

# LIT Student Housing & Payment Policy



DIVISION OF STUDENT ENGAGEMENT  
**LAMAR UNIVERSITY**  
Department of Residence Life

LU Residence Life is committed to providing on-campus student housing priority to new LU freshmen and current LU residential students choosing to return to live on campus. On-campus student housing is then offered to eligible LIT students on a space-available basis. In accordance with this policy as published in the Residence Life Handbook, all LIT students are responsible for total charges related to housing and selected meal plans. LIT students are housed in **3-person suites** in either double or single rooms in Gentry Hall on a space-available basis.

## Application Procedure

A paper application must be filled out and submitted to the Residence Life Office by mail, email, or in person. This application will be kept on file until the student pays the down payment (see below). The student is able to put in a preference for either the shared or private room within the 3-person suite, and we will do our best to accommodate the first preference. However, applications are processed by date received and as space is available. Submit all applications via mail, email, or in person to the following:

*Department of Residence Life  
Gentry Hall, 4601 Cheek Street  
P.O. Box 10040  
Beaumont, TX 77710  
housing@lamar.edu*

## Down payment

Prior to being able to sign a contract and to receive a room assignment, LIT students are required to pay a down payment of **\$800**. This **\$800** is due before a student can receive an assignment. After this has been paid, the student will contact [housing@lamar.edu](mailto:housing@lamar.edu) to confirm that payment has been made. The student must then sign and return the housing contract to confirm the housing assignment.

## Fall Payment Schedule

After the \$800 down payment is paid and the contract is signed, the remaining balance must be paid in full prior to move-in or in accordance with the following payment schedule:

<b>Amount Due</b>	<b>Date Due</b>
\$1,100	August 1, 2018
Half of remaining balance*	September 1, 2018
Full amount of remaining balance*	October 1, 2018

*\*Remaining balance will vary depending on room rate and meal plan choice. Consult your MyLamar for an accurate balance.*

- Initial \$1,100 installment is due August 1. **Students who fail to complete the initial installment payment in full are not eligible to receive keys or move into a dorm room.**
- The remaining balance will be evenly divided. The first half of the remaining balance is due September 1. **Failure to complete payment of the first half of the remaining balance will result in the deactivation of the student's meal plan and the student will not have access to on-campus dining.** Meal plans may be reinstated upon full payment of the balance within the allotted time period.
- The final opportunity for payment in full of the remaining housing and meal plan balance is due October 1. **All payments must be completed in full no later than October 1. Failure to complete payment for the remaining balance by this final deadline will result in the eviction of the student. Additionally, the student's account, with all related charges as agreed upon in the Housing Contract, will be referred to collections.**

## Winter Break Key Return Policy

Within 24 hours of the student's last final exam in the Fall semester, the student must turn in his/her key to the Director of Residence Life in Gentry Hall. This key will be distributed back to the resident in January after the first installment is made. The key will not be returned if the first Spring installment is not made. Failure to turn in the key by December 14 will result in a lock change, which will be billed to the student.

## Spring Payment Schedule

The full balance must be paid in full prior to move-in or in accordance with the following payment schedule:

<b>Amount Due</b>	<b>Date Due</b>
\$1,100	January 1, 2019
Half of remaining balance	February 1, 2019
Full amount of remaining balance	March 1, 2019

*\*Remaining balance will vary depending on room rate and meal plan choice. Consult your MyLamar for an accurate balance.*

- Initial \$1,100 installment is due January 1. **Students who fail to complete the initial installment payment in full are not eligible to return to their rooms for the Spring semester.**
- The remaining balance will be evenly divided. The first half of the remaining balance is due February 1. **Failure to complete payment of the first half of the remaining balance will result in the deactivation of the student's meal plan and the student will not have access to on-campus dining.** Meal plans may be reinstated upon full payment of the balance within the allotted time period.
- The final opportunity for payment in full of the remaining housing and meal plan balance is due March 1. **All payments must be completed in full no later than March 1. Failure to complete payment for the remaining balance by this final deadline will result in the eviction of the student. Additionally, the student's account, with all related charges as agreed upon in the Housing Contract, will be referred to collections.**

All payments are made online via the MyLamar account or in-person at the LU Cashier's Office, located in the Wimberly Student Services Building. This payment schedule is final and applies to all LIT students regardless of financial aid or scholarship status.

## Understanding of LIT Housing & Payment Policy

By signing below, you state that you understand and agree to the LIT Student Housing Policy & Payment schedule, including the dates and amounts listed herein. Signing below does not guarantee your housing assignment. Only after the housing contract is signed is your housing application complete.

If you do not understand and agree to the terms and conditions of this policy, please address any questions to the Department of Residence Life at 409-880-8550 or [housing@lamar.edu](mailto:housing@lamar.edu).

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature  
(only if under 18 years of age)

\_\_\_\_\_  
Date

# LIT Student Housing Application



DIVISION OF STUDENT ENGAGEMENT  
**LAMAR UNIVERSITY**  
Department of Residence Life

## Student Information

I am 18 years or older:  Yes  No      Date of Birth: \_\_\_\_\_  
MM/DD/YYYY

If you are younger than 18 then you are ineligible to sign your housing contract. Contact the Department of Residence Life at [housing@lamar.edu](mailto:housing@lamar.edu) to request a Parent/Guardian Legal Consent Form. Submit that form (completed with parent/guardian signature) with this application. A full copy of the housing contract can be viewed online at [www.lamar.edu/residencelife/](http://www.lamar.edu/residencelife/) under "Policies and Forms."

I am applying as a:

- Returning LIT resident (currently living on campus)  
 New LIT resident (not currently living on campus)

I am a:  Male  Female

**Note:** Only roommates of the same gender are allowed to share a room/suite in university housing.

## APPLICANT INFORMATION

Name: \_\_\_\_\_  
(First) (Middle) (Last)

Permanent Address: \_\_\_\_\_  
(Street) (City) (State) (Zip Code)

Country (if not United States): \_\_\_\_\_

Home Phone: (\_\_\_\_) \_\_\_\_\_      Cell Phone: (\_\_\_\_) \_\_\_\_\_

LIT ID No. \_\_\_\_\_      Student's LIT email: \_\_\_\_\_

Applying for:  Fall 2018 & Spring 2019       Summer I 2018       Summer II 2018

High School Attended: \_\_\_\_\_      Graduation Date: \_\_\_\_\_  
(month/year)

High School Located: \_\_\_\_\_  
(City) (State)

Will you be on any type of scholarship or government assistance?

- Yes Describe: \_\_\_\_\_  
 No

Does your scholarship/assistance cover part or all of your housing and meal plan costs?

- Yes       No       Not applicable

## Community Conduct Standards

An affirmative response to any of the following questions must be accompanied by an attached written explanation of your specific situation. Failure to disclose an incident will subject you to potential revocation of your university housing assignment.

1. Have you ever plead guilty/no contest or been convicted of a criminal offense? **(This does not include minor traffic offenses.)**

Yes  No

2. Do you have criminal charges currently pending against you? **(This does not include minor traffic offenses.)**

Yes  No

3. Have you ever been dismissed, suspended or placed on probation by any college or university for a NON-ACADEMIC reason?

Yes  No

4. Have you ever been evicted from university housing at any institution of higher learning?

Yes  No

5. Are you a registered sex offender? **If yes, you are automatically disqualified and cannot live in university housing.**

Yes  No

For each "Yes" answer above, please attach a separate document detailing the specific conditions of your circumstance in regards to the item(s) above.

## Personal Information for Roommate Matching

The following information assists in the roommate selection process. Please answer for yourself.

1. I consider myself to be a:  Morning person  Late night person  No preference

2. When do you tend to go to sleep?  Before 10 p.m.  Between 10-11 p.m.  
 Between 11-12 p.m.  After midnight

3. My room appearance is:  Very neat  Average  Messy

4. How many hours per week do you study?  ≤ 5  5-10  10-15  15-20  ≥20

5. How important is socializing with friends?  Not very  Somewhat  Very important

## Roommate Preference

In order for a roommate preference to be honored, both individuals MUST request each other (please use first and last name when requesting a roommate). Only roommate preferences that are received by July 1<sup>st</sup> will be considered. All suites in university housing are intended for double occupancy. If you do not designate a roommate preference, a roommate will be assigned to share the suite with you.

Do you have a roommate preference?  Yes  No

If yes, please identify your roommate preference:

1<sup>st</sup> choice: \_\_\_\_\_  
(First) (Middle) (Last)

2<sup>nd</sup> choice: \_\_\_\_\_  
(First) (Middle) (Last)

*\*\*Note: Residence Life does not guarantee roommate compatibility. By completing this section you authorize Residence Life to share your information with potential roommates for the purpose of assigning a roommate.*

## Room Type Preference

LIT students are housed in 3-person suites in Gentry Hall in either single or double rooms. Please rank order your preference for which room type you prefer (1 = first preference, 2 = second preference):

- \_\_\_\_\_ 3-person suite, single bedroom      \$2,554 per semester
- \_\_\_\_\_ 3-person suite, double bedroom      \$1,914 per semester

**Cost of housing is subject to TSUS Board of Regents Approval**

Students are not guaranteed to receive their first preference. You will be notified of which room type you are assigned to when you receive your assignment email if we are able to accommodate. A shared room is a room with bunked beds to accommodate two students within the same bed space. The desks for each student are located in the common area.



## Meal Plan

Residence hall students are required to purchase a meal plan with their housing contract. Please select one of the following meal plans:

1. Meal Plan A: 90 meals/semester + \$450 Declining Balance/semester  \$1,355
2. Meal Plan B: 10 meals per week + \$350 Declining Balance/semester  \$1,495
3. Meal Plan C: 14 meals per week + \$150 Declining Balance/semester  \$1,495
4. Meal Plan D: All access + \$125 Declining Balance/semester  \$1,625

**Cost of meal plan is subject to TSUS Board of Regents Approval**

Summer meal plan rate is \$475 for Summer I and \$475 for Summer II. All students living on campus during the summer must have this meal plan.

Dining hall meals can only be used in the Dining Hall which offers food-court style service. Declining Dollars can be used at several campus locations. Residents have until the 12<sup>th</sup> day of class to change their meal plan at the beginning of each semester. Residents must purchase a new meal plan every semester. Unused meals and declining dollar balances do not carry over to the next semester. If unused, they are forfeited. A Resident may add meals or declining dollars to his/her meal plan if they are running short. For those individuals who have serious food allergies an exemption from the meal plan requirement is available upon proper documentation; however, you must select a meal plan before a request for exemption will be considered. Exemption forms are available in the Cashier's Office in Wimberly Hall.

## Special Accommodations

Do you have a disability or medical condition that should be considered before assigning you a room/suite in university housing?  Yes  No

Accommodations for disabilities and chronic health conditions take time to arrange. For this reason, if accommodations are requested, please complete and submit the *Special Accommodation Request Form* located on the Residence Life website or by contacting Residence Life. Please be sure to attach any requested documentation within five days of your housing application submission or as soon as reasonably possible. You may also wish to contact the Director of the Disability Resource Center about your specific needs (housing and/or academic). Conditions that may require accommodation include, but are not limited to: significant mobility disability, deaf or hard of hearing, blind or visually impaired, diabetes, mental health disorders, and/or significant temporary health condition, such as chemotherapy treatment or surgical recovery. Requests for housing accommodations should be made no later than June 30<sup>th</sup> for the fall semester; November 15<sup>th</sup> for the spring semester; and April 15<sup>th</sup> for the summer term.

## Parent or Guardian and Emergency Contact Information

### Health Insurance:

Do you have health insurance?  Yes  No

### Parent/Guardian Information:

Relationship to student:  Parent  Legal Guardian

Work Phone: ( ) \_\_\_\_\_ Cell Phone: ( ) \_\_\_\_\_ Work Phone: ( ) \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_  
(First) (Middle) (Last)

Address: \_\_\_\_\_  
(Street) (City) (State) (Zip Code)

Parent /Guardian email address: \_\_\_\_\_

Country (if other than the United States): \_\_\_\_\_

### Emergency Contact:

In case of an emergency please contact:  My parent(s) or legal guardian above  
 My alternate contact  
 Either contact is acceptable

Alternate emergency contact if different from your parent or legal guardian:

Name: \_\_\_\_\_  
(First) (Middle) (Last)

Work Phone: ( ) \_\_\_\_\_ Cell Phone: ( ) \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_  
(Street) (City) (State) (Zip Code)

Country (if other than the United States): \_\_\_\_\_

I authorize \_\_\_\_\_ to take possession of my personal property in case of an emergency.

## Signature

By signing below, you agree that the above information is accurate and that you understand the terms of **the LIT Student Housing & Payment Policy**, including the dates and amounts listed in the Fall Payment Schedule and the Spring Payment schedule. This information is attached to this application and located on the Residence Life website.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

**Submit completed application by mail, email, or in person to:**

*Department of Residence Life / Gentry Hall, 4601 Cheek Street  
P.O. Box 10040, Beaumont, TX 77710 / housing@lamar.edu*