vape and Alcohol-free campus. All Tobacco Vape 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 of housing contract shall be deemed abandoned and may be removed and disposed of by the College. A removal fee will be applied to a student's account.

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