

# Residence Life Housing Application

Residence Life Department, Southwestern Oklahoma State University  
100 Campus Drive, Weatherford, OK 73096

OFFICE USE ONLY	
Received \$	_____
Receipt #	_____
Date	_____

## PERSONAL INFORMATION

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Home Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_ E-Mail: \_\_\_\_\_ Gender: \_\_\_\_\_  
 Date of Birth: \_\_\_\_\_ Major: \_\_\_\_\_ Lived in SWOSU Housing before? No Yes - when? \_\_\_\_\_  
 Classification: Freshman Sophomore Junior Senior Graduate Other

## HOUSING PREFERENCE

(Prices listed are per person, per semester and subject to change without prior notice.)  
\*\* Please indicate 1<sup>st</sup> and 2nd choice preferences. \*\*

FALL/SPRING SEMESTERS			SUMMER SEMESTER	
WOMENS HALLS	Double Occupancy	Single Occupancy	Double Occupancy	Single Occupancy
Oklahoma Hall	\$800	\$1400	\$400	\$700
Stewart Hall	\$800	\$1400	\$400	\$700
MENS HALLS	Double Occupancy	Single Occupancy	Double Occupancy	Single Occupancy
Jefferson Hall	\$800	\$1400	\$400	\$700
Neff Hall	\$800	\$1400	\$400	\$700
Rogers Hall	\$800	\$1400	\$400	\$700

**All rooms are air-conditioned and non-smoking. Prices include furnished bedrooms with television cable service, wireless internet service and ALL utilities. Additionally, facilities have commons areas with laundry rooms, game rooms, and study areas. All communities sponsor programming and entertainment events for their residents.**

Do you prefer a private room if available? Yes No *Note: Private rooms are limited and available on a seniority basis.*

Special accommodation requested \_\_\_\_\_

NOTE: Individuals requesting special needs through the American with Disabilities Act must seek accommodations through the Dean of Students.

## MEAL PLANS

(Prices listed are per person, per semester and subject to change without prior notice.)

FALL/SPRING SEMESTERS											
Standard	Flex\$	Price	Low Flex	Flex\$	Price	Mid Flex	Flex\$	Price	Super Flex	Flex\$	Price
10 meals/wk	\$0	\$1080	10 meals/wk	\$100	\$1180	10 meals/wk	\$200	\$1280	10 meals/wk	\$300	\$1380
14 meals/wk	\$0	\$1180	14 meals/wk	\$75	\$1255	14 meals/wk	\$125	\$1305	14 meals/wk	\$200	\$1380
19 meals/wk	\$0	\$1250	19 meals/wk	\$50	\$1300	19 meals/wk	\$75	\$1325	19 meals/wk	\$100	\$1350
SUMMER SEMESTER											
Standard	Flex\$	Price	Low Flex	Flex\$	Price	Mid Flex	Flex\$	Price	Super Flex	Flex\$	Price
10 meals/wk	\$0	\$540	10 meals/wk	\$50	\$590	10 meals/wk	\$100	\$640	10 meals/wk	\$150	\$690
14 meals/wk	\$0	\$590	14 meals/wk	\$38	\$628	14 meals/wk	\$63	\$653	14 meals/wk	\$100	\$690
19 meals/wk	\$0	\$625	19 meals/wk	\$25	\$650	19 meals/wk	\$38	\$663	19 meals/wk	\$50	\$675

**Flex Dollars are declining balance dollars that can be used at any time without concern to meal equivalences or amount of meals remaining on the weekly plan and may be used in the Cafeteria, University Grill, University Market, Freshens, Bulldog Beanery, University Bookstore and selected vending machines.**

## EMERGENCY CONTACT

Name of Contact Person: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone #: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

## RESERVATION AGREEMENT INFORMATION

This application is a binding agreement between SWOSU and the individual resident for University housing and meals. A reservation/damage deposit is required in the amount of \$100, and must accompany this application for reservation completion. Do not mail cash. After carefully reading the terms and conditions of this agreement, sign below and return with a check or money order for \$100 to the address on the front of the application. Or to pay by credit card, please fax your application to the SWOSU Business Affairs Office at 580.774.3211 and then call 580.774.3019 to give your credit card information by phone.

University housing is available for current SWOSU students, faculty, and staff only. *Note: Oklahoma state law requires in-coming residents to be vaccinated for the meningococcal disease (meningitis), or to have signed a waiver stating that information has been reviewed on the risks associated with the disease and the effectiveness of the vaccine.* The University reserves the right to place all students and make all assignments. Assignment of a room does not guarantee University admittance. Assignments are based on room availability and determined on the basis of the dated receipt of application and deposit. The Office of Residence Life cannot guarantee your first choice of room assignment or roommate, but requests will be honored when possible. In the event that the first choice is not available, an assignment will be made according to the second choice. If all selected choices are unavailable due to facility capacity, residents will be placed on a waiting list in the order that they are received. Private rooms are limited and are assigned on seniority basis. Students not occupying their assigned spaces by the first day of classes will still be bound by this agreement, but may lose their assigned space and reassigned other accommodations. Select holidays and breaks are not included in the room and meal fees, as the residence halls officially close and meal plans are inactive during these particular University holidays. For a complete list of holidays and breaks, visit the University calendar at <http://www.swosu.edu/calendar>.

**For a refund of the reservation deposit, request for cancellations must be received in writing at the Residence Life office by July 1st for the 9-month Academic Year term and May 1st for the summer term.** Once a resident officially checks into his/her residence, he/she is bound to fulfill the full term of this agreement and cancellation would require an opt-out fee of \$250 for the 9-month academic term and \$100 for the summer term. Additionally, residents are responsible for the pro-rated portion of room and meal plans. A refund of the remaining funds will be issued once all room and meal, penalty fees, and other outstanding debt owed to the University have been collected. Special conditions apply to cancellations due to military service call up, fall graduation, or medical reasons for which reasonable accommodations are not possible and may be eligible for a full waiver of the opt-out fee after review and approval of appropriate documentation. Residents will receive a full refund of the damage deposit assuming any of the following have not occurred: violation of checkout procedures, improper checkout, damage to facilities, or need for additional room cleaning upon checkout.

All residents are required to select a meal plan to be used on campus. Changes to meal plans are allowed prior to the official 10<sup>th</sup> class day of each semester only. Students must present their campus identification card at each food service location. Three meals may be used daily on Monday-Friday and two meals daily on Saturday-Sunday. Each meal has an equivalency of \$4.50. Meal tickets are not transferable to another week or student. All meal plans and original Flex\$ associated with a meal plan expire at the end of each semester and will not be refunded or carried over to the following semester. Optional Flex Dollars may be added at any time in the semester and will roll over to the next semester. For more information about the use of the meal plans and specific hours of operation of the eating venues, visit [www.swosu.edu/auxservices](http://www.swosu.edu/auxservices).

Students must pay all room and meal fees in accordance with the University schedule. A \$25 late fee is charged for every payment two weeks overdue. Students who are habitually late or become more than one payment behind are subject to removal from University housing and all cancellation fees. The Residence Life Department reserves the right to: inspect rooms for damages, health and safety issues, and infractions of Residence Life, University, State and Federal regulations; consolidate or close entire or partial buildings, floors, and rooms due to safety considerations, renovation, energy conservation or economic purposes; refuse admission or readmission to University housing; or cancel the housing agreement during the term based on the student's failure to meet University requirements, policies, or regulations.

**By virtue of my signature, I hereby understand and accept the conditions and obligations set forth on the front and back of this application. I am further aware that I am expected to read and abide by the policies and regulations found in the SWOSU Student Handbook as well as the Residence Life Handbook, both of which are available on the internet at [www.swosu.edu](http://www.swosu.edu).**

Applicants Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## ROOMMATE QUESTIONNAIRE

Please fill out the following questionnaire so that staff may effectively match you with a roommate. Residence Hall and roommate assignments will be sent on August 1st. Applicants applying after August 1st will be notified of assignment information upon arrival at SWOSU.

Please assign me with: Name: \_\_\_\_\_ Hometown: \_\_\_\_\_

How do you describe yourself? I am: outgoing average reserved  
I am: very neat average not so neat  
I prefer: frequent visits from friends only occasional company

When do you expect to go to bed? early (before midnight) late (after midnight)

When do you expect to wake up? early (before 8 am) late (after 8 am)

When do you plan to study? morning afternoon evening

Do you plan to participate in an intercollegiate athletic program? No Yes - which sport? \_\_\_\_\_

The most important characteristics I am looking for in a roommate are: \_\_\_\_\_

The most important characteristics I wish to avoid in a roommate are: \_\_\_\_\_