



Housing and Board Contract

Fall_____ Spring_____

THIS IS A LEGAL AND BINDING DOCUMENT WITH FINANCIAL OBLIGATIONS. PLEASE READ CAREFULLY BEFORE ACCEPTING.

HOUSING AND BOARD CONTRACT TERMS AND CONDITIONS

The COLLEGE HOUSING AND BOARD CONTRACT (CHBC) is a legally binding agreement between the student and Northern Oklahoma College (NOC), covering room accommodations in College residence halls and food service operations provided by the College's contracted vendor. Both parties assume the rights and responsibilities outlined in the Terms and Conditions of Occupancy and all supporting documents upon acceptance. No term or condition of this contract can be waived and no statement made by NOC or its Agents is considered a waiver of any term or condition of the contract, whether expressed or implied. The honoring of the contract is subject to the proper completion and submission of all appropriate Student Affairs documents (e.g., Roommate, Medical History, etc.) by the Student. This contract is contingent upon receipt of the Housing Deposit. These Terms and Conditions for Occupancy shall remain in full force and effect until the end of the contract period, subject to the reservation of rights below. The CHBC is nontransferable.

TERMS AND CONDITIONS OF OCCUPANCY

- A. CONTRACTED PERIOD** The term of the contract is for the entire period indicated on the final page of the contract, commencing with the opening of the living areas by the institution or the date the Student is permitted to move in, whichever comes first. Any student who leaves College housing during the contract period without an official, written, approved contract release from the Dean of Students or designee continues to be liable for charges during the contract period. Unless the Student has obtained written permission from the Dean of Students or designee, the Student agrees to vacate room when living areas are closed.
- B. STUDENT STATUS** Residents must be enrolled in six (6) or more hours at NOC. Exception to this requirement must be requested in advance and in writing to the Dean of Students or designee.
- C. MEAL PLAN REQUIREMENT** Meal plans are required for all on-campus residents. The Student may increase his/her meal plan at any time, but can only decrease his/her meal plan through the end of Friday of the second week of classes. Meal plan usage is not available outside of the contract periods or during academic recesses (e.g., Winter Break). The Student is required to show his/her NOC ID when purchasing food on campus. The Student may change his/her meal plan at semester.
- D. ROOM AND BOARD RATES** Room and board rates are published online prior to the beginning of fall semester and are available from the Office of Financial Affairs as well as from the Office of Student Affairs. Room and board charges are assessed by the semester and are due as billed by the Office of Financial Affairs. Students who contract for College housing for less than a full semester will be assessed room and board charges according to the following schedule:
 - 1. Students who move in after the first day of the semester will be assessed a prorated rate for room and board.
 - 2. Students who move out within the first two (2) weeks of the semester will be assessed a prorated rate for room and board.

- E. PERSONAL PROPERTY** The College does not carry insurance covering the Student's personal property. The Student is encouraged to obtain personal renter's insurance to cover personal property. The College is not liable and shall assume no responsibility for losses, damages or injuries of any sort occurring to personally owned property, furniture, or resulting from equipment malfunction or failure, or of any cause whatsoever. The College shall assume no responsibility for theft, destruction or loss of money, valuables or other personal property belonging to, or in the custody of, the Student for any cause, whether such loss occurs in the Student's room or public areas.
- F. HOUSING, BOARD, AND OTHER CHARGES** The Student authorizes the College to post housing and board charges directly to his/her NOC Student Account. The Student understands that the charges may include, but are not limited to, room costs, board plan costs, fines for misconduct, reimbursement of damage costs and lost key fees. The Student should contact the Office of Student Affairs directly for a description of charges. The Student is obligated to pay any balance in full by the due date. If the Student fails to comply with these terms, he/she will not be allowed to register for further classes or receive transcripts or diplomas and may be denied other College services. If the Student fails to make timely payment of all or any part of assessed charges, he/she will be liable to the College for all costs the College incurs in pursuing collection against the Student. The Student understands and agrees to these terms and accepts any debt arising in connection with this Contract as his/her personal responsibility.
- G. CONTRACT CANCELLATION AFTER THE BEGINNING OF THE CONTRACT PERIOD** This Contract is binding for the entire indicated contract period. The Student will be required to fulfill the financial obligations of this contract even if he/she physically moves out of the assigned campus housing. The Student may not cancel his/her Housing and Board Contract at the end of the fall term unless approved in writing by the Office of Student Affairs for one or more of the reasons stated below:
1. **GRADUATION** If the Student graduates at the end of the term and he/she notifies the Office of Student Affairs in advance of the end of the semester.
 2. **MARRIAGE** If the Student has married or is getting married during the contract period, he/she may petition the Office of Student Affairs to be released from the contract.
 3. **HARDSHIP** If the Student experiences a significant financial, physical, medical or other hardship, he/she may petition the Office of Student Affairs to be released from the contract. If the petition is approved, the Student may be responsible for a prorated portion of the housing and board charge.
 4. **WITHDRAWAL FROM THE COLLEGE** If the Student officially withdraws from the College, the Housing and Board Contract may be cancelled. The Student will be required to fulfill the financial obligations of this contract.
- H. CANCELLATION BY THE COLLEGE** If the Student is dismissed from the College or from College Housing; he/she will be responsible for the housing and meal plan charges for the remainder of the contractual period. The Student is still required to properly check out of College housing. Improper checkouts carry a financial penalty plus the charge for a lock change and key replacement if key is not returned at the time of checkout.
- I. ASSIGNMENT RIGHTS** The College reserves the right to assign student rooms to make effective use of available space, to consolidate students and to use unoccupied space in any facility. This agreement does not guarantee specific assignments or roommates. The College reserves the right to reassign the Student at any time. Possible reasons for reassigning a student include, but are not limited to, when, in the opinion of the Dean of Students or designee, the Student is considered (a) disruptive to his/her residential community, (b) incompatible with his/her roommate, or (c) unwilling to abide by College rules and regulations. Other reasons include, but are not limited to, "Acts of God". The Student is expected to communicate with and to live cooperatively with roommate(s), to be respectful of differences, and to collectively agree on living habits. Students also may be assigned to temporary space. The Student so assigned will be reassigned to double occupancy spaces as they become available. The Student who has not contracted for single occupancy, does not have a roommate and has been requested to consolidate but has not, must pay the single room rate.
- J. ROOM ENTRY AND INSPECTION POLICY NOC** Staff reserves the right to enter into any campus residence at any time inspection is deemed necessary, with or without the student being present. Such inspection may be

made for safety, maintenance, management, welfare, sanitation and/or suspected violation of regulations, or of suspected violation of local, state or federal law, or other cause as deemed necessary by proper school officials. In the event of an emergency or other exigent circumstance, NOC may remove the Student's belongings for cleaning, repair, storage and/or protection. The Student recognizes that under the circumstances outlined in this paragraph that he/she does not have a "right to privacy" and is giving consent to entry and/or inspection.

- K. ROOM CONDITION AND FURNISHINGS** The College supplies basic furniture. The Student may not remove College-provided furnishings from his/her unit, remove furnishings from common areas, disassemble furniture or detach fixed furnishings without written consent from the Dean of Students or designee. The Student is responsible for the condition of rooms, furnishings and fixtures furnished by the College, less normal wear and tear. The Student agrees to submit a Room Condition Report at the time of check-in. Upon checkout, the Student will pay for missing furniture, repair of and damages beyond normal wear and tear to restore the room and/or furnishings to the condition noted on the Room Condition Report (See attached fee sheet for suggested damage fees.) The Student's signature on the Room Condition Report establishes his/her acceptance of the condition of the room and contents at the time of check-in and becomes the standard for the condition of the room at the time of checkout. Unless it can be otherwise conclusively determined, all students assigned to a double occupancy room will be responsible for an equal share of liability. All of the residents of a building or floor may be held jointly responsible for loss, damage and/or defacement to common areas and/or furnishings. When charges are allocated to a student(s), the payments will be charged to the Student's NOC Student Account in accordance with established policies. The Student who wishes to bring additional furniture into his/her room must adhere to all Oklahoma state fire codes. All furniture must be flame retardant. The Student is not allowed to bring any type of loft bed or bed unit, homemade or commercially built. The Student must furnish his/her own linens, pillow, towels and personal items.
- L. UNAUTHORIZED ACCESS AND/OR OCCUPANCY** If the Student occupies a room or residence without authorization at any time outside of his/her contract dates (e.g., before scheduled move-in date, after scheduled termination of contract date, after the closure of living areas for winter break or after the Student's eligibility has ceased), he/she will be charged an unauthorized occupancy fee for each day or portion thereof until the space is completely vacated. A space is not considered completely vacated until all of the belongings are removed and the key is returned. The Student may not remain as a guest in the living area after checking out. Occupying a room or residence without authorization may also result in withdrawal of current and/or future housing privileges, fines and other disciplinary action.
- M. COMMERCIAL/BUSINESS USE OF FACILITIES** Student residences are provided in support of the educational mission of the College and are not intended to serve as centers for private enterprise or personal profit in any form.
- N. CONSTRUCTION AND RENOVATION** Construction, remodeling or repair of buildings on NOC property in the vicinity of resident housing may occur in the academic year. Construction is expected to occur during normal daytime hours and will result in disturbances and disruptions including, but not limited to, increased noise and dust in the area around campus residences with both planned and unplanned utility shutdowns. By signing this Contract, the Student agrees that he/she has been advised of said construction and acknowledges that there will be disturbances and disruptions resulting from such construction and has agreed to such.
- O. RIGHT TO MODIFY** The College reserves the right to make and promulgate such modifications or additional rules and regulations or both, which may be reasonably necessary or appropriate for the safety, care and general welfare of the Student. The College reserves the right to adjust charges or costs for accommodations, facilities and dining services.
- P. IDENTIFICATION** The Student, for himself/herself, and his/her representatives, heirs, assigns and successors, releases NOC and its affiliates, officers, directors, trustees, employees and agents thereof (hereinafter the "Indemnified Parties") from liability for and agrees to indemnify the Indemnified Parties against all losses incurred by the Indemnified Parties as a result of (a) the Student's failure to fulfill any condition of this Housing and Board Contract; (b) any and all liability for injury or loss relating to the Student's use and occupancy of the bedroom, apartment suite or residence hall;

(c) any damage or injury happening in or about the bedroom, apartment suite or residence hall to the Student's guests, licensees, invitees or such person's property; and (d) the Student's failure to comply with any applicable laws, rules or regulations.

Q. RESIDENT STUDENT RIGHTS AND RESPONSIBILITIES Residents agree to abide by all applicable laws and College regulations and to respect the rights, the privileges and the property of other members of the College community and NOC visitors. The Student who fails to abide by this agreement will be subject to College disciplinary procedures as well as possible termination of his/her CHBC. Full details of College regulations and disciplinary procedures can be found at www.noc.edu/student-handbook4.

RULES AND REGULATIONS

- A. All students must abide by the rules set forth in the NOC Student handbook. This can be found at www.noc.edu/student-handbook.
- B. Visitation in residence hall rooms by members of the opposite sex is permitted only by special permission granted by the appropriate College officials at designated times. Arrangements for overnight guests must be made with and approved by the Residence Hall Director.
- C. The possession or use of firearms, weapons, BB guns, pellet guns, airsoft guns, fireworks, paintball guns or explosives of any sort is prohibited on College property.
- D. Fire hazards, including, but not limited to, incense, burning candles, halogen lamps, exposed heating elements or personal barbecue grills are prohibited in or around any living area. Light fixtures in the residential community should never be obstructed or covered by any material. The Student may not cover his/her walls in any material that will create a fire hazard. Only one power strip may be used per electrical outlet. Flammable materials (e.g., gasoline, kerosene, etc.) may not be kept in the campus residence. Fire extinguishers must not be used or removed from their storage rack except in case of fire.
- E. Animals or pets (e.g., dogs, cats, birds, hamsters, etc.) of any kind are not permitted in NOC resident halls. Approval for therapy animals must be made through the Student Disability Services office.
- F. No upright refrigerators, freezers or other appliances (e.g., electric heaters, hot plates, toaster ovens, etc.) are permitted in campus residences. Small table-top refrigerators (3 cubic feet and under) are permissible as well as one (1) microwave per room.
- G. Possession of or use of any illegal or unauthorized prescription or non-prescription drug (including alcoholic beverages) or related paraphernalia, is prohibited. Possession or use of tobacco or tobacco paraphernalia in any of its forms is also prohibited.
- H. Conduct which is considered disorderly, vicious, obscene, unlawful, destructive or abusive is prohibited.
- I. The Student is responsible at all times for all activities in his/her assigned room/suite in accordance with this Contract, NOC and housing policies and applicable federal, state and local laws.
- J. The Student shall not threaten, harass or interfere with any NOC staff in performance of their duties and responsibilities
- K. Musical instruments, including, but not limited to, electronic instruments (e.g., guitars, pianos, drums, etc.) may not be practiced in residence halls unless accompanied by headphones at all times. Practice rooms are available for student use in the Kinzer Performing Arts Center. Excessive noise, including, but not limited to, loud music, yelling, etc. is not permitted at any time in or around the residence halls.
- L. Sales and solicitations are prohibited in the campus residence halls or general area unless authorized by the Office of Student Affairs.
- M. State laws regarding gambling will be enforced. The exchange of money in gambling ventures is prohibited, including, but not limited to, penny poker, games of chance, betting on sports and online gambling from the residence halls.
- N. Tampering with washing machines, elevators, common area televisions, game machines and/or vending machines is prohibited.
- O. The removal of personal property belonging to the Student's roommate or another community member without consent is prohibited and will be treated as theft. The removal of College-owned property without the written

consent of the Dean of Students or designee will be treated as theft.

- P Harassment, including any form of hazing, is strictly prohibited. State laws regarding these issues will be stringently enforced. Harassment is defined as verbal threats, intimidation or conduct which tends to cause or incite a breach of the peace or is severe or pervasive enough to substantially interfere with the Student's educational performance, opportunities or benefits, or mental, emotional or physical well-being.

RESERVATION OF RIGHTS

While the Office of Student Affairs will attempt to accommodate an individual's housing request, there is no guarantee that such accommodation will be made. The College reserves the right to deny accommodations to any student whose conduct has been deemed by the Dean of Students unsuitable to community living. Students who are required to live on campus and who are dismissed from College housing may also be dismissed from NOC. By submitting a Housing and Board Contract the Student agrees to and authorizes the Office of Student Affairs to retrieve personal data, such as GPA and number of completed units, for purposes of determining housing eligibility.

THE UNDERSIGNED, IN CONSIDERATION OF THE ASSIGNMENT TO HIS/HER HOUSING FACILITIES BY THE COLLEGE, HEREBY AGREES TO OCCUPY A SPACE IN A CAMPUS RESIDENCE AND TO PARTICIPATE IN THE SELECTED COLLEGE BOARD PLAN FOR THE PERIOD INDICATED AT THE RATE PRESCRIBED BY THE NORTHERN OKLAHOMA COLLEGE BOARD OF REGENTS THE TERM OF THIS CONTRACT. THE UNDERSIGNED ALSO AGREES TO COMPLY WITH ALL POLICIES AND PROCEDURES IN THE NOC STUDENT HANDBOOK. I HAVE READ AND UNDERSTAND THIS CONTRACT AND AGREE TO ABIDE BY ALL OF ITS CONDITIONS.

Signature of Student

Date Signed

Print Student Name

Parent or Guardian Signature
(required if student is less than 18 years old)

Student ID Number

Contract Period (please select one below):
-----*Academic Year (Fall/Spring)*
-----*Summer Term*

Coordinator of Residence Life or NOC Designee

NOC Residence Hall Damage Fees

Improper Checkout \$100
Lost Key \$50
Unauthorized Occupancy Fee \$30

FIXTURES

Room Door \$100-\$425
Closet Door \$100
Door \$50
Window Glass \$100 per pane
Curtains/Blinds \$50
Sink \$150
Mirror \$75
Towel Racks \$25
Shower Wand \$60

FURNISHINGS

Desk Chair \$100
Mattress \$140
Bed Frame \$200
Desk \$175
Dresser \$300
Rebuild/Replace Drawers \$50
Light Fixtures \$60

ELECTRICAL

Light Fixtures \$60
Wall Plugs \$20
Outlet Cover \$10
Cable Connector \$10

FLOORING, WALLS AND CEILING

Ceiling Tile \$15 each
Floor Tile \$15 each
Holes in Wall/Door \$5 per Hole
Scentsy on Floor \$100

PAINT COST

Each Wall \$100

CLEANING

General Clean \$35
Carpet Room \$425
Walls \$10 per Cinder Block
\$50 per Writing on Wall
Command Strips \$5 per Strip

NOTE: These charges are minimums. Depending on the type and extensiveness of damage, a given charge will be increased to the appropriate level. Any item not listed above will have charges assessed on an individual basis.



NORTHERN
Oklahoma College

RESIDENCE HALL AND DINING PLAN RATES NOC TONKAWA Fall 2019 | Spring 2020

Mavericks Hall		
	Per Semester	Annual Cost
200 Block Meals per Semester		
Dining	\$1,390	\$2,780
Residence Hall	\$2,800	\$5,600
Total Plan	\$4,190	\$8,380
250 Block Meals per Semester		
Dining	\$1,550	\$3,100
Residence Hall	\$2,800	\$5,600
Total Plan	\$4,350	\$8,700

Boehme and Threlkeld Halls		
	Per Semester	Annual Cost
200 Block Meals per Semester		
Dining	\$1,390	\$2,780
Residence Hall	\$1,790	\$3,580
Total Plan	\$3,180	\$6,360
250 Block Meals per Semester		
Dining	\$1,550	\$3,100
Residence Hall	\$1,790	\$3,580
Total Plan	\$3,340	\$6,680

Bush-Duvall, Easterling and Markley Halls		
	Per Semester	Annual Cost
200 Block Meals per Semester		
Dining	\$1,390	\$2,780
Residence Hall	\$1,590	\$3,180
Total Plan	\$2,980	\$5,960
250 Block Meals per Semester		
Dining	\$1,550	\$3,100
Residence Hall	\$1,590	\$3,180
Total Plan	\$3,140	\$6,280

Residence hall rates reflect double-room occupancy. Depending upon availability, a private room may be selected for an additional \$850 per semester.

*Meal plans may **not** be carried over to the next semester. An additional 50-block meal plan may be purchased for \$320 only in addition to the 200-block meal plan.*

Life changing.

Fall semester room and board charges are due August 5, 2019.

Spring semester room and board charges are due January 6, 2020.

To avoid a 10 percent late fee, room and board payments must be paid in full on or before the end of the first nine weeks, or a payment plan must be in place. Payment may be mailed, paid online or paid in person at the Finance Office. Northern Oklahoma College accepts cash, check or debit card with a PIN at the cashier window. Credit cards are accepted online only. Pay online by going to www.noc.edu and logging into **myNOC**; click **Campus Connect, Account Info** and then **Review/Pay Account**.

Students receiving financial aid or scholarships should verify their accounts to ensure that awarded aid has been applied and is sufficient to cover charges. Any remaining balance must be paid in full or a payment plan must be set up.

A Student ID card will be issued upon initial enrollment. This ID card will serve as a meal card, door access card and refund card. Lost or stolen cards must be reported to the Finance Office. To replace a card, the student must come to the Finance Office, pay a \$10 card replacement fee and then go to the Registrar's Office to obtain a new card. If the ID card is set up as the student's refund choice, the student must call Herring Bank to reactivate the card.

NORTHERN OKLAHOMA COLLEGE 2019-2020

Important Housing Dates

WEDNESDAY	AUGUST 14	Residence Halls Open for Fall Semester Enid 10 am, Tonkawa 11 am	
FRIDAY	OCTOBER 18	Fall Break No Classes	
FRIDAY	NOVEMBER 22	Residence Halls Close for Thanksgiving Break 3 pm	
MONDAY THRU FRIDAY	NOVEMBER 25-29	Thanksgiving Break No Classes	
SUNDAY	DECEMBER 1	Residence Halls Open 12 pm	
FRIDAY	DECEMBER 13	Residence Halls Close for Winter Break 10 am	
FOUR WEEKS	DEC JAN 16-10	Winter Break No Classes	
SUNDAY	JANUARY 12	Residence Halls Open for Spring Semester 12 pm	
MONDAY	JANUARY 20	Martin Luther King Jr. Day No Classes	
FRIDAY	MARCH 13	Residence Halls Close for Spring Break 3 pm	
MONDAY THRU FRIDAY	MARCH 16-20	Spring Break No Classes	
SUNDAY	MARCH 22	Residence Halls Open 12 pm	
FRIDAY	MAY 8	Residence Halls Close for Summer 10 am	



In Compliance with Oklahoma Statutes, Title 70 §3243

Certification of Meningococcal Compliance

Oklahoma Statutes, Title 70 §3243, requires that all students who are first-time enrollees in any public or private post-secondary educational institution in this state and who reside in student housing shall be vaccinated against meningococcal disease. Institutions of higher education must provide the student or the student’s parents or other legal representative detailed information on the risks associated with meningococcal disease and on the availability and effectiveness of any vaccine.

The statute permits the student or, if the student is a minor, the student’s parents or other legal representative, to sign a written waiver stating that the student has received and reviewed the information provided on the risks associated with meningococcal disease and on the availability and effectiveness of any vaccine, and has chosen not to be or not to have the student vaccinated.

Student’s Name _____ Student ID _____

Institution _____

Birth Date _____ Term/Year of first enrollment _____

- 1) I have received and reviewed detailed information on the risks associated with meningococcal disease, and
- 2) I have received and reviewed information on the availability and effectiveness of any vaccine (against meningococcal disease), and
- 3) I have been vaccinated or I choose not to be vaccinated against meningococcal disease.

Student’s Signature _____ Date _____

When student is under 18 years of age, the following must also be completed:

As the parent, guardian or other legal representative, I certify that the student named above is a minor and that I have received and reviewed the information provided and that I have chosen not to have the student vaccinated against meningococcal disease.

Parent/Legal Guardian’s Signature _____ Date _____

*With this waiver, I seek exemption from this requirement. I voluntarily agree to release, discharge, indemnify and hold harmless Northern Oklahoma College, its officers, employees and agents from any and all costs, liabilities, expenses, claims, demands, or causes of action on account of any loss or personal injury that might result from my decision not to be immunized against meningitis.



NORTHERN OKLAHOMA COLLEGE EMERGENCY INFORMATION

Tonkawa Enid

Name: First _____ Middle Initial _____ Last _____

Cell Number _____ Birth Date (Month/Day/Year) _____

Emergency Contact

Name _____

Cell Number _____

Relationship to You _____

Allergies _____

Allergies to Medication _____

Important Medical History (diabetes, epilepsy, seizures, etc.) _____
