



## University Housing

SOUTHEASTERN LOUISIANA UNIVERSITY

# Terms and Conditions

## Agreement Overview

This Agreement governs the residence halls, Organizational houses, and Southeastern Oaks Apartments. All references to “residence halls” or “rooms” also apply to buildings and/or room assignments in Southeastern Oaks Apartments.

This agreement pertains to any space in a residence hall, organizational house, or apartment and is not limited to any specific building or room assignment. 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 only for a summer semester.

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 provide consent and to guarantee payment of the fees for the period specified (see final page of terms and conditions for acknowledgement). 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 canceled after submission. See the section titled “Credits” for the Room Credit Policy.

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 and will be available on the University Housing website.

# Registration Expectation And Duration Of Agreement

Residents must be currently enrolled and registered for classes as a full-time student at Southeastern Louisiana University or a participant in a Southeastern approved program; dropping to part-time status and/or not meeting the 2.0 GPA requirements 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 requirements and cancel their Housing Agreement will be subject to the Cancellation Policy (see Section 19 for more information).

- A. The term of this agreement is the academic year (Fall and Spring). All residence halls, with the exception of The Village, Southeastern Oaks, and Taylor Hall will close when the University closes in December for Winter Break.
- B. The terms of the Organizational Houses are for a six month period: July 1 - December 31 (Fall) and January 1 - June 30 (Spring) Per the Organizational Terms of Occupancy, prorated refunds of housing fees are not made for maintenance closures or early check out.
- C. Students granted permission to check in prior to the official move-in date are subject to the terms of this agreement and may be subject to additional charges.
- D. Students canceling this agreement prior to May commencement may be assessed charges and penalties as outlined in "Room Credit Policy."
- E. Students reassigned from a residence hall or Southeastern Oaks to The Village or vice versa will be subject to different contract dates and rates and will be required to submit an online application for the Greek term.

# Online Application, Processing Fees And Prepayment Policies

Applications are accepted only through the online University Housing application portal. Bookings are based on the date application fees are submitted and space availability (which is not guaranteed). The chart below outlines the applicable fees associated with the submission of an application.

New Applicants/Greek New Applicants are defined as any student who is not currently a resident of University Housing.

Returns/Greek Returns are defined as any student (regardless of classification) who is currently a resident (In Room) of University Housing.

<b>New Applicants / Greek New Applicant</b>		
Prepayment	\$300.00	Due upon submission of online application.
Processing Fee	\$100.00 (Non-refundable)	Due upon submission of online application.
Late Fee	\$50.00 (Non-refundable)	Due upon submission of the application. Charged to applications submitted after June 15 for the fall, November 15 for the spring, and May 15 for the summer.
<b>Returners / Greek Returner Fees</b>		
Prepayment	\$300.00	Due upon submission of online application.
Late Fee	\$50.00 (Non-refundable)	Due upon submission of the application. Charged to applications submitted after June 15 for the fall semester, November 15 for spring semester, and May 15 for the summer semester.

## Mandatory Meal Plan

All residents (other than those living in Southeastern Oaks) are required to purchase and retain a resident meal plan (not including commuter meal plans) during the academic year. The default meal plan is chosen for students who do not indicate a meal plan choice. Students changing assignments from Southeastern Oaks to an assignment that requires a meal plan mid semester are subject to the mandatory meal plan policy and will be required to purchase a resident meal plan. Meal plans may be upgraded at the start of each semester by contacting Dining Services. Limited meal service may be available during university closures, holidays, and Winter Break.

Residents of The Village with under 60 credit hours are also required to purchase and retain a meal plan. Residents of The Village with 60 credit hours and above do not have a mandatory meal obligation, but are encouraged to purchase a meal plan.

## Bookings

Submission of an online application is a request for any available room space and does not guarantee a housing assignment. While preferences are considered, the room assignment may be a residence hall/apartment other than one of those preferences. Please note: Assignments in The Village/Organizational Houses are contingent upon placement on the organizational floor plan submitted by the House Manager of that organization.

## Booking Eligibility

Applicants who accept this agreement and submit the housing application prior to the deadline will be eligible for roommate matching and room self-selection. Applicants will be notified via their Southeastern email when these selections may be made. Applicants who are not eligible for roommate matching and/or room self-selection will be given a booking based on space availability using the auto assignment method, which is a system generated assignment based on the student's preferences entered during the application process.

Students must have a minimum cumulative college GPA of 2.0, if applicable, at the time of applying for a residence hall room (more information can be found at [southeastern.edu/housing](http://southeastern.edu/housing)). Room assignments and check-in information will be sent to students via email prior to the start of the semester and may also be viewed on the online application portal.

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 of the same gender (as registered with the University), triple rooms by 3 persons of the same gender. Apartments are to be occupied based on capacity (i.e., 2 bedrooms or 4 bedrooms with persons of the same gender).

In certain circumstances where there is a perceived threat to the safety of the University community, a residence hall or University-wide interim suspension, or other interim measure, may be imposed in order to:

- A. Ensure the safety and well-being of members of the University community or preservation of University property;
- B. Ensure the student's physical or emotional safety or well-being; or,

- C. If the student poses a threat of disruption of or interference with normal University operations.

For more information regarding Interim Measures, view the Student Handbook at [southeastern.edu/handbook](https://southeastern.edu/handbook).

## The Village Terms of Occupancy

Term 1 Fall; Occupancy dates are July 1st through December 31st. Term 2 Spring; Occupancy dates are January 1st through June 30th. Residents not returning to housing for the fall of the academic year may be subject to check out prior to June 30th to allow for maintenance and reconditioning. Residents not returning to the organizational house for the spring term will be subject to check out of their assignment prior to the Winter Break (set by the University calendar).

Organizational building and room assignments will be made based on individual building/organizational requirements, which are subject to change. Bookings are given on a first come, first serve basis. Students must complete an application fully in order to receive a booking. Applicants must be approved for assignment to the organizational house by the house manager or chapter president via official notification to the Housing Office. Applicants must be affiliated, considered an active member (initiated or provisional), by the Office of Student Engagement with the organization to reside in the organizational house. Unaffiliated students may not check in.

Rooms must be occupied only by students to whom they are assigned and may not be sublet to another person.

If the chapter removes a resident of the organizational house from the membership, the resident and chapter must notify University Housing within 24 hours of this decision to arrange for the relocation of the student who was dismissed to another residence on campus. If a resident is removed from active membership and chooses not to relocate to another residence on campus, they are considered a canceled applicant, meaning the resident is not eligible for a credit for any of the room charges (application fee, prepayment, room fee).

## Partial Occupancy

In the event one or more of the occupants does not claim their assigned room or apartment space or moves, causing their 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(s):

- A. Request assignment to another room.
- B. Request an eligible roommate(s) to move into their room so that it becomes fully occupied.
- C. 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.

If a room becomes partially occupied or a student moves into a room that is not at full capacity, University Housing reserves the right to fill the vacant space. The remaining student understands that a new student could be assigned to the vacant space at any time. While University Housing makes every attempt to provide advance notice, this is not always possible. The remaining student may not occupy their own space and the vacant space (double occupancy) Any student responsible for double occupancy may be charged a daily room rate for the time they occupied the vacant side of the room.

## Room Changes

Residents who are required or allowed to move to a different room assignment, for any reason, will be charged for the new room beginning with the date of reassignment. A credit will be posted to the student's Workday account for the unused days of the original assignment followed by a debit of the remaining days in the new assignment. The resident must have sufficient financial aid or make any additional payments prior to transferring to a new room assignment.

Residents who change assignments mid-year and move to an assignment either in The Village and/or move out of The Village may be subject to a new or different meal plan, a different room rate, and agreement length.

# Standards

## 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. Some organizations may require residents to maintain a higher grade point average than the University Housing minimum requirements. In the instance of the organization removing someone due to a low grade point average, the University Housing Office will work with the resident for relocation based on space availability (subject to new rates and occupancy terms).

Residents below the minimum GPA requirement will be allowed to participate in the Fall Reapplication process. If the resident's GPA remains below the minimum GPA requirement at the conclusion of the spring semester, the resident must submit an appeal to University Housing for consideration during the designated time frame or the fall assignment will be canceled. All appeal decisions are final. Additionally, these residents are strongly encouraged by University Housing to apply for housing during the summer semester and enroll in summer courses in an effort to increase their grade point averages.

## Behavior

Students are responsible for complying with all policies and regulations as set forth by Southeastern Louisiana University. Before checking into University Housing, students should read and familiarize themselves with the Student Code of Conduct as well as the policies and regulations outlined in the University Housing Resident Guidebook. The Student Code of Conduct can be viewed at [southeastern.edu/code](http://southeastern.edu/code). For additional information regarding the Student Code of Conduct Standards, contact the Office of Student Advocacy and Accountability at (985) 549-2213. The University Housing Resident Guidebook can be viewed at [southeastern.edu/housing](http://southeastern.edu/housing).

Students are expected to conduct themselves in a manner which supports the educational mission and functions of the University, as well as to comply with all federal, state, and local laws, and all applicable University policies.

The University does not attempt to define by normal rules every action that is forbidden. In situations not covered by specific regulations or policies, a student should use common sense and be sure that their conduct is, at all times, consistent with that expected of a mature, responsible individual who has high ethical standards.



It is each student's responsibility to keep informed and comply with the Student Code of Conduct, the University Housing Resident Guidebook, and other published rules and policies.

Any student found to have committed an act of misconduct is subject to restorative action.

## Damage/Release Of Liability

Residents are held liable for damage to 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. Reasonable attempts will be made to identify the individuals involved before a group billing process will be initiated.

## Right Of Entry

University officials have the right to enter the assigned space without written notice when the University has reasonable cause, including, but not limited to the following:

- A. An immediate threat to the health, safety or property of student, or other occupants;
- B. Routine or other maintenance/pest control;
- C. Health or safety inspection; and
- D. To close or secure the space.

## Loss/Abandonment Of Property

### Abandoned Property

Personal property left in the resident's room or common area at the end of the contract period or after the termination of the housing contract will be packed into eighteen (18) gallon storage crates, labeled, and stored for ten (10) business days. The ten day storage period begins on the next business day after items have been removed.

Refuse, including perishable and non-perishable food items, will be disposed of immediately.

A fee of \$50 per crate will be charged to the resident's account for the removal and storage of personal property. Items that do not fit into storage crates, such as televisions and refrigerators, will be considered an oversized item and incur an additional \$50 charge per oversized item. At the close of business on the tenth business day, the property will be considered abandoned and discarded.

The resident will receive email notification the same day that personal property has been removed from their room. An additional email will be sent on the fifth day of the storage period. A final email will be sent on the final day notifying the resident that their items have been disposed of.

If a resident needs to pick up their property later than ten business days, they may email [universityhousing@southeastern.edu](mailto:universityhousing@southeastern.edu) within the ten day storage period to request an extension of the storage period. The email should include the student's name, W number, room assignment, and the reason they are requesting an extension. The department will consider the request on a case by case basis and notify the resident via email of the outcome of their request.

If a resident is unable to retrieve their property themselves and wishes for someone to do it on their behalf, the resident must email [universityhousing@southeastern.edu](mailto:universityhousing@southeastern.edu) and give the department permission to release the property to their requested party. The email should include the student's name, W number, room assignment, the full name of the party retrieving the property on their behalf, and the requested date and time that the party would be retrieving the property. The party collecting property on behalf of the student must present photo identification in order to retrieve the property.

University Housing's storage crates may not be used to bring property from the storage area to the resident's vehicle. Residents are encouraged to bring materials with them for packing and removing their items from the storage area.

The University is not liable for damage or loss of any abandoned property on its premises. It is highly recommended for residential students to purchase renter's insurance. The University is not responsible for damages (water, mildew, smoke, etc.) or theft of resident student's property. See the Renter's Insurance - Property section of the Resident Guidebook for more information.

## Lost, Stolen, and/or Damaged Property

The University is not liable for damage to or loss of personal property or for failure or interruption of utilities, including water, mildew, smoke, etc. Report all damaged property to the University Housing Office.

The University is not liable for lost or stolen property. Report any lost or stolen property, no matter how small, to the University Police Department and the University Housing Office as soon as possible. Money and expensive jewelry should be kept in a safe place. Anything that has a serial number should have the number recorded.

It is highly recommended for residential students to purchase renter's insurance. In some cases, the parent/guardian homeowners' policy may extend coverage to room and property in

on-campus housing for the resident, but it is strongly advised that residents check with an insurance agent. Refer to our website resource on renter's insurance at [southeastern.edu/housing](http://southeastern.edu/housing) > Resident Information > "Renter's Insurance" link.

## Interruption of Service

In the event that services are interrupted, maintenance personnel shall make an effort to restore operations. Partial refunds of housing fees are not made for suspension of services.

## General Policies

1. Authorized University personnel may enter, inspect and make such repairs to the assigned space as the University may reasonably desire at all times.
2. 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.
3. Rooms are only to be occupied by residents assigned by University Housing. If a resident allows anyone else to move into or stay in another room or bed in the assigned room, the resident may be charged additional fees and/or face disciplinary action.
4. 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 Catalog.
5. Residents must have a zero balance or sufficient anticipated aid (scholarships or financial aid) posted to their Workday account in order to check into 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, The Village (not including Village B, C, or M), 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. Residents in other areas

will receive instructions prior to Winter Break on how to prepare their room for the halls to be closed.

## Credits

### 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.

### Prepayment Fee Credits

University Housing will process a credit for the prepayment to the applicant's Workday account if:

- The applicant submits, in writing, a request to cancel the application PRIOR to June 15th for the Fall and November 15th for the Spring.
- For summer applications, there is a \$50 non-refundable late fee applied after May 15th.
- 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 prorated 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

- A. Application - If an applicant chooses to cancel their completed housing application, then requests to reinstate their application after the start of a wait list,

the student forfeits any credits of the processing fee and prepayment which may be due if they subsequently cancel their application.

- B. Assignment - If the resident chooses to cancel a housing assignment after checking into 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).
- C. Returners – If the resident chooses to cancel a housing assignment after the December checkout deadline, but prior to the first day of spring classes, the resident will be charged a minimum of the daily room rate, improper checkout fee, and the mid-year buyout fee (if applicable).

All cancellations must be submitted in writing using the cancellation form on the University Housing website under Resident Information > Housing Documents. 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 48 hours to vacate the residential facility. The student must return all assigned keys and follow appropriate checkout procedures. Failure to do so may result in additional charges as outlined in the Summary of Potential Mid-Year Buyout Fees/Late Check-Out Charges below.

## Mid-Year Cancellations/Buyout Fee

Residents terminating the academic year housing agreement prior to the spring semester must complete the Agreement Buy-Out form and submit all required documentation to [universityhousing@southeastern.edu](mailto:universityhousing@southeastern.edu) indicating if graduating, not returning to the University, or not returning to live on campus. The deadline to submit request and documentation is stated in the Resident Guidebook under the section titled Mid-Year Buyout. Students who remain enrolled in classes but do not live on campus 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 housing agreement is the Friday prior to December commencement. All students who are not living on campus for the spring semester must check out by this deadline. Failure to do so will result in additional charges(see chart below for a list of potential charges).

Summary of Potential Mid-Year Buyout Fees & Late Checkout Charges		
Buyout Fee	\$750.00	Fee assessed to any student who remains enrolled in spring classes.
Improper Checkout Fee	\$250.00	Fee assessed if the student is not checked out by the Friday prior to fall commencement.
		Fee assessed if student cancels after fall commencement.
Daily Room Rate	Based on Current Room Rate	Assessed for each day students are not properly checked out beginning January 1.
Student Belongings Storage/Disposal Fee	See Abandoned Property Policy for breakdown	Items stored for a maximum of 10 business days.
Lost Room Key	\$50.00 Per Key, \$50.00 Per Lock	-
Damages	Determined by Housing Staff	Students may appeal any damage charge(s) by submitting a request in writing via email to <a href="mailto:universityhousing@southeastern.edu">universityhousing@southeastern.edu</a> .

## Acceptance of University Housing Terms & Conditions

Because you are under 18 years of age, you must have your guardian print this page, review the following statements, sign and date below, and upload a copy via the upload link or print and mail to University Housing, SLU 10704, Hammond, LA 70401.

By signing below, I acknowledge that I have reviewed the University Housing Terms & Conditions, have had sufficient time to review and seek explanation of the terms and conditions, have carefully read them, and agree to be bound by them. I agree to pay all the charges arising under the University Housing Terms & Conditions and any extension thereof when due under this agreement and under the rules and regulations of the University together with all fees and other costs necessary for the collection of any amount not paid when due.

My signature also indicates that I acknowledge the following statements:

- I acknowledge that the \$100 Processing Fee (and \$50 Late Fee if applicable) is non-refundable. The \$300 prepayment can only be credited to the student's Workday account if the housing application is canceled, in writing, by the following deadlines: June 15 for the fall, November 15 for the spring.
- I acknowledge that this is an Academic Year agreement (August through May). If the student does not return to University Housing for the spring semester of this agreement term, a \$750 buyout fee is assessed.
- I acknowledge that the submission of an online application is a request for a room space and does not guarantee a housing assignment. While preferences are considered, the student acknowledges that their assignment may be a residence hall other than one of those preferences. The student also acknowledges that, if assigned, if their room/apartment is occupied at less than maximum capacity, University Housing reserves the right to consolidate assignments which may require the student to move during the course of a semester. Further, if a room/apartment is occupied at less than maximum capacity the resident(s) understand that they may receive a new roommate(s) in order for the room/apartment to be fully occupied. University Housing may not be able to provide advance notice.

Student Name: \_\_\_\_\_

Student W Number: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Parent/Signature: \_\_\_\_\_

Date: \_\_\_\_\_