

## Departmental Housing Request

This request form is to be completed by the requesting department to (A) request that on-campus housing be provided to a student without charge; and, where applicable (B) authorize a transfer of funds from the department's budget number to pay for on-campus housing for the student(s) indicated.

### A. Request for Provision of On-Campus Housing to Student Without Charge

No department may provide on-campus housing to students without charge in connection with an employment position unless certain requirements are met. **Among other things, the circumstances listed in items 2-4 below must all exist.** Please complete the information and questionnaire below and submit to the Office of Residence Life.\* Your department will be responsible for maintaining the completed form in department records pursuant to the University's Record Retention Policy.

Student Name: \_\_\_\_\_ Hofstra ID#: \_\_\_\_\_

If multiple students, you may attach a spreadsheet listing student names and IDs, noting "see attached."

Requesting Department: \_\_\_\_\_

### Position Information

1. Housing is offered to student as part of a fellowship or scholarship and is not offered as employment compensation or wages in exchange for services.	<input type="checkbox"/> Yes (Stop here and go to B) <input type="checkbox"/> No (Complete items 2-5)
2. Student is required to accept lodging located on University premises as a condition of the position.	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Lodging is furnished to student for the convenience of Hofstra University (e.g., because the University position requires the student to be on campus before or after business hours).	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. All students in this particular position are required to and will live in University housing.	<input type="checkbox"/> Yes <input type="checkbox"/> No

5. Please explain the circumstances demonstrating the need to have the student in residence on University premises (e.g., explain how the duties of the position require the student to be on campus after normal business hours).

\* For Conference Services student employee housing only, do not submit to Office of Residence Life. Send a copy to Office of Student Employment and maintain original for your records. If a NO answer is indicated in items 2, 3, or 4, you may not provide a summer housing grant along with the position.

## B. Authorization of Budget Transfer for On-Campus Housing

Please refer to the room and board rates list that is available through the Residence Life Office. This signed form must accompany the student's housing application in order for the student to be considered for on-campus housing assignment.\*\*

### Housing Session

Entire Summer

Summer Session I

Summer Session II

Summer Session III

(Student must have a fall assignment to stay in the residence halls through fall move over.)

Dining Plan	Sessions		
	I	II	III
\$125	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
\$250	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
\$500	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Type of Accommodation

Single room

Double room

Total Estimated Cost: \$ \_\_\_\_\_

### Reason for Authorization

Athletic team

Student employee

Graduate student grant or fellowship recipient

Other (Please specify.) \_\_\_\_\_

By signing below, I hereby certify that I have completed or reviewed the above information on the date indicated by my name, I authorize the budget transfer, where applicable, and I attest to the accuracy of the information contained herein:

\_\_\_\_\_  
Department Head Name (print)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Date

Budget Number (if applicable) 19500 – \_\_\_\_\_

\*\* For Conference Services student employee housing only, please skip part B, sign in the signature box and provide a copy of the signed form to the Office of Student Employment with student employee paperwork. Maintain the original of this form for your records.

### For Office of Residence Life Use Only

Received and reviewed by (*print name*) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Rejected (at least one NO response in (A) items 2-4. Notify department and return completed form.)

**NONDISCRIMINATION POLICY:** Hofstra University is committed to extending equal opportunity to all qualified individuals without regard to race, color, religion, sex, sexual orientation, gender identity or expression, age, national or ethnic origin, physical or mental disability, marital or veteran status in employment and in the conduct and operation of Hofstra University's educational programs and activities, including admissions, scholarship and loan programs, and athletic and other school-administered programs. This statement of nondiscrimination is in compliance with Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act Amendments Act, the Age Discrimination Act, and other applicable federal, state and local laws and regulations relating to nondiscrimination ("Equal Opportunity Laws"). The Equal Rights and Opportunity Officer is the University's official responsible for handling inquiries regarding the nondiscrimination policies and coordinating its overall adherence to Equal Opportunity Laws. Questions or concerns regarding any of these laws or other aspects of Hofstra's Nondiscrimination Policy should be directed to the Equal Rights and Opportunity Officer at EROO@hofstra.edu, 516-463-7310, C/O Office of Legal Affairs and General Counsel, 101 Hofstra University, Hempstead, NY 11549. The University's Title IX Coordinator, who is responsible for the University's efforts to comply with and carry out responsibilities under Title IX, can be reached at TitleIXCoordinator@hofstra.edu, 516-463-5841, 214 Roosevelt Hall, Hempstead, NY 11549. For additional contacts and related policies and resources, see [hofstra.edu/EOE](http://hofstra.edu/EOE).

**CAMPUS CRIME REPORTING AND FIRE SAFETY STATISTICS:** In compliance with the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and other federal law, detailed information on campus security and fire safety, including statistics, is available by accessing the Hofstra website at [hofstra.edu/campusafetyreport](http://hofstra.edu/campusafetyreport) or by contacting the Advisory Committee on Campus Safety. Crime statistics are also available at the U.S. Department of Education website at [ope.ed.gov/security](http://ope.ed.gov/security). The Advisory Committee on Campus Safety will provide upon request all campus crime and fire safety statistics as reported to the U.S. Department of Education. For additional information or a paper copy of the report, please call the Department of Public Safety at 516-463-6606.

**HOFSTRA UNIVERSITY HARASSMENT POLICY:** Hofstra's prohibition against discrimination is also addressed in Hofstra's Harassment Policy. The Harassment Policy prohibits harassment—including sexual harassment and sexual violence—based on race, color, religion, sex, sexual orientation, gender identity or expression, age, national or ethnic origin, physical or mental disability, marital or veteran status. Hofstra University is committed to professional and interpersonal respect ensuring that no individuals are subjected to harassment or discriminated against in any way on the basis of any of these protected characteristics. Harassment based on any of these protected characteristics is a form of discrimination prohibited by law and by Hofstra University's Harassment Policy. The Harassment Policy, which is available online at the link referenced below, contains complaint procedures for resolving complaints of harassment in violation of Hofstra's Harassment Policy. Harassment policy link: [hofstra.edu/harassment](http://hofstra.edu/harassment)