



# HOUSING AND FOOD SERVICES

*The* UNIVERSITY of OKLAHOMA

## Traditions Square Terms and Conditions 2024-2025

These Terms and Conditions constitute the Housing and Food Services Contract (“Contract”) between You (also referred to as Resident) and the Board of Regents of the University of Oklahoma (“University”) and cover the 2024-2025 academic year, both Fall and Spring semesters. You are responsible for reading and understanding this Contract, the policies and procedures identified on the University Housing and Food Services website (<https://www.ou.edu/housingandfood>), and other housing-related materials distributed or provided to You. Failure to read or understand this information does not excuse You from complying with this Contract.

Your signature (electronic or wet ink), acknowledgment, or payment of fees or other charges indicate Your acceptance of this Contract.

### 1. Definitions:

- 1.1. “Community Living Guidelines” means the policies and information adopted by the University for University Housing which are incorporated by reference.
- 1.2. “Student” means individuals enrolled in or participating in classes, courses, or other programs at the University of Oklahoma’s Norman Campus.
  - 1.2.1. “First-Year Student” means incoming students who have earned less than 24 post-high school credit hours while enrolled at a college or university who are otherwise not exempted from the University’s on-campus living requirements.
  - 1.2.2. “Upper-Class Student” means any student that is not a First-Year Student.
- 1.3. “Proxy” means the parent or legal guardian who has the legal authority to make decisions for a Student who is under the age of 18 years old but enters into this Contract.
- 1.4. “You” or “Your” means the student or eligible individual under section 4 below, and/or a Proxy, if the student or eligible individual is under the age of 18 years old.
- 1.5. “University Housing” means facilities operated by the University of Oklahoma for the purpose of providing student housing.
- 1.6. “Unit” is the room or suite that You are assigned to by the University.

2. **Proxy:** A Student under the age of 18 who is entering into this Contract is required to designate a Proxy to sign this agreement on his or her behalf. The Proxy should be a person, such as a parent or legal guardian, who has the legal authority to make decisions about the student’s education and living arrangement while pursuing an education. The Proxy may be held responsible for violations of this Contract while the Student is under the age of 18.

3. **Length of Contract:** This Contract begins August 1, 2024 and ends May 31, 2025.

- 3.1. **Holidays and University Breaks:** Except as otherwise required, You are permitted to stay in the Unit over holidays and University breaks during the academic year. However, some University

services, access to campus dining options, and other facilities may be reduced, restricted, or unavailable during these periods.

- 3.2. You must enter a separate or supplemental contract to stay in University Housing over the Summer term. There is no guarantee that current residents will be assigned to the same Unit during this time.
4. **Eligibility:** Only eligible individuals are permitted to reside in University Housing. Eligible individuals are:
  - 4.1. Upper-Class Students enrolled in or participating in classes, courses, or other programs at the University of Oklahoma's Norman Campus;
  - 4.2. For this Contract, a student must be enrolled in and attending at least twelve (12) undergraduate hours or six (6) graduate hours for credit each semester on the Norman Campus.
  - 4.3. Individuals participating in a University sponsored program or approved activity where the University has agreed to provide housing or make it available. Individuals eligible under this provision are required to maintain and satisfy the requirements for participating in the University sponsored program or approved activity.
  - 4.4. Individuals determined to be eligible by the Assistant Vice President of Student Affairs.
  - 4.5. Notwithstanding anything to the contrary, regardless of another eligibility status, any person required or obligated to register under the Oklahoma Sex Offender Registration Act, the Mary Rippy Violent Crime Offender Registration Act, or required or obligated to register as a sex offender or a violent crime offender under laws of another state shall not be eligible to reside in University Housing.
5. **Unit Occupancy:** This Contract is for a bed space only.
  - 5.1. You may not move into your assigned Unit prior to August 1, 2024 unless You have received written permission from the Director of Housing Administration or designee.
  - 5.2. Failure to Occupy: This agreement is terminated if You fail to occupy the assigned Unit by 5:00 p.m. on the first day of classes each semester, unless You provide notification of late move-in to the Director of Housing Administration and agree to be responsible for paying the rates for Your Unit from the move-in date to the day before Your actual move-in day. Associated fees and charges for termination will apply (see sections 8 and 9)
  - 5.3. Moving Out:
    - 5.3.1. You must vacate Your Unit at the end of the Contract period unless approved to remain by the Director of Housing Administration or designee. You must follow and complete all check-out forms and procedures. Failure to do so may result in additional charges.
    - 5.3.2. You must vacate within 48 hours of notice of Termination/Cancellation and follow and complete all check-out forms and procedures. Failure to do so may result in additional charges.
    - 5.3.3. When You move out of the Unit, You are required to ensure the Unit, including Unit common areas, furniture, and fixtures, are in as good a condition as they were when You moved in (absent ordinary wear and tear), the Unit and common areas are clean and sanitary, and all Your personal belongings and property are removed.
    - 5.3.4. Any personal property or belongings remaining in the Unit or its common areas after You move out will be deemed abandoned property. The University will store abandoned property for no more than thirty (30) days. The University is not responsible for any loss

or damage to Your belongings or personal property after You move out. The University reserves the right to dispose of abandoned property, including, but not limited to, keeping, selling, donating, or destroying the property. The University reserves the right to retain the proceeds from any property disposal.

5.3.5. Failure to follow proper check-out procedures and leave the Unit in an acceptable condition (see sections 5.3.1 and 5.3.2 above) will result in fees including but not limited to cleaning fees, fees for removal, storage, disposal of abandoned property and improper check out fee.

**6. Rates:** Estimated rates for Your Unit are published on the Housing and Food Services website at (<https://www.ou.edu/housingandfood/housing/rates-and-requirements>). Final rates are published at the same location once the rates are approved by the Board of Regents of the University of Oklahoma, but no later than thirty (30) days before classes begin. The final rates published on this website are incorporated by reference. You are responsible for paying the rates and all other charges for Your Unit, including damages, cleaning and repairs beyond normal wear and tear. You should check this website periodically to find the final rate for Your Unit.

6.1. There is no pro-ration of charges for contracts signed during the first month of the contract, August 1 – August 31.

6.2. For Contract signed after August 31, charges will be pro-rated based on the date the Contract was signed.

**7. Payments:** Your Bursar statement reflects the rates and other charges You owe. Any payments You make will also appear on Your Bursar statement. You should periodically review Your Bursar statement to ensure it accurately reflects any payments You make.

7.1. You are required to make all payments according to the University Bursar policies and procedures: [https://www.ou.edu/bursar/bill\\_pay](https://www.ou.edu/bursar/bill_pay).

7.2. The University reserves the right to modify or change the due dates for payment by providing You with at least five (5) days' written notice.

**8. Contract Fee:** There is a \$50 fee to apply for Traditions Apartments unless the Assistant Vice President for Student Affairs or designee agrees to waive the fee.

**9. Cancellation and Termination:**

9.1. Cancellation of Contract Before Move-In: Notwithstanding anything to the contrary, You are permitted to cancel this Contract if you have not moved into or occupied the Unit. You will be charged cancellation fees based on the date you complete the cancellation form as follows:

- Prior to February 1 – no charge
- From February 1 to March 15 - \$300
- From March 16 to May 1 – \$600
- From May 2 to June 15 – \$900
- June 16 or later - \$1,200

9.1.1. The University reserves the right to keep any deposits or other advanced payments You make.

9.1.2. Cancellation request must be submitted online through the housing portal at (<https://link.ou.edu/myhousingandfood>).

- 9.2. **Early Move-out/Termination After Move-in:** This agreement is terminated if You have been approved for early move-out from the Contract and You have submitted an early move-out form, or at the end of the Contract term.
- 9.2.1. After Move-In and when the online request form is available, You may request early move-out.
- 9.2.2. You are responsible for making any early move-out requests and providing supporting documentation. There is no guarantee a request for early move-out will be approved.
- 9.2.3. Any request for early move-out must be submitted online via the housing portal at (<https://link.ou.edu/myhousingandfood>).
- 9.3. Termination by the University
- 9.3.1. The University reserves the right to terminate this Contract if You are no longer eligible to reside in University Housing (see section 4).
- 9.3.2. The University reserves the right to terminate this Contract if You violate its terms or the Community Living Guide as determined by the Assistant Vice President for Student Affairs or designee, Student Code of Conduct or other applicable University policies.
- 9.3.3. Upon notice of termination, the University reserves the right to commence legal proceedings or other authorized steps to remove You from the Unit, recover any amount You may owe under this Contract, and any other steps required to protect the University community and property. If the University is required to commence legal proceedings to recover any amount due under this Contract, the University is entitled to recover attorney fees and costs where authorized by law.
- 9.3.4. You have the right to appeal the decision to terminate this Contract by making a request to the Assistant Vice President for Student Affairs except where You receive a Direct Administrative Action.

**10. Payment Obligations for Termination/Early Move-Out:** The termination of this Contract or Your early move-out does not relieve You of Your payment obligations unless otherwise stated in writing by the University.

- 10.1. If You are approved for early move-out or this Contract is terminated, You will be responsible for paying 50% of the remaining room charge for the semester from the date you check out of Your assigned Unit.
- 10.1.1. No credit or refund will be issued for Termination or early move out beginning May 1.
- 10.1.2. You will be responsible for any other rates, fees, or charges due and owing at the time of release/termination and allowed under this Contract.

**11. Appeals:** You must appeal room and board related charges placed on your student account via the housing portal, (<https://link.ou.edu/myhousingandfood>).

- 11.1. Other parties may not appeal on Your behalf, but You may include letters of support from other parties in your supporting documentation.
- 11.2. You may submit an appeal to dispute a charge added to Your account. You may also request an exception to the financial obligation outlined in this contract based on personal circumstances.
- 11.2.1. Approval of personal exceptions is not guaranteed.
- 11.2.2. Not reading or understanding this contract or official communication from the university does not constitute valid grounds for appeal.

- 11.2.3. Bursar account service charges for unpaid balances are not a result of this contract and cannot be appealed through this process.
- 11.3. Appeals must be received no more than 30 days after the charge has been placed on Your student account.
- 11.4. Appeals for charges sent to collections will not be considered.
- 11.5. Appeals are considered by the Director of Housing Administration or their designee.
  - 11.5.1. A written decision will be emailed to Your OU email account and/or the email provided with Your appeal once a thorough review of Your request is complete.
- 11.6. You can appeal a denial. This second appeal is considered by the Assistant Vice President, whose decision is final.

**12. Violation of Contract:** If You violate this Contract, the University can terminate it or take other action against You, including temporarily or permanently removing You from the Unit, prohibiting You from registering for housing in the future, charging and collecting fines permitted in the Contract, the Community Living Guides, or other University policy, referring You to Student Conduct, or exercising any other rights or remedies outlined in this Contract or allowed by law. The University may also terminate this Contract if You do not move into the Unit or otherwise abandon the Unit, You make any false statements or misrepresentations on Your Contract, or the University determines You do or may pose a threat to other residents, University property, or the University community or You received a Direct Administrative Action requiring Your removal from the University campus.

12.1. The University is not required to pursue every violation of this Contract. The University's decision not to or failure to pursue any violation of this Contract is not a waiver of the University's right to subsequently insist on performance or pursue any remedy allowed by this Contract or law.

**13. Unit Assignments and Roommates:** Unit assignments are based on space available, Your needs and preferences, roommate(s) selection, priority, and other criteria. Your preferred housing might not be available and is not guaranteed. The University reserves the right to assign and reassign any space at any time for any reason it deems necessary.

13.1. If the University reassigns You to a different room at any time, You are responsible for paying the rate for the newly assigned room unless another rate is otherwise approved in writing by the University.

13.2. Units: Upper-Class student contracts will be offered based on available space.

13.3. Roommates: You have the option to request specific roommates or have a roommate(s) assigned. There is no guarantee the University can fulfill each roommate request.

13.3.1. If there is a vacant space in Your Unit, the University reserves the right to assign another student to Your Unit

**14. Housing Accommodations:** You will be assigned Housing based on the criteria identified in this Contract. If You require a reasonable accommodation because of a medical condition, religious need, or have other special housing needs, please contact the Housing Office for assistance.

14.1. Per the [Housing Accommodation Policy](#), Disability-related housing accommodations must be requested through the Accessibility Disability Resource Center (ADRC). Assignment changes will be made after Housing and Residence Life receives notice of an approved accommodation from the ADRC office. The University will make every effort to make accommodations;

however, requesting accommodation after ADRC's published deadline may impact the University's ability to meet Your needs.

14.2. All other non-disability related requests for special accommodations must be received by the Housing Office in writing and are not guaranteed.

**15. Room Changes:** You can request a Unit assignment change by completing the required form located at (<https://link.ou.edu/myhousingandfood>). There is no guarantee, nor is there a requirement, the University will grant Your request. If Your request is granted, You may be assessed processing or administrative charges, which will be reflected on Your Bursar statement.

15.1. Room changes will not be granted during the first two weeks and last two weeks of each semester unless approved by the Director of Housing and/or the Director of Residence Life and/or their designee.

15.2. You will only be allowed access to the space to which You are assigned. You may not change rooms with another individual without the written permission of Housing and Residence Life.

**16. University's Responsibilities:**

16.1. Nondiscrimination. The University, in compliance with all applicable federal and state laws and regulations, will not discriminate against You or others on the basis of race, color, national origin, sex, sexual orientation, genetic information, gender identity, gender expression, age, religion, disability, political beliefs, 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.

16.2. Under Oklahoma law, the University is not a landlord and this Contract does not create a landlord-tenant relationship.

16.3. The University will provide You with a Unit (based on availability) in which You may reside subject to the terms and conditions set out in this Contract.

16.4. Force Majeure: If Your Unit is damaged, unavailable, or made uninhabitable because of unforeseen circumstances beyond each Your or the University's reasonable control, including, but not limited to: National Weather Service forecasted weather events, hurricanes, tsunamis, floods, ice storms, lightning, landslide or similarly cataclysmic occurrence, or other acts of God; extended power outages; epidemics, pandemics, or related outbreaks if declared by the World Health Organization or federal government; county, state, or national declaration(s) of emergency as issued by an authorized government entity; war, acts of terrorism, or acts of public enemies; sabotage, riots or civil disturbances; or material destruction of facilities, this Contract is terminated at no cost or expense to You or the University. Notwithstanding anything to the contrary, this Contract is not terminable under this paragraph if the University offers or provides an alternative room or living arrangements within 90 days of the unforeseen event's occurrence.

16.5. The University provides maintenance and repairs to the Unit. From time to time, certain other improvements may be necessary. Maintenance, repairs, or improvements to the Unit may occur while You are occupying the Unit, and in some cases can require relocation.

16.6. Any maintenance or repair requests You make constitute permission to enter the Unit.

**17. Utilities:** The University provides gas, water, internet access, sewage, trash/recycling, and electricity to the Unit. (Please note that not all University Housing facilities have gas). Costs for these utilities are included in the room rates. The University does not guarantee an uninterrupted supply of or access to utilities and will use its best efforts to restore utilities following an interruption. The University is not

responsible for any damages or losses (including to Your electronic devices or equipment) caused by use, a utility interruption, or outage regardless of the cause. The University is not obligated to provide any utilities not already installed or connected to the Unit.

**18. Your Responsibilities:** As a condition of residency in Your Unit, You agree to follow state and federal laws and University policies, including, but not limited to, the Student Code, the Academic Code, the Housing Policy for Incoming Students, and Community Living Guides, public, health, fire, and safety policies and orders, and other applicable policies as implemented by the University, including any amendments to the foregoing.

18.1. You must respect others' rights to use and enjoy University Housing and facilities, especially their right to access facilities and live in clean and safe environments free from excessive noise.

18.2. You, assigned roommates, and permitted guests are the only individuals permitted to occupy the Unit. You cannot sublease or license any part of the Unit or other areas to another person.

18.3. You understand this Contract is a binding, legal obligation and that You will honor its terms, including making all payments for housing, food services, and other charges as set forth in the Contract.

18.4. You are responsible for the conduct of Your guests while they are in the Unit and other housing and food service facilities. You must always escort them. You understand that if Your guest violates University policy, You may be in violation of this Contract and can be held responsible for their conduct.

18.5. You may use the Unit and all common areas only for residential purposes. You are prohibited from conducting business or commercial activity.

18.6. You must report any maintenance or repair needs as soon as possible.

**19. Pets:** Pets are not permitted in University Housing.

**20. Personal Property:** The University is not responsible for the loss or damage to any of Your personal belongings or property regardless of the cause. You are encouraged to obtain renters or other insurance coverage to protect against damages or loss.

**21. Inspection of Premises:** Although You have a limited right of privacy in Your Unit, the University reserves the right to enter the Unit in cases of an emergency, for maintenance, repairs, and inspections, to perform pest control, cleaning, safety and health inspections, welfare checks, as authorized by another occupant, to retrieve University property, or when a University official has reasonable grounds to believe that You, another occupant, guest, or invitee is or may be violating a University policy or the law. If the University needs access to the Unit for maintenance, to make repairs, or to perform pest control, the University will use its best efforts to provide You with reasonable notice of the time the University will access Your Unit and what it will be performing.

**22. Damages:** You are responsible for all damages beyond normal wear and tear to Your Unit, furniture, and fixtures, including a prorated share of damage to the Unit's common areas.

22.1. Cleaning. You and Your roommates are expected to keep the Unit, including Unit common areas, reasonably clean, neat, and uncluttered. If the University determines the state of the Unit, or the Unit common areas, may create a health, safety, or pest concern, the University reserves the right to clean the Unit and common areas to its satisfaction. In such event, You will be charged a Cleaning Fee, or in the case of the common area a prorated portion of that fee.

**23. Photography and Audio or Visual Recordings on Campus:** You are not prohibited from taking pictures or making audio or visual recordings for personal, non-commercial purposes.

23.1. You are, however, prohibited from taking pictures or making audio or visual recordings of the Unit or University property for commercial purposes unless You receive the University's express written permission.

23.2. Some rooms overlook sporting venues like the Gaylord Family Oklahoma Memorial Stadium or are located near other facilities hosting football games, athletic contests, team practices, concerts, and other public and private events ("Events"). Many of these Events are copyright protected and the unauthorized audio or visual recordings or pictures of these Events may subject the University, You, room occupants, or Your guests to civil penalty or fine. Individual occupants, guests, or other invitees are prohibited from (i) making unauthorized audio and visual recordings of Events by any means and (ii) distributing, disseminating, or otherwise publishing recordings, descriptions, or accounts of the Events. Any violation of this provision constitutes a breach of Contract and may result in further disciplinary action under applicable University policies. Some rooms are equipped with translucent window screening, allowing sun and ambient light through. This screening does, however, limit visibility, particularly the use of cameras and other recording devices.

**24. Parking:** This Contract does not permit You to park a vehicle on University property. If You have a vehicle, You must obtain the appropriate parking permit from Parking & Transportation Services (<https://www.ou.edu/parking>). You cannot park inoperable vehicles in any University parking area. All inoperable vehicles will be impounded at Your expense if the vehicle is not removed or repaired within thirty (30) days.

**25. Additional Information:** From time to time, the University may be required to amend, modify, or change this Contract or University policies. These amendments, modifications, or changes are hereby incorporated into this Contract and You agree to be bound to them.

25.1. Your name, postal and email address, and telephone number are considered public directory information, unless a Family Educational Rights and Privacy Act (FERPA) restriction is placed on this data. If You wish to restrict some or all this directory information You must complete the appropriate forms.

25.2. All notices, correspondence, and other communications required under this Contract will be made to Your "ou.edu" email account. You are responsible for checking this email account and all information the University sends to You using this account. Failure to check Your account or forwarding emails to another account is not an excuse for missed action on University business. You should also use this account for conducting all University-related business.

25.3. The University may, without notice to You, assign this Contract to a third party, in the event the University transfers ownership of the University Housing facility to that third party.