

Carl Albert State College
Office for Student Affairs
1507 S. McKenna
Poteau, OK 74953
(918) 647-1200

CARL ALBERT STATE COLLEGE

HOUSING APPLICATION

FOR OFFICE USE ONLY

Date Received _____

SA Staff _____

www.carlalbert.edu

SSN _____ Last Name _____ First Name _____ MI _____

Permanent Address _____

City _____ State _____ Zip _____

Telephone # (_____) _____ Cell Phone # (_____) _____ E-mail Address _____

Date of Birth* _____ Age* _____ Sex* Male Female

Semester You Plan To Attend: Fall 20 ____ Spring 20 ____ Probable College Major _____

Have you ever been convicted of a felony? Yes No Roommate Preference _____

**This information is optional, but is helpful for room/roommate selection purposes.*

Housing & Meal Plan Rates Per Semester: (select one)

Housing with 14 meal/5-day plan = \$1,550* per semester (14 meals per week)

Housing with 18 meal/7-day plan = \$1,792* per semester (18 meals per week including weekends)

**Cost reflects 2009 rates and are subject to change.*

For more information on Residential Housing see the Office for Student Affairs homepage at www.carlalbert.edu/student-life

Upon official acceptance into CASC Residential Housing, a \$100.00 housing deposit will be required and a CASC Housing/Meal Contract will be issued to student. All housing assignments are made on a first-come, first-served basis according to the date this application is received.

I understand the conditions of the housing/meal contract (located on back) and agree to abide by all CASC Housing Regulations and understand that any refusal to fulfill my responsibilities may result in my dismissal.

Student Signature _____ Date _____

Parent/Guardian Signature _____ Date _____
(If under 18 years of age)

Parent or Legal Guardian/Emergency Contact Information

Name _____ Relationship _____

Address _____ City _____ State _____ Zip _____

Telephone # (_____) _____ Cell Phone # (_____) _____

Return Completed Form To:

Carl Albert State College, Office for Student Affairs, 1507 S. McKenna, Poteau, OK 74953

Carl Albert State College, in compliance with Titles VI and VII of the Civil Rights acts of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Americans with 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. Reasonable accommodations in accordance with the Americans with Disabilities Act will be provided upon request by the applicant. Contact: Kerrie Blair, ADA Coordinator, at (918) 647-1200 or Vicki Hill, Affirmative Action Officer, at (918) 647-1200.

**CARL ALBERT STATE COLLEGE
STUDENT HOUSING POLICY
2009-2010**

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 the student may download the application from the CASC website at www.carlalbert.edu.
- B. Each resident is required to pay a \$100 housing deposit at the beginning of each academic year (\$50 non-refundable and \$50 refundable).
- C. The Office for Student Affairs will collect all completed housing applications. Each student will then receive a letter informing them of their housing status. The letter will state one of the following three options: (1) the student has a dorm room reserved for them; (2) the student does not have a dorm room reserved, but the student is placed on a waiting list for a dorm room; or (3) the student does not have a dorm room reserved.
- D. After the student is accepted into student housing, the student must complete a housing/meal contract.
- E. Upon signing of the housing/meal contract, the \$100 housing deposit will be converted into a security/damage deposit and \$50 of the room deposit will be returned at the end of the semester/contract term if no damage has been done to the assigned dorm room for which the student is responsible and to which he/she has been assigned and if all other financial obligations to the college have been paid. The non-refundable \$50 of the housing deposit will be kept for dorm maintenance fees (light bulb replacement, etc.).
- F. Housing/meal contract period shall be on a Fall & Spring (combined) school year, or summer semester.
- G. The housing/meal contract does not provide for any recess period; i.e. Thanksgiving Break, Winter Break, Spring Break, breaks between semesters, etc., in which the dorms and food service will be closed.
- H. If you move out prior to the end of the semester/contract term, the housing deposit will not be returned and it will be applied to the unpaid balance of the remaining lease to be paid. Any unpaid balance of room and board at the end of the semester/contract term, will be turned over to a collection agency and a hold will be placed on your transcript. If you move out at the end of the semester/contract term, and there are damages, the housing deposit will be applied to the assessed value of the damages. If assessed value of the damages is in excess of the housing deposit, additional fees will be levied. If you move out at the end of the semester/contract term, and there are no damages and unpaid balances, \$50 of the housing deposit will be returned. Room rates are non-refundable.
- I. Any unpaid balance of room and board at the end of the semester will be turned over to a collection agency.
- J. 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.
- K. Student must be single with no dependents.

II. ROOM AND BOARD

- A. Any student who resides in single student housing at CASC is required to purchase a 14-meal plan or 18-meal plan (excluding summer students).
- B. A meal plan will be a requirement as long as the student remains in a dorm at CASC.
- 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 is 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 room keys must be obtained by proper check-in through the resident director.

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.

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 room and board 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 student provides a copy of a financial aid award letter showing all housing/meal charges will be covered by financial aid.
- D. Payment options are as follows: cash, check, credit card, or money order.
- E. 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. (Students are REQUIRED to keep their rooms clean and in good condition at all times!)
- B. The college will do regular maintenance as required.
- C. Students will be charged for any and all damages caused either by accident or maliciousness to his/her own room.
- D. 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/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 resident's 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.