



TEXAS TECH UNIVERSITY™

Operating Policy and Procedure

OP 30.25: Housing and Dining for Students

DATE: April 16, 2021

PURPOSE: The purpose of this Operating Policy/Procedure (OP) is to set forth Texas Tech University's policies and procedures for the housing and dining of students.

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 Senior Vice President for Administration & Finance and Chief Financial Officer.

POLICY/PROCEDURE

1. First-Year On-Campus Residency Requirement

- a. The university requires enrolled first-year students to live in the university residence halls. 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.
- b. The on-campus residency requirement applies to students enrolled in more than six hours for the fall or spring semesters, and/or enrolled for three hours per summer session.
- c. 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. Failure to comply with the on-campus residency requirement will result in the student being placed in a Non-Compliance Status and charged for all applicable Housing and Dining Plan fees.
- d. It is the responsibility of the student to update any incorrect information regarding place of residence with the Office of the Registrar.
- e. On-campus housing for administration, faculty, and other university employees generally is not provided. Special permission may be granted in exceptional circumstances.
- f. On-campus housing for married couples or families is not provided.
- g. Registered sex offenders and students convicted of any felony are not permitted to live in university-owned housing, which includes the university residence halls.

2. On-Campus Residency Exemption Process

- a. Subject to verification and authorization by the university, students may be eligible to live off campus provided any one of the 11 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; or
- (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.

To request an exemption to live off-campus, the student must submit an [Exemption Form](#) along with all required documentation. University Student Housing (USH) staff will review and send approval/denial notices to the student's TTU email account.

- b. Subject to verification and authorization by University Student Housing, students may be eligible to have their housing hold temporarily removed, and not be required to live on campus for the given term, provided any one of the three conditions listed below is satisfied:
 - (1) A student is enrolled in online classes only;
 - (2) A student is taking six hours or less during the academic year; or
 - (3) A student is enrolled in Texas Tech University or Texas Tech University Health Sciences Center at a campus other than the Lubbock campus.

To request a temporary hold removal, contact housing@ttu.edu.

- c. 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 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.
- d. No exemptions will be approved once the student has moved into the residence halls.
- e. Signing an off-campus lease will not relieve the student of contractual obligations that may have been assumed with the university. Students will be expected to comply with all provisions of the signed contract.

3. Housing Signup Process

Residence halls, like all other services and facilities of Texas Tech University, are available to all students regardless of race, creed, national origin, age, sex, or disability.

- a. Applications for admission to the university and applications for residence hall accommodations are separate processes. To sign up for housing at Texas Tech University, students must first be admitted to the university. Students are encouraged to sign up for housing as soon as they are notified of their admission status and receive and activate their eRaider account information. To complete the housing sign-up process, please visit the [USH website](#).
- b. Students sign a *University Student Housing and Hospitality Services Contract* for the academic year (fall and spring semesters), a 12-month contract (fall, spring, and summer), or a summer-only contract. For spring admits, USH offers a spring-only contract. Any student wishing to move off campus or cancel their contract should consult the *University Student Housing and Hospitality Services Contract* for the cancellation provisions.
- c. Housing and dining plan rates are based on a per person charge. Rates are reviewed and approved by the President each academic year. All rates are subject to change, with appropriate notice. The most recent rates are posted on the [USH](#) and [Hospitality Services](#) websites.

d. Fees and Deposits

- (1) A \$75 non-refundable application fee is required with all housing applications. This is a one-time fee.
- (2) A \$400 initial deposit is required for all housing room reservations for all residence halls including traditional spaces and suite/apartment/pod style spaces and is due with the signed contract. The \$400 initial deposit is potentially refundable (less any fees or billed charges) if the contract is completed or properly canceled as outlined in the contract.
- (3) A \$250 additional deposit is required for a housing room reservation in a suite/apartment/pod style space (Talkington, Gordon, Carpenter/Wells, Murray, Honors Hall, and West Village) and is due with the signed contract if selecting a suite/apartment/pod style space or when the student elects to upgrade to a suite/apartment/pod style space.

The \$250 additional deposit is potentially refundable (less any fees or billed charges) if the contract is completed or if the student never reserves a suite/apartment/pod style space. The \$250 additional deposit is non-refundable if the contract is canceled at any time before the end of the contract period.

For additional information on fees, deposits, and cancellation procedures, please review the applicable housing contract on the [USH website](#).

- e. The university agrees to provide a room and dining plan only after the student has submitted the required application, properly signed the *University Student Housing and Hospitality Services Contract*, and paid the application fee and applicable deposit(s). The student agrees to pay the housing and dining plan fees and any billed charges (i.e., damage charges, lock change charges, late/improper check-out charges, etc.) at the time scheduled by the university. All housing and dining plan fees and charges are billed in a combined account with the university tuition and fees. These accounts are managed by Student Business Services.
- f. Students with academic year or 12-month contracts are charged 60 percent of the academic year housing and dining plan rate for the fall semester and 40 percent for the spring semester. Students entering the residence halls for the spring semester with a spring-only contract are charged 50 percent of the academic year rate.