



**For Office Use Only:**  
 Application /Reservation Fee Received \_\_\_\_\_  
 Admission Status \_\_\_\_\_  
 Room Assignment \_\_\_\_\_  
 Date Assigned \_\_\_\_\_ Staff Initials \_\_\_\_\_

## RESIDENCE HALL APPLICATION

Please read ALL information before signing and returning application

**NOTE: Reservation Fee is non-refundable when it is paid after the priority application deadline for that semester**

**\$150 RESERVATION FEE, will remain on your account as long as you are in University Housing**

ALL Unmarried, Full or Part-Time, Undergraduate students, whether emancipated or not, with less than 60 earned credit hours are required to live in on-campus residence halls unless an exemption request is filed with and approved by the Department of Residential Life. Students planning to live on campus must complete this application for on-campus residency and return it with a **NON REFUNDABLE \$50.00 APPLICATION FEE** and a **\$150 RESERVATION FEE**, which is credited to your room rent (reservation fee is non-refundable after the priority application deadline for that semester), to the Department of Residential Life, 403 Main St., P.O. Box 540 Grambling, LA 71245. For payment by credit card, please call the Cashier's Office at 318-274-6253. All students must pay the total \$200.00 fee regardless of financial aid award (loans, scholarships, rehabilitation aid, etc.). Students who are applying for Summer only will need to pay the \$50 Application Fee. **PLEASE DO NOT SEND CASH OR PERSONAL CHECKS.** Applications without the required fees will be returned as incomplete. The priority deadlines for each semester are: **Fall-July 1; Spring-December 1; Summer-May 1.** Applications received after the deadline, are not guaranteed to receive assignments.

### General Information

**Classification:** Freshmen \_\_\_\_\_ Sophomore \_\_\_\_\_ Junior \_\_\_\_\_ Senior \_\_\_\_\_  
**Entering Semester:** Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer I \_\_\_\_\_ Summer II \_\_\_\_\_ Year \_\_\_\_\_  
**Student Status:** First-time Student \_\_\_\_\_ Returning Student \_\_\_\_\_ Transfer Student \_\_\_\_\_

### Student Information

Last Name \_\_\_\_\_  
 First Name \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 \_\_\_\_\_  
 (City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip) \_\_\_\_\_  
 G# \_\_\_\_\_ Date of Birth \_\_\_\_\_ Gender: M or F  
 Home Phone Number \_\_\_\_\_  
 Cell Phone Number \_\_\_\_\_  
 Emergency Contact \_\_\_\_\_  
 \_\_\_\_\_ (First Name) \_\_\_\_\_ (Last Name)  
 \_\_\_\_\_ (Relationship) \_\_\_\_\_ (Home Phone) \_\_\_\_\_ (Work Phone)  
*For communication purposes, please provide the following:*  
 \_\_\_\_\_ (Facebook Account Name) \_\_\_\_\_ (Twitter Account Name)  
 \_\_\_\_\_ (Email Address)

### Roommate Preference

**Request #1:**  
 Last Name \_\_\_\_\_  
 First Name \_\_\_\_\_  
 G# \_\_\_\_\_  
 Phone Number \_\_\_\_\_  
**Request #2:**  
 Last Name \_\_\_\_\_  
 First Name \_\_\_\_\_  
 G# \_\_\_\_\_  
 Phone Number \_\_\_\_\_  
**Request #3:**  
 Last Name \_\_\_\_\_  
 First Name \_\_\_\_\_  
 G# \_\_\_\_\_  
 Phone Number \_\_\_\_\_

**\*If you are requesting roommate(s):  
 Please make sure that the person has also  
 completed the application process.**

**\*All halls are smoke and alcohol free**

### **Hall Preference**

Every effort is made to honor roommate and/or residence hall request. However your requests can not be guaranteed as all assignments are based on space availability. Although halls are categorized by classification, all space will be utilized depending upon student need.

### **Double Occupancy Rooms**

#### **Upperclassmen Female    Upperclassmen Male**

☐ Phyllis Wheatley    ☐ Mary McLeod Bethune

#### **Freshmen Female    Freshman Male**

☐ Frederick Douglass    ☐ Robert B. Knott

### **2 and 4 Bedroom Apartment Style**

*Please circle which apartment style you are applying for:    2    or    4*

#### **Freshmen Female    Upperclassmen**

☐ Sojourner Truth    ☐ Mildred Jones

☐ J.D.E. Bowen  
(female only)

#### **Freshmen Male**

☐ Simmie Holland    ☐ Harriet Tubman  
☐ Martha Adams  
☐ Pickney Pinchback  
(male only)

☐ Crispus Attucks  
(male only)

☐ Richmond Hall

☐ Steeples's Glen

### **Traditional Residence Halls**

(No classification required for this housing option)

*Corridor Style*—bathrooms are shared with residents on that floor.

#### **Female**

☐ Jewett Hall

*Suite Style*—2 rooms are connected by a bathroom area.

#### **Female**

☐ Hunter Hall

☐ Robinson Hall

#### **Male**

☐ Garner Hall

**Please indicate any documented disability that needs special accommodations. Students with documented disabilities MUST register separately with the Office of Counseling Services**

### **Cost of Rooms per semester:**

Traditional - \$1,560

Double Occupancy – \$2,740

4 Bedroom Apartments - \$3,250

2 Bedroom Apartments - \$3,758

Steeple's Glen - \$3,548

### **Meals and Mailbox per semester:**

Meal Plan - \$1,777

Mailbox - \$20

**\*Prices are subject to change**

### **Guidelines/Regulations**

- 1) A student's contract for room assignment is on an academic year basis (Fall to Spring semester). Any student not withdrawing from school, but moving off campus by choice and without official university approval, will pay residence hall costs for the remainder of the semester after the fourteenth (14th) class day for Fall and Spring Semesters and seventh (7th) class day for the Summer Session.
- 2) Students living in residence halls are required to purchase appropriate meal plans for eating in the University Dining facility.
- 3) Students who specify mutual roommate and residence hall preferences are placed as requested if possible. All assignments are made based on available space and submitted documentation.
- 4) Certain regulations have been established for the maintenance of good living condition in the residence halls. Students agree to follow public regulations in accepting their room assignments. (University Handbook, Code of Student Conduct and Residential Life Publications)
- 5) Permission to exchange, transfer, or vacate rooms must have prior approval of the Department of Residential Life.
- 6) Upon accepting an assignment, a student understands that authorized University representatives will have access to the room when in conjunction with official university business.
- 7) Room assignments and/or are keys non-transferable.
- 8) The student assignment contract stipulates on-campus occupancy, only during the time the academic program is operative as stated in the catalog.
- 9) Students wishing to cancel their room assignment must do so in writing thirty (30) days before the beginning of the semester for which housing is required. Unless such cancellation is made, pro-rated room rent charges shall be applied and room reservation fee is forfeited.
- 10) Upon check-out from a residential facility, a student is responsible for removal of all personal belongings. The university assumes no liability for abandoned items. Purchase of Property insurance is recommended.
- 11) Students, who have not completed registration by the opening of the residence halls, may be required to pay all or a portion of room and board costs.
- 12) Assignment requests are honored based on available space and are not guaranteed.

STATEMENT: I am totally responsible for the cleanliness of my room and the conduct of all visitors. My room may be inspected at any time as determined by the University. I am aware that my housing privileges may be suspended for misbehavior or unsafe or unsanitary conditions. My roommate and I will share equally in payment for any damages caused by us or our visitors. I further acknowledge that loud music, cooking and the use of items with open heating elements such as hot plates and fryers are strictly prohibited. Any and all tampering with fire equipment is considered a criminal offense and guilty persons are subject to criminal charges, disciplinary action and/or expulsion.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Department of Residential Life • P.O. Box 540 • 403 Main Street • Grambling, LA 71245 • 318.274.2504 (office) • 318.274.4004 (fax)

A Constituent Member of the University of Louisiana System • Accredited by the Southern Association of Colleges and Schools

An Equal Opportunity Employer and Educator • Facilities Accessible to the Disabled