



## Residential Life and Housing Contract

Read this document carefully prior to signing your Residential Life & Housing Services Contract. The contract is a legally binding document for the period stated.

### Live-In Requirement

Langston University established a policy requiring students with less than 60 credit hours to live in on-campus housing facilities and to have a meal plan. Exemptions from this requirement include students who:

- are married
- have documented disability that requires off-campus accommodations
- live with parents/guardians within a 30-mile radius of Langston University
- are a part-time student, graduate student, or nontraditional student.

### Residency and Meal Plan Exemption Requirement Policy

Exemption forms are available on the [Residential Life & Housing Services website](#) or can be requested via email to [luhousing@langston.edu](mailto:luhousing@langston.edu). Forms can also be retrieved at the Housing office located in the Scholars Inn Clubhouse. You will receive an email notification regarding the status of your exemption request. **You must apply for exemption prior to 5:00 PM on December 29, 2023, for the Spring 2024 Semester. NO EXCEPTIONS.**

## **CONTRACT**

### Eligibility

- a. To be eligible for occupancy in Langston University residential facilities, you must be admitted and enrolled as a full-time student (12-credit hours or more) at Langston University.
- b. Residential Life & Housing Services reserves the right to use a student's disciplinary status as a factor in eligibility for on-campus housing.
- c. To be eligible for occupancy in Langston University residential facilities, you must be in good financial standing with the University.
- d. All returning students will be assessed a \$50.00 reservation fee to their student account by the end of the add/drop period.

### Contract Transfer or Reassignment

A Residential Life & Housing Services contract may not be transferred or reassigned. Meal accesses may be used only by the individual to whom the contract is issued. An apartment or room may be occupied only by the student(s) to whom the contract is issued.

### Contract Period

- a. This contract is between the student and Langston University, effective from **January 8, 2024, to May 4, 2024 (or on the date of your last final)**. Changes to these contract dates must be approved in writing by the Office of Residential Life & Housing Services.
- b. **This contract is binding for the stated period or that portion of the academic year remaining at the time of occupancy.** Failure to check into the assigned residence hall room does not release a student from his/her contractual agreement.
- c. You agree to vacate your assigned room within 24 hours of your last final for each semester, but no later than the designated building closing date and time.

You will vacate the assigned room within 24 hours upon loss of status as an enrolled student. Failure to do so will be viewed as an improper checkout which will include a housing fine.

### Facilities & Space Assignment

This contract applies to all Apartment Facilities (Centennial Court, Langston Commons, and Scholars' Inn, and Young Hall).

- a. Room assignments will be made on a date-priority basis according to the date the housing application has been received. Failure to honor a preference does not negate the terms of this contract.
- b. Residential Life & Housing Services reserves the right to change space designations of facilities and dining plan requirements of areas/buildings, as necessary.
- c. Residential Life & Housing Services reserves the right to assign students to short-term or temporary housing.
- d. Residential Life & Housing Services reserves the right to consolidate vacancies by requiring residents to move from single occupancy to double occupancy. When Residential Life & Housing Services determines that space is available, the resident may be given the option for single occupancy with additional charges rather than consolidation. Failure to accept an assigned roommate may result in additional charges.
- e. Residential Life & Housing Services reserves the right to change room assignments for health, safety, or repair reasons; for disciplinary reasons; for unresolved incompatibility of roommates; or other administrative reasons.
- f. Residential Life & Housing Services reserves the right to enter rooms with or without notice at any time for reasonable institutional purposes, including, but not limited to, safety, health, and maintenance purposes or where there is reasonable cause to believe a violation of University rules and regulations has occurred or is taking place.

- g. Residential Life & Housing Services reserves the right to terminate all or portions of the contract if facilities are deemed unusable.
- h. Reasonable efforts will be made to ensure Internet services. Services outages for upgrades, routine maintenance, equipment or service failures, or emergency servicing will happen over the course of the year, and Langston University shall have no liability for any outages or interruptions, surges or failure of these telecommunications services or any damage directly or indirectly cause by the interruption, surge, or failure. You hereby release Langston University from any and all such claims and waive any claims due to such outages, interruptions, or fluctuations.

#### Dining Plan Participation

Dining plan charges include access to the Langston Dining Hall and \$100 in Langston Bucks for **Meal Plan A (first-time freshmen)**, \$200 in Langston Bucks for **Meal Plan B**, and \$765 Langston Bucks for the **Commuter Plan**.

- a. All residents are required to participate in a dining plan with the exception of families living in Langston Commons.
- b. Students who do not select a dining plan on their contract will automatically be assigned the Meal Plan A.
- c. A Langston University ID card is required for entrance into the Dining Center at all times.

#### **CONTRACT RATES AND PAYMENT**

##### Room and Dining Plan Rates

Room and dining plan rates for 2023-2024 will be approved by the Oklahoma A&M Board of Regents. After approval by the Oklahoma A&M Board of Regents, the rates will be posted on the [Residential Life & Housing Services website](#).

##### Housing Reservation Fee

Langston University newly admitted and transfer students pay \$250.00. \$200.00 is the commitment fee and \$50.00 is the room reservation fee. Returning students are charged the \$50.00 room reservation to their Bursar Account when housing is charged.

##### Charges

You agree to pay the room and dining plan rates for the facility assigned on your contract and/or to which you are assigned.

##### Payment Procedures

You agree to pay the University charges for room and dining plan.

- a. All University charges, including room and meal plan payments, should be made to the Business Office. If financial aid is to apply to your charges, it is your responsibility to make sure your aid is processed timely.
- b. Arrangements must be made with the Enrollment Management Office for payment of past due obligations upon receipt of notice.

### **Housing and Dining Plan Reduction of Charges for Withdrawal**

#### General Students:

- a. If you are not receiving federal financial aid, you will receive a prorated refund based on the actual date of official check-out from the residential building if withdrawal happens before the drop/add period ends.
- b. Charges will not be prorated for cancellations or withdrawals that occur after the drop/add period.
- c. Failure to use the room and/or dining plan does not release you from this contract

#### Federal Financial Aid Recipients:

In accordance with federal law, room and dining plan charges for Federal Aid recipients will be refunded in the following manner.

When a student who receives federal financial aid withdraws from the university, he or she may owe a repayment of federal funds and/or be due a refund from Langston University or owe an additional amount to Langston University. The federal return of funds policy will be applied before any refund due under the Langston University policy is disbursed.

### **Contract Release**

#### Failure to Occupy Assigned Room

If you are not registered for classes at Langston University and do not check into your room by midnight of the first day of classes, you will be declared a “no-show.” Your room assignment will be canceled, and reservation fee forfeited.

If you are registered for classes at Langston University and do not check into your room by add/drop period, you will be declared a “no show.” Which will result in the cancellation of your room assignment.

#### Contract Release

All requests to terminate the housing contract must be made in writing to the Office of Residential Life and Housing Services.

#### Disciplinary Removal

If you are removed from the residence halls for disciplinary reasons, you may be responsible for paying all outstanding room and dining plan charges. Removal may take place immediately upon notice. Please refer to the Langston University Code of Conduct for disciplinary policies and processes.

#### Withdrawal from the University

If you withdraw or are suspended from the University, you must contact the Office of Residential Life & Housing Services, in addition to officially checking out of your apartment or residence hall within 24 hours of the withdrawal date.

#### Graduation and Exchange Programs

If you are released from the contract due to graduation or an official Langston University exchange program, then your contract will be terminated upon receipt of proper documentation.

### **BEHAVIORAL EXPECTATIONS**

You agree to abide by the Langston University Student Code of Conduct, Residential Life & Housing Services Community Standards, Local, State, and Federal laws, and any additional published policies and regulations by the university. Failure to do so may result in all or part of apartment/residence hall and dining privileges being voided; disciplinary removal; responsibility to pay all room and dining plan charges for the remaining dates of the contract; and other appropriate sanctions. You will be immediately suspended from occupancy if the University determines continued occupancy poses substantial risk or harm to the safety of others, or unduly interrupts legitimate operational processes of the University. The Student Code of Conduct is located on the Langston University Dean of Students website.

It is the expectation that all students or residents review the Student Code of Conduct and Residential Life and Housing Community Standards Handbook before submitting a housing application. Application submission confirms that the student agrees to all policies associated with the Office of Residential Life and Housing Services.

### **PROPERTY AND DAMAGES**

#### Abandoned Property

Property you leave behind following contract termination is considered abandoned. You will be charged for any costs incurred by moving or removing property from premises. Abandoned items are subject to disposal.

#### Damages

You agree to pay for all damages to your room and/or the building, including, but not limited to: unauthorized structural modifications (inside the building or outside), fire and water damage, any damaged or missing furniture, any lost property, changes to locks or keys, or any service costs due to your actions or neglect. You may be held financially responsible for repair of all damage to university property or personal property of others caused by either you or your guests. The damage you owe and are financially responsible for pursuant to this section will be solely determined by the University. The

University is not responsible for loss or damage to your personal property and does not provide insurance or other coverage for such personal property. **The University recommends each occupant obtain renter's insurance for loss or damage to personal property.**

#### Contract Modifications

The University reserves the right to modify this contract in whatever manner it determines appropriate. Any modifications of this contract shall be considered a part of the original contract and should be adhered to as such.