

SOUTHEASTERN LOUISIANA UNIVERSITY  
UNIVERSITY HOUSING  
GREEK VILLAGE TERMS AND CONDITIONS  
2018-2019

**AGREEMENT OVERVIEW**

This agreement pertains to a space in the organizational house, 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 for the six month time frame. 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. 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 Room Credit Policy for more information).

**REGISTRATION EXPECTATION, PROCESSING FEES AND PREPAYMENT POLICIES**

Residents must be currently enrolled and registered for classes as a full-time student at Southeastern Louisiana University or a participant in an SLU approved program; 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 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 Cancellations Section for more information).

The term of this agreement is for a six month period: July 1 – Dec 31 (Fall); Jan 1 – June 30 (Spring). Per the Organizational Terms of Occupancy, pro-rated refunds of housing fees are not made for maintenance closures or early check out.

Students reassigned to any space not in Greek Village will be subject to different Terms and Conditions, Term 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 through the University Housing application portal. Assignments are based on the date application fees are submitted 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.

Greek New Applicant is defined as any student who is not currently a resident of University Housing.  
Greek Returners are defined as any student who is currently a resident (In Room) of University Housing.

<b>Greek New Applicant Fees</b>		
Prepayment	\$300	Due upon submission of online application.
Processing Fee	\$100 non-refundable fee	Due upon submission of online application.
Late Fee	\$50 non-refundable fee	Due upon submission of application. Charged to applications submitted after the following deadlines: June 15th for the fall, November 15th for the spring.

<b>Greek Returner Fees</b>		
Prepayment	\$300	Due upon submission of online application.
Late Fee	\$50 non-refundable late fee	Due upon submission of online application. Charged to applications submitted after the following deadlines: June 15th for the fall, November 15th for the spring.

All residents must submit a \$300 prepayment for the fall term. A \$100 Processing Fee will apply if students apply after the end of the term (\$50 Late Fee after November 15<sup>th</sup> for the Spring and June 15<sup>th</sup> for the Fall).

If a student resides in Greek Village for the fall term and they submit an application for the spring term prior to the end of the fall term, they will not be required to submit a \$300 prepayment or application fee. A \$100 Processing Fee will apply if students apply after the end of the term (\$50 Late Fee after November 15<sup>th</sup> for the Spring and June 15<sup>th</sup> for the Fall).

### **MANDATORY MEAL PLAN**

All Greek Village residents with under 60 credit hours are required to purchase and retain a meal plan and may choose from the following: Organizational Meal Plan 1; Organizational Meal Plan 2; All Access Plan; Gold Plan; Cub Plan. Students with 60 credit hours and above do not have a mandatory meal obligation, but are encouraged to purchase a meal plan. Students changing assignments mid semester are subject to the mandatory meal plan policy. Organizational Houses do not have full-service kitchens. The Organizational Meal Plan 1 is chosen for students who are required to purchase a meal plan but do not indicate a meal plan choice at the time of registration. Meal plans may be changed at the start of each semester by contacting Dining Services. Limited meal service may be available during university closures, holidays, and Winter Break.

### **ASSIGNMENTS**

Upon acceptance of this agreement and submission of the housing application and all applicable fees, applicants will be eligible for assignment. Assignments in the student's organizational house are contingent upon placement on the organizational floor plan by the House Manager. Submission of an application does not guarantee a booking.

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](http://www.southeastern.edu/liveoncampus)). Organizational Housing (building) bookings and check-in information will be sent to students 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).

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.

### **TERMS OF OCCUPANCY AND ASSIGNMENTS**

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 University calendar).

Organizational building and room assignments will be based on individual building/organizational requirements (which are subject to change) and completed date of application. 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.

### **PARTIAL OCCUPANCY**

In the event one or more of the occupants does not claim his/her assigned room or moves, causing his/her room 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):

- 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.

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.

### **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. The resident must have sufficient financial aid or make any additional payments prior to transferring to a new room/hall.

Residents who change assignments mid-year and move to an assignment outside of Greek Village may be subject to a new or different meal plan, a different room rate, Terms and Conditions, and agreement length.

### **ACADEMIC STANDARDS**

If a student living in organizational housing drops below a 2.0 overall GPA or 2.0 on 12 hours from the previous semester, the student may submit a housing appeal to be considered for continued living in University Housing. 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).

Returning Residents: Academic appeals for University Housing must be submitted to the housing office by the stated deadline in the Resident Guidebook. Appeals will not be accepted after the deadline. If the student's appeal for the forthcoming semester is denied or if the student did not appeal, the student will be required to move out by the date stated in the Resident Guidebook. If a student is not checked out by the deadline, the student will be fined \$250 plus a

daily room rate until the student is checked out, and the student's property may be removed from the assigned residence along with a \$300 disposal fee. The University will not be responsible for any damage or loss of property during the process.

### **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. If the chapter removes a resident of the organizational house from the membership, the resident and chapter must notify University Housing with 24 hours of this decision to arrange for relocation of the dismissed member. If a resident is removed from active membership and chooses to not relocate on campus, he/she is considered a cancelled applicant, meaning the resident is not eligible for a credit of any of the room charges (application fee, prepayment, room fee).

### **DAMAGE/RELEASE OF LIABILITY**

Occupants of the residence halls, including organizational house, 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 or cable 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.

### **RIGHT OF ENTRY**

University officials have the right to enter the assigned space without notice when the University has reasonable cause: (a) there exists 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) close or secure the space.

### **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. Online form available at [southeastern.edu/liveoncampus](http://southeastern.edu/liveoncampus).

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 removed from University Housing. No credit or pro-rated credits are given for disciplinary removal.

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 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.

### **TOBACCO FREE**

Southeastern's campus is a tobacco free campus. Use of any tobacco products or electronic cigarettes 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, apartments, or Greek Village 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 Greek Resident Guidebook and the University Student Handbook.

### **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

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 is denied admittance to the University or is academically ineligible to live on campus.
- the applicant submits, in writing, a request to cancel the application **PRIOR** to June 15th for the Fall, November 15th for the Spring.
- 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 and improper check-out fee, and the mid-year buyout fee (if applicable).

**POTENTIAL END OF AGREEMENT FEES**

Summary of Potential Late Check-Out Charges		
Improper Check-Out Fee	\$250	Fee assessed if 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 student is not properly checked out by stated deadlines.
Student Belongings Storage/Disposal Fee	\$300	Items stored for maximum of 30 days.
Lost Room Key	\$50 per key	
Lost Mailbox Key	\$25 per key	
Damages	Determined by Housing staff	Student has 24 hours after checking out to contest damage charges (via email or in writing).

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](mailto:universityhousing@southeastern.edu) • [www.southeastern.edu/liveoncampus](http://www.southeastern.edu/liveoncampus)