



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](http://www.ltadm.latech.edu/~vpadmaff/FEEScurrent.HTM).

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**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.

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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 Affairs. 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.

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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.