



## Department of Residence Life and Housing

### Application for Housing & Contract

## Summer 2018

**Instructions:** Students interested in living on campus in a Residence Hall or the University Apartments are required to complete this application. First Time Freshman, Transfer and Returning Students (*that have not lived on campus since Fall 2017*) are required to complete this application and submit it with a **\$150 Non-Refundable Application Fee**. Returning students with an application fee on file without a break in housing are only required to submit a new application. Payments should be made in the form of a CASHIER'S CHECK or MONEY ORDER payable to Southern University then sent to the Department of Residence Life & Housing – P.O. Box 9460 – Baton Rouge, LA 70813. Housing accommodations will also require a Meal Plan (Board). **Please read, initial and complete all required information. Application Deadline is May 1, 2018. Incomplete applications will not be processed.**

Phone: (225) 771 - 3590  
Email: [reslife@subr.edu](mailto:reslife@subr.edu)  
Web: [www.subr.edu/housing](http://www.subr.edu/housing)

#### For Office Use:

Assignment

Appl. Receipt Date

Deposit Receipt

Conf. Letter Date

#### Personal Data:

Gender: ☐ Male ☐ Female Social Security #/ S - Number# \_\_\_\_\_

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Last First MI

Permanent Address: \_\_\_\_\_  
Street City State Zip

Home Phone: (\_\_\_\_) \_\_\_\_\_ Cell Phone: (\_\_\_\_) \_\_\_\_\_

Email Address: \_\_\_\_\_ SU Email Address: \_\_\_\_\_

Classification: ☐ First Time Freshman ☐ Continuing Freshman ☐ Sophomore ☐ Junior ☐ Senior ☐ Grad/Law /Ph. D.

Major: \_\_\_\_\_ **Enrollment Status:** ☐ New Student/SUBR ☐ Continuing Student ☐ Transfer Student ☐ SUSLA

If a Continuing/Returning Student, Last Place of Residency On Campus? \_\_\_\_\_ What Semester? \_\_\_\_\_

Parent, Guardian or Emergency Contact: \_\_\_\_\_ Relationship: \_\_\_\_\_

Contact Phone: (\_\_\_\_) \_\_\_\_\_ Email Address: \_\_\_\_\_

#### Residential Preference:

\_\_\_ Alice A. Boley Hall - \$820/Semester  
Single Rm Suite

*Prices mentioned above are for Room Rent Only. See the University Fee Schedule for additional costs and charges in Meal Plan, Cable, Internet, and Mailbox*  
*Boley Hall is the only Residential Facility that will be used for the summer.*

#### Roommate/Special Accommodations Request:

Please indicate your *desired* roommate(s) and their S-Number (Student ID #). Only mutual requests will be considered in conjunction where both residents meet the requirements for that location. Roommate requests **are not guaranteed** because of space, availability, and eligibility.

1.) \_\_\_\_\_  
Name S - Number

Special Accommodations Request: \_\_\_\_\_

**I. Agreement Overview**

This agreement pertains to a space in the residential areas of Southern University, not a particular room or building. SU reserves the right to reassign you to a different room or building. Once a student's housing application has been processed, the student is financially committed to this agreement. 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 Residence Life and Housing Office it establishes a binding agreement between the student (and parent/guardian if under 18 years of age) and Southern University and A & M College.

**II. Contract Terms and Payments**

This agreement shall be for the entire academic school year which shall include both the Fall and Spring Semesters. Students interested in attending Summer Sessions will be required to submit a separate application. The terms of this contract shall be as long as a student is enrolled during the course of that Fall & Spring Academic Year by which they have applied. Student-residents desiring to terminate this contract during the contract period shall be subject to a Contract Termination Fee of \$100 and (3/4) three-fourths of the assigned residential area's semester room rent. Contract is based on student enrollment. No new requirement of deposit and application fee will be required as long as the student has not forfeited or been subject to a Contract Termination Fee. Student-residents are STRONGLY encouraged to be cognitive of cancellation and deadline dates. Payment of University Housing is required in accordance with all other University Tuition and Fees prior to move in and issuance of a key to the residential facility.

**III. Registration Expectations, Deposit Refund(prior to Spring 2015), Room Rent, Meal Plan, and Mailbox Fee**

Residents must be enrolled and registered for classes. Residents who are academically suspended and/or fail to satisfy financial obligations and/or fail to register early for the Spring Semester may be required to remove belongings and vacate their space within 24 hours of the last Fall exam, even if an appeal outcome is pending. Deposits may be refunded if requested in writing to the Department of Residence Life and Housing for cancellation if received by June 1 for the fall semester, by December 1 for the spring semester or May 15 for summer term. After these dates a deposit refund will be made only if an applicant does not meet admission requirements and is denied admission. Deposits will remain on file a period of one academic year pending no break in matriculation. Students removed for disciplinary purposes will be subject to no refund of Room Rent and a Contract Termination Fee of \$100. Students re-entering residential areas after break in matriculation will be required to place another application fee. Room Rent must be paid during the registration period, room rent is not refunded if a student moves off campus after paying room rent without officially withdrawing from the University. Students who reserve rooms and fail to check in or claim them by the Department's stated date will be subject to a Contract Termination Fee of \$100. All students living in on campus housing are required to have a meal plan, mailbox fee and cable & internet fee. Room Rent Refund shall be in accordance with the approved University Refund Policies.

**IV. Damages/Release of Liability**

Occupants of residential areas are held liable for damages to the University property with 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. This includes the damages and/or trash that may be a result of your guests. (*Note: Reasonable attempts will be made to identify the individuals involved before a group fine/assessment is initiated.*) Southern University and A & M College assumes no responsibility and shall not be liable for any loss of or damage to your personal property. Students are encouraged to obtain personal property insurance.

## **V. Right of Entry**

Occupants of residential areas shall permit Southern University and A & M College, its agents and employees to enter all student residences for any reason the University deems reasonable. Reasons for entry include, but are not limited to, for the purpose of maintenance, inspecting the facility, preventing waste of utilities, leaving notices, stopping excessive noise, enforcing University rules and regulations, and ensuring the safety, welfare, and comfort of all students and the University. The University reserves the right to utilize canines for inspections of all living areas and student parking areas in the residential complex.

## **VI. Keys, Lockouts, Utilities and Interruption of Service**

Keys are the property of the University and must be returned when students move out and at certain recess of classes. Lost or missing keys will result in a Change of Lock with a cost of \$50 assessed to the resident. Students locked out of their rooms will benefit from a first time free policy; additional occurrences will be at a charge of \$25. Habitual lockouts will result in an administrative assessment of lock change to the resident. The room rent charges include all utilities except long distance telephone service. Failure of utilities will not render the University liable for inconvenience to students or damage to property, nor reduce room rent, nor relieve students of obligations under this Contract. Utility services may be reduced or cut off during prolonged vacation periods in the interest of energy conservation or maintenance. Cable and Internet Services are controlled by the Technology and Network Services Office (TNS).

## **VII. Consolidation of Rooms/Units, Private Room Request**

The University reserves the right to consolidate and/or merge student rooms/units after assignment and during the course of the contract term. Consolidation and merger of rooms/units may occur to improve the quality of the student residential experience. Students desiring to have private room accommodations (residence halls) can request in the Roommate/Special Accommodations Request Section at the front of this application. Appropriate charges shall apply.

## **VIII. Conduct, Behavior, and Citizenship Regulations**

All students and their guest are responsible for complying with all policies and regulations as set forth by the Southern University and A & M College and the Department of Residence Life and Housing. Southern University has a ZERO TOLERANCE policy for unacceptable behavior. As a result the infractions listed below are also not allowed:

- 1.) Pets of any kind are prohibited in all Residential Areas.
- 2.) Smoking is not allowed in any Residential Area. Southern University is a tobacco free campus.
- 3.) Overnight guest are not allowed. Written permission from the Office of Residence Life and Housing must be granted. Strict adherence to the posted Visitation Hours is a must. Residents found allowing students and/or guest to "bunk" or "steal sleep" will be subject to eviction and loss of University Housing privileges. All Guests and Residents are required to check in at the Front Desk/Office with a valid State Identification Card.
- 4.) Fire warning devices and safety equipment are to be used only in case of emergency. The fire code prohibits storage or use of barbecue grills in or on any building, walkway, stairway or balcony. Grills found will be disposed of by Management and the resident will be fined.
- 5.) Residents must clean and maintain their room in a sanitary and safe condition.
- 6.) The illegal manufacture, sale, possession, or use of narcotics, hypnotics, stimulants, hallucinogens, or other similar known controlled substances or habit-forming drugs and/or chemicals is prohibited. This includes Drug paraphernalia (i.e. Grinders, Bongs, Hookahs, Papers, Pipes, etc.)
- 7.) The possession or keeping of any handguns, firearms, or weapons of any type or any explosive, inflammable, or any extra hazardous substances, or any article or thing of a dangerous nature are prohibited. (This includes BB Guns, Air Pistols, Paintball Guns, etc.)
- 8.) The use, sale, possession, consumption of alcohol and alcoholic beverages is prohibited in residential areas.
- 9.) The use of candle and incense is strictly prohibited. Students are encouraged to purchase plug-ins and aerosol sprays for fragrance of their rooms.

- 10.) Residents should not hang or erect anything on or about the interior or exterior of the residential facility. The use of tape, adhesive strips, or nails to adhere things to walls or on doors is not permitted. Non-compliance may result in resident(s) being assessed a charge for painting and repair.
- 11.) All trash and refuse should be removed by residents regularly and placed in the trash dumpsters and receptacles provided.
- 12.) Gambling is prohibited in Residential Areas.
- 13.) Hazing by any club, group, organization or individuals is strictly forbidden by State law. Hazing includes "any act that injures, degrades, disgraces, any fellow student or person." Pledging activities are prohibited.
- 14.) Baby-sitting is prohibited in residential areas. Children age 12 years and under are not allowed in residential areas.
- 15.) Residents will be responsible for returning furniture to its original position prior to check out. No furniture may leave the premises at any time. No storage for student belongings is available.
- 16.) All organized parties must be planned in advance with and be approved in writing by the Office of Residence Life and Housing.
- 17.) All radios, televisions, stereo equipment and any other appliances or items that generate noise or sound shall be turned down to a level that does not annoy or interfere with the quiet enjoyment of other residents. The use of percussive, electronically amplified and non-electronically amplified instruments are prohibited. Residents are asked to respect Residential Quiet Hours. Quiet Hours are from 11 p.m. until 10 a.m.

Violation of any of the above stated regulations, except as to those specifically stated will result in a resident(s) being issued a fine of no more than \$150 and referral to the Office of Student Life for official conduct review and sanction.

#### **IX. Default of Housing Contract, Loss of Housing Privileges, Eviction,**

Such actions depending on the severity may constitute the resident going into default of this contract and the loss of on campus housing privileges being enacted. Continued violations of the above mentioned regulations Sections I – VIII will constitute an inability or refusal on the part of the student resident to adapt to the concept and requirement of living in a student residential environment. In such instances, the Office of Residence Life will issue a notification of Eviction or Loss of University Housing Privileges giving the student resident seventy-two (72) hours to vacate the residential facility and they will be subject to no refund of all required room rent and a Contract Termination Fee of \$100. An official request to appeal Eviction may be submitted to the Director of Housing and Residence Life in writing after vacating within seventy-two (72) hours. Notification of Eviction/Loss of University Housing Privileges will be forwarded to the Dean of Students and Office of Student Life for official conduct review.

My signature below indicates that I have read, understand, and agree to comply with all the terms and conditions of this application and contract. I further agree to familiarize myself with and agree to abide by information in all University Publications, including but not limited to Residential Publications, the Academic Catalogue, and the Student Code of Conduct.

\_\_\_\_\_  
Printed Student Name

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Parent/Guardian Name (If Under 18 Yrs of Age) Parent/Guardian Signature

\_\_\_\_\_  
Date

Department of Residence Life and Housing

P.O. Box 9460

Baton Rouge, LA 70813

(225) 771 – 3590 or (225) 771 – 4625 Fax

Email: [reslife@subr.edu](mailto:reslife@subr.edu) Website: [www.subr.edu/housing](http://www.subr.edu/housing)