

SOUTHEASTERN OKLAHOMA STATE UNIVERSITY

Terms & Conditions of Residence Hall & Food Service Agreement

AGREEMENT TERMS

The housing agreement, (aka Residence Hall & Food Service Agreement), covers the period of time starting with fall semester through summer semester). **Academic term agreements** are based on the dates of occupancy while the University is in session and do not include Summer, Winter or Spring Break/**Interession** periods.

The agreement begins the first day of the academic semester (1st day of classes) for the fall semester and terminates at 4:00 p.m. on the last day of regular classes during the spring semester (recalling that the agreement does not cover the winter interession, spring break or any times before or after the academic semesters being). While the **RH&FS** Agreement technically ends on the last day of regular classes, students are permitted to remain in their assigned room during finals week, through 24 hours after their last final or 4:00pm on Friday of finals week, whichever comes first, provided no violations of campus/residence hall policies occur.) Check in dates for each semester will be established by the Housing & Residence Life Office. Please check with this office to obtain additional information regarding check-in dates and times.

FINANCIAL RESPONSIBILITY AND PAYMENT INFORMATION

The total housing fee for each semester is **due August 1st for the fall semester (December 1st for the spring semester and May 1st for the summer term.) This date may be referred to as the Payment Due Date. A 1.5% month (18%APR) finance charge will be assessed on any balance that is not paid in full by the Payment Due Date.**

Failure to satisfy the financial obligations accrued under this agreement will result in denial of permission to enroll and/or issuance of transcripts, pursuant to SE rules and regulations governing the imposition of these sanctions. Failure to meet financial obligations may result in a student being denied access to his/her living accommodations and termination of this agreement.

Upon failure to satisfy the financial obligations accrued under this agreement, the student/lessee agrees to pay an additional 33.33% of the balance due at the time of default, which represents the reasonable collection costs incurred by the University, along with and independent of any additional court costs and attorney fees, should legal action have to be taken.

LATE PAYMENT DATE

The total housing fee for each semester is **due August 1st for the fall semester (December 1st for the spring semester and May 1st for the summer term.) This date may be referred to as the Payment Due Date. If, for any reason, full payment of all housing, meal and related charges has not been made by the Late Payment Date (which will be designated as October 15th for the fall semester, March 15th for the spring semester and July 1st for the summer semester, effective fall 2016),** then a one-time LATE PAYMENT FEE will be applied. Even if a student anticipates that financial aid or scholarships might cover their housing charges, it is the responsibility of the student to confirm payment with the Business Office prior to the late payment date, or they will be subject to this fee. Students who owe housing, meal, or related charges from a previous semester will not be permitted to move into the halls until they have paid the outstanding housing charges from the previous semester.

HOUSING ROOM RATE SCHEDULE

Please see rate table for current rates. Rates are subject to board approval and may change without notice.

Additional Semester Fees not included in Housing agreement: (see rate table for current rates and list of other charges that may be applied.)

- \$100 Application fee/Deposit is required before any assignments can be made or students can move into a Residence Hall.
- Residence Hall Activity Fees is assessed to all resident students.
- Meal plan is required for all resident students.
- Additional charges which may apply include: Room Change Fee, Improper Check out fee, Late Payment fee, RH&FS Agreement Cancellation fee, Late Cancellation fee, Administrative cancellation fee, as well as damages or cleaning fees.

GUARANTEE RATE POLICY: ROOM AND BOARD RATES

All continuing resident students, who live on campus for fall and spring semester, continuously, will qualify under the guarantee rate policy. In order to remain eligible for the locked in Room and Board rates, students must pay all spring housing charges by June 15th, all fall charges by December 15th and all summer charges by the last day of summer classes. The student's first semester living on campus is identified as the student's "entry semester for the guarantee rate". The semester rates at that time will become the guaranteed rates for students with continuous occupancy. Continuous occupancy includes fall and spring semesters.

Once the student breaks continuous occupancy, or fails to pay all housing charges by the deadlines identified above, the student will no longer qualify under the guarantee rate policy. If the student returns to living on campus, the student will be billed the current semester's rates at that time. Current semester's rates can change from academic year to academic year. *In order to maintain locked in room and board rates, students must pay all spring housing related charges by June 15th, all fall housing related charges by December 15th and all summer housing related charges by the last day of summer classes.*

AGREEMENT CANCELLATIONS – DEADLINES AND REFUNDS

All agreement cancellations must be submitted in writing (to the Business Office) and will result in the **loss of the application fee/deposit plus agreement cancellation fee** for any agreement cancelled after the Payment Due Date of the starting semester of the agreement. The agreement cancellation fee will be deducted from the agreement refund. The agreement cancellation fee and forfeit of deposit may be waived for compelling reasons as determined by the Director of Housing & Residence Life. Failure to cancel your agreement and properly check out will result in your being **responsible for room, meal plan and any damage charges until your agreement is properly cleared**, in addition to an improper check-out fee and charges for lock core replacement. Failure to cancel your RH&FS Agreement per established procedures (which are posted on the SE Housing & Residence Life webpage) may also result in additional charges.

Fall Term:

Cancellation before August 1st - **forfeiture of application fee/deposit**

Cancellation after August 1st – **forfeiture of application fee/deposit plus an additional cancellation fee – additionally:**

During the 1 st week of classes:	85% of fall agreement refunded
After the 1 st week of classes:	75% of fall agreement refunded
After September 15 th :	50% of fall agreement refunded
After October 1 st :	25% of fall agreement refunded
After October 15 th :	No refunds after this date

Spring Term:

Cancellation before December 1st – **forfeiture of application fee/deposit plus agreement cancellation fee** unless agreement started in spring.

After 12/1 and before the first day of classes – forfeiture of application fee/deposit plus additional LATE CANCELLATION FEE unless agreement started in spring. **Additionally:**

During the 1 st week of classes:	85% of spring agreement refunded
After the 1 st week of classes:	75% of spring agreement refunded
After February 15 th :	50% of spring agreement refunded
After March 1 st :	25% of spring agreement refunded
After March 15 th :	No refunds after this date

Any student that meets the following criteria may have the agreement cancellation fee waived and the deposit refunded provided the spring agreement is cancelled before 12/1: December graduation, activation of military personnel, married before the start of the spring semester, medical conditions which result in complete withdrawal from the University.

Summer Semester:

Cancellation before April 1st - **forfeiture of application fee/deposit.**

Plus agreement cancellation fee unless agreement started in summer

After 4/15 and before the 1 st day of class	late cancellation fee
During the first week of classes	75% summer refunded
After June 15 th	50% summer refunded
After June 30 th	No refunds after this date

Summer assignments may differ from spring/fall assignment.

ASSIGNMENT INFORMATION

Your indicated preference on the housing agreement does not constitute assignment to a specific hall, suite, apartment, roommate, or room type. Though every effort will be made to accommodate preferences, SE Housing and Residence Life staff will make assignments based upon space and availability.

The **deadline for new agreements is June 15th for fall assignments, December 15th for spring assignments and April 15th for summer assignments.** This means that all agreements received prior to this date will be given priority over requests received after this date. Fall room assignments are made after June 15th, and are usually available after July 15th. Students currently residing in the Residence Halls will have the opportunity to participate in **the Priority Room Assignment Process during the spring semester (notice will be posted in halls).** Additionally, newly admitted students will be given the opportunity to participate in **Advanced Room Assignment Process on SE's Curriculum Contest day and on scheduled Fall Preview dates, when they occur prior to the June 15th deadline.** (See SE calendar for specific dates.) These options are open only to prospective students who are present and submit an agreement and deposit/application fee on or by these days. Other than these specified dates, all assignments will be made during the first week of July for agreements received by June 15. Any agreements received after the deadline date will be assigned on a space available basis, and students may not receive assignment information prior to the move in date.

Please carefully consider the information regarding specialty housing before making your housing preference selection. Specialty communities will be created based on interest (and may not be created if there is insufficient interest.) If you have any questions regarding any of the specialty communities, please **contact the Department of Housing and Residence Life at (580) 745–2948.**

HOW TO APPLY

All students who have been accepted by the University should reserve a room using the Campus Connect on-line housing application. Students who are not yet 18 years of age must submit a paper application that is signed by a

parent/legal guardian. Students who have not yet been accepted to the University will not be able to use the Campus Connect on-line application and should contact the Housing and Residence Life Office for guidance regarding application for housing. Once the student has completed the agreement, it should be submitted on-line or paper copies should be mailed or brought to the Business Office with the application fee/deposit. **Specific Roommate requests MUST be received by the June 15th priority deadline. Prospective students may reserve specific rooms by showing up in person on SE's Curriculum Contest Day or during Fall Preview Dates, (see SE's calendar for specific dates) and submitting their agreement with the application fee. See "Assignment Information" for addition details.**

If you have previously submitted the HOUSING AGREEMENT and the application fee, that fee will be applied as your security deposit. If you are a continuing resident your current security deposit will cover this agreement, as long as the full balance remains. Continuing residents who have additional charges or fees MAY need to submit an additional security deposit, depending upon the situation.

FRESHMAN RESIDENCY REQUIREMENT

Southeastern Oklahoma State University believes that there are important educational and social benefits from living in the residence halls and participating in an on-campus housing program. Because of this conviction, Southeastern has developed a Freshmen Residency Program that requires all single, full-time (12 hours or more per semester), first time freshmen who are under the age of 20 and have earned fewer than 24 college credit hours to reside in university housing. College credit hours that have been earned while in high school do not count toward the 24 college credit hour limit. Failure to comply with this policy may result in disciplinary sanctions, including assessment of fees. Freshmen who wish to live off-campus must apply to be released from the Freshmen Residency requirement. (For additional information, please review the Residence Life webpage at www.se.edu/residence-life.)

ELIGIBILITY:

To be eligible for residence in University Housing, an individual must be enrolled as a student and attending classes in at least 6 undergraduate or 3 graduate hours at Southeastern Oklahoma State University (SE). Continuing students who are enrolled for the upcoming fall semester, have submitted a housing agreement for the upcoming fall semester and who can demonstrate that they are employed locally for 30 hours/week may live in the residence halls during the summer semester. All other students must be enrolled in 3 undergraduate or graduate hours during the summer semester in order to be eligible to live in the residence halls during the summer session.

SPECIALTY HOUSING

A number of specialty housing options are provided. These may include FIRST (Freshmen In Residence Succeeding Together) freshmen year experience program for first time freshmen residents, a Freshmen Honors Community, a freshmen PLC Community, Co-Ed Band/Music Community, freshmen aviation community, and a variety of other options. **See the Residential Communities List for a complete list of housing options for the current semester.**

AGREEMENT PROVISIONS:

Alterations of this agreement are not recognized by SE. You are applying for on-campus housing accommodations, not for a particular room, building or roommate. A reasonable effort will be made to assign preferred roommates and residence halls as requested. SE reserves the right to assign roommates and/or to consolidate vacancies by requiring residents to move from one accommodation to another. When the deposit AND this agreement are both received, accommodations will be reserved. In the event that agreements received exceed standard occupancy, temporary accommodations will be provided. For persons submitting academic term agreements that are received prior to June 15th, written notification of their assignment will be emailed after July 15th. For persons submitting agreements that are received after June 15th, notification will be made as time and ability permits. **The total payment for each semester of your agreement will be due on the payment due date (8/1 for the fall, 12/1 for the spring and 5/1 for summer.)** If full payment has not been made by the Late Payment Date, then you are subject to additional

fees, as outlined above. If you plan to use financial aid or scholarship assistance to cover your room and board expenses, you must receive written approval from the Business Office prior to the payment due date.

Although precautions are taken to maintain adequate security and maintenance, the University does not carry personal property insurance. The university does not cover an losses incurred from maintenance, theft, natural disasters, etc. **The student and his/her parent or legal guardian is strongly encouraged to carry appropriate insurance to cover such losses.** Residents are responsible for any damages that occur in their assigned room or hall. This includes any common area damages. When identified, the person(s) responsible for damages in the room(s) or public areas will be billed for the cost of repair/replacement; otherwise, all residents share in community billing for damages. The university does not reimburse students for damages incurred in cases of maintenance, storm, theft, etc.

Your assigned living space cannot be sublet under any circumstances and residents must obtain written Authorization from the Residence Hall Director before they can transfer to another room. Transfers from one residential Room/suite to another will incur an additional room change fee.

The University reserves the right to terminate this agreement and the resident may be required to move upon notice if the University determines that the continued residency of the student would pose a danger to the life, health or general wellbeing of the residential community. A resident may be required to seek professional counseling on campus (off campus counseling must be arranged and monitored through the university Counseling center) as part of an agreement to continue occupancy. Provisions regarding student conduct and appropriate behavior that are stated in the *SE Resident Student Handbook*, the SE Student Handbook and other University publications are made a part of this Agreement. Additional rules and regulations that may be circulated from time to time by the University are made part of this agreement.

MEAL PLAN INFORMATION

A **meal plan is required** for all residential students. Sodexo Campus Services is known as a leader in providing quality dining services to universities all over the country. The Residence Life Department is proud of our dining services, featuring many cook-to-order items. Upon check in, each resident student will need to validate their student ID card and confirm their meal plan option. Students may not be able to use their meal plan until a meal plan option has been confirmed and the student's ID card has been validated by the Business Office. **Any resident student who does not confirm a meal plan option by the first Monday of each semester will automatically be designated the LS 165 meal plan option.** The bulk of the meals are served in the University Café, which is located in our Student Union. All café meals are "all you care to eat" traditional meals.

ADA ACCESSIBILITY

If you believe that you require **adaptive or accessible housing** on the basis of a disability or health problem, please contact the Coordinator for Student Disabilities Services (580-745-2392). TDD # 580-745-2704. Requests received after the housing application deadline of 6/15 (for the fall, or 11/1 for the spring or 4/1 for the summer) may not be able to be accommodated.

EQUAL OPPORTUNITY STATEMENT

In compliance with Title VI of The Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of The Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, The Family and Medical Leave Act of 1993, The Civil Rights Act of 1991, and other Federal Laws and Regulations, Southeastern Oklahoma State University does not discriminate on the basis of race, color, national origin, sex, age, religion, handicap, disability, your 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.

Paper Housing Applications (Residence Hall & Food Service Agreement, plus Room and Meal plan preference forms) should be submitted along with the \$100 application fee/deposit, to:

**Business Office
1405 N. 4th Avenue, PMB 4216
Durant, Oklahoma 74701**

For Additional Information contact Housing & Residence Life at:

Phone: (580) 745-2948 Fax: (580) 745-7483

www.se.edu/residence-life

Student Health Services

1405 N. Fourth Ave., PMB 4088
GDJ Student Union Suite 200
Durant, OK 74701-0609
580-745-2867

Meningococcal Vaccine

WHAT IS MENINGOCOCCAL DISEASE

Meningococcal disease is a serious illness, caused by bacteria. It is the leading cause of bacterial meningitis in children 2-18 years old in the United States. Meningitis is an infection of fluid surrounding the brain and the spinal cord. Meningococcal disease can also cause blood infections.

About 2,600 people get meningococcal disease each year in the U.S. 10 – 15% of these people die, in spite of treatment with antibiotics. Of those who live, another 11-19% lose their arms or legs, become deaf, have problems with their nervous systems, become mentally retarded, or suffer seizures or strokes.

Anyone can get meningococcal disease. But it is most common in infants less than one year of age, and people with certain medical conditions such as lack of a spleen. College freshmen who live in dormitories and teenagers 15-19 yrs old have an increased risk of getting meningococcal disease.

Drugs such as penicillin can be used to treat meningococcal infection. Still, about 1 out of every ten people who get the disease dies from it, and many others are affected for life. This is why preventing the disease through meningococcal vaccine is important for people at the highest risk.

MENINGOCOCCAL VACCINE

There are two types of meningococcal vaccines in the U.S.

- Meningococcal conjugate vaccine (MCV4) was licensed in 2005. It is the preferred vaccine for people who are 2-55 yrs old.
- Meningococcal polysaccharide vaccine (MPSV4) has been available since the 1970s. It may be used if MCV4 is not available and is the only meningococcal vaccine licensed for people who are older than 55.

Both vaccines can prevent 4 types of meningococcal disease, including 2 of the 3 types most common in the U.S., and a type that causes epidemics in Africa. Meningococcal vaccines cannot prevent all types of the disease, but they do protect many who might become sick if they did not get the vaccine.

Both vaccines work well and protect about 90% of the people who get it. MCV4 is expected to give better, longer lasting protection. MCV4 should also be better at preventing the disease from spreading from person to person.

WHO SHOULD GET MENINGOCOCCAL VACCINE AND WHEN?

Meningococcal vaccine is not routinely recommended for most people. MCV4 is recommended for all children and adolescents age 11-18 yrs of age. Those who did not get it during routine immunization visits should get it at the earliest opportunity. The vaccine is also recommended for people who are at increased risk of meningococcal disease, including:

- College freshmen living in dormitories
- U.S. Military recruits
- People who might be affected during an outbreak of certain types of meningococcal disease.
- Anyone traveling to, or living in, a part of the world where meningococcal disease is common, such as parts of Africa.
- Anyone who has a damaged spleen, or whose spleen has been removed.
- Anyone who has terminal complement component deficiency (an immune system disorder).
- College freshmen living in dormitories.

The vaccine should also be considered for:

- Some laboratory workers who are routinely exposed to the meningococcal bacteria.

How many doses?

- For people 2 years of age and over: 1 dose (Sometimes an additional dose is recommended for people who continue to be at high risk. Ask your provider).
- For children 3 months to 2 years of age who need the vaccine: 2 doses, 3 months apart.

People should not get meningococcal vaccine if they have ever had a serious allergic reaction to a previous dose of the vaccine.

People who are mildly ill at the time the shot is scheduled can still get meningococcal vaccine. People with moderate or severe illnesses should usually wait until they recover. Your provider can advise you.

Anyone who has ever had Guillain-Barre Syndrome should talk to their provider before getting MCV4.

Meningococcal vaccine may be given to pregnant women. However, MCV4 is a new vaccine and has not been studied in pregnant women as much as MPSV4 has. It should be used only if clearly needed.

WHAT ARE THE RISKS FROM THE VACCINE?

A vaccine, like any medicine, is capable of causing serious problems, such as severe allergic reactions. The risk of the meningococcal vaccine causing serious harm, or death, is extremely small.

Getting meningococcal vaccine is much safer than getting the disease.

Mild problems

- Some people who get meningococcal vaccine have mild side effects, such as redness or pain where the shot was given. These symptoms usually last for 1-2 days.
- A small percentage of people who receive the vaccine develop a fever.

Severe problems

- Severe allergic reactions, within a few minutes to a few hours of the shot, are very rare.
- A serious nervous system disorder called Guillain-Barre Syndrome (or G. B. S.) has been reported among some people who received MCV4. This happens so rarely that it is currently not possible to tell if the vaccine might be a factor. Even if it is, the risk is very small.

WHAT IF THERE IS A SERIOUS REACTION?

What should I look for?

Look for any unusual condition, such as a severe allergic reaction, high fever, or unusual behavior. **If a serious allergic reaction occurred it would happen within a few minutes to a few hours after the shot.** Signs of a serious allergic reaction can include difficulty breathing, weakness, hoarseness or wheezing, a fast heart beat, hives, dizziness, paleness, or swelling of the throat.

What should I do?

- Call a doctor, or get the person to a doctor right away.
- Tell your doctor what happened, the date and the time it happened, and when the vaccination was given.
- Ask your health care provider to file a Vaccine Adverse Events Reporting System (VAERS) form. Or call VAERS yourself at 1-800-822-7967 or visit their website at www.vaers.hhs.gov.

HOW CAN I LEARN MORE?

- Ask your doctor or nurse. They can give you the vaccine package insert or suggest other sources of information.
- Call your local or state health department's immunization program.
- Contact the Centers for Disease Control and Prevention (CDC). Call 1-800-232-4636.
- Visit the National Immunization Program's website at www.cdc.gov/vaccines.
 - Visit the National Center for Infectious Disease's meningococcal disease website at www.cdc.gov/meningococcal/
 - Visit CDC's Travelers Health website at www.cdc.gov/travel