

Campus Housing Application And Contract

Southwestern College of Christian Ministries

P.O. Box 340 • Bethany, OK 73008 • (405) 789-7661 • Fax (405) 495-0078 • E-Mail admissions@sccm.edu

Personal Information

Name _____ Male Female
Last First Middle

Present Address _____
P. O. Box / Street Address

City State Zip County (Oklahoma Residents)

Phone _____ Social Security # _____ - _____ - _____

Date of Birth: Month _____ Day _____ Year _____

Classification: Freshman Sophomore Junior Senior Reservation for: Fall Spring Year _____

Roommate Request (must be mutual) _____

Student Contract

The undersigned, herein called the student, in consideration of the assignment to him/her of housing facilities by the College, hereby agrees to occupy a room or efficiency apartment of the campus housing for the period indicated above at the rate prescribed by the Board of Trustees of the College for board and room for the term of the contract.

I have read and understand this contract including the "Terms of Occupancy" and agree to abide by all of its conditions as well as all other Southwestern College of Christian Ministries regulations including, but not limited to, the "Student Handbook" and the "College Catalog" that are now in effect and any that may be adopted and published by the College during the period of this contract.

Signature of Student: _____ Date: _____

Signature of Parent or Guardian (if student is under 18 years of age): _____

Terms of Occupancy

A. General Conditions

- The application for a campus housing reservation is for full-time students only (those enrolled in 12 or more hours) and is applicable for the entire period of occupancy. The application becomes a contract upon payment of the required reservation and deposit fee. This deposit does not apply toward room rental. Except in special cases, housing contracts for accommodations beginning in August are for the academic year (Fall and Spring Semesters).
- The acceptance of the application does not guarantee assignment or admission to the College. Assignment is contingent on the final acceptance for admission by the College and the available space. The College reserves the right to refuse any applications for accommodations in the College campus housing by return of deposit.
- It is understood that the housing reservation and deposit fee will be refunded only under the following conditions:
 - In accordance to resident policies as stated in the Student Handbook, or
 - If the student is not admitted to the College, or
 - If this contract is not accepted by the College, or
 - If the student cancels the reservation in writing 30 days prior to opening the next term.
- The required deposit will be held until 30 days following termination of this campus housing contract. Room deposits, less any damage assessment, will be refunded to students after their accounts with the College have been cleared. Deposits will be held for the duration of the anticipated College enrollment.
- The rent payment covers occupancy of the assigned space for the time designated on the College calendar for the campus housing to open until the time stated that the campus housing will be closed, or until official withdrawal or dismissal from the College. It does not, however, cover occupancy during College vacation periods. The College reserves the right, whenever necessary or practicable, to close housing during these periods. Any special housing arrangements will be subject to additional charges for occupancy.
- The rental period for the academic year does not include the summer session. Special arrangements must be made for additional rental during the summer session.
- The college reserves the right to control room assignments in the interest of health, discipline, vacation, recesses, management, or general welfare of the residents.
- The College staff reserves the right to enter any student's room at any time as outlined in the Student Handbook. Such inspections may be made for safety, maintenance, management, sanitation, welfare and/or conduct in violation of college regulations or laws of our land, or other causes deemed necessary by proper school officials.

- The College is not responsible for loss of personal property in the campus housing due to fire, theft, interruption of utility services or other causes. A student is encouraged to provide his/her own personal insurance.
- The student agrees to give proper care to his/her room and its furnishings and equipment and to make prompt payment for any damages. In no case may a student detach or move built-in or attached furnishings. No articles are to be tacked or fastened in any way to the furniture or electric light fixtures. Hardware will be furnished for the purpose of fastening items to the wall. Charges for loss of equipment, damages to or defacement of any area in common use, such as lounges, recreation rooms, halls, bathrooms, may be assessed directly or equally against residents of the area. Furniture may not be moved in or out of the student rooms or public areas without the permission of the Resident Advisor.
- The College may transact business, such as refunding deposits, with a minor unless directed otherwise in writing by the parent or guardian.
- The College reserves the right to make other such rules or waivers as may be deemed appropriate or necessary for the management or maintenance, conduct, and convenience of all occupants and the College.
- The failure of the College to insist upon the strict observance of any of these terms shall not be considered a waiver or relinquishment of such conditions.
- Priority is given in all room assignments for new students according to the procedures outlined in the Student Handbook.
- The student must furnish his/her own linens and pillows.

B. Terms of Contracts (This contract will be terminated under the following conditions)

- If a student withdraws from the College. (The student will pay in full for room and board for the entire semester in which the withdrawal takes place.)
- If a student drops below the 12 hour full-time status.
- If a student is suspended or is dismissed from the College. (There will be no refunds in the event of suspension or dismissal.)
- If a student does not plan to return for the following semester, the student must notify the College 30 days in advance in order to be eligible for return of deposit.

Any exceptions to these conditions must be made by the College Administration.

Office Use Only

Deposit Date: _____ Receipt # _____