

Welcome to University Housing! Before starting the application process, please note the following requirements to live on-campus:

1. Admittance to the University (new students)
2. Have either a 2.0 cumulative grade point average or a 2.0 semester GPA on 12 or more hours during the prior regular fall or spring semester. New freshmen are eligible for housing when they are admitted but must meet the GPA requirement at the end of the first semester in order to maintain eligibility (Southeastern Oaks will require a minimum 2.3 GPA and 30 credit hours).
3. Maintenance of full-time student status.
4. Participation in Early Registration for the upcoming Fall semester if applying for the Fall/Spring academic year (returning students only).
5. Good financial standing with the University and University Housing (up-to-date with all current fee payments).
6. Good behavioral standing with the University and University Housing (no interim suspensions or lease terminations from University Housing).

#### **How to Apply:**

1. Carefully read the entire agreement to ensure proper understanding of this commitment and the expectations of residents.
2. Note that the application is an agreement for Term 1 (July 1<sup>st</sup> – December 31<sup>st</sup>) and/or Term 2 (January 1<sup>st</sup> – June 30<sup>th</sup>).
3. If downloading from the web, print the room agreement.
4. Complete all relevant sections of the room agreement.
5. Please maintain a copy of the completed application for your records.
6. Pre-payments and application fees can be paid with a personal check, money order or cashier's check payable to Southeastern Louisiana University (please do not post-date checks). See application for pre-payment and fee details.
7. Mail your completed application, pre-payment and application fee to:  
Controller's Office  
SLU 10720  
Hammond, LA 70402  
\*\*Hand-delivered applications and fees can be brought to the Controller's Office, located on North Campus in the Financial Aid Building.
8. Please note that applications will be stamped by date of receipt (not postmark).

Building assignments will be based on a number of criteria, including the timeliness of submitting a completed application, pre-payment and application fee (for new residents), admittance to the University, availability, and meeting the above requirements. Building and room assignments cannot be guaranteed.

If you have questions or need assistance in completing the agreement, please contact University Housing at (985) 549-2118.

**INDICATE SEMESTER/TERM (YEAR)  
THAT YOU ARE APPLYING FOR:**

Term 1 \_\_\_\_\_ Term 2 \_\_\_\_\_  
(July 1<sup>st</sup>-Dec. 31<sup>st</sup>) (Jan. 1<sup>st</sup>-June 30<sup>th</sup>)

\*Fees are paid **each** term  
\*Please read terms of occupancy (reverse side) section IV for length of each term.

# Southeastern Louisiana University

## University Housing Room Agreement

### Student Organizational Houses

Read ALL information before signing and returning this agreement.  
*Please detach and keep the bottom copy for your records.*

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University W Number

**THIS AGREEMENT MUST BE  
SUBMITTED WITH AN APPLICATION  
FEE AND PRE-PAYMENT. PLEASE  
REFER TO PAGE 2 FOR FEE  
INFORMATION. SUBMITTING  
APPLICATION DOES NOT  
GUARANTEE A ROOM  
ASSIGNMENT. YOU MUST MEET  
ALL UNIVERSITY AND HOUSING  
ADMISSIONS REQUIREMENTS  
BEFORE HOUSING APPLICATION IS  
PROCESSED.**

Print Name (Last, First, MI) \_\_\_\_\_

Home Mailing Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip Code \_\_\_\_\_

Sex: Male Female DOB: \_\_\_\_\_ ( ) \_\_\_\_\_ ( ) \_\_\_\_\_  
Home Phone Number \_\_\_\_\_ Cell Phone Number \_\_\_\_\_ E-mail Address \_\_\_\_\_

Emergency Contact:

Name: \_\_\_\_\_ Telephone Number(s): \_\_\_\_\_ Relationship to Student: \_\_\_\_\_

Have you (the student) ever been convicted or pled guilty to a crime other than minor traffic offenses? Yes No If yes, explain: \_\_\_\_\_

By submitting this Room Agreement, I hereby accept the following:

- I have read and agree to the information contained in this document.
- The application fee is non-refundable.
- I understand that when this signed agreement is received by University Housing it becomes a binding agreement between myself (and parent or guardian, if I am under 18 years of age) and the University. I will remain financially obligated for the academic year costs and fees if I am offered a space in housing.
- Unsigned agreements will not be processed.
- Date of housing application will not be posted and will not be processed until ALL University Admissions requirements are met.
- I will familiarize myself with and agree to abide by information in all University publications, including, but not limited to *The Resident Guidebook*, the General Catalogue, and the Student Conduct Code prior to and during my term of occupancy.

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

Parent/Guardian Signature if Student is Under 18 Years of Age \_\_\_\_\_

**Organizational House assignments will be based on individual house requirements (which are subject to change) and date of application (which is effective upon completion of all University admissions requirements). Roommate preferences will only be honored when both/all parties have met all University admissions requirements, have mutual requests and based on space availability.**

**Organizational House Preference [required, but not guaranteed]:**

- Organizational Houses are smoke-free/alcohol-free • Shared rooms include shared bedroom/shared bath

Check One	Organizational House	DESCRIPTION
	<b>Building B</b>	Theta Chi House – 15 Bed unit; 7 double rooms and 1 single room and parlor.
	<b>Building C</b>	Kappa Sigma House – 15 Bed unit; 7 double rooms and 1 single room and parlor.
	<b>Building D</b>	Organizational House D – 22 Bed unit; 11 double rooms and parlor.
	<b>Building E</b>	Phi Mu House – 22 Bed unit; 11 double rooms and parlor.
	<b>Building G</b>	Sigma Sigma Sigma House – 22 Bed unit; 11 double rooms and parlor.
	<b>Building H</b>	Theta Phi Alpha House – 22 Bed unit; 11 double rooms and parlor.
	<b>Building I</b>	Alpha Omicron Pi House – 22 bed unit; 11 double rooms and parlor.
	<b>Building J</b>	TKE House – 11 bed unit; 5 double rooms and 1 single room and parlor.
	<b>Building K</b>	Alpha Sigma Tau House – 15 Bed unit; 7 double rooms and 1 single room and parlor.
	<b>Building L</b>	Delta Tau Delta House – 15 Bed unit; 7 double rooms and 1 single room and parlor.

**Roommate Request(s):**

*Only mutual requests will be considered where both residents meet the requirements for that location; W numbers must be included*

Name \_\_\_\_\_ University W Number \_\_\_\_\_  
Name \_\_\_\_\_ University W Number \_\_\_\_\_  
Name \_\_\_\_\_ University W Number \_\_\_\_\_

If no roommate was requested, please check the boxes below which describe your preferences so that we may attempt to match you:

Other people consider you to be  immaculately clean  clean  tidy  messy  very messy

Other people consider you to be  extremely quiet  quiet  outgoing  noisy  loud

Sleep Patterns:  Wake Up 6am-9am  Wake Up After 10am  Go to Sleep 9pm-11pm  Go to Sleep After 12am

Do you smoke?  Yes  No

What is your major? \_\_\_\_\_ What type of music do you listen to? \_\_\_\_\_

Are you comfortable with sharing items such as a microwave, refrigerator, TV, etc. with a roommate?  Yes  No

Please indicate any documented disability that needs special accommodation: \_\_\_\_\_

*Students with documented disabilities MUST register separately with the Office of Disability Services, (985) 549-2247*

Application Fee Received	Date App Fee Received	Prepayment Received	Date Pre-pmt Received	Receipt #
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**MAIL COMPLETED APPLICATION TO: CONTROLLER'S OFFICE, SLU 10720, HAMMOND, LA 70402**

# ADDITIONAL TERMS AND CONDITIONS

## I. AGREEMENT OVERVIEW

This agreement pertains to a space in the organizational house as approved by university housing and the organization. Once a student's housing application has been processed, the student is financially committed to this agreement. Students agree to live in housing and are responsible for all housing and meal charges as outlined in terms of occupancy section IV (below) and meal plan requirements as outlined in section III (below). The University requires that all students under 18 years of age have this application co-signed by a parent, guardian, or other person willing to guarantee payment of the fees for the period specified. When this application is signed and returned to the University, via the Controller's Office, it establishes a binding agreement between the student (and parent/guardian if under 18 years of age) and Southeastern Louisiana University. AGREEMENTS CANNOT BE CANCELLED AFTER SUBMISSION (see Section X for more information).

## II. REGISTRATION EXPECTATIONS, APPLICATION FEES and PRE-PAYMENT POLICIES

Residents must be currently enrolled and registered for classes as a full-time student at Southeastern Louisiana University. Residents who are academically suspended and/or fail to satisfy financial obligations and/or fail to early register for the Spring semester may be required to vacate their space within 24 hours of their last Fall exam, even if an appeal outcome is pending. Acceptance of this agreement by the University does not constitute a commitment of admission to the University. Agreements are accepted on a continual basis. However, assignments are based on space availability (which is not guaranteed), therefore, early submission is encouraged. Agreements submitted prior to June 15<sup>th</sup> must include a \$150.00 application fee. On/after June 15<sup>th</sup> for the Fall semester, November 15<sup>th</sup> for new Spring semester applicants, and May 15<sup>th</sup> for the Summer semester, the accompanying application fee is \$200.00. Application fee refunds will only be considered if University Housing is unable to offer a space by the 15<sup>th</sup> class day of each semester. Pre-payments are required at the time of application in the form of a check, money order or credit card. Requests for private rooms require a pre-payment of \$500.00. Requests for shared accommodations, apartments, and organizational housing require a pre-payment of \$250.00. Agreements will not be processed without a completed application, application fee, pre-payment and admittance to the University (at which time a priority date will be assigned) and may be mailed or hand delivered to the Controller's Office, located on North Campus, Financial Aid Building. The mailing address is: Controller's Office, SLU 10720, Hammond, LA 70402.

## III. MANDATORY MEAL PLAN

Students living in organizational houses and who are members in good standing of said recognized organization have the following meal options: Students with under 60 credit hours have a mandatory meal obligation and may choose from the following; organizational meal plan 1; organizational meal plan 2; Lions plan; Pack plan; or Cub plan. Students with 60 credit hours and above do not have a mandatory meal obligation, but are encouraged to purchase a meal plan. Organizational Houses do not have production kitchens. The default meal plan is chosen for students who do not indicate a meal plan choice. Meal plans may be changed at the start of each semester. Meal plans are non-transferable. Unused meals at the end of each semester are forfeited.

## IV. TERMS OF OCCUPANCY AND ASSIGNMENTS

**Term 1 Fall;** Occupancy dates are July 1<sup>st</sup> through December 31<sup>st</sup>. **Term 2 Spring;** Occupancy dates are January 1<sup>st</sup> through June 30<sup>th</sup>. Organizational building and room assignments will be based on individual building/organizational requirements (which are subject to change) and date of application (which is effective upon completion of all university admissions requirements) (students must also meet academic requirements). Roommate preferences and request for a private room (student pays double the term rate) will only be honored upon approval of the organizational president and/or house manager advisor and Director of University Housing. Organizational Houses (building) assignments and check-in information and dates will be sent to students prior to the start of their first full semester. Room assignment is contingent upon final acceptance for admission to the University and upon receipt of payment, or where financial aid awards are sufficient to cover costs. Rooms may be occupied only by students to whom they are assigned and may not be sublet to another person. The University reserves the right to require a student to share a room with a roommate based on space availability. The University reserves the right to change the room assignment of any student, to deny residence or limit access to any student, or dismiss a student from an organizational house at any time such action is deemed necessary for the best interest of all concerned. Shared rooms are to be occupied by 2 persons. In case one of the occupants does not claim his/her assigned double room space or moves, the student who remains agrees to accept another roommate, or may be required to move to another shared room upon request ("consolidation").

## V. BEHAVIOR

Students are responsible for complying with all policies and regulations as set forth by University Housing and/or the University. University Housing has a ZERO TOLERANCE policy for unacceptable behavior. Drugs, weapons, vandalism, tobacco use, fighting, alcohol, and other behaviors not conducive to the educational mission of the university and residential community will not be tolerated. Students in violation may be immediately removed from the Organizational House. In addition, students are expected to comply with all national, state, and local laws. These policies and regulations state clearly some behaviors students must do and some specific behaviors that students must not do if they wish to remain associated with the University. Students removed from Organizational houses for disciplinary reasons receive no refunds of housing fees.

## VI. DAMAGES/RELEASE OF LIABILITY

Occupants of the organizational houses are held liable for damage to the University property within their room, building and all other University property that they use or to which they have access. The University reserves the right to charge for excess trash and/or damages in either a student's room or in a common area (interiors and exteriors) equally to all students, if individuals involved are not identified. (NOTE: Reasonable attempts will be made to identify the individuals involved before a group billing process will be initiated.)

## VII. LOSS/ABANDONMENT OF PROPERTY

The University is not responsible for damage to or loss of personal property, failure or interruption of utilities, or injury to persons. Residents are encouraged to provide their own health and personal property ("renter's") insurance. Upon termination of this Agreement, all personal property and refuse must be immediately removed from the halls. Failure to do so will result in a \$300.00 charge for removal and disposal of any such property or refuse. Further, the resident hereby agrees to hold the University, its employees and contractors harmless for any bodily injury and/or loss or damage of personal property remaining in the halls after termination of this agreement. Further, the resident agrees to indemnify and defend the University, its employees and contractors as to any suits, claims, or demands alleging loss or damage of property of others that was left in the resident's room, apartment, possession, custody, or control.

## VIII. INTERRUPTION OF SERVICE

In the event of a malfunction of mechanical equipment in a residence hall, maintenance personnel shall make an effort to restore operations. Partial refunds of rent are not made for suspension of services.

## IX. GENERAL POLICIES

- (A) Authorized University personnel may enter, inspect and make such repairs to the assigned space as the University may reasonably desire at all times.
- (B) Residents who register as part-time status or drop to part-time status must secure written permission from University Housing to reside in the organizational house.
- (C) While this agreement is in effect, the resident will be required to meet all financial obligations of this contract. It is the resident's responsibility to pay charges, including but not limited to room, meal plan, and damage charges, according to the fee schedule in the General Catalogue.

## X. REFUND POLICY

*(Refunds, once approved, may take six weeks or more to process)*

The University Housing application fee is refundable only if the applicant is denied admittance to the University or is academically ineligible to live on campus. In these cases, the applicant may request a partial refund of \$100.00.

Pre-payments are refundable when:

- The student is denied admittance to the University or is academically ineligible to live on campus.
- The student submits in writing a request to cancel the application PRIOR to June 15<sup>th</sup> for the Fall, November 15<sup>th</sup> for the Spring, and May 15<sup>th</sup> for the Summer.

Payment-in-full is refundable if the request is made in writing prior to June 15<sup>th</sup> for the fall semester, November 15<sup>th</sup> for the spring semester and May 15<sup>th</sup> for the summer semester. After these dates, the student will be given credit as per the fee schedule set by the Controller's Office, less any application fees and pre-payment. No refund will be made to any student resigning after the fifteenth class day (full summer session – eighth class day).

No refunds or pro-rata refunds are given for disciplinary removal from the residence hall or residential community.

University Housing does not discriminate as to race, color, gender, sex, sexual orientation, religion, age, national origin, veteran status, political affiliation, or disability

**MAIL COMPLETED APPLICATION TO: Controller's Office, SLU 10720, Hammond, La 70402**  
**GENERAL INQUIRIES: University Housing • SLU 10704 • Hammond, LA 70402 • (985) 549-2118**