

# GRADUATE HOUSING APPLICATION & CONTRACT

Administrative Services • Division of Student Affairs



## STUDENT INFORMATION

La Salle Identification Number: \_\_\_\_\_

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

City, State and Zip Code: \_\_\_\_\_

Home Telephone No.: ( \_\_\_\_\_ ) \_\_\_\_\_

Cell Phone No.: ( \_\_\_\_\_ ) \_\_\_\_\_

### APPLICATION YEAR

(Indicate Application Year)

### FOR ADMINISTRATIVE USE ONLY

All correspondence regarding the Housing Selection Process will be directed to the contact information on record with the University. E-mail correspondence will be made via your official La Salle e-mail address. It is recommended that all students confirm their Personal Information in Brother LUWIS through mylasalle. To update Personal Information, go to the Registrar's website at [www.lasalle.edu/enrollment/registrar/](http://www.lasalle.edu/enrollment/registrar/) and click on "Change of Address". Please note that this is a request form and is not automatic.

1. Application Status:  New Applicant (Requires \$200 Deposit)  Returning Applicant

Check enclosed  On-line payment

On-line housing deposit payments can be made on-line at <http://http://www.lasalle.edu/financeadmin/bursar/payments.htm>. The \$200 housing deposit may be submitted through the Bursar's Office (Administration Center, Suite 107) during regular business hours (Monday through Friday, 9 a.m. to 3 p.m.), after which point, the application and housing deposit receipt should be returned to Administrative Services (Union 205).

2. Gender:  Male  Female 3. Are you an International Student?  Yes  No

4. Accommodation Preference:  2 Bedroom Apartment  1 Bedroom Apartment

If you have a roommate preference, please indicate here:

Last Name, First, MI: \_\_\_\_\_

La Salle ID No.: \_\_\_\_\_

5. Occupancy Period: (Check All That Apply\*)

(Preference is given to applicants who apply for Fall/Spring combined. Move in is 2 days prior to start of class of the earliest session selected in order below)

Fall  Spring  Summer I  Summer II

Although the Academic Calendar runs Summer through Spring (May to May), your **housing contract starts in the Fall** and may run September to September depending on how many sessions you plan to live on-campus. Your contract will be for the sessions selected above and will need to be renewed annually. Preference is given to applicants who apply for Fall and Spring sessions combined. See the Academic Calendar.

6. Will you be arriving early to campus?  Yes  No

Check here if you are requesting early arrival to campus (i.e. more than 2 days prior to the start of class). See Academic Calendar.

## IMPORTANT INFORMATION

When you sign this form, you are agreeing to pay all rental and related fees as indicated on the rent schedule by the date established by Student Financial Services. You also agree to accept the terms and conditions for residential occupancy set forth on the reverse side of this form as well as all other University policies and regulations governing the use and occupancy of the University residences. The University cannot guarantee that you will be assigned to your preferred room, but will attempt to honor such requests to the extent possible.

## AGREEMENT AND CERTIFICATION

I do hereby agree to abide by all the terms and conditions set forth in this document and/or incorporated by reference in the Students' Guide to Resources, Rights and Responsibilities, as amended. I agree to pay La Salle University the posted room and board (when applicable) fees for my on-campus assignment and understand this contract, herein known as the Occupancy Agreement (see reverse side), is in effect from the time of arrival to the posted closing time after my last final examination based on the duration of the sessions selected above. Further, I understand if I return this Housing Application late, I will forfeit my space in Graduate Housing. If I decide not to reside in on-campus housing for the Fall and Spring semesters, and fail to notify Administrative Services, I will be subject to the terms and cancellation fees outlined in the Occupancy Agreement. Application is void unless signed by applicant.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# OCCUPANCY AGREEMENT

## 1. Terms and Conditions of the Assignment Process

- A. Alteration of the Housing Application/Contract, forgery, misrepresentation or any fraudulent actions made to obtain an assignment which contradict the selection requirements as expressed in the Housing Information for Graduate Students are subject to University judicial action. This includes the loss of the privilege to reside in the chosen unit. Students are encouraged to report evidence of fraud and dishonesty to Administrative Services.
- B. Should a vacancy subsequently occur in the selected living unit at any time, the University reserves the right to assign an additional resident to fill the vacated space in that unit. Residents are expected to monitor and have knowledge of vacancies in their unit as these occur. The remaining occupant(s) may nominate a roommate of their choice to fill a vacancy. Administrative Services will decide whether the nominated replacement roommate meets the eligibility requirements prior to confirming the new roommate reservation.

## 2. Terms of Occupancy

This agreement is for a space in residence (not a particular room or bed) and common telephone service. It remains in effect in the event of official room change. Residents are expected to conduct themselves in a manner that demonstrates due regard for other residents and guests. All rules of the University, including those published in the *Student Guide to Resources, Rights and Responsibilities* are incorporated in this agreement.

## 3. Occupancy Periods

This agreement shall be for a period not less than two (2) semesters unless approved by the Director of Administrative Services and beginning on the move-in date in effect for the student resident and ending at the published time on the move-out date in effect for such student resident or within 24 hours after his or her last final examination, whichever comes first. The move-in and move-out dates for student residents are set forth in detail in the Administrative Services communications, website and the mylasalle portal, and such dates shall be deemed incorporated in this agreement. **Failure to move out within the prescribed period or following withdrawal will result in a \$100 per day fine, plus daily rental fees. In either case the University will not be responsible for resident belongings and reserves the right to confiscate and dispose of belongings left behind.**

## 4. Cancellation/Termination of Agreement

- A. This agreement may be cancelled by May 31, with written notification to Administrative Services by the student. Students canceling by the aforementioned date will receive their deposit as a credit on their University account. **After May 31, the agreement and financial obligation cannot be cancelled by the resident.** A resident may request and be given an Early Termination of the agreement but only for the following reasons and under the circumstances stated:
  - 1) Graduation from the University.
  - 2) Marriage.
  - 3) Off-campus matriculation or job co-op which requires off-campus housing.
  - 4) Leave of absence or Withdrawal from the University. A resident who leaves the University must terminate the Occupancy Agreement by providing Administrative Services with official notification from the Registrar's Office. *The room must be vacated and left in good order, and keys (if applicable) must be returned and the resident must check out within 24 hours after the day of leave/withdrawal or by the semester's end occupancy date, whichever is sooner. Residents taking a leave of absence or withdrawing from the University will be charged \$100.00 for termination plus the prorated room rate. No refunds will be made after the tenth week of classes of each semester.*
- B. Early Terminations granted for reasons other than those listed above, including a change to part-time or evening division student status, will be subject to the following fees, the amount of which is determined by the date on which written request for early termination is received by the Associate Director of Administrative Services (*postmarks are not considered*).
  - 1) **For students currently enrolled** (prior to Fall), if written request is received:
    - a) June 1 to June 30 25% of semester room rate.
    - b) July 1 to August 31 50% of semester room rate.
    - c) September 1 on Semester room rate.

No shows are cancelled on September 7 and are assessed \$350.00 plus the semester room rate. New applicants also forfeit their Housing Deposit.
  - 2) **For students anticipating enrollment** (Fall or after):
    - a) For the Fall Semester, if written request is received prior to August 31, the fee assessed will be \$250.00. No shows are cancelled on September 7, the fee assessed will be \$350.00 plus 25% of room rent.
    - b) For the Spring Semester and Summer Sessions, if written request is received prior to the first day of classes, the fee assessed will be \$250.00. No shows are cancelled on first day of classes are assessed \$350.00 plus 25% of room rent. New applicants also forfeit their Housing Deposit.
- C. The University reserves the right to terminate this agreement and repossess the room for failure to pay University fees or for violation of University policy, or when a resident is no longer an enrolled La Salle student.

## 5. Eligibility for Residence

Only full-time registered students regularly enrolled at the University by the *last day for late registration and change of roster* for the respective semester according to the standard academic calendar may occupy a room. Space permitting, part-time students may be eligible at the discretion of the Director of Administrative Services. Families and families with children cannot be accommodated.

## 6. Assignments

This agreement may not be assigned or transferred. The residence space shall be occupied by not fewer nor more than the number of people assigned by the University. If during this term of occupancy an agreement is terminated with respect to a resident in a multiple-occupancy unit, the remaining student shall accept such roommate as assigned by the University. If the roommates discourage or fail to accept the occupancy of an assigned roommate, they will be subject to disciplinary action that may include relocation, fines, being charged additional rent, and/or termination of their agreements. If the resident fails to make room for a new occupant, staff may consolidate or pack possessions and assess charges. No change in apartment occupancy shall be made without the prior consent of the director or his/her designee. The University reserves the right to change the capacity of the residence space permanently or temporarily. Reassignment to another residence space is subject to availability, schedule, and authorization by the Director of Administrative Services.

## 7. Move-In/Move-Out

A resident is required to check in and check out formally through their resident coordinator. Before moving out, a resident is required to remove all refuse and discarded materials, leaving the rooms clean and furnished with original furnishings. Refrigerators and stoves must be emptied and cleaned. All charges for additional cleaning required, for removal of personal property, and for any loss or damage caused by the resident(s) will be billed equally to the residents. Belongings left behind upon move-out or expiration of occupancy agreements will be considered abandoned and will be disposed of by the University with no liability.

When one roommate moves out, while the other remains, each is equally responsible for cleaning all space. If the space is not found to be in acceptable condition after the University inspection, cleaning service will be provided and the resident(s) will be held liable for the entire cost.

## 8. Charges

All charges are due according to the date set by Student Financial Services. Approved early arrival and late check-outs may result in additional per diem charges. All charges unpaid after the due date will automatically be subject to a late penalty charge established by the University. The University may cancel a signed agreement for the current or forthcoming year for any unpaid charges owed to the University for the current or previous year on a resident's account.

## 9. Room Entry/Residence Access/ Guest Privileges

The University reserves the right of entry to the room(s) by authorized representatives for the purpose of inspection, establishment of order, repairs, maintenance, inventory correction, extermination, cleaning, or in case of emergency or other reasonable purposes. Students may not deny access to University personnel attempting to exercise the University's rights or perform the University's obligations. Access to residences for such purposes is limited to University resident students, faculty, staff, and authorized contractors.

A resident's privilege to have guests is subject to the following limitations: a) a resident may not pressure or force a roommate to tolerate the presence of a guest; b) the presence of guests must not restrict the free access of legitimate occupants to all common spaces and to any private space they may have or create any situation that infringes on the right of roommates to remain undisturbed; c) the presence of a guest may not exceed 72 consecutive hours. Please refer to the entirety of the Guest and Visitation Policies as stated online at [www.lasalle.edu/studentguide/](http://www.lasalle.edu/studentguide/) in the *Student Guide to Resources, Rights and Responsibilities*.

## 10. Loss/Theft/Damage

The University shall not be liable for any damages to or loss of personal property in the common areas, outdoor arrears, room(s), storage facilities, or mailboxes assigned. Students are strongly advised to arrange for insurance coverage of property brought on campus.

Students are jointly liable for all damage that is caused to the room(s) or any furniture/furnishing/fixture therein. Students are liable for the cost of repairing damage to the room(s) and building. Removal of common area or common use furniture, equipment, fixtures, or other University property is forbidden. Violators will be fined \$50 per day for each item in their possession.

## 11. Solicitation/Peddling

The room(s) shall be used only for study and living purposes and not as a salesroom, office, service area, or for storage of merchandise. Soliciting and peddling in the residences are prohibited, unless approved by the Director of Administrative Services.

## 12. Pets

The presence of pets in residence is prohibited.

## 13. Alcohol/Drugs

In Pennsylvania, the possession and/or use of alcohol by persons under 21 years of age is prohibited. Distribution of alcohol by sale or gift to persons under 21 years of age is forbidden. A resident is held accountable for what occurs in the room(s) and is therefore expected to comply with state law in the use of distribution of alcohol. Alcohol may not be consumed in the public areas of residences. Kegs, regardless of contents or amount, are prohibited in all residences. Please refer online at [www.lasalle.edu/studentguide/](http://www.lasalle.edu/studentguide/) for the entirety of the Alcohol and Drug Policies as stated in the *Student Guide to Resources, Rights and Responsibilities*.

## 14. Firearms/Dangerous Weapons

Possession, storage or use of firearms or dangerous weapons are prohibited and subject to immediate termination of the Occupancy Agreement, removal from the residence, as well as disciplinary or judicial action and criminal prosecution. Please refer to the entirety of the Firearms and Dangerous Weapons Policies as stated online at [www.lasalle.edu/studentguide/](http://www.lasalle.edu/studentguide/) in the *Student Guide to Resources, Rights and Responsibilities*.

The University reserves the right to amend this agreement and may from time to time issue changes regarding Housing policies or procedures in addition to those found online at [www.lasalle.edu/studentguide/](http://www.lasalle.edu/studentguide/) in the *Student Guide to Resources, Rights and Responsibilities*. The University may take disciplinary action against a resident and/or terminate this agreement for failure by any person occupying the residential unit to comply with the terms of this agreement.