

# Housing Application



## Office of Student Affairs

1507 So McKenna  
Poteau, OK 74953  
918-647-1371 || 918-647-1369 fax

### ENTRY INFORMATION

(Please check)

ENTRY TERM: (check one)

- Summer 20\_\_  
 Fall 20\_\_  
 Spring 20\_\_



"Print Clearly"

HOUSING AND MEAL PLAN RATES PER SEMESTER: (check one)

- Housing with 14 meal/5-day plan . . . \$1,800.00 per semester  
 Housing with 18 meal/7-day plan . . . \$2,111.00 per semester

ROOMMATE PREFERENCE: (list name)

Housing and Meal Plan rates reflect FY2015 rates and are subject to change.

### APPLICANT INFORMATION

(Please print clearly)

1.	SOCIAL SECURITY NUMBER			DATE OF BIRTH*			GENDER: (check one)		*This information is optional, but is helpful for room/roommate selection purposes.
	[ ][ ][ ]-[ ][ ][ ]-[ ][ ][ ][ ][ ]			[ ][ ]/[ ][ ]/[ ][ ]			<input type="checkbox"/> Male <input type="checkbox"/> Female		
2.	LEGAL NAME:		LAST	FIRST	MIDDLE	SUFFIX	LIST ALL FORMER LAST NAMES		
3.	PERMANENT MAILING ADDRESS:		ADDRESS		CITY	STATE	ZIP	COUNTY	
4.	PERSONAL STUDENT CONTACT:		ENS HOME PHONE		ENS CELL PHONE		EMAIL ADDRESS		

**EMERGENCY NOTIFICATION SYSTEM** Emergency notices will be sent to a student's CASC Email Address, ENS Home Phone, and ENS Cell Phone. Examples of "emergencies" include Severe Weather Warning, Tornado Warnings, no Classes due to snow, on-campus threat, others.

5.	PARENT EMERGENCY CONTACT:	FULL NAME	ADDRESS	CITY	STATE	ZIP	CELL/HOME PHONE
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### DISCLOSURE REQUIREMENTS

1. Have you ever been convicted of a felony?  Yes  No  
 2. Have you ever been placed on disciplinary probation or suspension from a college or university?  Yes  No  
 6. If you answer Yes to either question, please attach a written statement of disclosure (plain sheet of paper, dated, and signature).

### GENERAL INFORMATION

All CASC Residential Housing assignments are made on a first-come, first-served basis according to the date this application is received. Please be aware that our Residential Housing reaches maximum occupancy. You will be contacted by the Residential Life Coordinator concerning the status of your housing application. In addition, a \$75.00 non-refundable housing deposit/maintenance fee will be required and a CASC Housing and Meals Contract will be issued to student. For more information on Residential Housing, please see the Student Affairs homepage at [www.carlalbert.edu](http://www.carlalbert.edu).

**READ & SIGN:** With my signature below, I avow that all information supplied on this form is complete and accurate. I understand the conditions of the Student Housing Policy (located on back) and agree to abide by all rules and regulations established by CASC, including payment of all tuition, fees, housing, meals, books, fines, and all other charges incurred at CASC and understand that any refusal to fulfill my responsibilities may result in my dismissal.



Student PRINT Name

Signature

Date

Parent/Legal Guardian PRINT Name

Signature

Date



In compliance with Titles VI and VII of the Civil Rights Acts of 1964, amended, Title IX of the Education Amendments of 1972, American Disabilities Act of 1990, and other federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, disability, or status as a veteran in any of its policies, practices, or procedures. This includes but is not limited to admissions, employment, financial aid, and educational services. Please contact our ADA Coordinator at 918-647-1389 if you have any questions regarding services for students with disabilities. Carl Albert State College is accredited by The Higher Learning Commission, North Central Association of Colleges and Schools (FICE 003176).

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**CARL ALBERT STATE COLLEGE  
STUDENT HOUSING POLICY****I. TERMS**

- A. Apply for student housing by completing a Housing Application. The student may obtain a housing application from the Office for Student Affairs or by downloading the application from the CASC website at [www.carlalbert.edu](http://www.carlalbert.edu).
- B. The Office for Student Affairs will collect all completed housing applications and will contact students who have been accepted into residential housing. Students placed on the waiting list may contact the Office for Student Affairs in regards to their housing status.
- C. After the student is accepted into student housing, the student must pay the \$75 non-refundable maintenance fee to secure a spot in Residential Housing and complete a housing and meal contract. Residents are required to pay the \$75 non-refundable maintenance fee at the beginning of each academic year.
- D. Housing and meal contract period shall be on a Fall and Spring (combined) school year, or summer semester.
- E. The housing and meal contract does not provide for any closed times; i.e. Thanksgiving Break, Winter Break, Spring Break, breaks between semesters, etc., in which the dorms and food service will be closed.
- F. Room rates and meal plans are non-refundable.
- G. Any unpaid balance of housing and meals at the end of the semester/contract term will be turned over to a collection agency and a hold will be placed on the student's transcript.
- H. The student must be enrolled in and complete 12 credit hours (full-time student status) or more per semester in a classroom setting (web courses not included). Summer residents must carry 6 credit hours.
- I. Residential students must be single with no dependents.

**II. ROOM AND BOARD**

- A. Any student who resides in student housing at CASC is required to purchase a 14-meal plan or 18-meal plan (excluding summer students).
- B. A meal plan is a requirement to live in campus housing.
- C. No refunds or reduction in charges will be made for meals missed as a result of violation of the terms of this contract. Meal stickers are non-transferable.

**III. ASSIGNMENTS OF ROOM**

- A. The College reserves the right to make all room and roommate assignments.
- B. The student agrees that the College may reassign housing space or adjust the occupancy of rooms to maximize space utilization and that the College may take such actions as necessary to control the use of rooms in the event of an epidemic or disaster, or other conditions or circumstances that may appear to require such control.
- C. The College reserves the right to refund payments and refuse assignments to any applicant.
- D. All dorm room keys must be obtained by proper check-in through the Residential Housing Staff.

**IV. ACCESS TO ROOMS**

- A. The College reserves the right to enter any student's room at any time that a health, safety, maintenance and/or damage inspection of the premises is deemed necessary. Room inspections are made at periodic intervals with previous notice posted for all residents to maintain and preserve the housing accommodations in the interest of all College housing with regard to the welfare of all students.
- B. The College reserves the right to remove or confiscate any items that are hazardous to the building or its occupants.
- C. All locked or closed containers are subject to inspection.

**V. PAYMENT**

- A. The student agrees to pay for all housing and meal plans at the current rate set forth by the College.
- B. The College reserves the right to increase rates for housing and meal plans at any time, provided due notice is given to all students when cost of services extend beyond college control.
- C. Students are required to pay the full housing and meal charges at time of campus housing move-in at the beginning of each semester. The student will not receive keys to the dorm room until the full amount is paid. The only exception will be if the student provides a copy of a financial aid award letter showing all housing and meal charges will be covered by financial aid.
- D. Payment options are as follows: cash, check, credit card, or money order.
- E. Students may arrange a payment plan for housing and meals with the CASC Business Office.
- F. The College reserves the right to place a hold on a student's transcript for non-payment of room and board fees.

**VI. ROOM CARE**

- A. Students will furnish their own linens, blankets, towels, pillows, curtains, etc.
- B. Students are REQUIRED to keep their rooms clean and in good condition at all times!
- C. The college will do regular maintenance as required.
- D. Students will be charged for any and all damages caused either by accident or maliciousness to his/her own room.
- E. Rooms should be locked when vacated. The College assumes no responsibility for loss or damage of property. It is the resident's responsibility to acquire home owners or renters insurance.

**VII. RULES AND REGULATIONS**

- A. The student agrees as a condition of the housing and meal contract to comply with all college housing rules, regulations, and policies, which are now in effect or enacted during the term of this contract.
- B. The student agrees that residents, who by their actions violate College and/or residence regulations, create undue disturbances, or who unreasonably withhold their cooperation from other students and from the College staff may be dismissed from student housing and may be suspended from the College.
- C. The *CASC Residential Program Regulations Handbook* and *CASC Student Handbook* will be made available to all students.