AGREEMENT OVERVIEW
This agreement pertains to a space in the residence hall, not a particular room or building. Once a student’s housing application has been submitted, the student is financially committed to this agreement. Students agree to live in housing and are responsible for all housing and meal charges through May commencement, unless applying for summer school housing only. 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. By submitting this application, 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 Cancellations Section for more information).

REGISTRATION EXPECTATION AND DURATION OF AGREEMENT
Residents must be currently enrolled and registered for classes as a full-time student at Southeastern Louisiana University; dropping to part-time status and/or not meeting the 2.0 GPA requirement shall not terminate this agreement. If space is available, University Housing, at its sole discretion, may permit a part-time student to live in a residence hall. Residents who are academically suspended from the University and/or fail to satisfy financial obligations may be required to vacate their space within 24 hours of their last Fall exam, even if an appeal outcome is pending. Students who drop below 12 hours and/or do not meet the 2.0 GPA requirement and cancel their Housing Agreement will be subject to the Cancellation Policy (see Section 19 for more information).

The term of this agreement is the academic year (Fall and Spring). All residence halls, with the exception of Greek Village, Southeastern Oaks, and Taylor Hall will close when the University closes for a two-week period in December for Winter Break.

Students cancelling this agreement prior to May commencement may be assessed charges and penalties as outlined in Cancellations Section.

Students reassigned to Greek Village will be subject to different Terms and Conditions, Contract Dates, and Rates and will be required to submit an online application for that term.

ONLINE APPLICATION, PROCESSING FEES AND PREPAYMENT POLICIES
Applications are accepted online on a continual basis. Assignments are based on application completion date and space availability (which is not guaranteed); therefore, early submission is encouraged. The chart below outlines the applicable fees associated with the submission of an application.

New Freshmen are defined as any student with a freshman classification who is not currently a resident of University Housing.
Non-Resident Returners/Greek Non-Resident Returners are defined as any student with sophomore or greater classification who is not currently a resident of University Housing.
Returner/Greek Returners are defined as any student (regardless of classification) who is currently a resident (In Room) of University Housing.
<table>
<thead>
<tr>
<th><strong>New Freshmen/Non-Resident Returner/Greek Non-Resident Returner Fees</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Prepayment</strong></td>
</tr>
<tr>
<td><strong>Processing Fee</strong></td>
</tr>
<tr>
<td><strong>Late Fee</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Returner/Greek Returner Fees</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Prepayment</strong></td>
</tr>
<tr>
<td><strong>Late Fee</strong></td>
</tr>
</tbody>
</table>

**MANDATORY MEAL PLAN**
All residents (other than those living in Southeastern Oaks) are required to purchase and retain a full resident meal plan (not including commuter meal plan) during the academic year. The default meal plan is chosen for students who do not indicate a meal plan choice. Students changing assignments mid semester are subject to the mandatory meal plan policy. Meal plans may be upgraded at the start of each semester by contacting Dining Services.

**ASSIGNMENTS**
**New Freshmen/Non-Resident Returners/Greek Non-Resident Returners:** Applicants who complete the online housing application (payment submitted) by the published deadline will be allowed to participate in room self-selection. New freshmen who have complete housing applications and have accepted a beginning freshmen honors housing scholarship will have the earliest lottery times for the room selection period. Applicants who complete the online housing application after the published deadline will be assigned via the auto allocation method considering the preference listed in their housing application. Assignments will be based on space availability.

**Returners/Greek Returners:** Returning students who complete the online housing application (prepayment submitted) by the published deadline will be allowed to participate in room self-selection and will receive an email confirmation of their lottery timeslot. Returning students who complete the online housing application after the published deadline will be assigned via the auto allocation method considering the preferences listed in their housing application. Assignments will be based on space availability.

Returning students who apply after May 15th will lose their returning resident priority and will be assigned via the auto allocation method along with new applicants. Preferences will be considered, however, assignments will be based on space availability.
ASSIGNMENT ELIGIBILITY

Upon acceptance of this agreement and submission of the housing application and submission of the applicable fees, applicants will be eligible for roommate matching and room self-selection or auto allocation (dependent upon completion date of application). Applicants will be notified via their Southeastern Webmail when these selections may be made. Applicants who do not self-select their room (i.e., completed application after stated deadline) will be assigned based on space availability using the auto allocate method.

Students must also meet academic requirements at the time of application: minimum cumulative GPA of 2.0 for a residence hall (more information can be found at www.southeastern.edu/liveoncampus). Residence hall (building) assignments and check-in information will be sent to students prior to the start of the semester. Rooms must be occupied only by students to whom they are assigned and may not be sublet to another person. Double rooms are to be occupied by 2 persons (with the exception of designated triple occupancy rooms) of the same gender. Apartments are to be occupied based on capacity (i.e., 2 bedrooms or 4 bedrooms).

The University reserves the right to change the room assignment of any student, to deny residence or limit access to any student, or to dismiss a student from a residence hall at any time such action is deemed necessary for the best interest of all concerned. Any individual who must register as a sex offender is prohibited from living on campus in a University residential facility.

PARTIAL OCCUPANCY

In the event one or more of the occupants does not claim his/her assigned room or apartment space or moves, causing his/her room/apartment to be occupied at less than normal capacity, University Housing reserves the right to consolidate assignments and/or offer one or more of the following options to the remaining resident:

- Request assignment to another room.
- Choose another room of the same type and price in his/her building or comparable building from a list supplied by University Housing.
- Request an eligible roommate(s) to move into his/her room so that it becomes fully occupied.
- Pay the additional room charge for a private room.

When this policy affects the student’s room, the student will be provided with an email outlining their options and given a specified amount of time to complete one of the options offered.

University Housing reserves the right to consolidate assignments due to lower student enrollment or maintenance updates. The University reserves the right to require a student to share a room with a roommate based on space availability.

ROOM CHANGES

Residents who are required or allowed to move to a different residence hall room, for any reason, will be charged for the new room beginning with date of reassignment. A credit will post to the student’s LEONet account for the unused days of the original assignment.

ACADEMIC STANDARDS

Residents are contractually obligated to reside in on-campus housing for one year (consecutive Fall and Spring semesters), including residents that are below the 2.0 GPA requirement and/or part-time status.

Residents below the minimum GPA requirement will be allowed to participate in the Fall Reapplication process. The resident must submit an Academic Appeal to be considered for continued on-campus housing. If the Academic Appeal is approved, the student will be given an override to access the online housing application. All appeal decisions are final. Additionally, these residents are strongly encouraged by University Housing to apply for summer semester Housing and enroll in summer courses in an effort to increase their grade point averages.

BEHAVIOR

Residents are responsible for complying with all policies and regulations as set forth by University Housing (see Resident Guidebook) and/or the University Student Handbook. University Housing has a ZERO TOLERANCE policy for unacceptable behavior. Drugs, weapons, vandalism, fighting, alcohol, and other behaviors not conducive to the
educational mission of the university and residential community will not be tolerated. Residents in violation may be immediately removed from the residence hall; no room fee credits are given for disciplinary removal. In addition, residents are expected to comply with all national, state, and local laws. These policies and regulations clearly state some behaviors students must do and some specific behaviors that student must not do if they wish to remain associated with the University.

TOBACCO FREE
Southeastern’s campus is a tobacco free campus. Use of any tobacco product or electronic cigarette is not permitted on campus.

PROHIBITED ITEMS
PETS, GUNS (including but not limited to firearms, BB guns, pellet guns, air pistols, and paint guns), EXPLOSIVES, AND ILLEGAL DRUGS are not allowed in Southeastern residence halls and/or apartments under any circumstances. Any violation of this provision may result in removal from the residence hall. No credits or pro-rated credits are given for disciplinary removal from the on-campus residence. This includes all policies as stated in the Resident Guidebook and the University Student Handbook.

DAMAGE/RELEASE OF LIABILITY
Occupants of the residence halls 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 resident’s room or in a common area (interiors and exteriors) equally to all residents, 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.)

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 strongly encouraged to provide their own health and personal property (“renter’s”) insurance. Upon termination of the 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.

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 housing fees are not made for suspension of services.

GENERAL POLICIES
Authorized University personnel may enter, inspect and make such repairs to the assigned space as the University may reasonably desire at all times.

Residents who register as part-time status or drop to part-time status must secure written permission from University Housing to reside in the residence hall. As stated in Section 2, dropping to part-time status shall not terminate this agreement.

While this agreement is in effect, the resident will be required to meet all financial obligations of this agreement, and with the University. It is the resident’s responsibility to pay charges, including but not limited to room, meal plan, and damage charges, according to the tuition and fee schedule published in the General Catalogue.

Residents must have a zero balance or sufficient anticipated aid (scholarships or financial aid) posted to their LEONet account in order to check-in to their assignment.
WINTER BREAK SCHEDULE
Temporary or interim housing is not available during the two week university closure between the fall and spring semesters. The only housing options that remain open during this time are Southeastern Oaks, Greek Village, and Taylor Hall. Students must be assigned to one of these residence halls for the fall semester in order to remain on campus during Winter Break.

ROOM CREDIT POLICY
(Refunds, once approved by the Controller’s Office, may take six weeks or more to process.) Housing charges are considered part of the University fee schedule; therefore, the University will not refund fees if a balance remains on a student’s account.

Processing Fee Credits
Full processing fee credits will only be considered if University Housing is unable to offer a housing assignment by the 15th class day of each semester (full summer session – eighth class day) excluding any late fees.

Prepayment Fee Credits
University Housing will process a credit for the prepayment to the applicant’s LEONet account if:

- the applicant submits, in writing, a request to cancel the application PRIOR to June 15th for the Fall, November 15th for the Spring, and May 15th for the Summer.
- the applicant is not offered an assignment by the 15th class day of each semester (full summer session – eighth class day).

Room Credits
If the applicant resigns from the University (withdraws from all registered courses), the student will be given a room credit as per the University’s refund schedule. Processing fees and any outstanding charges are exempt from this policy.

No credits or pro-rated credits are given for disciplinary removal from the on-campus residence.
No credits are given to students who check out of their assigned space prior to the end of the semester.

CANCELLATIONS
Application - If an applicant chooses to cancel their completed application then requests to reinstate their application (after the start of a wait list), the student forfeits any credits, which may be due, of the processing fee and prepayment if they subsequently cancel their application.

Assignment - If the resident chooses to cancel a housing assignment after checking in to the appointed space but remains enrolled in classes, the resident is not eligible for a credit of any of the room charges (processing fee, prepayment, or room fee).

Returners – If the resident chooses to cancel a housing assignment after the December check-out deadline but prior to the first day of spring classes, the resident will be charged a minimum of the daily room rate, improper check-out fee, and the mid-year buyout fee (if applicable). No room credits will be issued if the cancellation is received on or after the first day of spring classes.

All cancellations must be submitted in writing. University Housing will not process a verbal request to cancel. Once University Housing receives the resident’s request to terminate the agreement, the student has 24 hours to vacate the residential facility. The student must return all assigned keys and follow appropriate check-out procedures. Failure to do so may result in additional charges as outlined in the Summary of Potential Mid-Year Contract Buyout Fees/Late Check-Out Charges below.

Mid-Year Cancellations/Buyout Fee
If a student wishes to terminate the academic year housing agreement, a written intent must be submitted to universityhousing@southeastern.edu indicating they are graduating, not returning to the University, or not returning to live on-campus. The deadline to make such a request is stated in the Resident Guidebook under the section titled Mid-Year Buyout. Students who remain enrolled in classes but do not return to on-campus living will be assessed a $750 Buyout Fee. Additional information regarding the Buyout Fee is available in the Resident Guidebook.
The last day of occupancy for residents who cancel their contract is the Friday prior to December commencement. All students who are not returning to housing for the spring semester must check out by this deadline. Failure to do so will result in late check-out charges (see chart below for a list of potential charges).

<table>
<thead>
<tr>
<th>Summary of Potential Mid-Year Buyout Fees</th>
<th>Late Check-Out Charges</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Buyout Fee</strong></td>
<td>$750</td>
</tr>
<tr>
<td>Fee assessed to any student who remains enrolled in spring classes.</td>
<td></td>
</tr>
<tr>
<td><strong>Improper Check-Out Fee</strong></td>
<td>$250</td>
</tr>
<tr>
<td>Fee assessed if student is not checked out by the Friday prior to December commencement.</td>
<td></td>
</tr>
<tr>
<td>Fee assessed if student cancels after December commencement.</td>
<td></td>
</tr>
<tr>
<td><strong>Daily Room Rate</strong></td>
<td>Based on current room rate</td>
</tr>
<tr>
<td>Assessed for each day student is not properly checked out beginning January 1.</td>
<td></td>
</tr>
<tr>
<td><strong>Student Belongings Storage/Disposal Fee</strong></td>
<td>$300</td>
</tr>
<tr>
<td>Items stored for maximum of 30 days.</td>
<td></td>
</tr>
<tr>
<td><strong>Lost Room Key</strong></td>
<td>$50 per key</td>
</tr>
<tr>
<td><strong>Lost Mailbox Key</strong></td>
<td>$25 per key</td>
</tr>
<tr>
<td><strong>Damages</strong></td>
<td>Determined by Housing staff</td>
</tr>
</tbody>
</table>

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

These terms and conditions are subject to change at the discretion of University Housing. Applicants will be notified of changes via their Southeastern email account and the University Housing website.

GENERAL INQUIRIES: University Housing • SLU 10704 • Hammond, LA 70402 • (985) 549-2118 • universityhousing@southeastern.edu • www.southeastern.edu/liveoncampus