

**Odessa College**  
**Residence Life Agreement**  
**2025-2026**

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ M.I. \_\_\_\_\_ OCID # \_\_\_\_\_

Student Apartment/Residence Hall	Housing Rate
<b>Fall/Spring</b>	
Century Commons 2BR Apartments w/ Meals	\$3690 per semester
Century Commons 4BR Apartments w/ Meals	\$3490 per semester
Wrangler Hall w/ Meals	\$2590 per semester

Student Apartment/Residence Hall	Housing Rate
<b>MidWinter/MayMester/Summer</b>	
2BR MayMester/MidWinter No Meals	\$465
2BR Summer 1 & 2 No Meals	\$865
4BR MayMester/MidWinter No Meals	\$420
4BR Summer 1 & 2 No Meals	\$765

I hereby contract for a room in a residence hall at Odessa College for the fall & spring semesters of the 2025-2026 academic school year. I understand that this is a year-long residential agreement, and I agree to the terms and conditions of this agreement, such as:

**TERMS OF AGREEMENT**

- I. **ELIGIBILITY**—Students who reside in Odessa College Residence Life are required to take 9 credit hours per semester. Of those nine hours, at least one face-to-face class setting during the fall and spring semesters. At least three credit hours must be taken during each eight-week term. At least three credit hours must be taken during each summer session the student wishes to stay in Odessa College Residence Life. However, students are recommended to take 12 credit hours per semester. Failure to maintain the minimum course load or on-campus class requirements will result in immediate termination of this agreement unless prior approval is granted by the Executive Director of Student Life or Director of Residence Life.
- II. **PAYMENT PROVISIONS**— Room charges for the current semester of residence are to be paid in full no later than the 12<sup>th</sup> class day during fall and/or spring semesters or the 4th class day during summer sessions. If paying in installments, enrollment in the Odessa College TouchNet Installment program must be made within the same time frame. Semester rates do not include periods between semesters. Each payment must be made on time. If payment is not received on time, a late charge may be assessed, and the Cashier's Office will forward the names of those delinquent students to the Residence Life Office, where disciplinary action may be taken. Three consecutive late or failed TouchNet Installment payments may result in the termination of the residential agreement. If full payment or enrollment in the TouchNet Installment program is not made by the census date of the active semester, the student's agreement shall be terminated.
- III. **UTILITIES**— The College furnishes water, a reasonable amount of electricity, laundry services, and internet access to each of the units. Charges for unreasonable electricity usage will be prorated among the students occupying the suite and due within 30 days of written notice of excess charges. Notices and bills will be sent to the student via email or mail and charged to their student account.
- IV. **MEALS**— All students living in Odessa College Residence Life must participate in the 19 meals per week plan offered by Great Western Dining. Breakfast, lunch, and dinner are offered Monday through Friday in the cafeteria located in the Saulsbury Campus Center. Brunch and Dinner are provided on Saturday and Sunday. Students may not opt out of the meal plan. Meals only apply to the fall and spring semesters.
- V. **CONSOLIDATION**— Since the room rate requires two or four students living in the suite, it is sometimes necessary to consolidate students living in a housing suite with no roommate. When half or more of a suite is vacant, the resident(s) will be given the option of 1) having someone else in consolidation move into the room or 2) moving into another room with a roommate(s) for consolidation. Choosing to remain in a private room is not an option unless otherwise approved by the Executive Director of Student Life or Director of Residence Life. All room changes must first be arranged with the Director of Residence Life before moving is to take place.
- VI. **INTERNET USE**—Internet use in Residence Life is pursuant to the Odessa College Internet Use Agreement guidelines. This agreement can be found online and/or at the front desk. This agreement is the responsibility of the residents to read and agree to. IT services, also under the Internet Use Agreement, are allowed to enter the resident's room in person or by remote access to set up the College's network on the student's computer.
- VII. **CANCELLATION PROVISIONS**— If a student elects to cancel room assignments for a term that was initially reserved for the student, the student must give written notification to Residence Life by July 1st for the Fall term, November 1st for the Mid-Winter term, December 1st for the Spring term, April 1st for the MayMester term, and May 1st for the Summer term, to receive a full refund of all room reservation charges and a deposit refund. Any requests made after the predefined date will result in the student's deposit being forfeited. However, no additional charges will be applied until the first day of the semester or move-in day.
- VIII. **TERMINATION**— The College may terminate this agreement and require the student to vacate the room for any breach or violation of the terms and conditions of this agreement or any supplemental policies and regulations. The student may terminate this agreement by providing a written notice to the Executive Director of Student Life and Director of Residence Life detailing the reasons for termination. Extenuating circumstances may result in the room assignment rate being prorated and a deposit refund being issued, but only after a written appeal has been received and approved by the Executive Director of Student Life and/or designee before the student moves out.

I, the undersigned, do hereby acknowledge that I have read this entire document and agree to the terms and conditions of this agreement, and do hereby agree to abide by and be legally bound to the terms and conditions of this agreement and all supplemental agreements for a room at Odessa College housing.

Signature required on last page

**IX. TERMINATION PROVISIONS**— All residence hall rooms are rented for the entire fall/spring academic year or summer term. If a student terminates their Residence Life contract during the first 12 class days of the Fall/Spring semester, the student is not entitled to a refund of their Residence Life deposit and in addition, will be charged a \$200 termination fee. If a student terminates their Residence Life contract after the first 12 class days of the Fall/Spring semester, the student forfeits their deposit and, in addition, will be required to pay the cost for the entire current semester.

**X. ROOM ENTRY PROVISIONS**—The privacy of student rooms will be respected. The College and its officials will abide by the following procedure for entering and searching a room, understanding that this procedure in no way limits bona fide law enforcement officers from lawful search. No room shall be entered without knocking and staff identifying themselves.

A. **ROOM SEARCH** – All room searches by Residence Life staff will be cleared with the Professional Staff On- Call unless an emergency, or what is believed to be an emergency, precludes such a delay. In the event of a search conducted by Residence Life staff, the occupants will be notified of the reason when possible.

There are two general situations which might precipitate a non- routine room search:

1. A clear indication that established rules of conduct, health standards, or safety regulations are being violated.
2. Emergencies that make it necessary for a staff member to search a room for specific information.

B. **ROOM INSPECTIONS**– Residence Life staff conducts Health and safety inspections monthly, announced or unannounced. The College reserves the right to enter any room to make inspections, property inventory, and necessary maintenance repairs.

**XI. ALCOHOL & DRUGS**– The possession, consumption, sale, or donation of alcoholic beverages is prohibited in or around the Residence Halls, even if the occupant is of legal age to consume alcohol. Alcoholic beverage containers and alcoholic paraphernalia may not be used for decoration. No alcohol is to be consumed in hallways, parking lots, or yards. The possession, consumption, sale, or donation of illegal drugs is prohibited and cause for immediate termination of this agreement. Possession of drugs related paraphernalia is also prohibited. Occupants or guests in college residence halls whose conduct is adversely affected by the use of alcohol and/or drugs are subject to disciplinary action.

**XII. PROPERTY DAMAGE**– The student is liable for any damage or loss of college property caused by their willful actions or negligence. If the person causing the damage or loss cannot be identified, the residents of the room bear the charges for the damage. The student will not be liable for damages caused by natural disasters, weather, or normal wear and tear. The student will receive a bill for the full amount of any above-mentioned damages. Rooms will be inspected monthly for damages and/or malfunction of equipment or utilities. Students residing in a building will be held responsible for the general condition of their community. When damages or conditions requiring special cleaning occur in public areas, and the person responsible cannot be identified, the residents of the building may be required to reimburse the College for repair, replacement, and/or cleaning charges. Students may also be required to pay additional fines or suffer other disciplinary consequences if damages or cleaning expenses were caused by vandalism or other purposeful acts. All college property must remain in the room that it is assigned; thus, bringing extra furniture must be approved by the Executive Director of Student Life and/or Director of Residence Life.

**XIII. LIABILITY**– The College does not assume responsibility for personal property loss or damage due to theft, vandalism, and/or natural disasters. Renter's insurance is strongly recommended for valuable property.

**XIV. RULES, REGULATIONS, & POLICIES**– It is the responsibility of the resident to read, be aware of, and abide by all guidelines in the Student Handbook and Residence Life Handbook. Handbooks are available online at [www.odessa.edu](http://www.odessa.edu), or a copy can be obtained at the front desk of Century Commons, known as the Residence Life Office. All federal, state, and local laws must also be followed by all residents.

**XV. COLLECTION COSTS AND FEES** – In the event the student breaches or defaults on this agreement or any of the terms and conditions hereof, including but not limited to the payment of room charges, the student will be liable for any and all damages, collection cost, court cost and attorney's fee incurred by the College as a result of such breach or default.

**XVI. DEPOSITS** – Deposits must remain on file when the agreement is in effect. Deposit refunds, less deduction for fines and damages or fees owed to the College, are processed within eight weeks after the student has vacated their assigned space the following Spring/Fall semester; the student acknowledges that they do not intend to return to Residence Life. If this agreement is terminated early by the student, by administrative sanction, and the student moves out of the residence halls during an active term or occupancy, the security deposit will be forfeited.

**XVII. Campus Carry Policy**

*This policy is effective August 1, 2017 and is intended to be in conformity with the requirements of Texas Government Code Section 411.2031.*

- Handgun license holders residing in Odessa College residence halls will be allowed to possess handguns on the premise provided that: a.) Such possession is in compliance at all times with Texas statutory law and these rules; and b.) The license holder stores their handgun(s) in a College-approved gun safe or in a locked personal vehicle.
- It is the responsibility of the license holder to supply a college approved gun safe within the residence halls. College approved guns safes must meet the following requirements: 1) be large enough to fully contain all firearms placed in it and provide for secure storage; 2) have exterior walls constructed of a minimum 16- gauge steel; 3) have high-strength locking system consisting of a mechanical or electronic combination or biometric lock, and not a key lock; 4) be certified to/listed as meeting Underwriters Laboratories Residential Security Container rating standards by a Nationally Recognized Testing Laboratory (NRTL).
- Students who are assigned to a room where a firearm is stored and who are concerned about their wellbeing may request a transfer to another room

I, the undersigned, do hereby acknowledge that I have read this entire document and agree to the terms and conditions of this agreement. I hereby agree to abide by and be legally bound by the terms and conditions of this agreement and all supplemental agreements for a room assignment at Odessa College Residence Life.

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Signature of Student

Date

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Signature of Parent (if the student is under 18 yrs. of age)

Date

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Residence Life/College Official

Date