

Check all that apply:

- New – First time in College (FTIC)
- Returning – Any student previously enrolled in the University
- Transfer - Any student transferring from another college or University

1. Please submit your applications with the \$50 non-refundable application fee to the Office of Residential Services and Programs. All checks and money orders should be made out to Savannah State University.
2. Accommodations are limited and will be leased on a first-come, first served basis.
3. New and returning residents are assigned based on the date of a complete housing packet (housing application, housing contract, paid room reservation fee, and meningitis form). Roommate requests depend on room availability, reciprocal request, and receipts of all applications involved in the request before assignment are made. While every reasonable attempt is made to honor roommate preferences and building requests, the university can make no guarantees.
4. A limited number of accessible housing units for people with mobility impairments are available. Request for special accommodations must be received at least four months prior to the anticipated occupancy. You should also contact the Coordinator of Disability Services, Mrs. Amelia Castilian-Moore, in the Office of Counseling/Disability Services in the King Frazier Center second floor, at 912.356.2202 or by email at moorea@savannahstate.edu as soon as possible, so that your disability, and documentation of your disability can be reviewed, and coordinated with the Office of Residential Services and Programs.

S U M M E R

Residential Services and Programs Honors Housing

Savannah State University acknowledges the academic success of our student body, therefore it is a desire of the Residential Services and Programs Staff to provide Honors housing for those who strive for academic excellence. Honors Housing consists of the one and two bedroom apartments in University Village and one bedroom apartments in University Commons at Savannah State University.

To apply and be considered for Honors Housing, a student must have the following criteria:

- Be a Junior (48 or more credit hrs.), Senior (72 or more credit hrs.).
- Must have completed at least one term (two semesters) at the university at the time of application
- Have a 3.25 cumulative GPA at the time of application
- Have no disciplinary sanctions against them from the Office of Residential Services and Programs and the Office of Student Ethics
- Be cleared and in good financial standing with the University.

Honor Housing Assignment

Housing assignments are based on a first come, first serve availability. Lack of residential space and other unexpected circumstances may cause changes in housing assignment.

Process

These criteria will be checked/determine by the Director of Residential Services and Programs prior to receiving room assignment confirmation. In addition, students must be registered for six (6) or more credits for that particular Fall semester to be eligible to have a Honors Housing room assignment on campus.

-Questions?

For information about Honors Housing, email us at housing@savannahstate.edu or call 912.358.3132

*Applications can be received at the Office of Residential Services and Programs. All students will be notified of acceptance, in a timely manner, upon receiving housing assignments.

University Commons:

- 1 bedroom, 1 bathroom (Single)

University Village:

- 1 bedroom, 1 bathroom
private bedroom, private bathroom

University Village:

- 2 Bedroom, 2 Bathroom
private bedroom, private bathroom

Last Name First Name Middle Name

Savannah State Student ID Number Date of Birth Gender: Female Male

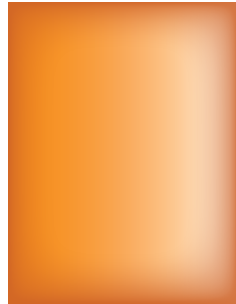
Home Address City, State Zip

(_____) -----
Preferred Phone Number Preferred E-mail Address or SSU E-mail Address

Signature Date

Please make a copies of this contract for your records. For more information, go to www.savannahstate.edu/housing





Complete this section if you are a New (FTIC) Student:

List your choices in numerical order

Freshman Living Learning Center:

- | | |
|--|---|
| <input type="checkbox"/> 4 - Person Cluster
<input type="checkbox"/> Double room (Shared)
<input type="checkbox"/> Single in a double room (Private)
(If space is available)

<input type="checkbox"/> 2 - Person Cluster
Single (private) | <input type="checkbox"/> 8 - Person Cluster
<input type="checkbox"/> Double room (Shared)
<input type="checkbox"/> Single room (Private)
<input type="checkbox"/> Single in a double room (Private)
(If space is available) |
|--|---|

University Village:

- 4 Bedroom, 2 Bathroom
 Private bedroom, shared bathroom

Traditional Facilities:

Peacock Hall (Co - ed)

- Double Occupancy
 Single Occupancy (If space is available)

Bowen-Smith Hall (Co - ed)

- Double Occupancy
 Single Occupancy (if space is available)

Bostic Hall (Overflow Facility)

- Double Occupancy
 Single Occupancy (if space is available)

Complete this section if you are a Returning or Transfer Student:

List your choices in numerical order

University Village:

- 4 Bedroom, 2 Bathroom
 private bedroom, shared bathroom

University Commons:

- | | |
|---|---|
| <input type="checkbox"/> 2 Bedroom, 1 bathroom
<input type="checkbox"/> Master bedroom, shared bathroom
<input type="checkbox"/> Standard bedroom, shared bathroom

<input type="checkbox"/> 4 Bedroom, 2 bathroom
<input type="checkbox"/> Master bedroom, private bathroom
<input type="checkbox"/> Standard bedroom, shared bathroom | <input type="checkbox"/> 3 bedroom, 2 bathroom
<input type="checkbox"/> Master Bedroom, private bathroom |
|---|---|

Traditional Facilities:

Peacock Hall (Co - ed)

- Double Occupancy
 Single Occupancy (If space is available)

Bowen-Smith Hall (Co - ed)

- Double Occupancy
 Single Occupancy (if space is available)

Bostic Hall (Overflow Facility)

- Double Occupancy
 Single Occupancy (if space is available)

Roommate Preference: If you know someone at Savannah State University with you, and would like to room with them, please put their full name(s)

_____ (last name, first name)

_____ (last name, first name)

_____ (last name, first name)

_____ (last name, first name)

Signature

Date

Please make a copies of this contract for your records. For more information, go to www.savannahstate.edu/housing



Savannah State University

RESIDENTIAL FACILITY CONTRACT - ACADEMIC YEAR 2010 - 2011

Contract For: Academic Year (Fall and Spring) Fall Semester Only Spring Semester Only Summer Semester Only

I agree to accept a room assignment at Savannah State University as indicated below. By signing this agreement, I understand that I am entering into a contract with the University for accommodation as specified above in accordance to the following terms A through F, which I hereby acknowledge I have carefully read, and I further agree during the term of this contract to act in accordance with the Policies and Procedures stated in the most current Residential Living Handbook and the most current Student Handbook, hereby incorporated as part of this contract.

Student's Name _____	SSU ID# _____
Street Address _____	Home Phone _____
City _____	Cell Phone _____
	Email Address _____
	State/Province _____
	Postal Code/Country _____
Emergency Contact: _____	Relationship: _____
	Contact's Work Phone: _____
Contact's Home Phone: _____	Cell Phone _____

THIS IS A BINDING CONTRACT BETWEEN THE STUDENT AND SAVANNAH STATE UNIVERSITY FOR HOUSING SERVICES FOR THE ACADEMIC SEMESTER(S) INDICATED ABOVE.

Office Use Only

Unit Type: _____

Room #: _____

Residential Facility: _____

TERMS OF THE CONTRACT

A. Introduction:

All the materials contained herein become and shall be an integral and binding part of all residential facility agreements at Savannah State University (3219 College Street, Box 20551, Savannah, GA 31404). It is the student's responsibility to become familiar with all sections of this agreement. These terms and conditions are not intended to provide the general or specific residential facility information of a non-contractual nature, which is contained in the Residential Living Handbook and distributed when students check into the residential facility. University regulations and policies affecting residential facility agreements are subject to change. Such changes shall be officially announced and/or posted on bulletin board(s) in each residential facility, and this announcement shall constitute actual notice to residents. The changes shall become effective and binding at the date of such posting or official announcement.

B. University Housing Policy:

First-Year-Freshmen from outside the Chatham County area are expected, but not required, to reside in the residence facilities of Savannah State University. Freshmen, who elect to live on campus, **must** purchase the 20 meals-per week meal plan. **Non-Freshmen resident students must purchase at least a 10 meals-per-week meal plan.** A student who falls under the University Campus Housing Policy cannot be assigned or occupy a room until the Office of Residential Services and Programs (ORSAP) receives his/her **Residential Facility Contract/Application, Non-Refundable Application Fee, and signed Meningitis Form.** These regulations are applicable to all students insofar as space is available in the University's residential facility. A resident of campus housing must be enrolled at Savannah State University and must maintain a minimum of six (6) credit hours per semester to maintain residency. **NOTE: Georgia State Regulations say that no assignment to university housing can be made without a completed Meningitis Form (which is attached to this contract/application). Forms are mandatory in addition to other forms provided by student. Shot records are not valid!**

C. Fees:

1. Residential Facilities Application and Application Fee:

An application for University Housing can only be submitted **AFTER** the STUDENT *receives an official acceptance* to Savannah State University from the Office of Admissions. **Submission of a residential facility application, contract, and non-refundable application fee does not guarantee housing.** A \$50.00 Non-refundable Application Fee must accompany each Savannah State University Housing Application and Residential Facility Contract before an application can be processed and a room assignment can be made.

2. Room and Board Rates (See Current Fee Schedule at: <http://www.savannahstate.edu/fa/Comptroller/tuition.htm>)

D. The University will provide the following:

1. A **single** twin size extra long bed (with the exception of University Village which is full size extra long), dresser or wardrobe, desk chair, desk, mattress pad, and shared bathroom.
2. You will receive a room key. If the room key is lost during the year, you must pay for the re-coring of the room lock and new keys. Keys shall not be duplicated other than by University officials. All keys must be surrendered to the Office of Residential Services and Programs or designated area upon termination of this contract.
3. TV lounges, study lounge, laundry facilities and other amenities exist solely for resident's use and use by others is expressly prohibited.
4. As of the Fall Semester of 2010, land line telephone service will not be provided in any residence hall rooms, suites or apartments.

*Student's Initials _____

General Terms and Conditions:

1. **Purpose:** The residential facilities will be used by the students solely for residential and educational purposes.
2. **Agreement of Payments:**

The student agrees in consideration for the assigned space and meal plan to pay Savannah State University's room and board charges. The room and board charges are payable in full at the time of payment of tuition and fees for each semester. **Payment of room and board charges are not contingent upon whether or not a student receives financial aid or loans.** Where this applies, single room charges must be paid at the time the single room status takes effect. When damage occurs to any part of the public area of the assigned residential facilities (i.e. hallways, lounges, bathrooms, carpet, etc.), **ALL residents** of the residential facility will be notified and held responsible for cost of repair or replacement. Each STUDENT is also held responsible for damages and/or fines associated with his/her room or residential facility.
3. **Date(s) of Occupancy:**

A STUDENT may occupy his/her assigned space from the date designated as the official opening of campus housing to the date designated as the end of the semester in the University Academic Calendar and billing cycle. Students contracting for housing prior to the first day of the term will be held responsible for payment for the entire term regardless of when they check in. Each NEW STUDENT who has not checked into the assigned residence facilities space by 6:00 P.M. of the official check-in date (See Academic Calendar) or has not called the ORSAP to guarantee a late arrival will be declared a no-show and the space will be released for assignment to another. If the student attends SSU without canceling his/her room assignment five business days or more prior to the next semester of the opening day of housing, he/she will be held responsible for 50% of the room charges. The residential facilities will close for the Christmas break and between Spring and Summer breaks. The residential facilities will close and re-open according to a published schedule (Academic Calendar). Meal plan dates will be provided in the Academic Calendar and may not exactly correspond with the dates residential facilities are open. **All STUDENTS must make alternative arrangements, at their expense, for housing and meals during periods of Residential Facilities Closure.**
4. **Assignment Policy:**

The University's ORSAP reserves the right to make assignment of space, to authorize or deny room and roommate changes, to consolidate vacancies and to require a student to move from one room or residential facility to another. The University further reserves the right to require a student to vacate the residential facilities on a temporary or permanent basis for failure to meet financial obligation to the University, exhibiting behavior not conducive to the living-learning environment established in the residential facilities, or failure to remain in good standing with the University. Residents who withdraw from the University are required to vacate the residential facilities upon withdrawal. The ORSAP will attempt to recognize mutual roommate preferences insofar as regular residential facility space is available. **A roommate's full name, address and telephone number are required on the application in order to process a roommate preference. For roommate preferences to be honored, both applications must be submitted at the same time and is based on availability.**

If Special Accommodations are needed under the Americans with Disabilities Act (ADA), a letter of explanation needs to be attached to the application. Requests for special accommodations must be received at least four months prior to the anticipated occupancy. We recommend that students who require special accommodations contact the Office of Counseling and Disability Services (912) 352-2285.

5. **Contract Termination by the University**

Upon reasonable notice and for good cause, the university reserves the right to terminate this contract at any time. Examples of good cause include, but are not limited to: 1) failure to make payment of required charges by announced deadlines; 2) a change in student status, including academic or disciplinary suspension; 3) failure to attend classes; 4) failure to comply with state or federal law; residential facilities policies and regulations; and/or rules and regulations as described in the most current issues of the *Student Handbook* and *Residential Living Handbook*, this contract and/or its terms; or any other published rule and regulation of the university; 5) failure to admit an officer or agent for reasonable inspection of the room for health, safety or sanitation standards; 6) failure to comply with the direction or order issued by and with the authority of any officer of the university; 7) possession, sale or use of drugs; 8) weapons possession; 9) tampering with life safety equipment or otherwise endangering the safety and/or security of other residents; 10) failure to occupy the assigned space before the established deadlines for each semester; 11) failure to stay registered. **Students who use and/or possess illegal drugs or weapons in any residential facility will have their room contract terminated without financial refund.**

Should this contract be terminated, the student may be required to vacate the residential facility within 24 hours unless special permission, in writing, has been obtained from the Director of ORSAP or a designee of the department. In the event the student does not vacate within the allowed time period, the room lock will be changed at the student's expense and any property of the student remaining in the residential facility room or building will be treated as abandoned property. All charges for removal and disposal will be assessed to the student.

Termination of any of the above conditions will result in the student being liable for all charges assessed during the term of this agreement and not receiving any refund for current semester room and board fees; forfeiting his/her room reservation. Students will also be financially responsible for any room damages and unreturned keys and/or access cards and failure to properly check out with a residential facility staff member.

The university reserves the right, at its discretion, to determine that past behavior and/or criminal activity is such that the interests of the university, the student and/or other students would be best served by alterations or cancellation of the contract. If the university becomes aware that a student has a record of criminal conviction(s) or other actions indicating behavior that would pose a risk to person or property and/or could be injurious or disruptive to the residential facility community or the living-learning environment, the university may not accept or may cancel the contract.

6. **Contract Termination by the Student:**

Under certain circumstances, the student may terminate this contract by giving written notification to the ORSAP (refer to number 8). If the student has occupied the assigned space and the request for termination has been approved, **he/she must follow proper check-out procedures published in the Residential Living Handbook. Occupancy is defined by the issuance of a key and/or access card to the student for a specified room and does not require actual physical presence by the student and/or his/her possessions.** Failure to check-out properly will result in a \$75.00 charge for administrative costs, and additional costs may be assessed for a lock change. The student must contact the ORSAP directly to initiate the process to terminate his/her contract.

7. Contract Releases/Cancellation

A. Contract Releases

A student may request, in writing, a release from this contract under the following conditions with no penalty if granted.

1. Graduation
2. Student teaching outside of Chatham County
3. Co-op internship outside of Chatham County
4. Military duty

A student may request, in writing, a release from this contract under the following conditions (penalty applies).

1. Withdrawal from the university
2. Transferring to another school
3. Decide not to live on-campus

B. Non-Returning Student Cancellation Policy

Residents who complete a room and board contract for the academic year, and elect not to return to the University for the spring semester must move out by the designated move-out day in December. If a resident does not move out by this date he/she will be held financially responsible for 50% of the room charges for the spring semester, as well as the prorated amount of the board and unlimited laundry charges.

8. Authorization for Crediting Room and Board Charges To Student's BANNER Account:

A credit to the student's account for Room and Board charges will be given, on a prorated basis, only, if the STUDENT follows the prescribed and published residential facility room checkout procedures. The following conditions must be met:

1. When the STUDENT is ready to check out of the assigned room, he/she must contact the residential facility staff (Residence Director or RA/CA).
2. The STUDENT and the residential facility staff (CA, RA or Residence Director) will record any changes on the Unit Condition Report Form.
3. The STUDENT will be held responsible for any damages and discrepancies noted on the Unit Condition Report Form.
4. The STUDENT will receive a duplicate copy. The room key must be returned at this time.

9. Release of Room.

Each NEW STUDENT who has not checked into the assigned residence facilities space by 6:00 P.M. of the official check-in date (See Academic Calendar) or has not called the ORSAP to guarantee a late arrival will be declared a no-show and the space will be released for assignment to another.

If a CONTINUING STUDENT fails to occupy his/her assigned space before 6:00 P.M. on the first day of classes without notifying the Office of Residential Services and Programs of a late arrival, the assignment and Room Reservation is subject to forfeiture.

Students who complete this contract, enroll for classes at SSU, and fail to honor this contract will be held financially responsible for 50% of the room charges for the semester, as well as the prorated amount of the board and unlimited laundry charges.

10. Consolidation of Residential Facilities Spaces

Students in double occupancy rooms who have not contracted for single occupancy and do not have a roommate must pay either a single room rate, obtain a roommate, or change rooms. Students who had assigned roommates and the roommate did not occupy their assigned space or withdrew from campus housing within a month of the end of registration for a term must also adhere to the Room Consolidation requirements. Any room changes must be approved in writing by the ORSAP and be completed within five days after notification to consolidate. If the consolidation has not occurred within a five-day period after official notification by the ORSAP and/or Residence Director, the student will automatically be charged and legally obligated to pay for his or her room on a prorated basis at a single room rate. The student may only contract for a double occupancy room as a single for the remainder of the current semester and is not guaranteed a single room for the next semester.

11. Room Inspections, Searches and Seizures:

Students are guaranteed the rights of any citizen and therefore will not be subject to unreasonable searches and seizures. The courts, however, have recognized the right of the University to conduct reasonable inspections, searches and seizures in order to enforce University regulations. Savannah State University reserves the right to conduct such inspections, searches and seizures within limits of the law (**for detailed guidelines reference the Room Inspections, Searches and Seizures section of the Residential Living Handbook and/or Student Handbook**)

12. University Liability:

Although security precautions are taken, the University assumes **NO** responsibility, liability or legal obligation to pay for injury (including death) or the loss or damage of personal property which occurs in its buildings or on its grounds prior to, during, or subsequent to the period of this contract. This includes damage, loss, fire, water damage, theft, flooding, etc. **Neither Savannah State University nor any agent of Savannah State University shall be liable in any respect for damages to person or property resulting from the interruption of any utility service or the failure of any defect in any equipment or appliance serving Savannah State University. Students or their parents are strongly encouraged to carry appropriate insurance to cover such losses.** The ORSAP has brochures of several companies available that offer insurance for students if they are not covered under their parents' policies.

13. Room Key:

A room key shall be issued to each resident. The key shall remain University property loaned or licensed to the student only so long as the student may rightfully occupy the residential facility room to which said key provides access. The resident shall not deliver, surrender, or otherwise relinquish possession of the room key to any unauthorized individual or permit the key to be duplicated or modified. Unauthorized possession, duplication, or modification of said key may be grounds for formal prosecution. The student shall deliver possession of said key to an authorized University official immediately upon termination of the student's right to occupy the room to which said key provides access or otherwise immediately upon demand of such official. Violation of any provision in this paragraph may be grounds for declaring the student in breach of the contract or other action by the University. Loss of the room key will result in a core change for which the student will be required to pay the **current fee** upon notification of the key being lost.

14. Meal Plan/Student Identification Card:

All freshmen, who elect to live on campus for the first academic year of enrollment, must purchase the 20 meals-per week meal plan. Second year freshmen and ALL upperclassmen (regardless of unit type) must purchase at least the 10-meals-a-week meal plan. There is no refund for missed meals or carry-overs to another semester during the meal contract period. It is mandatory that the **/Student Identification/Meal card is carried at all times** and is not transferable. This applies to all STUDENTS. For a medical or employment meal reduction, contact the Office of Auxiliary Services for required documentation. Special dietary needs will be considered.

F. Subletting: This housing agreement shall not be transferred or assigned to any person other than the person as named therein.

It is hereby mutually agreed that all provisions of the Student Handbook, Residential Living Handbook, all provisions and policies of the Office of Residential Services and Programs and Auxiliary Services, all University regulations, all Federal, State, and local laws, are binding upon the contract.

Savannah State University is an Equal Opportunity/Affirmative Action institution in accordance with Civil Rights legislation and does not discriminate on the basis of race, religion, national origin, sex, age, handicap, or other factors prohibited by law in any of its educational programs, activities, admissions or employment policies.

NOTE: Please visit our website at www.savannahstate.edu or e-mail us at Housing@savannahstate.edu

Student's Signature Date

Parent's Signature Date

Required only if the student is under 18 years of age

<p>Office Use Only Date Received</p>
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***Please ensure that all pages have been initialed at the bottom and signed on page 3.**



**State of Georgia Meningococcal Vaccination
Acknowledgement Form for Students Living in
On-Campus Housing
(State of Georgia Code 31-12-3-1, effective 1/1/2004)**

Student's Name _____ Date: _____

Date of Birth: ___/___/_____

Name of Residence Hall (or on-campus housing facility) _____

By my signature below (or by the signature of my parent or guardian if I am under 18 years of age), I acknowledge that:

I have received and reviewed information from Savannah State University regarding Meningococcal disease, including Meningococcal meningitis, a contagious but largely preventable infection of the spinal cord fluid and fluid around the brain;

I understand that Meningococcal disease is a serious disease that can lead to death within a few hours of onset, that 1 in 10 cases is fatal, and that 1 in 7 survivors of the disease is left with a sever disability such as loss of a limb, mental retardation, paralysis, deafness or seizures;

I understand that college students living in residence halls, particularly freshmen, are at a moderately increased risk of contracting Meningococcal disease;

I understand that an immunization exists that will decrease, but not tally eliminate, the risk of contracting meningococcal disease;

I also acknowledge the following (please check one):

() I have already been vaccinated against Meningococcal disease. Date: _____

() I have reviewed the information provided, and I plan to be vaccinated against Meningococcal disease by a health care provider

() I have reviewed the information provided and I decline to be vaccinated against Meningococcal disease at this time.

Signature of Student: _____

Signed: _____ Relationship: _____
(Signature of Parent or Guardian, if Student is a Minor)