

# Continuing Student Housing Application\*

**Part IV: Method of Payment**

I wish to pay with a credit card.

Steps for paying by credit card (MasterCard and Visa only):

1. Log in to the Hofstra portal at [my.hofstra.edu](http://my.hofstra.edu).
2. Click on "Hofstra Online" from the navigation menu on left.
3. Click on "Student Payment Center."
4. Click on "My Payment Center."
5. Select the "Deposits" tab.
6. Select your term of entry; then click on "Housing Deposit."

Enclosed is a check or money order (payable to Hofstra University) in the amount of \$300.

\*The housing application is available online at [hofstra.edu/reslife](http://hofstra.edu/reslife).

The Office of Residential Programs is pleased that you are choosing campus housing for the upcoming academic year. Living on campus is a great way to study, meet new people, enjoy the company of friends, and experience the diversity of the Hofstra University student body.

**Application Process**

To best meet your needs, we ask that you apply for housing as soon as you have accepted your admission to Hofstra and paid your \$250 tuition deposit. Please return the Continuing Student Housing Application, along with your \$300 housing deposit, in the Residential Programs reply envelope provided. (The \$300 fee is held as a residence hall breakage deposit and is not deducted from your housing bill.) All students receive room assignments from the Office of Residential Programs beginning in mid-June for fall semester admittance or mid-January for spring semester admittance. The Office of Residential Programs makes every effort to accommodate, but cannot guarantee, requests for housing or housing preferences. The Continuing Student Housing Application is an agreement between you and the Hofstra University Office of Residential Programs on the terms and conditions of housing accommodations. When space becomes limited, the University reserves the right to assign housing based upon geographic distance from the University as well as date of application.

If you have any questions regarding your room assignment or the completion of the Continuing Student Housing Application, please contact the Office of Residential Programs at (516) 463-6930, 9 a.m. to 5 p.m., Monday through Friday, or e-mail [reslife@hofstra.edu](mailto:reslife@hofstra.edu). You may also visit [hofstra.edu/reslife](http://hofstra.edu/reslife).

**Instructions for Completing the Continuing Student Housing Application**

**Part I: Applicant Information**

- **Semester** – Check whether you are applying for the fall or spring semester, and indicate the specific academic year the application is to be effective.
- **Gender** – Indicate whether you are male or female.
- **Date of Birth** – Clearly print your date of birth using two-digit numbers (e.g., 09/01/09 for September 1, 2009).
- **Name** – Clearly print your last name, first name and middle name.
- **Hofstra ID Number** – Clearly print your nine-digit Hofstra student ID number.
- **Street Address** – Clearly print your permanent home mailing address, city, state, country and ZIP code.
- **Home Phone Number** – Clearly print your 10-digit home phone number, including area code.
- **Cell Phone Number** – Clearly print your 10-digit cellular phone number, including area code.
- **E-mail Address** – Clearly print your current e-mail address. **Please note: Once you receive your Hofstra e-mail address (on or about May 1), we will communicate with you through your Hofstra Pride e-mail account exclusively and regularly.**

**Part II: Assignment Criteria**

- **Room Preference** – Check all types of rooms you would prefer, and indicate your preference order of each choice in the space provided. (Rank "1" for your first choice; rank "4" for your last choice.) Note: Single rooms are generally not available for students living at Hofstra for the first time.
- **Special Floor/Building Preference** – Check the type of floor or building you prefer to reside in, or indicate that you have no special floor or building preference. NOTE: You must register with Hofstra's Services for Students With Disabilities (SSD) to preference an "Accessible Room" and to ensure that your specific needs are met. You may reach SSD at (516) 463-7075.
- **Study Habits** – Check the box indicating the environment that is most conducive to your study habits.
- **Study Hours** – Check the box that indicates the time period in which you typically study.
- **Student Status** – Check the box that indicates your student status.
- **Specific Roommate Request (Optional)** – Clearly print a specific individual's name and Hofstra ID number with whom you would like to share a room. **Please note: Roommate requests must be mutual, and applications and deposits from both parties must be submitted in the same envelope prior to May 1, and cannot be guaranteed. Generally, until the Office of Residential Programs has completed all room assignments, individual room change/roommate requests cannot be accommodated.**

**Part III: Declarations**

- **Student's Signature/Date** – Clearly sign your full name and print the date the application was completed using two-digit numbers (e.g., 09/01/09 for September 1, 2009).

**Part IV: Method of Payment**

Please mail your completed Continuing Student Housing Application and a \$300 housing deposit/breakage deposit (which is not deducted from your housing bill). The \$300 deposit can be paid by check or money order (payable to Hofstra University), or by completing the Credit Card Authorization Form (Part IV on the Continuing Student Housing Application). **Please note: This is a separate application process from the Admission Acceptance/Tuition Deposit. Your housing application and deposit will not be considered "active" until your tuition deposit has been received by the University.**

## For Office Use Only

Date Received in Residential Programs: \_\_\_\_\_ Application Type:  Home  
 House  
 Meal Only  
 Other \_\_\_\_\_

Residential Programs Application Date: \_\_\_\_\_

Application Status:  Active  Pending Admission Deposit Date: \_\_\_\_\_  
 JW  Other \_\_\_\_\_

Method of Payment:  Personal Check  Money Order  Payment Made Online

Amount: \$ \_\_\_\_\_ Zone: \_\_\_\_\_

**Assignment Designations/Room Change History**

Date	Hall Code	Room Number	Type	Initial

Notes: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

(RETAIN THIS PAGE OF THE APPLICATION FOR YOUR RECORDS.)

## RESIDENTIAL LIVING AGREEMENT

**Notice: Please read carefully all the provisions of this agreement before signing the Continuing Student Housing Application; you will be legally bound by these provisions. This AGREEMENT is entered into by the Hofstra University Office of Residential Programs and the student signing the Continuing Student Housing Application.**

1. The acceptance of this agreement by the student and the University shall constitute the granting by the University to the student the right to use certain residence hall space subject to the conditions hereinafter set forth and to the student's continued attendance in good standing as a properly registered full-time student of the University. The University reserves the sole and exclusive right to terminate this agreement in accordance with the rules set forth below and the policies of the University relating to the termination of the agreement. These policies are published and available through the Office of Residential Programs.

2. The Residential Living Agreement is a one-year contractual arrangement between the Hofstra University Office of Residential Programs and a Hofstra student. The agreement provides for student housing for both the fall and spring semesters. **Any student who fails to remain in housing for the entire academic year without prior written approval for cancellation (graduation, study abroad, student teaching, military service, official University withdrawal) will be charged a \$750 cancellation fee and will forfeit the housing deposit. In addition, students may incur charges for the January Session if they maintain occupancy of the room.**

3. The \$300 prepayment, which is required with this application, will be held as a residence hall breakage deposit and is not deducted from your housing bill. If the student for any reason fails to accept a housing assignment or fails to live in residence for the full time period covered by the agreement, the \$300 prepayment will be forfeited. Failure to receive a specific type of housing is NOT justifiable reason to be refunded the \$300 prepayment. **The prepayment will be released only upon receipt of a request in writing postmarked on or before May 1 for fall semester and on or before January 1 for spring semester.** Students applying for housing after the May 1 and January 1 dates will forfeit a refund. Once a student occupies a residence hall space, the \$300 housing deposit is then held for the academic year as a damage and vandalism deposit. This deposit is held in an account by the University and is credited to the student's account when room inventories have been made and damages are assessed at the end of the academic year. Students who withdraw from housing are entitled to a prorated refund of their housing charges through the sixth week of the semester. No refunds will be given for housing charges after the sixth week of the semester. Residence hall fees are nonrefundable after the first day of the semester if you have officially checked into the residence halls.

4. All room and board charges are payable by semester in accordance with the due dates established for the invoices sent to the student. If the invoice is not paid prior to the opening of the residence halls at the beginning of any semester, the student will be required to pay the charges due for that semester before being admitted to the residence halls. Unless the invoice is paid in full by the due date, the University reserves the right to void the agreement and reassign the accommodation while retaining all prepayments.

5. The Office of Residential Programs has the sole right to determine the occupancy/configuration of any room. The Office of Residential Programs has the sole right to make or change assignments in the University residence halls. No unauthorized persons are permitted to reside in the University residence halls except in accordance with the guest policies established for the University residence halls.

6. When the student is assigned a space in the residence hall prior to the beginning of a semester or as a continuing resident for the following semester, he/she must move in no later than the first day of classes, unless prior to the first day of classes he/she furnishes written notice of good cause for the late arrival to the Office of Residential Programs. Failure to move in by this date or to notify the Office of Residential Programs of the late arrival may result in cancellation of the residence assignment. Room

and board fees are prorated from the beginning date of this agreement as specified herein rather than from the date of occupancy.

7. When vacancies occur in any residence hall, the University reserves the option to either fill the vacancy, or, if a double room, to require the remaining occupant of the vacated room to occupy a like accommodation or accept an additional charge.

8. In the event that, in the opinion of the University, any portion of the residence halls requires investigation, repair or temporary closing for health and safety reasons, the student(s) occupying that portion of the residence halls may be requested to vacate the area. In the event other residence hall space is available, comparable space will be offered to such student(s). In an appropriate case an adjustment of fees and charges will be made at the discretion of the University.

9. Residential Programs and authorized University personnel may enter a student's room at any time for inspection, cleaning, inventory, maintenance, repairs, and in the event of building evacuations or emergencies. A student's room may also be entered and searched in the event of reasonable grounds to believe that a crime or infraction of Residential Programs regulations is being committed. The student is absolutely responsible for all damage or loss that is done to his/her living-study area or any furnishings therein. Vandalism can result in reassignment or termination of this agreement. Each student is, with the other residents, jointly responsible for damages and may be charged a prorated share of the cost of whatever damages may occur from any cause to the public and semipublic areas in the residence hall. In all cases the University assessment is conclusive. The student must also surrender the room key and complete the checkout procedure upon completion of the agreement period(s) to fulfill provisions of this agreement.

10. The University and its officers, employees, and agents assume no responsibility for the loss, damage, or destruction of personal property kept or stored in the residence halls. During vacation periods, the student shall remove all valuables from the residence halls and may be required to remove all property during the intersession break.

11. The University may provide a room in one of the residence halls, and board, if available, on an optional extra-fee basis for students during periods not covered by this agreement or after a student's last date of attendance. Students electing this option may be required to move to another residence hall, or other University facility, for this period.

12. None of the following shall be permitted anywhere in the residence halls:
- No pets except for fish in filtered tanks.
  - No cooking appliances of any kind, including but not limited to: broilers, hot plates, hot pots, popcorn poppers, microwaves, electric heaters, extension cords or immersion coils. Refrigerator/freezer/microwave units rented from the University are allowed under established guidelines. Personal microwaves are prohibited in the residence hall rooms and suites. However, residents may bring their own energy-efficient model refrigerator for their residence hall room but it may not exceed five (5) cubic feet in size. Additionally, the number of these legal size refrigerators are limited to one per room or two per suite.
  - No illegal drugs or drug paraphernalia, including hookas.
  - No firearms, explosives, or any type of fireworks or weapons, including air pistols and BB guns.
  - No gambling.
  - No candles, incense, or anything that burns.
  - No soliciting.
  - No smoking.
  - No littering or damaging of any area or equipment of the residence halls.
  - No removal of lounge furniture to rooms.
  - No tampering with fire extinguishers, equipment, alarms, or signs.
  - No motorcycles or any gas engine vehicles are allowed or gasoline storage of any kind.
  - No throwing of anything from windows or balconies.
  - No waterbeds or lofts.
  - No life-support equipment of any form, including but not limited to containerized oxygen units and/or electrical generators.

- No playing of sports that may cause damage to University property or harm to others.
- No creating of any type of hazardous condition.
- No construction, including lofts, bars, cinder blocks or materials to loft beds, etc.
- No illegal room changes.
- No propping of doors or tampering with security/card access equipment.
- No tampering with room stops, window stops, safety bars, or window stickers.
- No unauthorized wiring is permitted. This includes, but is not limited to outside TV antennas, satellite dishes, room-to-room wiring, and extension cords.
- No storage of bicycles in hallways or stairwells.
- No halogen lamps.
- The duplicating of University keys (i.e., room/suite keys) is expressly prohibited.
- Failure to comply with a University official regulation may result in judicial action being taken.
- No curtains, valances or drapes. No tapestries or fabric shall be placed on the ceilings or walls.

13. The room assigned by this agreement will not be available for occupancy prior to the date set by the Office of Residential Programs and published prior to the beginning of the academic year and must be vacated and left in good order not later than the date published by the Office of Residential Programs in a separate notice issued prior to the end of the semester or immediately on the last date of attendance.

14. A student is deemed to have withdrawn from the University on his/her last date of attendance. If a student wishes to withdraw or is deemed to have withdrawn from or drops out of the University, his/her Residential Living Agreement is immediately terminated and he/she must vacate the residence hall, surrender his/her HofstraCard at which time any appropriate credits will be applied, and he/she must complete a housing withdrawal form in the Office of Residential Programs, return the room key and complete the checkout procedures before any refund will be authorized. If the student fails to comply with these conditions, the student will be held to be in continuous possession of the residence hall space until the procedures are satisfied and will be held liable and billed on a prorated basis for use of the housing and boarding facilities beyond his/her last date of attendance. Refunds are authorized only in accordance with the policies outlined in the booklet *The Living Factor: The Guide to Residential Living*.

15. If a student is reassigned to a room other than that stated in his/her agreement, all the terms of this agreement will remain in effect and, where applicable, the student will be charged or refunded the prorated difference in the prevailing rates.

16. This agreement may be terminated at any time at the sole and exclusive prerogative of the University.

17. Upon acceptance of this agreement, it is understood and agreed, should the student be in default of any of the terms and conditions hereof or in the event of a termination of the agreement pursuant to the terms hereof, Hofstra University shall have the right to remove the student from the residence halls by summary proceedings or by other legal process, and in the event of such proceedings, both the University and the student waive trial by jury, and the student agrees that he/she will not assert any defense, setoff, or counterclaim against the University. The University reserves the right to summarily ban from the residence halls or reassign housing for any student charged with a violation of the *Code of Community Standards*. If a student is removed from the residence halls for judicial reasons, he/she forfeits the right to a refund of his/her housing charges and housing deposit. It is further understood and agreed that the student may not assign to or allow any portion of the residence hall premises to be occupied by any other person. Any attempted assignment or occupying of such space shall be null and void and shall automatically terminate this agreement and the student may be required to vacate the premises forthwith.

18. The student is required to abide by all residence hall rules and regulations and fire safety guidelines as set forth in *The Living Factor, Code of Community Standards*, terms of the Residential Living Agreement and Hofstra University rules and regulations, and understands that the University may take appropriate action, including termination of this agreement, or reassignment for conduct that is found by the University to be in violation of such rules and regulations or that is otherwise detrimental to the welfare of residence hall students.



HOFSTRA UNIVERSITY

## Continuing Student Housing Application 2010-2011

### Part I: Applicant Information

Gender:  Male  Female

Date of Birth \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Fall Semester 20 \_\_\_\_\_

Spring Semester 20 \_\_\_\_\_

January Intersession 20 \_\_\_\_\_

Last Name	First	Middle
_____	_____	_____
Hofstra ID # ( )	Home Street Address _____	
Home Phone Number ( )	City	State
Cell Phone Number	Country	ZIP Code
	E-mail Address	Hofstra E-mail Address ( <i>if known</i> )
	_____	_____

### Part II: Assignment Criteria – To assist us in meeting your housing needs, please complete the information below.

I am a current resident student:  Yes  No If no, have you ever lived in Hofstra's residence halls?  Yes  No  
If yes, please indicate the term you last lived in the residence halls \_\_\_\_\_

Room Preference:  Single \_\_\_\_\_ Choice #  Double \_\_\_\_\_ Choice #  Triple \_\_\_\_\_ Choice #  High-Rise Quad \_\_\_\_\_ Choice #

Building Style:  Corridor/Traditional \_\_\_\_\_  Suite Style \_\_\_\_\_

Specific Building Preference: First Choice \_\_\_\_\_ Second Choice \_\_\_\_\_ Third Choice \_\_\_\_\_  
*(Every effort will be made to accommodate your request.)*

Special Floor/Building Preference:  No Preference  Quiet Floor  Single-Sex Floor  
 Honors Housing  Accessible Room\* \*Students with physical disabilities must register with Services for Students With Disabilities.

Study Habits:  In Silence  Television/Stereo On  No Preference

Study Hours:  Morning  Afternoon  Evening  
 Late Night  No Preference

Student Status:  Sophomore  Junior  Senior  International Student  Currently Commuting  
*(Check all that apply.)*  Study Abroad Student  Leave of Absence  Re-admitted Student

Specific Roommate Request (Optional): Name: \_\_\_\_\_ Hofstra ID #: \_\_\_\_\_  
*(Roommate requests must be mutual, and applications and deposits from both parties must be submitted in the same envelope prior to May 1, and cannot be guaranteed.)*

### Part III: Declarations

This application will not be accepted without student's signature and \$300 housing deposit. This fee may not be deferred or waived. It is strongly encouraged that you apply for housing by December 15 for the spring semester and May 1 for the fall semester.

By affixing my signature below, I agree to abide by the *Residential Living Agreement*, a copy of which I have received. I further agree to abide by all rules and regulations established for the residence halls by the Office of Residential Programs, outlined in *The Living Factor*, the *Code of Community Standards* and individual living units.

**NOTE: By signing below I understand that the \$300 prepayment does not guarantee that I will receive a housing assignment or that my preferences will be met. My signature also indicates that I understand that the \$300 prepayment is nonrefundable after January 1 for the spring semester and May 1 for the fall semester.**

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_