

**SOUTHEASTERN LOUISIANA UNIVERSITY
UNIVERSITY HOUSING**

RESIDENCE HALL AND APARTMENT TERMS AND CONDITIONS

This Agreement governs the residence halls and Southeastern Oaks Apartments.
All references to “residence halls” or “rooms” also apply to Southeastern Oaks Apartments.

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 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 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 Greek Village, Southeastern Oaks, and Taylor Hall will close when the University closes in December for Winter Break.
- b. 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.
- c. Students cancelling this agreement prior to May commencement may be assessed charges and penalties as outlined in “Room Credit Policy.”
- d. Students reassigned to Greek Village will be subject to different Terms and Conditions, 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 are defined as any student 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.

New Applicant/Greek New Applicant		
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 15 th for the fall, November 15 th for the spring, May 15 th for the summer.
Returner/Greek Returner Fees		
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 15 th for the fall, November 15 th for the spring, May 15 th for the summer. Student does not retain returning resident status.

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. Limited meal service may be available during university closures, holidays, and Winter Break.

BOOKINGS

Submission of an online application is for any space in a residence hall for which the student qualifies. While room preferences are considered, due to space availability, University Housing may not be able to honor a student's preferences. Submission of an application does not guarantee a booking.

BOOKING ELIGIBILITY

Upon acceptance of this agreement and submission of the housing application and all applicable fees, applicants will be eligible for roommate matching and room self-selection. 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 given a booking based on space availability using the auto assignment method, which is a system generated assignment.

Students must have a minimum cumulative GPA of 2.0 at the time of application for a residence hall room (more information can be found at southeastern.edu/liveoncampus). Residence hall (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), 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).

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 if 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(s):

- a. Request assignment to another room.
- b. Choose another room of the same type and price in his/her building or comparable building from a list supplied by University Housing.
- c. Request an eligible roommate(s) to move into his/her room so that it becomes **fully** occupied.
- d. 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 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 new room/hall.

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. 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 cancelled. All appeal decisions are final. Additionally, these residents are strongly encouraged by University Housing to apply for Summer term 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 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, paint guns, and other toy 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.)

RIGHT OF ENTRY

University officials have the right to enter the assigned space without written 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) to close or secure the space.

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.

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 residence hall. As stated in Section 2, dropping to part-time status shall not terminate this agreement.
- c. 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. This behavior will result in a student accountability process.
- d. 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](#).

- e. 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.

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

- a. 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.
- b. 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).
- c. 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).

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 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 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 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 housing agreement 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).

Summary of Potential Mid-Year Buyout Fees Late Check-Out Charges		
Buyout Fee	\$750	Fee assessed to any student who remains enrolled in spring classes.
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 beginning January 1.
Student Belongings Storage/Disposal Fee	\$300	Items stored for maximum of 30 days.
Lost Room Key	\$50 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 and will be available on the University Housing website.

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