



# RESIDENCE HALL CONTRACT

The Office of Admissions of Loyola University agrees to furnish space in an approved University residence to the student for the academic year (fall & spring semesters). The Christmas holiday period and between semesters are not included in the room charges. The University may utilize rooms in the residence halls to house conference groups during holiday periods after prior notification has been given to the residents affected. It is understood that this agreement is contingent upon the availability of space within the University's residence halls.

## I. APPLICATION PROCEDURES

- A. Read and familiarize yourself with the procedures, rules, and policies of this contract.
- B. Application may take place only after official acceptance to the University.
- C. Submit a completed application which includes the following: a) signed contract; b) housing deposit of one hundred dollars (\$100.00) (Check or money order payable to Loyola University); c) payment for the University accident-sickness insurance plan, or signed waiver statement indicating that you have adequate insurance coverage for the term of the contract. Space may not be reserved in the residence hall until these items are received in the Office of Admissions.
- D. The housing deposit of one hundred dollars (\$100.00) for a room reservation will be credited to the student's account for room. If housing is not available at the time this contract is received, the contract will not be accepted and the student will be placed on a waiting list. If housing is not offered, the housing deposit will be refunded.

## II. TERMS OF HOUSING — Payments, Refunds, and Cancellations

- A. The student agrees to pay for room on a semester basis.
- B. The Residence Hall Contract is mutually binding on both the University and the student for the entire academic year, both fall and spring semester, or the remaining portion thereof.
- C. The University, however, is given the right to terminate this agreement prior to the expiration of any given academic year in the event that the student should violate any terms of the contract. Upon giving reasonable notification to the student of his/her violation of the terms and provisions of this agreement, the University has the right to terminate the agreement.
- D. Upon written application to the Office of Admissions, the student is hereby given the right to terminate this agreement without penalty prior to the expiration of the academic year only for the following reasons:
  - 1) Marriage: When the student provides evidence satisfactory to the University that he/she is lawfully married and is desirous of living with his/her spouse during the term of this agreement in the greater New Orleans area.
  - 2) Medical reasons verified by the University physician which are of such nature as to pose potential physical or mental hardship to either the student or other residents.
  - 3) Graduation from the University.
  - 4) Student teaching or special University program which requires the student to be away from the New Orleans metropolitan area for the semester or major portion thereof.
- E. It is understood and agreed to by the student that the above enumerated causes for termination shall be the only causes for which a student upon written application, may terminate this agreement prior to its expiration without penalty and which may result in remaining prepaid residence hall fees to be refunded according to the residence hall refund policy (see F below). Residents who voluntarily or involuntarily withdraw from the University during a semester for other reasons than enumerated will be responsible for only that entire semester's rent. In the event that the student terminates this agreement for any other reasons than enumerated prior to its expiration at the end of the given academic year, he/she shall be liable for the payment to the University, as agreed upon liquidated damages a sum equal to 40% of the remaining prorated balance of the Residence Hall fees, attorney's fees, and charges otherwise due by him/her in this agreement.
- F. Refunds for room rent are made only when the student moves from the residence hall under proper authorization by the Director of Residential Life. Refunds will be based on the original semester charge less 10 percent for each week or major fraction thereof that the student has occupied the room. For refund purposes, residence hall weeks begin at 12:01 a.m. on Monday, and conclude at 12:00 midnight Sunday.
- G. The student shall be personally responsible for the cost of repair of any damage which he/she may have personally inflicted upon any area of the residence hall; normal wear and tear excepted.
- H. The student likewise agrees that he/she shall be personally responsible for any malicious damage which occurs to the common area of the residence hall of the wing, floor, or other common areas of the hall on a prorated basis of the cost thereof which shall be assessed against him/her by the Director of Residential Life, in an amount which, in the sole discretion of the Director of Residential Life, represents his/her fair and proportionate share of the responsibility for such damage.

## III. CAMPUS RESIDENCE REQUIREMENT

All freshman and sophomore undergraduate students not from the New Orleans metropolitan area are required, as a condition of enrollment, to reside in University housing. Advanced placement credits do not negate this requirement. New Orleans undergraduate freshman and sophomores must either reside in University housing to the extent that space permits or with their parents or legal guardian. Subject to verification and written authorization by the Director of Residential Life, freshmen and sophomore students may be given permission to live off-campus for any of the following reasons:

- 1) The student resides full-time in the established household of his/her grandparents, sister, brother, uncle or aunt.
- 2) The student has completed two (2) academic years of full-time college enrollment.
- 3) The student has served one (1) or more years in the U.S. Armed Forces.
- 4) The student has a health condition, which precludes his/her living in a residence hall, subject to review and confirmation by the Student Health Center.
- 5) The student provides evidence satisfactory to the University that he/she is lawfully married.
- 6) The student is twenty-one (21) years of age or older on or before the first day of classes of the semester.

Authorization for off-campus housing does not relieve the student of contractual obligations which may have been previously assumed with the University for housing in the residence halls.

## IV. HALL AND ROOM ASSIGNMENTS

- A. Applications are processed and room assignments are made in the order that **completed** residence hall applications are received in the Office of Admissions. (see C. under Application Procedures). The date of the application, \$100.00 housing deposit, and proof of accident-sickness insurance received in the Office of Admissions determines the priority given individual requests.
- B. Assignment requests will be honored if possible but due to limited space cannot be guaranteed.
- C. Roommate requests must be mutually acceptable. If you designate a specific person, that person must also request you as a roommate. Completed applications of preferred roommates should be mailed together in the same envelope.
- D. Single room assignments in double occupancy rooms are available only when vacancies exist in the halls making such an arrangement possible. Single room assignments cannot be guaranteed prior to the beginning of the fall semester.
- E. **Room assignments are not made on the basis of race, color, creed, or national origin.** Likewise, room changes are not permitted when race, color, creed, or national origin may be the underlying cause.
- F. The Office of Residential Life reserves the right to make room assignments, to change a student's room when circumstances of housing require it, and in serious cases, to require a student to withdraw completely from the residence hall when such is deemed necessary by the University for the health and well-being of the student and/or the University.
- G. It is the policy of Loyola University to give preference in housing assignment to those students who reside outside the Greater New Orleans Area. In accordance with this policy, **the Residence Life Office reserves the right to cancel this contract** prior to the published date for residence hall opening in the Fall or Spring semesters **where this contract has been entered into with a student who resides within the Greater New Orleans Area.** The cancellation of the contract, notification of cancellation, establishment of priorities to regain residence, definition of the Greater New Orleans Area, and other matters will be governed by established procedures which are available upon request.
- H. **Any specific space not claimed by midnight of the first full day of classes, will be reassigned as needed.** In such situations, charges for the original assignee may continue and a different specific room assignment will be determined by the Office of Residential Life from the remaining space available, wherever it may exist.

## V. OCCUPANCY

- A. A person who ceases to be a matriculating student with the University is no longer entitled to housing.
- B. Residence halls will be open for occupancy for new students at 9:00 a.m. on the day Orientation begins, and for returning students at 9:00 a.m. on the day before registration.
- C. All resident students are required to vacate the residence hall within twenty-four (24) hours after the completion of **their** semester final examinations, unless special written permission has been granted for delay in departure by the Director of Residential Life. The residence halls will close no later than 10 a.m. the day following the last regularly scheduled final examinations. This policy does not apply to graduating seniors who remain to participate in the Commencement exercises.
- D. If a student does not follow the proper check-out procedure when permanently vacating the assigned room, he/she will be charged a \$200.00 improper check-out fee.

## VII. HEALTH INSURANCE REQUIREMENT

Health insurance is mandatory for all residents. As a condition of eligibility for housing in the residence halls, a student must subscribe to Loyola University's accident-sickness insurance plan and include payment for such or fully complete the waiver card attached to this contract which shows evidence that the student has adequate coverage for the term of the Residence Hall Contract. Residence Hall space may not be reserved for a student until this condition is met.

## VIII. CONDITIONS OF HOUSING

- A. Each room is equipped with furniture; student furnishes blanket, pillow, linen, and other amenities.
- B. "Pursuant to University rules and regulations, the University reserves the right for authorized representatives to enter and/or inspect premises including student dormitory rooms at any time for repair or maintenance; for violations of University rules and regulations; to determine whether materials believed by staff to be illegal, unsafe, or prohibited are present in the room including within contents in the room; and to determine whether activity is being conducted which could be considered immoral, illegal, unsafe, or a threat to life, safety, order or welfare of members of the University community."
- C. Students will not transfer, vacate, or exchange rooms without proper authority from the Office of Residential Life, nor will the student be permitted to remove any furnishings, appliances, or equipment from the assigned room or from any other part of the premises. Failure to adhere to this stipulation may result in financial penalty or other disciplinary action.
- D. **Cooking is not permitted in the residence hall rooms except in apartments.**
- E. Pets are not permitted in the residence halls, except leader dogs for the blind.
- F. Solicitation is not permitted in residence halls, nor will students be permitted to use their rooms for any commercial purpose.
- G. All types of explosives, including fireworks, gasoline, and combustible materials are prohibited in the residence halls.
- H. Illegal possession or misuse of drugs, narcotics, and hallucinatory agents is prohibited in the residence halls.
- I. Excessive noise, disruptive and unruly behavior is not permitted in the residence halls.
- J. **The University shall accept no responsibility for the theft or loss of monies or valuables of students living in residence halls owned by the University. Students are encouraged to carry adequate personal property insurance.**
- K. The University agrees to provide each room with local telephone service. It is to be understood that arrangements for long distance service are strictly between the student and the long distance service company. Loyola does not accept any liability for elimination of long distance service due to over due accounts or other factors beyond its control.
- L. Students are responsible for the contents of their assigned rooms as well as all behavior occurring in their rooms.
- M. All students contracting to live on Loyola University's campus agree to abide by the rules and regulations set forth in the Loyola University Student Handbook, as well as the Residence Hall procedures which may be promulgated throughout the year. Any serious or continuous violation of University or Residence Hall regulations will be reviewed by the Director of Residential Life as possible reason for exclusion from the resident hall.
- N. This contract is non-transferable.



<b>OFFICE USE</b>
App # _____
Date _____
Hall _____
Room _____
Phone _____
App Fee _____
Res Co _____
Insur _____
<b>NOTES</b>
_____
_____
_____
_____

### RESIDENCE HALL CONTRACT AND APPLICATION

Please Print Clearly

NAME \_\_\_\_\_  
Last First Middle

PERM. ADDRESS \_\_\_\_\_  
\_\_\_\_\_

PERM. PHONE ( ) \_\_\_\_\_ CELL PHONE ( ) \_\_\_\_\_

E-MAIL \_\_\_\_\_ SSN or CWID \_\_\_\_\_ GENDER \_\_\_\_\_ DOB \_\_\_\_\_

EMERGENCY CONTACT NAME \_\_\_\_\_ EMER CONTACT PHONE ( ) \_\_\_\_\_

CLASS STANDING \_\_\_\_\_ FR \_\_\_\_\_ SO \_\_\_\_\_ JR \_\_\_\_\_ SR \_\_\_\_\_ LAW \_\_\_\_\_ GRAD \_\_\_\_\_ OTHER (Specify): \_\_\_\_\_

### HOUSING PREFERENCE

BUILDING PREFERENCE: In which building do you prefer to live? Please rank order (1, 2, 3, etc.) If no preference, please leave blank.

- \_\_\_\_\_ Beaver Hall (community-style living for First Year students)      \_\_\_\_\_ Buddig Hall (suite-style living for First Year students)
- (First Year students are required to live in Beaver Hall or Buddig Hall, and will be given priority in these buildings)*
- \_\_\_\_\_ Cabra Hall Suites (Broadway Campus)      \_\_\_\_\_ Carrollton Hall Apartments      \_\_\_\_\_ Carrollton Hall Suites
- (Cabra and Carrollton Halls are Available Only to Returning, Transfer, and Non-Traditional Students)*
- (All Law student housing is reserved in Cabra Hall, on the Broadway Campus)*

SPECIAL ACCOMMODATIONS: If you require any accommodations, please provide written documentation from a medical professional along with your Housing Application. Please briefly explain the nature of your request below.

\_\_\_\_\_  
\_\_\_\_\_

### LIVING-LEARNING COMMUNITIES

Undergraduate students are invited to apply for housing in one of Loyola's Living-Learning Communities! Please preference the communities in which you are interested. LLC preference will be considered over building preference. If you are not interested in Loyola's Living-Learning Communities, you may leave this section blank. For more information on your Living & Learning options, please visit: <http://www.loyno.edu/reslife/Communities.html>

- \_\_\_\_\_ XI: HONORS      \_\_\_\_\_ INTERNATIONAL EXPERIENCE      \_\_\_\_\_ PSYCHOLOGY
- \_\_\_\_\_ WELLNESS      \_\_\_\_\_ FAITH/JUSTICE      \_\_\_\_\_ WOMEN'S ISSUES

