

2018-2019 Housing Application



Please complete this entire application

For more information or assistance in completing this application, please call (504) 286.5395.

1. You must be accepted to Southern University at New Orleans before you can apply for housing.
2. Please submit a completed application with a \$50.00 application fee and a \$150.00 administrative fee to SUNO Housing.
3. These fees are **NON-REFUNDABLE** and required in lieu of a security deposit.
4. **Before Move-In**, payment of housing charges **MUST** be secured (by Financial Aid or Down Payment)
5. Accommodations are limited and assigned on a first-come, first-serve basis. All applications must be completed in its entirety to be assigned a bed space.

Name: _____
(Last Name) (First) (M.I)

Address: _____
(Street) Apt. # City State Zip Code

Cell Phone: (____) _____ Banner ID _____
Area Code Number N Number

Email Address: _____ Date of Birth: _____

Gender: Male: Female

Housing Fees per Semester* (Please number your preferences)

N/A	1 bedroom \$4,310.00 per semester	2 Bedroom \$3,240.00 per semester	4 Bedroom \$2,265.00 per semester
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Special Housing Request _____

Roommate Request

1. _____	2. _____	3. _____
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What college/ university do you attend: (Please Circle) SUNO DILLARD DELGADO AUTO
Major: _____

Academic Standing: (Circle One) **Freshman** **Sophomore** **Junior** **Senior** **Graduate**

Have you ever been convicted of a felony? Yes No If yes, reason: _____

Parking/Vehicle Information
Parking is on a first-come, first-serve basis

Do you need a parking permit? Yes No

Vehicle Make	Vehicle Model	Year
_____	_____	_____
License Plate #	State Issued	Driver's License #
_____	_____	_____

All fees affiliated with this application can be paid at the Cashiers Window in the Comptroller's Office

Once the fees have been processed it is NON-REFUNDABLE.

* Housing pricing subject to change for the 2018-2019 academic year.



Confidential Health Assessment Form

Name: _____
(Last Name) (First) (M.I.)

Address: _____
(Street) Apt. # City State Zip Code

Cell Phone: (____) _____ Home Phone: (____) _____ Banner ID _____
Area Code Number Area Code Number

Email Address: _____ Date of Birth: _____

EMERGENCY CONTACT INFORMATION:

Please list parents and/or guardians, and an additional adult in case parents cannot be reached.

_____ Name	_____ Name	_____ Name
_____ Relationship	_____ Relationship	_____ Relationship
(____) _____ Home #	(____) _____ Home #	(____) _____ Home #
(____) _____ Work #	(____) _____ Work #	(____) _____ Work #
(____) _____ Cell #	(____) _____ Cell #	(____) _____ Cell #

Do you have any diagnosed medical conditions that we should be aware of? Yes____ No____
 If yes, explain: _____

Name of Treating Physician _____ Phone _____

Do you require special accommodations due to a disability? Yes____ No____
 If yes, explain _____

Are you currently taking any medication? Yes____ No____
 If yes, please list current medications. _____

Are you allergic to any medication? Yes____ No____ If yes, explain _____

I give consent to have the information on this form released to the Office of Residence Life, the Vice Chancellor for Student Affairs, and medical providers as is necessary in the event of an emergency.

 (Student Signature)

 (Date)

(Parent Signature Required if Student is Under 18 years of Age)

 (Date)



**Southern University at New Orleans
Residence Hall Contract
Fall 2018/Spring 2019 Semesters**

Name

Room Assignment

This contract is for the Fall 2018 and Spring 2019 semesters. This Housing Contract is not a lease. It is a revocable license which gives you the right to share an apartment and to have a bedroom in the residence halls operated by Southern University at New Orleans (SUNO). This license will be in effect so long as you adhere to the terms of this contract and all rules and regulations issued by SUNO with respect to the residence halls as contained in the Student Resident Handbook or otherwise. Please review the Student Resident Handbook which will be given to you at move-in.

Residence Hall Rates and Fees:

FALL & SPRING SEMESTERS

1 bedroom \$4310.00 per semester	2 Bedroom \$3,240.00 per semester	4 Bedroom \$2,265.00 per semester
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Summer Housing Rates

Single Room (Standard) \$1724.00 per semester
2 Bedroom (Standard) \$1296.00 per semester
4 Bedroom (Standard) \$906.00 per semester

Winter Break

Single Room (Standard) \$700.00
2 Bedroom (Standard) \$500.00
4 Bedroom (Standard) \$400.00

Room Damages and Fees

- Room damages beyond normal wear will be charged to the occupant. Damages to common areas will be charged on a pro rata basis against all residents of that area. Failure to turn in a room key or apartment front door key will result in the appropriate charges: \$150.00 for the Front door key, \$60.00 for the bedroom key and \$40.00 for the mailbox key. Losing a full set of keys will result in a fee of \$250.00. A lockout fee of \$50.00 will be assessed to the fee bill upon your second lockout. Upon the 4th lockout you will be assessed \$250.00 and all locks affected will be changed. If apartment damage exceeds normal wear and tear a charge will be assessed to the student and the student account will be placed "ON HOLD" for the balance until paid in full. All balances need to be zeroed or approved in order to move in.
- Please refer to the Resident Student Handbook for expected behavior as a residential student. If the residence hall contract is breached for any reason, you will be held responsible for the semester charges. You may be released from your obligation under this contract only with the written permission of the Director of Residential Life. You must present compelling reasons for the requested release (i.e., activation for military duty, documented medical reasons). The decision as to whether to accept any such request shall lie solely at the discretion of the Director of Residential Life.
- \$150.00 will be refunded if you are not offered a room in on-campus housing due to full occupancy.

Occupancy Period

The Occupancy Period for all residents of SUNO Housing begins on 08/12/2018 and ends on the day after the last final examination day of the spring semester at 4:00 p.m.

Payments

All housing charges incurred will be charged to your tuition and fees statement. The Comptroller's Office policies on payment of the tuition, fees assessed late charges and other penalties for failure to make proper payments apply.

Refund Policy

If you withdraw or are dismissed from SUNO, or breach your housing contract for any of the reasons set forth above, you will be responsible for 100 percent of your housing charges for that given semester. If your residence hall contract is terminated due to conduct, this will constitute a breach of this contract, you WILL NOT be entitled to a refund of residence hall charges.

RESIDENCE LIFE POLICIES AND CONDITIONS OF OCCUPANCY

Students residing in the SUNO Residence Halls must be matriculated, enrolled as full-time students, in good judicial standing and be at least 18 years old. Prior permission may be given by the Director of Residential Life.

- SUNO may revoke your right to reside in the residence hall and take possession of your room if at any time you violate any rules set forth in the Resident Student Handbook or any of the policies and conditions recited in this contract.
- SUNO employees are entitled to enter and inspect residence hall rooms at any time in order to protect the health and safety of students therein, and to ensure the proper maintenance and sanitation of such rooms. SUNO shall endeavor (but not be required) to post notice of any general room inspection at least twenty-four (24) hours beforehand. In addition, SUNO employees are entitled to enter and conduct an unannounced inspection of any residence hall room if it has cause to reasonably believe that illegal activity is or may be occurring in such

room or threat of any of the policies or conditions of occupancy either in this contract or contained in the Resident Student Handbook is or may be occurring therein.

- No alcohol or non-prescribed drugs or drug paraphernalia will be permitted anywhere in the residence halls or on residence life property.
- Possession of weapons and/or physical violence is grounds for immediate dismissal from the residence halls.
- Students are responsible for the daily care and cleaning of their rooms and apartments. Failure to keep common areas in the apartment clean may result in all occupants of the apartment being charged for the cleaning of those areas. All apartments will be checked at each break closing and any that pose potential health hazard or are not cleaned so that a new occupant could move in will be cleaned and all current residents will be charged for the cleaning and may face disciplinary action.
- Students residing in an apartment are jointly and individually responsible for the furniture and condition of the apartment. Students will be charged for damages as they occur during the academic year and will be expected to promptly and fully pay for any and all such damages. Students who fail to respond to notices of fire safety violations will be fined for those violations.
- SUNO shall not be liable, directly or indirectly, for loss or damage of any article of personal property or vehicle anywhere on the premises caused by fire, water, steam, the elements, insufficient heat, loss or surges of electricity, the actions of third persons, or any other acts of nature resulting in the interruption of service or damage to personal belongings. Additionally, students who cause damage in the residence halls including major structural damage, even accidentally, should expect to be held financially accountable. Students are responsible for insuring their own property by purchasing renters insurance or assuring coverage on their parents' homeowners insurance.
- No animals or pets are permitted in the residence halls.
- All room changes must have the prior approval of the Director of Residential Life. As all room changes require turnover cleaning, there will be a \$100.00 fee on the students' accounts anytime they change rooms.
- There should be no more than eight (8) people in an apartment at one time due to fire safety issues.
- SUNO reserves the right to re-assign students where it is determined to be in the best interest of the resident population.
- Students may not take a roommate; assign, subcontract, lease, or otherwise transfer their interest under this contract; or permit anyone not duly assigned or approved by the Director of Residential Life to share any part of the room or apartment.
- Residence halls are closed during the Holiday break period. Students must leave the residence halls during these periods (specific dates to be set by the university calendar) unless approved by the Director of Residential Life.
- If a student is younger than 18 years of age at the time this contract is signed, the student authorizes SUNO to communicate with the student's parent(s) and/or guardian(s) at any time, regardless of whether the student's 18th birthday occurs during the license term.
- Any student found to be tampering with, modifying or blocking fire safety or suppression systems and equipment shall be dismissed from SUNO Housing.

Abandoned Property Policy

Any personal property that remains in a room or apartment upon termination of this license shall be deemed abandoned and will be disposed of by SUNO at its sole discretion. SUNO may, in its discretion, make efforts to notify students and/or student's parent or guardian that property has been found in room. SUNO employees, their agents or contractors do not assume any responsibility for any such property at any time, regardless of the course of action taken.

Enforcement Procedure

The Director of Residential Life and staff are delegated the responsibility to take the actions necessary to insure the health, safety, and welfare of the residents. Responsibility for interpretation of the residence hall rules, as well as their enforcement, is solely that of the Director of Residential Life. It is understood and agreed that the student accepts and agrees to the rules of the Residence Hall Contract herein and also he/she is responsible for the adherence to all other policies specified in the Residence Hall Contract and the Resident Student Handbook. Signing below acknowledges this and indicates that the signees have reviewed the Resident Student Handbook. It is also understood that information regarding policy violations can and will be shared with a student's parent and/or guardian. Students will receive a copy of the Resident Student Handbook upon check-in. SUNO will provide a room to the student for the Fall 2018 and Spring 2019 semester in the residence halls operated by SUNO, subject to these terms, and subject to the general rules and regulations of the University with respect to its students. A student who fails to observe any of the terms and conditions of this contract will forfeit his/her right to reside in the residence halls and also may be subject to disciplinary action according to the rules and regulations of the University. SUNO reserves the right to remove any student from his/her residence hall room if, in the judgment of the Director of Residential Life or designee, the student has engaged in or threatened acts of misconduct such that his/her continued presence would endanger public order, property, threaten the personal safety or security of others (whether by acts of physical or mental harassment or other means) or be sufficiently disruptive as to adversely affect the ability of others to pursue their educational goals.

_____ Last Name	_____ First Name	_____ Middle Initial	_____ Student ID Number
_____ Street Address			_____ E-mail Address
_____			_____ Phone Number
_____ City	_____ State	_____ Zip	_____ Date of Birth (mm/dd/yyyy)
_____ Director of Residential Life	_____ Date	_____ Signature of Student	_____ Date
_____ Application Received by:		_____ Signature of Parent/Guardian (necessary if under 18)	

It is the policy of Southern University at New Orleans to provide equal opportunity for all qualified applicants, students, and employees; and to prohibit discrimination on the basis of race, color, sex, religion, national origin, age, disability, marital status or sexual orientation.