



2011-2012 PAYMENT AND HOUSING INFORMATION

ROOM RESERVATIONS

When the Application for Admission, Housing Application, \$200 deposit AND the signed Contract for Student Housing Services have been received, the Residence Life Office will be notified and accommodations will be conditionally reserved based upon availability and order of receipt of completed documents.

Although the contract process allows an applicant to request a specific type of apartment and roommate, the applicant is contracting for on-campus housing accommodations, NOT for a particular apartment, building or roommate.

Room, apartment and building requests will be given preference based upon prior residents' requests and payment received dates. Requests for a two-bedroom apartment are based upon prior residents' request, payment received dates, and availability.

ROOM ASSIGNMENTS

When the student has been officially admitted and has enrolled as a full-time student AND the advance rent payment or financial payment arrangement documents are received, residential accommodations will be finalized and student will be notified.

PAYMENT OF CHARGES

When studying the rent plan information, please note that a Resident must pay the housing charges in full or have satisfactory payment arrangements approved before the Resident can move into student housing*. The charges can be paid in full by academic year or by semester or paid in installments. If a Resident is receiving assistance through the Financial Aid Office, the entire semester's housing charges will be paid from any Financial Assistance the Resident is awarded before the Resident will be eligible to receive any refund.

*A Resident may be approved for an extension of payment or an installment payment plan if the Resident has been approved for Financial Assistance and is waiting for funds to arrive or has enrolled in the FACTS Payment Plan or PENDING FACTS Payment Plan. A Resident will not be allowed to make installment payments if Financial Assistance money is available to cover the entire semester's charges. Please contact the Bursar's Office for more information on housing payment extensions. **Deposits cannot be included as part of the extension.**

PAYMENT DUE DATES

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| FALL | Before August 1, 2011 for full payment, initial installment payment or completion of approved financial payment arrangements |
| SPRING | Before December 15, 2011 for full payment, initial installment payment or completion of approved financial payment arrangements |

SUMMER Before May 1, 2012 for full payment, initial installment payment or completion of approved financial payment arrangements

- After the initial payment, all payments are due on the 5th of the month.
- In the event the payment due date falls on a week-end or holiday, cash payments are due the last business day before the week-end/holiday. FACTS payments will still be due on the 5th.
- A fee of \$25.00 will be assessed for any late payment.

DATES OF OCCUPANCY (General Guidelines)

FALL Up to one week before classes start through no later than noon the day following the end of the semester.

SPRING Up to one week before classes start through no later than noon the day following graduation day.

- Residents may remain in apartments during Fall Break, Thanksgiving, Winter Break, and Spring Break.
- Any student who needs to move in earlier or stay later than listed above will be required to have written authorization from the Coordinator for Resident Life and financial approval from the Bursar before occupancy can be extended. A charge of \$50 per extended day will be charged and must be paid at time of authorization.

CHECK-IN TIMES

By appointment only -- Monday through Friday between 9:00 a.m. and 4:00 p.m.

NOTE: The Coordinator of Resident Life will coordinate the exact move-in date and time with each student. Call 405-422-1454 to schedule an appointment.

MOVE-IN POLICY

To be allowed to move into student housing and receive keys, an applicant must be enrolled full-time, must have paid the deposit in full, and have paid the first payment in full or have satisfactory financial payment arrangements completed.

Do the following:

1. Read, complete, and sign the Contract for Student Housing Services and the Certification of Meningococcal Compliance.
2. Mail the following:
 - a. Signed contract
 - b. Signed Meningococcal certification page
 - c. \$200 deposit
 - d. Full or first rent payment (or a copy of the approved financial payment arrangements)
 - e. Do NOT send cash.
3. Mail items to:

Redlands Community College Business Office
1300 S Country Club Road
El Reno OK 73036-5304

Payments can also be made at the Business Office located in the Administration Building, by debit or credit card by calling 405-422-1297 or online at www.redlandsc.edu.

A copy of the signed contract can be picked up the first week of the semester in the Resident Life Office.