



TEXAS TECH UNIVERSITY™

Operating Policy and Procedure

OP 30.25: Housing and Dining for Students

DATE: May 31, 2017

PURPOSE: The purpose of this Operating Policy/Procedure (OP) is to set forth Texas Tech University's policies and procedures for the housing of students, including collections, deposits, and residence hall visitation hours.

REVIEW: This OP will be reviewed in April of odd-numbered years by the Managing Director of University Student Housing with substantive revisions presented to the Vice President for Administration & Finance and Chief Financial Officer.

POLICY/PROCEDURE

1. Housing and Dining for Students

- a. On-campus housing for administration, faculty, and other university employees generally is not provided. Special permission may be granted in exceptional circumstances.
- b. On-campus housing for married couples or families is not provided.
- c. Registered sex offenders and students convicted of any felony are not permitted to live in university-owned housing, which includes the university residence halls.
- d. The university requires students enrolled for the Lubbock campus to live in the university residence halls if there are vacancies. Institutional research suggests that students who live on campus are significantly more inclined to remain in college and achieve higher GPAs in comparison to students living off campus. Compliance with the university housing policy is a condition of enrollment, as set forth in the *Student Handbook* and the [Undergraduate and Graduate Catalog](#) and approved by the Board of Regents. Subject to verification and authorization by the university, students may be eligible to live off campus provided any one of the 14 exemption categories listed below is satisfied:
 - (1) A student is residing and continues to reside in the established primary residence of her/his parents (or legal guardian) if it is within a 60-mile radius of Texas Tech University. The parents must have established their primary Lubbock residency at least six months prior to the request for an exemption. Legal guardianship must have been established by a court of law at least one year prior to a request for an exemption in order to be considered;
 - (2) A student presents sufficient evidence of an extreme financial hardship condition based on similar guidelines as for Student Financial Aid;
 - (3) A student is married or has dependent children living with the student;

- (4) A student is 21 years of age or over on or before the first day of classes of the initial semester of enrollment;
 - (5) A student has successfully completed 30 or more semester hours of academic credit prior to the student's enrollment or re-enrollment to Texas Tech University. Credit earned by exam (Advanced Placement, CLEP, ACT, SAT) and hours received while attending high school (dual-credit, concurrent-credit, dual-enrollment, etc.) are not considered;
 - (6) A student is awarded a university scholarship/sponsorship managed by a university department or college, which minimally includes the equivalence of the current academic school year's room, board, tuition, fees, and textbooks (as estimated by the Student Financial Aid Office) during an academic school year. Upon prior approval from the managing department or college, the student may request to be exempted from living on campus. The managing department or college must provide verification in writing to University Student Housing prior to the student's enrollment and/or re-enrollment to the university;
 - (7) A student is enrolled in the Graduate School or School of Law;
 - (8) A student has served in active military service, as verified by a discharge certificate (DD214);
 - (9) A student presents sufficient evidence of an extreme medical condition, as documented by her/his treating physician for which on-campus accommodations cannot be made;
 - (10) A student presents sufficient and satisfactory evidence of extreme or unusual hardship that will be intensified by living in the residence halls;
 - (11) A student has completed a full academic year (fall and spring terms) of residence in the Texas Tech University residence halls prior to off campus residence eligibility or provides sufficient evidence of living on-campus at another university prior to off-campus residence eligibility;
 - (12) A student is enrolled in online classes only;
 - (13) A student is taking less than six hours during the academic year; or
 - (14) A student is enrolled in Texas Tech University or Texas Tech University Health Sciences Center at a campus other than the Lubbock campus.
- e. 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 freshman residence 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 fees, or probation, as determined by the Office of Student Conduct and in accordance with the *Code of Student Conduct* of Texas Tech University.

- 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 the responsibility of the student to comply with all provisions of the contract.
- g. It is the responsibility of the student to update any incorrect information regarding place of residence with the Office of the Registrar.
- h. No exemptions will be approved once the student has accepted the keys and moved into the residence halls.

2. Room and Dining Fees and Deposits

- a. Room and dining fees are due and payable by the semester and will be billed by Student Business Services. Students with academic year contracts are charged 60 percent of the academic year room and dining rate for the fall semester and 40 percent for spring occupancy. Students entering the residence halls for the spring semester with an academic year contract are charged 50 percent of the academic year rate.
- b. An initial deposit must be paid prior to reserving a room/space in the residence halls. These fees are applied to the student's billing account at the end of the contract term, provided the contract is not cancelled prior to the end date of the contract term.
- c. An additional deposit must be paid prior to reserving a room/space in designated suite-style, premium halls and apartments. These fees are applied to the student's billing account at the end of the contract term, provided the contract is not cancelled prior to the end date of the contract term.