

SECTION J: STUDENT HOUSING REQUIREMENTS

1. Student Housing Information

- a. University Student Housing is located in Wiggins on the west side of the building adjacent to Hospitality Services and can be found on the TTU Campus Map <http://www.ttu.edu/map/>. The main phone number is 806-742-2661 and the website address is <http://www.depts.ttu.edu/housing/>.
- b. The University Student Housing Contract Guide located at <http://www.depts.ttu.edu/housing/contracts/index.php> can provide information about the contracting process and specifics about the residence halls.
- c. Policies and procedures, (<http://www.depts.ttu.edu/housing/contracts/hallpolicies.php>), safety information, staffing, and how to get involved in the halls can be found on our website at <http://www.depts.ttu.edu/housing/>.

2. Housing First Year Student Residency Requirement

- a. National research indicates that students living on campus maintain a higher-grade point average and are more likely to graduate. Therefore, the Board of Regents of Texas Tech University supports the On-Campus Residence Requirement to give new students a greater chance of achieving their educational goals.
- b. The On-Campus Residence Requirement applies to students enrolled in more than six hours for the fall and spring semesters, and/or enrolled for three hours per summer session. More information can be found at <http://www.depts.ttu.edu/housing/contracts/residencerequirement.php> and <http://www.depts.ttu.edu/housing/exemptions.php>.

3. Housing Residency Requirement Exception Process

- a. We understand not every first year student is able to live in the Residence Halls at Texas Tech. Even though institutional research indicates that students who live on campus perform better academically, there are provisions for students that need to live off campus if they meet the requirements. Students are encouraged to read OP 30.25 for a full list of requirements when requesting to live off campus. Students that meet one of these requirements need to fill out the Exemption Form at <http://www.depts.ttu.edu/housing/> and send any other necessary documentation to University Student Housing. We will respond via email within three to five business days with a notice of eligibility, ineligibility, or a request for further information. All responses will be sent to the student's official Texas Tech email address. Please send all documents to housing@ttu.edu, fax them to 806-742-2696, or upload them using the electronic form.
- b. Common reasons a student may be eligible to live off campus:
 - Student has 30 hours post high school credit. (Advance Placement, CLEP, ACT, SAT, dual-credit, and/or concurrent-credit do not count toward this requirement)
 - Student has lived on campus for 2 or more semesters. (Fall and Spring semesters only.) *Proof of Residence from Previous Institution Form is required.*
 - Student will continue to reside in the established primary residence of their parent or legal guardian within a 60-mile radius of Lubbock and has been there for at least the previous six months. *Sworn Statement of Commuting Status Form is required.*
 - Student has extreme financial hardship, similar to guidelines set forth by the Student Financial Aid office. *Financial Hardship Addendum and personal*

statement are required.

- Student has a medical hardship which may be intensified by living on campus. *Medical Hardship Addendum and personal statement are required.*
 - Student is 21 years of age, has served in the military, is married, and/or has dependent children
- c. More requirements and Exemption forms can be found at <http://www.depts.ttu.edu/housing/exemptions.php>. The exemption application process is not a request to cancel a housing assignment and contract. All exemption requests and results must be completed prior to the official Move-In date for the current academic year.
- d. In conjunction with the University's support of academic integrity, evidence of deliberate falsification of information, data, or any materials submitted, or providing false or erroneous information in connection with an application for exemption from the on-campus housing requirement will be grounds for disciplinary action. Such action may include, but is not limited to, revocation of a previously approved exemption, restitution of up to a semester's room and dining plan fees, or probation, as determined by the Office of Student Conduct and in accordance with the *Code of Student Conduct* of Texas Tech University.
- e. University Student Housing and Hospitality Services Contracts can be signed for the early, late or full summer session or the academic year (fall and spring semesters). Any student wishing to move off campus should consult the Residence Hall Contract for the provisions applicable to cancellation of the contract or to the website <http://www.depts.ttu.edu/housing/contracts/deposit.php>.
- f. Signing a lease for off-campus housing does not relieve the student of contractual obligations that may have been assumed with the University for housing in the residence halls. It is responsibility of the student to comply with all provisions of the contract.
- It is the responsibility of the student to update any incorrect information, regarding place of residence with the Office of the Registrar.
 - No exemptions will be approved once the student has moved into the residence halls.

4. Room and Dining Plan Fees and Advance Payments

- a. A \$75 non-refundable Application Fee is required at the time of application. A \$400 Initial Deposit is due at the time of application. The Initial Deposit will automatically be applied after the spring portion of the contract is completed, or the student may choose to roll this payment over to the next fall contract period during Priority Room Selection in October. Refund of the \$400 Initial Deposit, due to cancellation prior to occupancy is only applicable prior to May 1 before the fall Move-In term. Students are required to contract for a Dining Plan in addition to a room.
- b. Once the contract has been signed, even if it is signed after the May 1 deadline for cancellations, it becomes a binding agreement, a contract between the student (and his/her Guarantor, if required) and the University. All cancellation requests must be submitted to University Student Housing in writing by the student.
- c. Residents who reserve space in Carpenter/Wells, Murray Hall, Gordon Hall, Talkington Hall, West Village, or Honors Hall are required to pay a \$250 Additional Deposit, in

addition to the \$400 Initial Deposit. It is due at the time a contract is completed. This fee is **non-refundable** if the contract is cancelled at any time before the end of the contract period.

d. Both the Initial Deposit and the Additional Deposit will automatically be applied as a credit after the spring portion of the contract is completed, or the student may choose to roll this payment over to the next fall contract period during Priority Room Selection in October.

e. Additional contact and payment information can be found at <http://www.depts.ttu.edu/housing/contracts/deposit.php>.