

# RESIDENCE HALL APPLICATION



LOUISIANA TECH UNIVERSITY

**MAIL TO:** Department of Residential Life / Housing • P.O. Box 3174 • Ruston LA 71272 • (318) 257-4917  
Web site: [www.latech.edu/tech/housing](http://www.latech.edu/tech/housing) • E-mail: [housing@latech.edu](mailto:housing@latech.edu)

Please complete the following information:

Check/Money Order # \_\_\_\_\_

Total Enclosed \$ \_\_\_\_\_ (Appropriate fees **MUST** accompany application. See reverse.)

## APPLICATION FOR (INCOMING QUARTER AND YEAR):

Fall 20 \_\_\_\_\_

Winter 20 \_\_\_\_\_

Spring 20 \_\_\_\_\_

Summer Session I \_\_\_\_\_ and Fall 20 \_\_\_\_\_

Summer Session 2 \_\_\_\_\_ and Fall 20 \_\_\_\_\_

For Office Use Only

Residence Hall \_\_\_\_\_ Room \_\_\_\_\_

## APPLICANT INFORMATION

Social Security Number \_\_\_\_\_ — — Male \_\_\_\_\_ Female \_\_\_\_\_ Student I.D. No. (if applicable) \_\_\_\_\_

Name \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_  
Last First Middle Initial

Address \_\_\_\_\_  
Street or Box City State ZIP

E-mail address \_\_\_\_\_ Cell phone \_\_\_\_\_

## ASSIGNMENT REQUEST

Residence Hall:

1st Choice \_\_\_\_\_ yes \_\_\_\_\_ no \_\_\_\_\_

2nd Choice \_\_\_\_\_ yes \_\_\_\_\_ no \_\_\_\_\_

\_\_\_\_ Special accommodations required for disability.  
(Please contact the Office of Disability Services if special accommodations are required. [www.latech.edu/ods](http://www.latech.edu/ods))

\_\_\_\_ I am requesting an application for the on-campus apartments  
(see back of this form below in "apartments")

Roommate(s): (Requests must be mutual)

SS# \_\_\_\_\_

Name \_\_\_\_\_

SS# \_\_\_\_\_

Name \_\_\_\_\_

Order in which I want my assignment processed:

\_\_\_\_ Roommate \_\_\_\_ Residence Hall

Residence Halls

	Private Rooms	Male	Female	Honors Hall
Adams			•	•
Aswell			•	
Cottingham		•		•
Dudley		•		
Graham		•		
Harper	•		•	
Mitchell-North	•	•		
Mitchell-South	•	•		
Pearce		•		

I have read and agree to the application terms printed on the reverse side of this application.

Applicant Signature

Date

Revised 051012

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**FEES:** Do not send cash. Make check or money order payable to Louisiana Tech. Write applicant's Student I.D. Number on payment.

**DISCOUNT DEADLINES:** Fall quarter: July 15  
Winter quarter: October 15  
Spring quarter: January 15  
Summer quarter: April 15  
Before the discount deadline: \$25 application fee and \$100 prepayment.  
After the discount deadline: \$50 application fee and \$100 prepayment.

**REFUNDS:** The application fee is nonrefundable. The \$100 prepayment is nonrefundable after the discount deadline. Prepayment refund requests must be made in writing and received by the Housing Office prior to the discount deadline. After the discount deadline, rent payment is refundable less \$100 until the university fee payment deadline. There are no refunds issued after the fee payment deadline. Residents who RESIGN from the university prior to the ninth class day may receive a 75 percent refund. After the ninth class day, no refunds are issued. No refunds are issued to students who are dismissed from the university or the residence halls for academic or disciplinary reasons.

**RENT AND MEAL RATES:** Contact the Comptroller's Office at (318) 257-4325 for current rates or go to [www.ltadm.latech.edu/vpadmaff/FEEScurrent.HTM](http://www.ltadm.latech.edu/vpadmaff/FEEScurrent.HTM).

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**ROOM ASSIGNMENTS:** New students with completed housing applications are assigned after current residents have been assigned. Students are assigned into their preference, provided space is available. Choices cannot be guaranteed. Room assignments are mailed prior to each quarter's opening. Fall assignments are made during the preceding spring.

**ROOMMATE:** Roommate requests must be mutual and will be honored (where space allows) only if both parties have completed applications on file by April 15th. *The Department of Residential Life adheres to the policy that it is the responsibility of any student contracting at double occupancy rate to retain a roommate at all times in order to avoid additional fees.*

**PRIVATE ROOMS:** Private rooms will be issued upon request, provided space is available.

**APARTMENTS:** Once the Residence Hall application has been submitted online or by mail with the appropriate fees, you may request a University Park/Park Place application from the Department of Residential Life. The University Park/Park Place application requires a \$50 application fee. Students are added to the waiting list according to the date the completed University Park/Park Place application is received.

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## LOUISIANA BOARD OF TRUSTEES POLICY:

All unmarried, full-time, undergraduate students are required to reside on campus as long as space is available. Applications for exemption from the on-campus residency requirements may be obtained from the Office of Student Life. Residence hall accommodations are operated on a room and board plan: all undergraduate students living on-campus must pay for both services.

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## HOLIDAY AND QUARTER BREAK HOUSING:

Louisiana Tech residence halls close between quarters and during some holidays. Special housing is available during these times for a nominal fee. Contact the Housing Office for more information. Apartments are operated on 9 and 12 month leases.

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## DAMAGES / LOSS 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 encouraged to provide their own property insurance. Occupants of residence hall rooms are held liable for damage to university property within the room, building, and all other university property they use or have access to. The university reserves the right to charge all students equally for damages in a student's room or in common areas, if the individuals involved are not identified. Every attempt is made to identify the individuals involved before a group billing process is initiated.