

# 2009 SUMMER HOUSING APPLICATION & CONTRACT

Sunday, May 17, 2009 through Sunday, August 9, 2009



**PLEASE PRINT LEGIBLY and return this application to:**  
 Housing Services & Assignments | 27 McAlister Drive  
 New Orleans, LA 70118 | (504) 862-8944 (Fax)

Sex (Please select one):    Male    Female

ID# \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_

FIRST NAME \_\_\_\_\_ LAST NAME \_\_\_\_\_

BEST CONTACT / CELL PHONE \_\_\_\_\_ @tulane.edu E-MAIL \_\_\_\_\_

OTHER / HOME PHONE \_\_\_\_\_ ALTERNATE E-MAIL \_\_\_\_\_

PERMANENT HOME ADDRESS \_\_\_\_\_ CITY, STATE, ZIP \_\_\_\_\_

PARENT OR LEGAL GUARDIAN \_\_\_\_\_ PARENT/GUARDIAN PHONE # \_\_\_\_\_

<p><b>SUMMER HOUSING PREFERENCES</b>                  Please note that preferences are not guaranteed available!  <input type="checkbox"/> Single    <input type="checkbox"/> Double Occupancy</p> <p>Move In Date: _____ (not prior to Sunday, 5/17/09)</p> <p>Move Out Date: _____ (not beyond Sunday, 8/09/09)</p> <p>Roommate Request: _____</p>	<p><b>SUMMER HOUSING REQUEST TYPE (Please Check One):</b>  <input type="checkbox"/> New First-Year Student at Tulane (for Fall 09)  <input type="checkbox"/> New Transfer Student at Tulane (for Fall 09)  <input type="checkbox"/> Current Undergraduate at Tulane (since Spring 09 or before)  <input type="checkbox"/> Current Graduate Student at Tulane (since Spring 09 or before)  <input type="checkbox"/> University Guest (Specify Program Participating In): _____</p>	<p><b>BOTH sections to the left are required by EVERY APPLICANT.</b></p> <p>← _____</p>
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<p><b>CLASS / ACADEMIC STANDING (As of August 2009)</b>  <input type="checkbox"/> New First Year (Undergrad Admissions)  <input type="checkbox"/> New First Year (Continuing Studies)  <input type="checkbox"/> Second Year  <input type="checkbox"/> Third Year  <input type="checkbox"/> Fourth/Fifth Year (Senior)  <input type="checkbox"/> Graduate School or Graduate Programs                  Specify College/Program: _____</p>	<p><b>SPRING 09 &amp; FALL 09 HOUSING INFORMATION (n/a if not applicable)</b>                  Required for those living in housing in spring 09 and/or fall 09</p> <p>SPRING 09 HALL _____ ROOM _____</p> <p>FALL 09 HALL _____ ROOM _____</p> <p>_____ CHECK HERE IF YOU HAVE APPLIED FOR FALL HOUSING BUT DO NOT HAVE AN ASSIGNMENT YET</p>	<p><b>BOTH sections to the left are required by TULANE STUDENTS only.</b></p> <p>← _____</p>
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<p><b>PAYMENT INFORMATION:</b> RENTAL RATES ARE: \$22 per day, per person in a double room   \$28 per day, per person in a single room</p> <p><input type="checkbox"/> Payment will be made through Tulane Accounts Receivables (Tulane Students Only)  <input type="checkbox"/> Payment will be made from a Tulane Department (You are a researcher, or guest etc...whose department is paying for housing)</p> <p>DEPARTMENT NAME: _____ CONTACT NAME _____</p> <p><b>Payment Methods from a Tulane Academic or Administrative Department are IT or P-Card* only and must be attached to this application.</b></p> <p><input type="checkbox"/> Payment will be made directly to the Tulane Housing Department by Visa/Mastercard/Discover*  <input type="checkbox"/> Payment will be made directly to the Tulane Housing Department by Money Order or Cash</p> <p><small>*Visa, MasterCard &amp; P-Card payments must be submitted through the Credit Card Authorization Form found on the Summer Housing Application Page</small></p>	<p><b>The Payment Section is required by EVERY APPLICANT and payment is due in full upon arrival</b></p> <p>← _____</p>
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**I have read and agree to abide by the terms and conditions of the Tulane University housing application/contract.**

\_\_\_\_\_  
 Student's Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Parent or Guardian's Signature (Required if student is a minor)

\_\_\_\_\_  
 Date

## TERMS AND CONDITIONS

### I. Eligibility

- A. Any person who has been admitted or will be enrolled as a Tulane University student as defined by the Office of the Registrar. Residents who are no longer attending classes, as defined by the Office of the Registrar, must immediately notify University Housing. Non-student guests must be approved by University Housing in writing prior to application.
- B. If a resident fails to enroll, or fails to pay fees of a student resulting in the loss of status as an enrolled student, the resident agrees to vacate the premises within 48 hours.
- C. A resident may not sublease or rent a room assignment or permit another person to share a private room assignment or otherwise reside in, use, or occupy the room. Resident may only use the room as a residence.
- D. A resident whose residence hall contract is terminated by the University due to disciplinary reasons will forfeit rent and all deposits for the semester.

### II. Period of Contract

- A. If this application is accepted, approved and accommodated by the University and all other prerequisites for residency are met, this application shall automatically convert to your residence hall housing license contract with the University for the selected terms (SUMMER HOUSING ONLY), entitling the applicant to a space in University Housing. This housing contract shall be a limited license to use and occupy the room only, without establishing a landlord/tenant relationship or vesting any property interests in resident.
- B. Halls will open for Summer Housing on May 17, 2009. Halls will close for Summer Housing on Sunday, August 9, 2009
- C. Residents may not occupy or leave personal belongings in any residence hall before or after the hall is officially open.
- D. Assigned rooms must be vacated, checkout procedures completed, and all keys returned to the appropriate University Housing staff within 24 hours after a resident's last final examination. Students who have a scheduled examination on the last official day of finals must vacate the halls by 10:00 AM the following morning and for graduating seniors, 24 hours after commencement exercises. Halls close at the end of the spring semester on May 10, 2009 except for those graduating in May 2009.
- E. Failure to checkout properly and/or return all keys will result in disciplinary fines and/or charges.

### III. Assignments Availability

- A. Summer housing is not guaranteed but priority will be given to Tulane University Undergraduate Students enrolled in Summer School courses.
- B. Housing and Residence Life will continue to accept applications, but will house students on a space available basis.
- C. Tulane University is not responsible for off-campus expenses due to lack of available on-campus housing.
- D. The University cannot guarantee a student a particular type of accommodation. Assignment to rooms in the residence halls will be made in accordance with the established policy for priorities and on the basis of available housing space.
- E. The resident agrees to provide the University with the information and preferences requested on the housing application/contract for the purposes of hall, room, and roommate assignments.
- F. Requests for assignment with a specific roommate will be honored whenever possible.
- G. University Housing rooms, unless otherwise specified, are to be occupied by the persons assigned to that room only.
- H. If a vacancy occurs in the assigned room, the remaining resident agrees to accept another roommate as assigned, move to another room if requested, or pay additional charges based on lower occupancy
- I. If space permits, the Department of Housing and Residence Life reserves the right to consolidate available spaces or to assign a double room as a supersingle at an increased rate of up to one and a half times the amount of the semester's regular double-occupancy rate.
- J. The resident understands that the University makes all assignments without regard to race, color, religion, sexual orientation or national origin and rejects all requests for changes of assignments based on reasons of race, color, religion, sexual orientation or national origin.
- K. The University reserves the right to modify room assignments and relocate residents at its discretion for disciplinary reasons, health, safety, catastrophe, closing of the facility, roommate conflicts, or violation or breach of this housing contract and to cancel/terminate this contract for disciplinary reasons or violation or breach of this housing contract. The University further reserves the right to immediately remove any resident or any other person for safety, health or emergency reasons.
- L. The University reserves the right to temporarily or permanently reassign a student or to otherwise terminate a contract for violation(s) of community living standards.
- M. Those students applying for Special Interest Housing (i.e. Substance-free Living) must also agree to abide by the special rules and requirements of that housing unit.

### V. Assignment Changes

- A. Rooms will be occupied only upon assignment by the Department of Housing and Residence Life and all changes and vacating of rooms must be approved by the department.
- B. After arriving on campus and claiming an assigned space, requests for room changes for summer semester will be accepted beginning **June 1, 2009 but are not guaranteed.**
- C. All approved changes are to be completed within 48 hours of approval from the appropriate University Housing staff.
- D. All residents must receive authorization from the Department of Housing and Residence Life to cease residing in their assigned room or to move from the residence halls.
- E. The Department of Housing and Residence Life reserves the right to levy an administrative charge for unauthorized moves or failure to follow proper check in and out procedures.

### VI. Cancellations and Refunds

- A. **ALL APPLICANTS must notify the Housing Office of cancellation by May 1, 2009**, in writing, in order to avoid penalties.
- B. Applicants who cancel after May 1, 2009, but prior to receiving a confirmed housing assignment, will incur a **1 night minimum cancellation fee**. Proof of withdrawal from the University Registrar will be required to avoid penalty. **Cancellations received after an assignment is issued will incur a \$75 cancellation fee.**
- C. **Students who are assigned University Housing who cancel their assignment at any point during the academic term, but remain academically enrolled at the University will forfeit all deposits and be charged a penalty of 50% (or one-half) of the originally contracted rental period. These penalties are in addition to the prorated rent for the period of time in residence.**
- D. Residents who have been released from their contracts mid semester due to exclusion, transferring, or withdrawal must vacate their rooms, check out with a staff member, and return room keys within 48 hours of withdrawal. Failure to complete these steps will result in forfeiture of the entire semester room rent. Subject to compliance with these steps, room rent will be prorated on a percentage schedule.
- E. Residents who have been released from their contracts for the spring semester due to exclusion, transferring, or withdrawal must vacate their rooms, check out with a staff member, and return room keys within 24 hours after their last final exam.
- F. Residents who have been excluded from their college for academic/disciplinary reasons should notify the Department of Housing and Residence Life as soon as possible in order to receive appropriate refunds in a timely manner.
- G. All refunds are contingent upon the following: compliance with the University Residence Policy and the provisions of the Residence Hall Contract; prior settlement for all assessments of damage charges and fines; and providing in writing, proper and timely notice, of reservation or assignment cancellation to the Department of Housing and Residence Life.

### VII. Furnishings, Utilities, and Sanitation

- A. The University agrees to equip residence hall rooms to accommodate each resident with a bed, chest of drawers or closet organizer, closet space, desk, desk chair, Ethernet connection and one active telephone line. Exceptions to this policy may be warranted due to the nature of temporary accommodations.
- B. The University assumes no liability for loss or damage to a resident's personal property due to fire, theft, or other causes. The temporary failure or interruption of water, heat, or other utilities shall give residents no claim for damages or reduction of rent. See Section XV for additional information.
- C. The University reserves the right to levy and collect charges for damages, unauthorized use, or alterations to rooms or equipment.
- D. The resident may not install equipment, make alterations, or do repairs to their room without prior permission from the Department of Housing and Residence Life.
- E. The University agrees to provide reasonable amounts of heat, water, and electricity during the contract period. Interruptions of any one or all of these services on a temporary basis for reasons of maintenance, repair, or catastrophe will not be considered a breach of this contract, and the University assumes no responsibility for damages such as food spoilage. If an interruption occurs, the University agrees to restore the affected service within a reasonable time.
- F. Provision of air conditioning and heat is determined by guidelines of the University Senate Committee on Energy Conservation.
- G. The University reserves the right to dispose of all stored items not properly claimed or for items left in rooms after the halls have officially closed.
- H. Resident may not employ any person to perform work or service in the room without prior approval of the Department of Housing and Residence Life.

### VIII. Liability

- A. **The University is released from responsibility for the resident's or any other persons' loss of money or valuables, or for the loss of, or damage to, personal property and recommends that the Resident contact an insurance carrier concerning the availability of protection against such losses.**

### IX. Right of Entry

- The University reserves the right of authorized personnel to enter a resident's room for inspection and repair, to protect and maintain the property of the University and the health and safety of its students, for disciplinary purposes upon reasonable cause to suspect violations of University conduct regulations, to determine occupancy, in an emergency, or whenever necessary to aid in the basic responsibility of the University regarding maintenance of an educational atmosphere. Upon any such entry and discovery of reasonable cause to suspect violations, authorized personnel may then also search and seize items related to illegal activity or violation of University policies.

### X. Other Residents

- The University shall in no way be responsible for the non-observance by any other resident of the housing contract or Community Living Standards and shall not be liable to any resident or guests and invitees for any damage to persons or property by the act, omission or negligence of any other resident.

### XI. Remedies

- In the event resident breaches the terms of this contract, the University may, without advance notice, immediately cancel and terminate this contract and all rights of use and occupancy of resident and is further hereby authorized to enter the room for the purpose of removing the resident, changing the locks, and removing and disposing of all belongings and property of the resident remaining in the room, which property shall automatically be deemed abandoned by resident, with resident releasing University from any liability for such removal and disposal.

### XII. No Waiver

- Failure of the University to strictly and promptly exercise any right granted in this contract shall not operate as a waiver of University's right to subsequently enforce such rights and no indulgence, extension or delay by University shall be construed as a waiver of any such right.

### XIII. Governing Laws

- This contract shall be governed by and construed in accordance with the laws of the State of Louisiana.

### XIV. Community Standards

- It is the sole responsibility of the resident to obtain, read, and abide by the Department of Housing and Residence Life Community Standards, which is hereby incorporated by reference. The community standards are published on the Housing and Residence Life web page. Additionally, students assigned to University Housing in alternate or temporary locations, including cruise ships, will be required to abide by any additional policies that include those mandated by additional governing bodies.

### XV. Room Rental Rates and Fees

- A. Current rental rates and fees are published on the Department of Housing and Residence Life web page.
- B. It is the sole responsibility of the resident to pay all applicable room rental rates and fees to the Accounts Receivable Office by the established deadlines.