

OKLAHOMA CITY UNIVERSITY  
2026-2027 HOUSING AGREEMENT

**PLEASE READ THIS DOCUMENT CAREFULLY AND FULLY**

This contract is a legally binding agreement between the University and the individual herein referred to as student or resident. It is for the period of contract as specified in the student handbook, and pursuant to the Student Code of Conduct. This contract may be terminated only under the conditions specified herein.

*Students and their parents or guardians are urged to read all terms and conditions of this contract carefully.*

**ARTICLE I. TERM AND ELIGIBILITY**

**1) Period of Contract -**

- a. This contract obligates the student to reside in university on-campus housing during the academic term(s) for which the contract is issued. The Student is required to be enrolled during the academic year for Fall and Spring Semesters, Spring Semester only, or Maymester/Summer semester terms. The room is to be vacated no later by noon on the date when the residence halls/apartments close each semester. If the Student enters into this contract for any of the above-mentioned terms, the Student is obligated to this contract through the final closing of the residence hall/apartments.

**2) Residency Requirement and Exemption** – Pursuant to the policies of Oklahoma City University, all undergraduate students who are enrolled full time are mandated to reside on campus for a duration of three (3) academic years or until reaching Senior standing. Additionally, campus residents are required to participate in on-campus dining services by enrolling in a meal plan.

Requests for exemption from the residency mandate must be formally submitted in writing to the Office of Residence Life using the Housing Exemption Request form. Subject to comprehensive review and approval, a student may be considered for exemption from the residency requirement if meeting any of the following criteria:

**a) Years of Residency:**

- a. The student has previously completed three (3) years of full-time college enrollment at an accredited institution of higher education; alternatively, the student has attained Senior standing (90 earned credit hours). Please note that credits transferred from AP credits or dual enrollment credits during high school will not contribute to the credit hour total for the residency requirement.

**b) Age Limit:**

- a. The student reaches 22 years of age on or before the first day of classes for the academic year's fall term.

**c) University Sponsored Fraternity House:**

- a. With prior approval from the Dean of Students or their designee, a student may be considered to reside in one of the university-approved fraternity houses. Approval must be received prior to relocation.

**d) Military Status:**

- a. An active-duty military service member may submit their official military orders (DD214) to seek approval for off-campus living.

**e) Marriage:**

- a. A married student can be approved to live off campus by providing a copy of the court-certified marriage certificate.

**f) Parent/Guardianship:**

- a. The student is or becomes the biological parent or legal guardian of a dependent child.

**g) University Program:**

- a. The student participates in student teaching, academic internship, or a special University program that requires residing outside of a 30-mile radius of Oklahoma City University's campus.

**h) Graduation/Withdrawal:**

- a. The student graduates or experiences formal termination of matriculation at Oklahoma City University.

**i) Commuter Status:**

- a. The primary residence is that of parent(s) or legal guardian(s), located within 30 miles of Oklahoma City University. Note: Commuter exemptions are NOT granted to students wishing to reside with any other relatives or acquaintances. If the student moves from the parent(s)/guardian(s) address, the student must notify Housing and Residence Life.
- b. Parents/Guardians may be contacted to verify residency. Additionally, two forms of supporting documentation must be submitted. If the student does not reside at their home address during this time, they are required to reside in university housing.
- c. Required Supporting Documentation: A copy of two different supporting documents of residency, including parental information with the submitted address. Accepted documentation includes copies of a utility bill, rental/mortgage contract, current bank statement, current paycheck/paystub, or a W2, which must be provided to Housing and Residence Life for consideration.

- j. Exemption requests must be submitted using the form provided at <https://okcu.starrezhousing.com/StarRezPortalX/C124ACC5/1/1/Home-Home>, and documentation to support the request is required.
  - k. All Exemption requests must be submitted by July 30<sup>th</sup> for the Fall Term, and Nov 21<sup>st</sup> for the Spring Term.
  - l. Students who are not approved for an exemption and live off campus will be fined. The fine will be the least expensive housing rate for the student's classification.**
  - m. Submitting a Residency Exemption form does not cancel or terminate a currently signed housing contract. It only exempts the resident after the current contract has ended.
    - a. The Residency Requirement is not enforced during Maymester and Summer terms.
- 3) **Accessibility & Accommodations** – Oklahoma City University is committed to providing equitable housing opportunities in compliance with the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act, and all applicable federal and state housing nondiscrimination laws. Students requesting disability-related housing accommodations must submit documentation to the Office of Disability and Access Services. Approved accommodations will be coordinated with the Housing and Residence Life Department. Accommodations are provided based on documented need and available space.
- 4) **Eligibility and requirements** –
- a. To qualify for on-campus housing, the student should be currently enrolled as full-time status. Students enrolled part-time may be approved to reside in university housing at the discretion of Housing and Residence Life. For the student to live and/or remain on campus, the student shall not be in violation of any university policies and/or regulations.
  - b. Students must be officially enrolled in classes to be eligible for on-campus housing at Oklahoma City University. If a student fails to enroll by the last day of enrollment with signature, they must vacate on-campus housing within 72 hours.
    - i. Students who comply with the move-out procedures as outlined by Housing and Residence Life will have housing charges removed for that semester upon checking out. However, students who do not vacate their on-campus housing unit within the required timeframe will be charged a pro-rated housing fee based on the official check-out date with a Housing and Residence Life staff member. Additionally, failure to follow proper check-out procedures will result in an improper check-out penalty of \$150.
  - c. If a student has any approved family members (partner, spouse, and children only) residing with them, the student signing the contract is responsible for educating them on all university policies and is held responsible for all of their actions. Family members can be asked to leave, and/or may be evicted at any time due to university policy violations.
- 5) **Acceptance of the Contract** – All students wishing to live within on-campus housing must read and electronically sign with their “B” number and accept this contract through the online housing application process. By submitting a completed housing application, the student acknowledges having read and agrees to abide by all conditions, terms, and policies specified in the contract and the code of student conduct. Housing policies can be found at this link: <https://www.okcu.edu/campus-life/housing-residence-life/on-campus-living/housing-policies-and-guidelines>. The student's signature is considered binding, and the student is expected to fulfill the terms and conditions of the contract upon acceptance by Housing and Residence Life.
- 6) **Space Availability** –
- a. *First-Year Students:* spaces are held specifically for first-year students within Banning Hall, Walker Hall, and other communities as needed. Undergraduate Assignments are made during mid-summer and sent out to all incoming students. Roommates and hall preferences are not guaranteed but will be considered.
    - i. *Special populations:* Any first-year students who are part of the Honors program will be required to live within Banning Hall unless provided exemption from the Director of the Honors program. Any first-year students who are part of the-President's Leadership Class must live on campus within Walker Hall's 5<sup>th</sup> Floor and will be matched with other PLC students.
  - b. *Returning Students:* Returning students currently residing on campus have the opportunity to reapply for housing for the next academic year during specified dates in the spring semester. Returning students who did not fully complete the reapplication process during those dates for room retention or self-selection will still have the opportunity to apply and will be assigned and placed manually by Housing and Residence Life staff.
  - c. *Upper-Division Students:* Spaces are held in buildings specifically for upper-division students within Cokesbury Apartments, Draper Hall, and Methodist Hall.
  - d. *Priority of Assignments:* Priority will be given to students who are required to live on campus based on the residency requirement. If space is available, other students will be assigned.
- 7) **Re-application Required for Renewal** – This Contract is only for the terms(s) indicated. Creation of any contract for the future academic term(s) is contingent upon space availability and approval of a new application in accordance with procedures established by Housing and Residence Life. It is the student's responsibility to follow published procedures for the reapplication process. Housing and Residence Life does not guarantee room type or roommate preference.
- 8) **Equal Opportunity Policy** – The University will not discriminate against any employee, applicant for employment, student, or applicant for admission on the basis of race, religion, color, sex, pregnancy, political affiliation, religion, creed, ethnicity, national origin (including ancestry), citizenship status, physical or mental disability, age, marital status, sexual orientation, gender, gender identity,

gender expression, veteran or military status (including special disabled veteran, Vietnam-era veteran, or recently separated veteran), predisposing genetic characteristics, domestic violence victim status or any other protected category under applicable local, state or federal law, including protections for those opposing discrimination or participating in any resolution process on campus or within the Equal Employment Opportunity Commission or other human rights agencies.

- 9) **Consolidation and Reassignments** – Students without roommates may be required to move in together (consolidate). Housing and Residence Life maintains the right to assign, re-assign, and/or adjust the occupancy of rooms at any time for any reason related to institutional interests, in the University’s sole discretion. **If at any time a vacancy exists in the room in which the student is assigned, the rooms must always be ready for occupancy by another student.** If a vacancy occurs in a room, the remaining student (s) may not utilize the vacated space. Should the remaining student(s) utilize the additional space, the student will be referred to the student conduct **process**, and additional charges may occur.

## ARTICLE II. PAYMENT/CONTRACT FEES

- 1) **Billing** – Students will be billed for housing and meal plan fees on a semester basis. Cancellation fees will be billed once the cancellation has been processed. Damage charges, if assessed, may be billed to the student’s account following check-out from a residence hall/apartment space. All charges are billed to the student’s account and can be paid at the Student Accounts Office. Payment plans may be available through Student Accounts.
- 2) **Room and Board Rates** – Rates for housing and meal plans are set annually by the university and are posted on the Housing and Residence Life’s website. The student is expected to pay the approved rate for the academic year.
- 3) **Meal Plans** – All students living within on-campus housing are required to participate in one of the University’s meal plan options each semester. Residents of Cokesbury Apartment are the only residents that have the option of meal plans D and F. Additional information on meal plans can be found on Housing and Residence Life’s website.
- a. **Meal Plan Change** – **Meal plan changes are only permitted during the first week of each 16-week term. Meal plan change requests will not be accepted after the first week of each 16-week term.**
- 4) **Damages and Additional Charges** –
- a. Additional charges may be assessed for a lock recombination or replacement, vandalism, and/or any room damage(s) either during the term of this contract or at move-out. Any belongings left by the student in the residence hall/apartments will immediately be discarded, and the student will be charged cleaning fines. Other fines may apply throughout the year depending on damage to the unit, and other policy violations. Students are expected to take every precaution to ensure that communal property is not abused. This includes but is not limited to hallways, bathrooms, stairwells, elevators, lounges, study rooms, music rooms, utility rooms, and all furnishings and/or equipment therein. If abuse or destruction has occurred, the cost of replacement or repair will be the responsibility of the student(s) involved.
- b. Community Billing - In public areas, including but not limited to lounges, hallways, kitchens, elevators, and bathrooms, the replacement or repair costs for damage(s) are assessed to an individual when responsibility can be determined. When individual responsibility for damages cannot be identified, the residents of the room, and/or apartment are collectively responsible for the costs. Charges that are assessed will be placed on student accounts.
- c. Damage charges may be assessed during the contract period or after move-out following inspection of the assigned space.
- 5) **Housing Application Fee** – The fee is \$250 and, once paid, is nonrefundable under any circumstance.
- 6) **Winter Break Housing** – On-campus residents who are faced with catastrophic hardship have the opportunity to apply to stay during the winter break period. All students who are approved to stay may be required to pay the nightly fee. This applies to all students residing in the residence halls (Banning Hall, Walker Hall, Methodist Hall, and Draper Hall). Cokesbury Apartment Residents who are registered for Spring term classes are permitted to stay over the break but must register through the registration form. For Cokesbury residents, there is no fee to stay over the winter break. If a student has been approved to reside on campus for winter break for athletics, or for academic purposes approved by the academic department, the student will not incur charges. Those approving departments must notify Housing and Residence Life before the start of the break to avoid a winter break charge.

## ARTICLE III. CONTRACT CANCELLATION

- 1) **Contract cancellation prior to the start of the academic year** –
- a. *First-Year Students* - First-year students who are no longer planning to attend Oklahoma City University should notify Undergraduate Admissions of their change of plans. Upon notification from Undergraduate Admissions, Housing and Residence Life will cancel the student’s housing for the academic year and remove their room and board charges. The \$250 application fee is non-refundable upon submission and will not be refunded under any circumstances.
- b. *Transfer/Returning Students* – The University is incurring an administrative expense to hold a space for the student. If a transfer or returning student has submitted and signed their housing contract, meets the requirements to live off campus, and decides to cancel the space prior to June 30<sup>th</sup> to live off campus, the housing contract may be canceled without any additional charges. If a transfer or returning student cancels their contract on or after July 1 through the first day of classes, the student will be charged \$500. The \$250 application fee is non-refundable upon submission and will not be refunded under any circumstances.

- c. *Non-Returning Students/Withdrawals* – If the student officially withdraws from the university with the registrar’s office, the housing contract shall be terminated, and charges will be removed from the student’s account. The \$250 application fee is non-refundable upon submission and will not be refunded under any circumstances.

**2) Spring Semester Contract Cancellations –**

- a. Students who request housing to begin in the spring semester will be subject to the terms of this contract and will be expected to fulfill the obligations of this contract.
- b. If a student is wanting to cancel their “spring only” housing contract, email communication must be received by or before Nov 30<sup>th</sup> to live off campus, and housing charges will be removed. The \$250 application fee will not be refunded.
- c. Students who reside in university housing during the fall semester are expected to remain in housing for the spring semester if they continue enrollment at Oklahoma City University as full-time students. Students who remain enrolled full time may not cancel their housing contract between the fall and spring semesters, and housing charges will remain on the student’s account even if the student chooses to move off campus and forfeit their housing assignment.
- d. Students who change their enrollment from full-time to part-time prior to the start of the spring semester may request cancellation of their housing contract through Housing and Residence Life. If a student later changes their enrollment status back to full-time at any point during the semester, the student may again be subject to the university’s residency requirement and may be required to return to university housing or request an approved residency exemption.

**3) Maymester and Summer Semester Contract Cancellations –**

- a. Students who request housing for Maymester or for the entire Summer term will be subject to the terms in this contract and will be expected to fulfill the obligations of this contract.
- b. Maymester rates cannot be prorated. If the student moves out early, they will be charged the entire amount.
- c. Summer term rates can be prorated based on the check-in or out date.
- d. If a student chooses to cancel their Maymester contract, they will need to cancel at least 14 days before the start of Maymester classes to avoid being penalized. If a student cancels their Maymester housing contract 13 days or less before the start of classes, the student will be charged a \$250 cancellation fee.
- e. If a student chooses to cancel their Summer housing contract, they will need to cancel at least 14 days before the start of summer classes to avoid being penalized. If a student cancels their Summer housing contract 13 days or less before the start of classes, the student will be charged a \$250 cancellation fee.

- 4) Contract cancellation after occupancy is scheduled to begin** – students are not permitted to cancel this contract after occupancy is scheduled to begin, except for students officially withdrawing and leaving the university. Once the student has moved in, the student is responsible for the entire amount of the housing charges for the term of this contract.

- 5) Contract cancellation for official withdrawals from the university** – students who are planning to withdraw from the university must contact the Registrar’s Office to complete an official withdrawal form. Notices from the Registrar’s Office are the only withdrawal notification accepted by Housing and Residence Life. Once the student officially withdraws from the university, the student will be expected to move out of on-campus housing and check out officially with a housing staff member within 24 hours. If the student does not properly check out, a \$200 fine will be assessed. Additional charges may be assessed for a lock recombination or replacement, vandalism, and/or any room damage(s). Any belongings left by the student in the assigned space will be immediately discarded, and a cleaning fee will be assessed. Students who officially withdraw from the university may receive a pro-rated housing refund based on the date they check out of their assigned space.

- 6) Contract Cancellation at the end of the fall semester** – The student may request cancellation of the contract at the end of the fall semester without penalty for one of the following reasons: graduation, withdrawal or transfer from the university, or marriage. All requests mentioned in the previous statement must be submitted in writing through email, with supporting documentation, by Nov 24 to the Associate Director of Housing Operations. Any requests made after November 24<sup>th</sup> or for any other reason will be automatically denied.

- 7) Contract Cancellation for academic purposes** – The housing contract can be canceled for the following reasons: Physician Assistant, Physical Therapy, and Nursing clinical rotation, Student teaching outside a 30-mile radius of OCU, studying abroad, and internships outside a 30-mile radius of OCU.

- 8) Contract Cancellations by the University** – The university maintains the right to terminate this contract for good cause at any time. Examples of good cause, include, but are not limited to:

- a. A change in the student’s status, including academic or disciplinary suspension or expulsion.
- b. The student’s repeated failure to keep a roommate within university housing.
- c. The student’s failure to comply with state or federal laws, university policies, and regulations, the student code of conduct, or other policies and regulations adopted by Oklahoma City University, whether such policies and regulations are now in effect or later enacted after due notice thereof.
- d. Failure to occupy the assigned space before the established deadline for each semester or abandonment of the space by the student (failure to occupy the space does not automatically result in contract cancellation if the student has signed the housing contract and remains an enrolled student at Oklahoma City University)
- e. The student’s disruption to any residence hall/apartment community by behaving in a way that is not conducive to group living/or has a negative effect on other students in the community.

Should this contract be terminated by the university, the student will be required to vacate the residence hall/apartment within 24 hours unless special permission, in writing, has been granted by the Director of Housing and Residence Life or their designee. In the event the student does not vacate within the allotted time, any property remaining in the residence hall/apartment room or building may be treated as abandoned property and immediately discarded. All charges for removal and disposal will be assessed to the student. The student shall remain liable for all charges during the term of this contract. If termination of this contract results from the action for the failure to follow policies, the student will be charged the remaining contract fees from the date the student checks out of the residence hall/apartment and the license contract is terminated. If the termination of this contract resulted from withdrawing from the university mid-semester, the housing charges will be pro-rated based on the official checkout date.

#### ARTICLE IV. OBLIGATIONS OF THE UNIVERSITY, OKLAHOMA CITY UNIVERSITY AGREES TO:

- 1) Provide utilities that are included in the fee charged in this contract as follows: electric, sewer, water, laundry machines (washer/dryer), and internet. The student is expected to use these utilities in a conservative, economical, and efficient manner. In the event of mechanical, electrical, or water difficulties, the university shall make all reasonable efforts to restore service but shall give no abatement in room rates, release from obligations of this contract, or be held liable for inconvenience or damage to property due to a loss of service or the inability to restore service. Utility services may be reduced or cut off during university holidays or prolonged breaks in the interest of energy conservation, maintenance, or safety. When necessary, Housing and Residence Life may temporarily or permanently relocate students to another housing assignment while maintenance, repair, remediation, or facility work is completed. Such situations do not constitute termination of this housing agreement.
- 2) The university has the right to enter any rooms in on-campus housing for general inspection, cleaning, repairs, or maintenance of order by official Housing and Residence Life staff. Room and property of OCU, such as furniture, appliances, closets, armoires, dresser(s), etc., may be searched if requested by university officials without notice.
- 3) Conduct routine or impromptu inspections for the following:
  - a. **Health and Safety Checks** - Health and safety inspections shall be conducted periodically by Housing and Residence Life staff, typically at least once per month. Housing and Residence Life will normally provide residents with at least twenty-four (24) hours of advance notice prior to scheduled inspections. The purpose of these inspections is to ensure compliance with university policies and safety standards, including but not limited to the presence of prohibited items, fire or other safety hazards, unsanitary conditions, or damage to university property. Housing and Residence Life staff may enter rooms whether or not the student is present. During inspections, staff may open, move, or look under or above university-owned items such as furniture, closets, and other university property as necessary to complete the inspection. Inspections may occur whether or not the student is present.
  - b. **Re-Inspections** – If violations or concerns are identified during a health and safety inspection, Housing and Residence Life staff may conduct follow-up inspections to verify that the violation has been corrected. Re-inspections may occur after the student has been provided a reasonable timeframe to address the issue. Failure to correct violations may result in additional conduct action and/or charges being assessed to the student’s account. Inspections may occur whether or not the student is present.
  - c. **Impromptu Inspections** – Housing and Residence Life staff may conduct impromptu inspections when there is reasonable cause to believe a policy violation, safety concern, facility issue, or other condition requiring review may exist. These inspections may occur without advance notice when deemed necessary to protect the health, safety, or welfare of the residential community. Inspections may occur whether or not the student is present.
- 4) Provide the following furnishing in each residence hall rooms/apartments:
  - a. Bed with mattress (size varies per residential community), chest of drawers, desk, and desk chair.
  - b. In the apartment style layouts with a living room, the following will be provided: a living room couch or loveseat, side chair (dependent on room type), coffee table (dependent on room type), side table, and entertainment stand (dependent on room type).
  - c. In Cokesbury Apartments, bar stools (quantity varies per layout) are included in the kitchen area.
  - d. Furniture may not be placed in storage and must remain inside the student’s room
  - e. Furniture from public areas of the residential community may not be brought into the student’s room

#### ARTICLE V. OBLIGATIONS OF THE STUDENT

- 1) Policies and regulations are in place for the safety and security of all on campus students, and acceptance of this contract binds the student to abide by the policies. Failure to abide by OCU polices and guidelines may result in disciplinary sanctions, fines, and/or removal from university housing. Housing and Residence Life policies are posted on the Housing and Residence Life website at the following link: <https://www.okcu.edu/campus-life/housing-residence-life/on-campus-living/housing-policies-and-guidelines>
- 2) Enrollment Requirement: Students must be officially enrolled in classes to be eligible for on-campus housing at Oklahoma City University. If a student fails to enroll by the last day of enrollment with a required signature, they must vacate on-campus housing within 72 hours. Students who comply with the move-out procedures as outlined by Housing and Residence Life will have their housing charges removed for that semester. However, students who do not vacate their on-campus housing unit within the required

timeframe will be charged a pro-rated housing fee based on the official check-out date with a Housing and Residence Life staff member. Additionally, failure to follow proper check-out procedures will result in an improper check-out penalty of \$150.

- 3) **Liability – The student shall indemnify and hold harmless Oklahoma City University and its trustees, agents, employees, representatives, and volunteers for any and all liabilities, losses, costs, damages, claims or causes of action of any kind or nature whatsoever, and expenses, including attorney’s fees, arising or claimed to have arisen out of any injuries, sickness, damages received or sustained by the student as a result of negligence on the part of the university of its trustees, agents or employees, in the execution, performance or enforcement of this contract, and any injuries or damages received or sustained by any third party or to the student as a result of any intentional or negligent acts or omissions on the part of the student, whether any such injuries or losses occur in residence hall or apartment rooms, public areas, parking lots, or elsewhere on campus. The student is encouraged to carry insurance of the student’s choice for protection against such losses and claims.**

- 4) GradGuard Insurance

Oklahoma City University has entered into a collaborative agreement with GradGuard Rental Insurance to offer students a convenient solution for safeguarding their personal belongings during their residence on campus. GradGuard Renter Insurance is provided on an optional and voluntary basis. Students retain the flexibility to choose their participation status, opting in or out of the program through the housing application process.

Upon enrollment, students engage in a contractual relationship directly with GradGuard, as the service agreement and associated payments are solely the responsibility of the student and GradGuard. It is important to note that any claims arising from this insurance coverage must be directed to GradGuard and not to Oklahoma City University.

Oklahoma City University assumes no responsibility or liability for the provision of services, the contractual obligations, or any other elements associated with GradGuard contracts and services. The partnership is established solely for the purpose of facilitating student access to optional insurance coverage, and the university is not involved in the administration or adjudication of claims under the GradGuard Renter Insurance program.

- 5) Bed Bugs – the student agrees to the following:

- a. The student agrees that they will reasonably inspect the dwelling within 48 hours after move in and will notify Housing and Residence Life of any potential bed bugs or bed bug infestation.
- b. The student agrees that if for any reason the student is responsible for bed bugs being present in the room/apartment, they will follow Housing and Residence Life’s bed bug policy and will be charged a treatment/cleaning fine along with any furniture or materials that must be discarded and is property of Oklahoma City University
- c. If a student does not comply with the preparation of the housing unit as required by OCU and the treatment is unsuccessful because of such lack of cooperation, the student will be responsible for subsequent treatments to the apartment and for any treatment to adjoining units that are infested with bed bugs

- 6) Air Quality Testing

- a. **Reporting Concerns** - If a student suspects mold, mildew, or other air quality concerns within a campus residential facility, the student must report the concern to the Office of Housing and Residence Life so that Facilities Management may assess the situation and determine if air quality testing is necessary.
- b. **University-Directed Testing** - Any air quality testing conducted within university housing must be coordinated and approved by Oklahoma City University and performed by university personnel or an authorized vendor. Unauthorized vendors are not permitted in university residential facilities. Unauthorized third-party testing conducted without prior university approval will not be recognized by Oklahoma City University and will not result in reimbursement or remediation obligations.
- c. **Cost Responsibility** - If air quality testing is requested by the student and conducted by the university and the results fall within normal environmental ranges as determined by the testing provider, the student may be responsible for the cost of the air quality test.
- d. **Remediation Determination** - If the results of university approved testing indicate environmental conditions requiring remediation or corrective action, the student will not be responsible for the cost of air quality testing.

## Article VI – Third-Party Vendors and Contractors

- 1) **Authorization Required** - Students, parents, guardians, or guests are not permitted to bring or authorize any third-party vendor, contractor, inspector, or service provider into any residence hall, apartment, or residential community operated by Oklahoma City University without prior written approval from authorized University Officials in writing.
- 2) **University-Approved Services** - For safety, liability, and operational purposes, all repairs, inspections, remediation, maintenance, or other services within university housing must be coordinated and performed by Oklahoma City University staff or by vendors authorized and approved by the University. Students must report maintenance or facility concerns through the University’s official work order or reporting process, so the issue may be evaluated and addressed appropriately by authorized Oklahoma City University personnel.

- 3) **Denial of Access** - Any individual or company attempting to access residential facilities without prior authorization from Oklahoma City University will be denied entry to the premises and will be required to leave university property.
- 4) **Responsibility for Unauthorized Services** - Oklahoma City University will not reimburse, compensate, or assume responsibility for any costs, services, inspections, testing, repairs, or fees arranged by a student, parent, guardian, or guest through an unapproved third-party vendor.
- 5) **Violations** - Unauthorized services performed within university housing will be considered a violation of this housing agreement and may result in disciplinary action, removal from university housing, and/or financial charges for any resulting damages, disruptions, or safety concerns and referred to the Student Conduct Process.

#### ARTICLE VII – Emergency and Health Disclaimer

1. Students are required to comply with all health and safety rules, policies, and guidance adopted by Oklahoma City University or relevant governmental authorities in response to public health crises or other emergencies. Students must also comply with requests from Housing and Residence Life to adopt control measures, which may include, but are not limited to, wearing face coverings, observing social distancing protocols, or following building-specific restrictions.
2. Oklahoma City University reserves the right to take any disease management or emergency response measures it deems appropriate, including, but not limited to, de-densifying residence halls, relocating students to alternative housing assignments, implementing temporary reassignment to other residences, or restricting access to certain facilities in order to protect the health and safety of the campus community. The University may also implement and modify cleaning or maintenance protocols as needed.
3. Dining services, including where and how meals are provided, may be adjusted at the sole discretion of the University in response to public health concerns, natural disasters, severe weather, or other emergencies. Oklahoma City University may limit dining hall occupancy, adjust operating hours, or make other service modifications necessary to address emergency conditions.
4. Events outside the University's control—including, but not limited to, pandemics, natural disasters, severe weather events, acts of government, or other emergencies—do not constitute termination of a student's housing and/or dining agreement. The University will make reasonable efforts to communicate changes promptly, which may be on short notice depending on circumstances.
5. In the event the University determines that residence halls or apartments must be closed, or housing contracts terminated due to large-scale emergency conditions affecting campus operations, Oklahoma City University may determine whether adjustments or reimbursements to housing or dining charges are appropriate. Any adjustments, if issued, will be determined at the University's sole discretion and may be provided as a credit to the student's account for a future academic term.
6. **Routine or emergency facility maintenance issues or building conditions including but not limited to plumbing issues, water intrusion, mold remediation, mechanical failures, or other repair related matters, do not constitute termination of this housing agreement and do not qualify for housing or dining refunds.** Such situations will be addressed through repair, cleaning, maintenance, or temporary or permanent relocation of residents as determined by Housing and Residence Life.

#### ARTICLE VIII – ADDITIONAL TERMS

- 1) **Room Change Requests** – Students may request housing assignment changes during designated periods. A \$200 fine will be levied against students moving out of, into, or within university housing without having written authorization from the Housing and Residence Life Office.
- 2) **Private Property** – The residence halls and apartments are considered private property, reserved for exclusive use of residents, invited guests, and authorized university personnel only.
- 3) **Change in policies** – The living and studying conditions of an educational institution are unique and may require adjustment from time to time for mutual benefit of the university and the residents. Housing and Residence Life may make changes in official administrative policies as deemed necessary in the interest of health, safety, discipline of residents or university employees or for education purposes. Notifications of changes to these policies will be communicated to the student via postings in the residence halls/apartments, email, and/or electronic media as available.
- 4) **Location of additional policy information** – Detailed information on Housing and Residence Life's policies and procedures outlined in this contract can be found on the Housing and Residence Life website. Information regarding campus policies can be found in the Student Handbook at <https://www.okcu.edu/students/handbook>. In addition, the university's code of student conduct is available at <https://www.okcu.edu/students/conduct/code>.
- 5) **Privacy & Information Disclosure** – Student housing records are protected under the Family Educational Rights and Privacy Act (FERPA). Housing and Residence Life may share relevant information with university officials who have a legitimate educational interest, and, in cases of health or safety emergencies, with parents/guardians or appropriate authorities. Students acknowledge that they may authorize additional disclosures through the Housing Information Disclosure form completed within the housing application.
- 6) **Contract Violations** – Violations of any of the provisions in this contract, the code of student conduct or other official university policies will be considered a violation of this contract and may be referred to appropriate university personnel for disciplinary action. Students in violation of local, state, or federal law may face criminal investigation and prosecution by campus and local law enforcement as well as university disciplinary sanctions.

- 7) **Change in terms** – This instrument and all addenda thereto constitute the complete agreement between the parties, and no modification or amendment thereof shall be binding unless it is reduced to writing and signed by an authorized representative of both parties and attached hereto.
- 8) **Appeals** – The student may appeal a fine charged by Housing and Residence Life within 30 calendar days of the charge being posted. To appeal any charge, the student must submit a written request to the Office of Housing and Residence Life explaining the reasons for the request. Any charge posted 31 days or after cannot be appealed or overturned.
- 9) **Entire Agreement** – This contract states the entire agreement between the parties to this contract as of the date of the final signature with respect to the subject matter of this contract and supersedes any previous written or oral representations, statements, negotiations, or agreements.

**10) Family Housing Policies –**

Family housing options are offered to eligible students when available. This allows students and their family easy access to campus resources, along with opportunities to become more connected to the university community. Family housing is located within the Cokesbury Apartment Complex.

- a. Eligibility Requirements:
  - i. Only one family may occupy an apartment unit and must comply with the maximum occupants per apartment policy. The following definitions shall apply for eligibility and supporting documentation is needed when applying.
- b. Eligibility Requirements:
  - i. Only one family may occupy a housing unit and must comply with the maximum occupants per apartment policy.
  - ii. The student resident must make the request for family housing to the Associate Director of Housing Operations through email explaining which individuals would be occupying the space, along with their relationship to the student.
  - iii. The application process may include the submission of a marriage license, affidavit of domestic partnership, copies of birth certificates, adoption documents, or other documents for verification purposes.
- c. Responsibility of Student:
  - i. The student is responsible for the conduct of their family members and guests.
  - ii. The student or family members must be present for the duration of the visit when guests are in the space.
  - iii. It is the responsibility of the student to make sure that the family members and guests understand and abide by all Housing and University regulations. If a resident's guest or family member is involved in any violation of University or Housing regulations, the hosting resident may be subject to disciplinary action up to removal from university housing. Students may be held responsible for violations of university regulations that occur on the OCU campus or within university housing.
- d. Apartment Occupant maximum limits:
  - i. Efficiency: 2 people
  - ii. Two bedrooms: 4 people
  - iii. Four bedrooms: 6 people
- e. Background check
  - i. All family members residing with the student must pass a background check conducted by OCU Human Resources before being assigned a room.
  - ii. Background check forms can be provided by contacting the OCU Housing and Residence Life Department
  - iii. The background check must be paid by the student, and the fee will be added to the student's account unless the student and family are deemed exempt per OCU Housing and Residence Life.
- f. Immunizations
  - i. Immunization results from the below items must be submitted and verified by Family HealthCare & Minor Emergency Clinic at OCU before being allowed to move into campus housing.
    1. Tuberculosis (TB)
      - a. All tenants and family members must have been administered a Tuberculosis (TB) test
      - b. The results must be documented and come back negative
    2. Meningococcal Shot
      - a. All tenants must be administered the Meningococcal shot
    3. MMR (Measles, Mumps, Rubella)
      - a. Two does are required.
    4. Hepatitis B
      - a. Three doses are required
  - ii. Family HealthCare & Minor Emergency Clinic at OCU – 405-373-2400
  - iii. An Immunizations requirement form for OCU can be found here: <https://www.okcu.edu/current/student-affairs/campus-clinic/immunizations>
- g. Children
  - i. Any child over the age of 18 is prohibited to live within on campus housing

- ii. Any child under the age of 18 is not allowed to be left alone within the apartment or within the Cokesbury Apartments Complex such as pool area, laundry room, or clubhouse.

**h. Damages**

- i. The student will be responsible for all damages that occur within the assigned apartment

**i. Keys**

- i. Upon move in, one key is issued to the student. If another key is needed, please contact the Housing and Residence Life Office to request an extra key. Each family can only receive a maximum of two keys per efficiency and two-bedroom apartment and four keys to a four-bedroom apartment.
  - ii. Keys cannot be duplicated or copied by the resident at outside companies
  - iii. Keys may not be given to any guest or any unauthorized person other than the original person they are issued to.
- j.** By signing the Rental Agreement, the resident certifies that they will maintain their student eligibility and that only eligible family members will reside in the apartment. It is the resident's responsibility to notify the Housing and Residence Life Department through email if there are any changes in occupants or situations.

**11) Gender Inclusive Housing –**

**a. Guidelines**

- i. Oklahoma City University offers Gender Inclusive Housing (GIH) as part of its commitment to creating residential communities that are welcoming, respectful, and inclusive. Gender Inclusive Housing allows students the option to live in the same room, suite, or apartment and share common living spaces regardless of sex or gender. This housing option supports students who prefer to select roommates based on personal compatibility rather than gender.
- ii. Participation in Gender Inclusive Housing is **optional**, and students must indicate their interest in this housing option through the housing application process.
- iii. No Disclosure Requirement - Students are not required to disclose or explain their reasons for selecting Gender Inclusive Housing.

- b.** First-Year Students - Entering first-year students are not eligible for Gender Inclusive Housing placements. Housing and Residence Life works individually with first-year students who have specific housing needs related to gender identity or other circumstances.

By entering my B# as an electronic signature in the housing management system and completing the housing application process, I acknowledge that I have read, understand, and agree to abide by all terms, conditions, and policies outlined in this housing contract. I further acknowledge that I am responsible for understanding the policies, procedures, fines, and charges associated with living in university housing at Oklahoma City University.

I acknowledge that the policies, procedures, and guidelines referenced in this agreement, including those contained within the Housing and Residence Life policies and the Student Handbook, are incorporated into this contract by reference and may be updated periodically by Oklahoma City University.

This agreement constitutes a license to occupy university housing and does not establish a landlord-tenant relationship.