



LOUISIANA TECH UNIVERSITY

RESIDENCE HALL APPLICATION

MAIL TO: Department of Residential Life / Housing • P.O. Box 3174 • Ruston, LA 71272 • (318) 257-4917
website: www.latech.edu/tech/housing • email: 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 200____
Winter 200____
Spring 200____
Summer Session 1____ and Fall 200____
Summer Session 2____ and Fall 200____

For Office Use Only
Residence Hall_____ Room_____

APPLICANT INFORMATION

Social Security Number____ Male____ Female____
Name____ Phone (____)____
Last First Middle Initial
Address____
Street or Box City State Zip
Email Address:_____

ASSIGNMENT REQUEST

Residence Hall:
1st Choice _____ Quiet Floor? yes____ no____
2nd Choice _____ Quiet Floor? yes____ no____
Place me on the _____ private room hall waiting list.
____ Special accommodations required for disability.
(Send supplemental information).

Roommate(s): (Requests must be mutual)
SS# _____
Name _____
SS# _____
Name _____

Order in which I want my assignment processed:
____ Roommate ____ Residence Hall ____ Quiet Floor

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

Residence Halls

Table with 6 columns: Quiet Floors, Private Rooms, Male, Female, Honors Hall and 12 rows of residence hall names (Adams, Aswell, Cottingham, Dudley, Graham, Harper, Hutcheson, Mitchell-North, Mitchell-South, Neilson, Pearce).

Applicant Signature

Date

FEES: Do not send cash. Make check or money order payable to Louisiana Tech. Write applicant's social security 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.

ROOM ASSIGNMENTS: New students with complete 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 summer.

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

QUIET FLOORS: Quiet hours are enforced 22 hours per day, Sunday through Thursday, and 10 hours per day on Friday and Saturday. Use of sound equipment and group activities cannot disturb other residents. There may be no more than two guests in a room at a time. Residents who do not adhere to quiet floor guidelines will first be warned, then counseled, and finally moved off the quiet floor.

PRIVATE ROOMS: Private rooms are assigned from waiting lists. All current students on the list are assigned ahead of new applicants; therefore, new students are rarely assigned directly into private rooms. Once a private room has been assigned, that private rate will be charged each quarter until the room is canceled. A student will be placed on a waiting list when a completed application (with a private hall request) is received at the Housing Office. Canceling a room reservation also cancels waiting list status.

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 Affairs. Residence hall accommodations are operated on a room and board plan: all undergraduate students living on-campus must pay for both services.

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.

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.