



Office of Student Housing and Residence Life

Terms and Conditions

For the 2025-2026 Contract Year

These Terms and Conditions constitute the Housing Contract ("Contract") between You/Your (also referred to as Resident or Student), Cameron University Office of Student Housing and Residence Life ("SHRL"), and the Board of Regents of the University of Oklahoma ("University") on behalf of Cameron University, a member institution. These terms and conditions cover the 2025-2026 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 website, 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.

TERM OF OCCUPANCY: The Term of Occupancy is set forth below.

Cameron Village

- Fall and Spring: August 16, 2025 at 10:00 a.m. – May 9, 2026 at 12:00 p.m.
- Spring: January 10, 2026 at 10:00 a.m. - May 9, 2026 at 12:00 p.m.
- Summer: May 28, 2026 at 10:00 a.m. - July 21, 2026 at 12:00 p.m.

Shepler

- Fall: August 16, 2025 at 10:00 a.m. - December 13, 2025 at 12:00 p.m.
- Spring: January 10, 2026 at 10:00 a.m. - May 9, 2026 at 12:00 p.m.

1. **Eligibility:** Only eligible individuals are permitted to reside in University Housing. Eligible individuals are:
 - 1.1 Students enrolled in or participating in classes, courses, or other programs at the Cameron University Duncan or Lawton campuses.
 - 1.2 Notwithstanding anything to the contrary, any person required or obligated to register under the Oklahoma Sex Offender Registration Act, the Mary Rippey Violent Crime Offender Registration Act, or required or obligated to register as a sex offender or a violent crime offender under the laws of another state or country shall not be eligible to reside in University Housing.
 - 1.3 Students who have a criminal record involving a felony are not eligible for student housing
 - 1.4 For this Contract, a student must be full-time, enrolled in and attending at least twelve (12) undergraduate hours or six (6) graduate hours for credit each semester on the Duncan or Lawton campuses.
 - 1.4.1 Fall and Spring Term: Except as otherwise permitted in writing (Part-Time Student Housing Request Form), only full-time students, as designated by the University, enrolled or participating in classes, courses, or other programs at



Office of Student Housing and Residence Life

the University are permitted to reside in University Housing. Students in good standing who drop below full-time status may be permitted to reside in University Housing upon the Director of Student Housing and Residence Life's written approval. The Director of Student Housing and Residence Life will consider several factors including the student's conduct history, whether the student has a bursar balance, and the reason for the lack of full-time status in the determination of whether to grant approval to stay in University Housing for the rest of the semester. To receive the form, please email housing@cameron.edu.

- 1.4.2** The Director of Student Housing and Residence Life (SHRL) has sole discretion in determining whether a student may be denied placement in University housing. This decision may be based on several factors including student's past or current behavior, whether the student has a bursar balance, including breaches of contract, any criminal or disciplinary history, or actions that indicate a potential risk to the safety, security, or well-being of individuals or property, or could disrupt University operations
2. **Assignment & Conditions of Terms of Occupancy:** I understand that I am not entitled to a housing assignment and that my placement is contingent upon available space. If space is not available, the University will terminate this Contract and refund any advanced payment made by me, consistent with the terms of this Contract. I agree to accept any space SHRL assigns to me, including temporary space. I understand that SHRL reserves the right to change my housing assignment for any reason and at any time, including for reasons related to University operations, health and safety concerns, or other administrative needs. I will not assign this Contract to another person nor sublet my housing assignment to another person and will not allow anyone to live in my room unless SHRL has assigned them to the room. Rooms may be occupied ONLY by Residents to whom they are assigned. Room changes and building transfers may be allowed only after receiving the Director of Student Housing and Residence Life, or their designee's, written approval. Occupancy between semesters may be granted under a separate contract. Contact the Office of Student Housing and Residence Life for more information.

2.1 Reassignment & Vacancies:

I may request a reassignment no earlier than four weeks after the start of the academic term. The University may approve or disapprove of such request in its sole discretion. I understand that SHRL may reassign me to another space at any time if SHRL determines it to be in the University's best interests. Such interests include but are not limited to the more efficient use of space, conducting repairs or renovations, other reasons related to University operations, health and safety concerns, or other administrative needs. I agree to relocate to the new space within the time period requested, unless otherwise approved in writing by authorized SHRL staff. I understand that if I fail to relocate as requested, I may be charged an increased rate, be responsible for any additional costs that the University incurs due to my non-



Office of Student Housing and Residence Life

- compliance, and/or be considered in breach of my Housing Contract and may be removed from Housing.
- 2.2 **Move-In:** The specific dates of occupancy are posted on our webpage (<https://www.cameron.edu/housing/move-in>). I must move into my assigned space by the end of the second day of the commencement of classes unless I have submitted a written request for late check-in and received SHRL written approval from the Director of Student Housing and Residence Life or their designee. If I fail to occupy the space without notice, I will be considered a No Show and risk losing my assigned space. In the event that I am a No Show, I will not receive any refunds for the period the space is held unoccupied. I understand that my failure to occupy the assigned space does not cancel this Contract.
 - 2.3 **Early Arrival:** I may request a Contract Extension to permit early arrival to participate in University-related groups or functions. If approved by Director of Student Housing and Residence Life or their designee in writing, an occupancy fee of \$25 per night will be assessed. If I fail to make such a request and arrive early, I will be assessed an unauthorized occupancy fee of \$50 per night.
 - 2.4 **Break Period Extensions:** I may request Break Period housing during periods when Shepler Center is closed, pursuant to the process communicated by SHRL. I understand I must be registered for the upcoming semester to be considered for Break Housing. Granting a request for Break Period housing is at the sole discretion of the University including cost association with the that request if granted.
 - 2.5 **Summer Housing Requests:** In April, I may request Summer Housing if enrolled in a minimum of 3 credit hours, or if I have a local Internship over the summer. Additionally, I understand that I must submit proof documentation along with my request. I understand that if my request is granted, charges will be posted to my University account based on a weekly rate. I understand SHRL retains discretion to grant or deny my request and to determine which units and how many will be available for summer housing. Additionally, if granted the request I will be required to follow the contract cancellation process here: <https://www.cameron.edu/housing/current-residents/contract-cancellation>.
 - 2.6 **Move-Out:** I will vacate my assigned space no later than forty-eight (48) hours after my last final examination of each term, the cessation of my academic eligibility, or the posted end of contract date; that which is earliest.
 - 2.7 **Late Departure:** I may request a Contract Extension to permit late departure to participate in University-related groups or functions. If approved by Director of Student Housing and Residence Life or their designee in writing, an occupancy fee of \$25 per night will be assessed. If I fail to make such a request and stay beyond my move-out date, I will be assessed an unauthorized occupancy fee of \$50 per night.
 3. **Payments and Rates:** Final rates are published at the same location (<https://www.cameron.edu/housing/rates>) 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



Office of Student Housing and Residence Life

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. There is no pro-ration of charges for contracts signed during the first two weeks of classes each semester. After the first two weeks of classes each semester, room and board charges will be pro-rated based on when the student moves in. Rates for Your housing and other services (e.g., tech, laundry, activity fees) are published at <https://www.cameron.edu/housing/rates>.

- 3.1 You are responsible for paying the rates and all other charges You accrue in connection with this Contract and other housing services. All fees, charges, and/or fines associated with housing occupancy are charged to Your Cameron University account. All financial liabilities are considered due to Cameron University and are subject to University-established late fees and/or interest charges. Any unpaid balance, including tuition or fees, may be taken out of the Resident's housing deposit at the time of clearance and may be turned over to an outside collection agency for payment. In such event, Resident will be responsible for any collection agency fees (which may be based on a percentage of the delinquent balance, not to exceed 40%), costs of collections, and reasonable attorney's fees. In addition, the University may initiate legal action to recover possession of the room/apartment, all outstanding charges, property damage (if any), and any other fees or costs to which it is entitled under Oklahoma law.
- 3.2 Students are required to make a \$200 security deposit for any University-managed Housing. Additionally, the deposit may be used for any university-related charges.
- 3.3 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.
- 3.4 Fall: A minimum \$600 payment must be paid by 5:00 p.m. on August 1. Any Resident who has not paid this payment by the August 2 deadline will forfeit their room assignment. Those making payment with some form of financial aid (to include scholarships) must make arrangements with the Office of Student Housing and Residence Life prior to August 1 to maintain good standing. If your financial aid or scholarships are insufficient to cover the charges, You are still responsible for the unpaid portion. All Student Housing and Residence Life account balances must be paid in full prior to September 30. Interest charges of 1.5% will be assessed monthly on outstanding balances beginning September 30. Any Resident who has a housing and/or meal plan balance, as of October 1, will have their contract terminated, unless other arrangements are made prior to the deadline. Termination of this contract will result in immediate removal of the Resident and their property.
- 3.5 Spring: No pre-payment is required for continuing Residents. New Residents will be required to make a \$600 minimum payment prior to move-in. All Student Housing and Residence Life account balances must be paid in full prior to February 28. Interest charges of 1.5% will be assessed monthly on outstanding balances beginning February 28. Any Resident who has a housing and/or meal balance, as of March 1, will



Office of Student Housing and Residence Life

- have their contract terminated. Termination of this contract will result in immediate removal of the Resident and their property.
- 3.6 Summer: No pre-payment will be required for continuing Residents. New Residents are required to make a \$300 minimum payment prior to move-in. All Student Housing and Residence Life account balances must be paid in full prior to June 30. Interest charges of 1.5% will be assessed monthly on outstanding balances beginning June 30. Any Resident who has a housing and/or meal balance, as of July 1st, will have their contract terminated. Termination of this contract will result in immediate removal of the Resident and their property.
4. **Cancellation Policies:** This is a legal, binding agreement. Unless otherwise stated in the Contract, You cannot cancel, terminate, or be released from this Contract unless You are released by the Director of Housing and Residence Life, or their designee.
- 4.1 You are responsible for making any cancellation or release requests and providing supporting documentation. Upon receiving the written request and supporting documentation for a release, the Office of Student Housing and Residence Life will review Your request and respond in writing within five (5) business days. Releases are at the University's sole discretion and will be granted only under extreme and extenuating circumstances.
- 4.2 In calculating any refund due, the University shall be entitled to set off any amounts due from the Resident for any reason, including but not limited to tuition, mandatory and academic service fees, library, and parking fees.
- 4.3 This Contract covers the academic year, both fall and spring semesters, or the spring semester only if you are completing a Spring Only contract.
- 4.4 You may be subject to cancellation fees at the discretion of the Director of Student Housing and Residence Life (SHRL). These charges are subject to change at any time. Additional charges may apply depending on the circumstances surrounding the cancellation.
- 4.4.1 Cancellation Fees can be viewed here; <https://www.cameron.edu/housing/current-residents/contract-cancellation>
- 4.4.2 Cancellation fees are based on the date of cancellation and/or when the resident has returned their keys to SHRL.
- 4.5 Exemptions;
- 4.5.1 Cancellation fees may be waived due to induction into active military service, early graduation, participation in study abroad programs, internships, or student teaching programs more than 40 miles outside the Lawton area.
- 4.5.2 *If I vacate my assigned space before the end of the contract period without providing notice and receiving written approval for release, I will be held responsible for 100% of the contract balance. Additionally, please be advised that cancellation charges may apply.*
5. Termination by University



Office of Student Housing and Residence Life

- 5.1 The University may terminate this Contract if you violate the terms of this Contract, any state or federal law, or any University policy, rule, regulation, or directive, including, but not limited to, failure to make any payment when due or for falling below applicable enrollment requirements. Contract termination may be a disciplinary sanction under the SHRL Handbook or Student Code of Conduct pursuant to the disciplinary procedures outlined in the relevant policy.
- 5.1.1 Residents whose Contract was terminated by the University are subject to the same charges as set forth above.
6. Force Majeure Event
- 6.1 If your room/apartment is damaged, unavailable, or made uninhabitable because of unforeseen circumstances beyond your or the University's reasonable control, including, but not limited to: National Weather Service forecasted weather events, hurricanes, tsunamis, floods, ice storms, lightning, landslides, or similarly cataclysmic occurrences, 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.
7. **Meal Plan Cancellation:** In the event that I cancel my housing contract, I also agree to the terms and conditions outlined by Dining Services and/or Cameron University related to the meal plan. If I am required to cancel my meal plan in connection with the cancellation of my housing, I will be subject to the cancellation policies of the meal plan, including applicable fees and charges. All residents are required to purchase a meal plan. There are multiple options provided. Please visit: <https://camerondining.sodexomyway.com/en-us/> for full information on dining options.
8. **Cleaning:** You and your roommate(s) are expected to keep the Unit, including common areas, reasonably clean, neat, and uncluttered. If the University determines that the state of the Unit or its 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 an event, You will be charged a Cleaning Fee, or, in the case of common areas, a prorated portion of that fee.
9. **Facilities:**
- 9.1 You and Your roommate(s) are jointly responsible for the room or unit and its common areas. This means if there is violation of this Contract, You can both be held responsible.
- 9.2 You are responsible for all damages to Your unit, furniture, and fixtures, including a prorated share of damage to the Unit's common areas. You are not responsible for



Office of Student Housing and Residence Life

damages to Unit, furniture, and other fixtures resulting from ordinary use, wear, and tear.

10. Responsibility:

10.1.1 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, age (40 or older), religion, disability, political beliefs, or status as a veteran in any of its policies, practices, or procedures. This includes, but is not limited to, housing, admissions, employment, financial aid, and educational services. Under Oklahoma law, the University is not a landlord, and this Contract does not create a landlord-tenant relationship. The University will provide you with University Housing (based on availability) in which you may reside, subject to the terms and conditions set out in this Contract. The University will provide utilities, maintenance, and repairs to your assigned room or unit, including providing pest control. From time to time, certain other improvements may also be necessary. Maintenance, repairs, or improvements to your assigned room or unit may occur while you are occupying the unit, and in some cases, this can require relocation.

10.2 Resident Responsibilities:

- 10.2.1** You agree to follow state and federal laws and University policies, including, but not limited to, the Student Code, the Academic Code, Terms and Conditions, the SHRL Handbook or Community Living Guide, public health, fire, and safety policies, and other applicable policies as implemented by the University, including any amendments to the foregoing.
- 10.2.2** 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.
- 10.2.3** 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.
- 10.2.4** You understand this Contract is a binding legal obligation and that you will honor its terms, including making all payments for housing, dining services, and other charges as set forth in the Contract.
- 10.2.5** You are responsible for the conduct of your guests and invitees while they are in the Unit and other housing and dining service facilities. You must always escort them. You understand that if your guest or invitee violates University policy, you may be in violation of this Contract and can be held responsible for their conduct.
- 10.2.6** You may use the Unit and all common areas only for residential purposes.
- 10.2.7** You may not alter or change the room unless authorized in writing by the Director of Student Housing and Residence Life.



Office of Student Housing and Residence Life

10.2.8 Because the University receives federal funds, it is required to adhere to the Federal Drug-Free Schools and Communities Act (DFSC). The DFSC requires the University to prohibit the use of illegal drugs on campus. Federal law still classifies marijuana as an illegal drug. Oklahoma laws permitting the possession, use, or distribution of marijuana do not change the University's obligation under the DFSC. Accordingly, You may not possess, use, or distribute marijuana in University property, including Your unit and other housing facilities or areas

11. University Liability:

11.1 The University does not provide security or protection services as part of this Contract. The University is not responsible for and will not reimburse residents for damage or loss of personal effects resulting from third-party conduct, weather-related disturbances, other natural conditions, or malfunctioning of plumbing, appliances, internet, or other facility-related systems. The University shall not be held responsible or liable for any personal injury, loss, theft, or damage incurred or sustained by residents or their guests. Each resident is responsible for insuring and securing their individual person and property and is strongly encouraged to secure personal renter's insurance or sufficient coverage under a parent's applicable homeowner's or renter's policy. Such policy coverage should be in continuous effect during the full period of on-campus residency, including breaks when residents may not be physically on campus. University parking facilities are used at the resident's or guest's own risk.

12. Pets: Pets are not permitted in University Housing.

13. Personal Property:

13.1 The University is not responsible for the loss or damage to any of your personal belongings or property, regardless of the cause, including from facility-related incidents. You are encouraged to obtain renters or other insurance coverage to protect against damages or loss.

13.2 Removal: Any personal property or belongings remaining in the Unit or its common areas for more than ten (10) days after you move out will be deemed abandoned. The University is not responsible for any loss or damage to Your belongings or personal property after You move out. You may be charged for storage, removal, or destruction of abandoned property. 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.

14. Inspection of Premises:

14.1 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, drills, 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



Office of Student Housing and Residence Life

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.

15. **Parking:**

15.1 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 (<https://www.cameron.edu/ops/parkingregulations>). 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.

16. **Wavier:**

16.1 The failure of the University to enforce any provision of this Contract shall not waive the University's right to later enforce that or any provision of this Contract.

17. **Additional Information:**

17.1 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 by them. 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 of this directory information, please contact Student Services: <https://www.cameron.edu/current-students/student-services>.

17.2 All notices, correspondence, and other communications required under this Contract will be made to your official Cameron University 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.

17.3 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 which you are assigned to that third party.