University of New Orleans
Pontchartrain Halls Terms and Conditions
2023-2024

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Term of Agreement

1. ADJUSTMENT TO SERVICES SCHEDULE: The University may adjust the housing services schedule contained herein, temporarily close, and/or place restrictions on use of housing facilities as necessary in the University's sole discretion to preserve the health and safety of its students and the campus community. **In the event of such temporary closures, restrictions, and/or adjustments to the housing services schedule, the University shall not be obligated to issue refunds or credits, whether partial or full, for such interruptions or adjustments.**

2. ACCEPTANCE OF AGREEMENT. In providing the electronic signature via the Residential Life app, the student agrees to all terms and conditions of the Pontchartrain Hall Housing Agreement set forth below. If the student is less than eighteen (18) years of age, the student's parent or guardian must also sign and date the agreement. Electronic or physical signature of the agreement creates a binding agreement between the student and the University of New Orleans. Cancellation of this agreement is subject to penalties/ conditions outlined below.

3. FERPA ACKNOWLEDGEMENT. Disclosure of information relating to the student's housing application and housing record is maintained according to the federal *Family Educational Rights and Privacy Act (FERPA)* with intents to ensure the students' right to privacy. Students must give consent for Office of Residential Life staff to share information regarding the student's housing.

4. ELIGIBILITY FOR HOUSING. Residents must be fulltime students of the University of New Orleans or affiliated program in good conduct, and financial standing with the University.

   A. If the student's academic program operates on a different schedule from the regular University of New Orleans academic schedule, the housing and/or meal plan program contract may be different from the standard academic semester contract. Contact the Office of Residential Life for rates.

   B. During the periods between semesters, ("Extended Stay"), students may remain in Pontchartrain Halls subject to availability, payment in advance of Extended Stay rates, and completed reapplication process for the semester immediately following the given Extended Stay period.

C. Should the student choose to move out of Pontchartrain Halls before the end of the agreement period, the student shall pay charges and penalties as outlined in the "Housing Requirement, Agreement Termination and Withdrawal" section of this document.

5. AVAILABILE TERMS OF OCCUPANCY. The university will furnish the student with a university housing residence during the 2023-2024 academic year according to the outlined available terms below. Students needing housing accommodations prior to and after the dates outlined for each term may be subject to additional fees such as a daily housing rate or a $250 holdover fee. Students may choose to change their application term to a Full Year term prior to December 9, 2023. Requests submitted after this date will not be accepted; the student will need to submit an additional application for the Summer Only term. The request to change must be submitted via email from the students' University of New Orleans email account. Students may not change an Academic Year term to a fall only term. Cancellation of the Spring semester of an Academic Year or Full Year term are outlined in the "Acceptance, Termination and Withdrawal from Agreement" section of this document. Specific dates may adjust as changes are made to the university calendar.

A. *Academic Year:* The Academic Year Term provides housing beginning Saturday, August 12, 2023 and ending at 5 PM on Friday, May 10, 2024.

B. *Full Year:* The Full Year Term provides housing beginning Saturday, August 12, 2023 and ending at noon on Saturday, July 27, 2024. Students choosing the full year term may be required to relocate for the summer term depending on space availability and Office of Residential Life projects.

C. *Fall Only:* The Fall Only Term is designed for students completing their course of study at the end of the fall term. This term provides housing beginning Saturday, August 12, 2023 and ending at noon on Friday, December 8, 2023.

D. *Spring Only:* The Spring Only term provides housing beginning Friday, January 5, 2024 and ending at 5 PM on Friday, May 10, 2024.

E. *Summer Only:* The Summer Only term provides housing beginning Saturday, June 1, 2024 ending at noon on Saturday, July 27, 2024.

6. REAPPLICATION. Students must re-apply each year for their housing needs in Pontchartrain Hall. Students will receive email communication during the spring term outlining the process to re-apply for subsequent terms. Failure to complete reapplication processes may impact housing reservation depending on space availability. One-bedroom and Two-bedroom units will not be held for students who fail to complete their reapplication process.

7. BREAKS BETWEEN SEMESTERS. The University of New Orleans does not guarantee temporary or interim housing during breaks between semesters (Extended Stay periods) in Pontchartrain Halls. Halls will close at 5 pm on December 8, 2023 for winter break; students in full year or academic year leases may leave personal items in their suites at no charge. Students in fall only leases must reapply for the spring term to leave items in their suite during winter break. Students may not physically occupy the space during winter break without permission of the Office of Residential Life. All interim housing/ winter break housing requests are subject to a review of student's eligibility (including, but not limited to a review of the student's financial, conduct and registration status) and a determination of the student's ability to successfully reside in a very independent living environment with limited staffing and support services. Should housing be available during breaks between semesters, students electing to remain in Pontchartrain Halls shall be responsible for Extended Stay

fees of a minimum of $300. The Office of Residential Life will share communication with residents about winter break housing request and approval processes via their UNO email accounts.

8. NOTICES. All notices to the Office of Residential Life must be made in writing; students are encouraged to email notices to ResidentialLife@uno.edu.|

9. NON-DISCRIMINATION STATEMENT. The Office of Residential Life abides by the University of New Orleans non-discrimination statement: The University of New Orleans does not discriminate on the basis of race, color, gender, age, religion, national origin, citizenship, sexual orientation, genetic information, retirement or veteran status.

10. MODIFICATION OF AGREEMENT, The above listed terms are subject to change at the discretion of the Office of Residential Life. Any changes will be published to the students' university email account and on the UNO Residential Life website.

Housing Requirement, Agreement Termination and Withdrawal

1. UNIVERSITY OF LOUISIANA SYSTEM HOUSING REQUIREMENT. The policy outlined be the University of Louisiana System requires all unmarried, full-time undergraduate students regardless of age or emancipation status, live in Privateer Place or Pontchartrain Halls as long as space is available. In the event that the university cannot provide adequate housing for students included in this category, students may be exempt according to the following priorities: students residing within 40 road miles, students 21 years of age on or before the first day of classes, students who are married or parenting, an extreme financial situation, medical condition, educational requirements, etc.

2. EARLY TERMINATION OF AGREEMENT. The University of New Orleans, at its sole option, may terminate this agreement for violation of the terms and conditions or for violations of Pontchartrain Hall Resident Handbook the University of New Orleans Code Of Student Conduct, or the student's participation in any act, which endangers or compromises the health of other residents. The University of New Orleans shall have the right to evict the student upon termination in accordance with the provisions of Louisiana law. By signing this agreement, you hereby waive any and all notice(s) of eviction. Failure to strictly and promptly enforce any of the terms and conditions of this agreement by University of New Orleans shall not operate as a waiver of any of University of New Orleans' rights as provided herein.

3. CANCELLATION/ BUY-OUT/ WITHDRAWAL. The student shall submit any cancellation, agreement buy-out or withdrawal in writing, to the Office of Residential Life for approval by the Director of Residence Life. Email notification to ResidentialLife@uno.edu or submission of online cancellation form is preferred. Cancellations for applications for Full Year, Academic Year and Fall Only terms are due prior to July 1 to avoid penalty fees. Cancellations submitted after July 1 are subject to a $50 cancellation fee. Applications for spring term cancelled after December 15 are subject to a $50 cancellation fee. Applications for summer term cancelled after May 1 are subject to a $50 cancellation fee. If the student has checked into their assignment, daily fees and/ or Buyout fees may apply as per the terms below.

   Agreement Buy-out requests for the spring portion of an academic or full year lease term are due by the last day of finals of the fall term in order to ensure timely processing. Charges for cancellation,

agreement buyout or withdrawal and any applicable refund shall be determined as outlined in the Housing Fee Schedule below. Examples of reasons for Agreement Buyout approval include: graduation, leave of absence from the university, academic study requires student to attend courses a significant distance from campus, or significant illness of the student.

If the student moves out of Pontchartrain Halls and remains enrolled prior to the end of the housing term, the student is responsible for all housing and meal plan fees. Should the student resign from the University of New Orleans, he/she is responsible for the remaining housing and meal plan fees according to the credit schedule published by the Bursar's Office. Students who choose to terminate, "buying out" of their housing agreement for the spring semester housing of an academic year or full year housing agreement and remain enrolled in for the spring term will be charged a $750 buyout fee on their spring university fee bill. Students in academic year or full year leases who do not enroll for the spring term are charged a $100 buyout fee. Students must follow checkout procedures and check out by the final day of the fall term. Students who do not check out properly are subject to additional daily fees and improper check out charges as applicable. Students who choose to terminate the spring semester housing of an academic or full year agreement also forfeit any submitted security deposit.

The University may adjust the housing services schedule contained herein, temporarily close, and/or place restrictions on use of housing facilities as necessary in the University's sole discretion to preserve the health and safety of its students and the campus community. In the event of such temporary closures, restrictions, and/or adjustments to the housing services schedule, the University shall not be obligated to issue refunds or credits, whether partial or full, for such interruptions or adjustments.

Assignment and Occupation

1. ASSIGNMENT AND SUBLEASE. This agreement is for space to be assigned by the University within Pontchartrain Halls and not for a specific floor or room. The University reserves the right to reassign students to a different space in Pontchartrain Halls. Assignment by student and/or subleasing are prohibited. Students may NOT re-assign themselves to another room space without prior written approval from Office of Residential Life staff. No provision of this agreement shall be transferred or assigned. The university reserves all rights in connection with the assignment of rooms. Any individual who must register as a sex offender by city, state or federal regulations is prohibited from living on campus in a University of New Orleans residential facility.

2. ROOM CHANGES AND CONSOLIDATION. Requested room changes will be assessed a $75 cleaning fee and must follow procedures outlined in the Pontchartrain Hall Handbook. If for any reason, the student is required or allowed to move to a different room he/she will be charged or refunded the difference between the two rates (prorated for the remainder of the term). Students occupying a 2- bedroom or 4- bedroom space without suitemates may be required to relocate to a similar accommodation with suitemates at the discretion of the Office of Residential Life. Students residing with a resident assistant may be re-assigned if the student occupying the resident assistant position changes. Students residing in a suite compatible with the Americans with Disabilities Act regulations must be reassigned if a student with a housing need accommodated by ADA needs the space. Students required to move may be charged an additional cleaning fee if their original space is left in unsatisfactory condition. Students who are notified their involvement in a room consolidation will be given 3 days to move and properly check out of their original room space.

3. EXCHANGE WITH PRIVATEER PLACE. Students who choose to move to Privateer Place during the term of their housing agreement with Pontchartrain Hall must submit their request to transfer via their university email account. Failure to complete a timely check out and clean their Pontchartrain Hall space may result in additional fees outlined in the fee schedule below.

4. RIGHT OF ENTRY AND INSPECTIONS. The University of New Orleans shall have the right to inspect rooms periodically. Throughout the semester safety inspections will be performed by authorized student or professional staff members. While university officials will strive to give written notice prior to entry or regular inspection, situations may arise involving reasonable cause for entry without notice. These situations may include an immediate threat to the health, safety or property of a student, routine maintenance or pest control, health and safety inspections or for space closure and security.

Residence and Housekeeping Requirements

1. FAILURE TO TAKE OCCUPANCY. Students who have not "checked in" to their assigned space by the second day of courses for the term and have not had arrangements with the Office of Residential Life for late arrival will forfeit their assigned space and any application and deposit fees paid to the Office of Residential Life. Students who complete a check-in later than the assigned check-in date will not receive a prorated housing charge.

2. CHECK IN PROCEDURE. Students must check in during the designated check in time. Resident Assistants will perform a walkthrough of Student's room and complete the check in portion of the Pontchartrain Halls Room Inventory and Condition Report Form prior to student checking into Pontchartrain Halls. It is important that the student note any defects or damages on their online room inventory so he/she will not be held responsible for damages occurring prior to acceptance of his/her room. Corrected Room Inventory and Condition Report Forms must be submitted in the Residential Life app no later than 48 hours from check-in. Complete Check In procedures are contained in the Pontchartrain Halls Policies and Procedures Handbook. Damages for which the student is responsible will be deducted from Student's Security Deposit Fee or billed to the student's account should charges exceed the amount of the Security Deposit Fee.

3. CHECK OUT PROCEDURE. Prior to moving out of Pontchartrain Halls, students must schedule an appointment with a Resident Assistant, at least twenty-four (24) hours prior to the date and time they wish to check out. Check out must be completed no later than 12:00 noon on the designated move out day at the end of the semester. Resident Assistant will perform a walkthrough of the student's room and complete the check-out portion of the Pontchartrain Halls Room Inventory and Condition Report. Rooms must be left clean, all belongings must be removed, and the room must be in good repair and order, reasonable wear and tear expected. Costs associated with damage, missing inventory or personal items abandoned will be deducted from the student's Security Deposit Fee or billed to the student's account should charges exceed the amount of the Security Deposit Fee. See the Pontchartrain Halls Policies and Procedures Handbook for further details and damage charges.

4. FAILURE TO COMPLY. Students who may be required to move due to consolidations, safety concerns or occupancy needs will be given at least 3 days to move. Should the student fail to complete their move and check out of their previous room, the Office of Residential

Life may begin to charge the student for both room spaces until the check-out is completed.

5. SAFETY. The student shall adhere to the safety and security guidelines furnished in the Pontchartrain Halls Policies and Procedures Handbook and the University Of New Orleans Student Code Of Conduct. The student shall follow Department of Health, State, city and university regulations regarding public health. Student shall exercise due care for their and other's safety and security. Students shall keep their room door locked at all times and take care not to prop any room, suite, entrance or exit doors. Students shall report items of concern to Office of Residential Life staff.

6. FURNITURE. University furniture may not be removed from any residence hall room or common space without written approval from the Office of Residential Life professional staff. Students shall may no alterations, improvements, or additions to the premises without prior written approval of the Office of Residential Life professional staff.

   Additional furniture may not be added to the room, suite or common areas without written permission from the Office of Residential Life professional staff. Fixtures such as closet doors may vary from suite to suite. Residential Life staff will remove the closet doors if the student no longer wishes to have them but will not replace the closet doors if none exist.

7. KEYS. Students will be issued a physical key to their room suite and their student identification card will be programmed to enter their suite door. Students are required to keep these items on them at all times. Should the student lose the key during the term or not be able to return the key during check out procedures, additional changes will be posted to the student's account. Should professional staff consider the key replacement to also require a re-coring of the student's door, the student may be responsible for additional fees to complete the required work to re-core and have replacement keys created. Students who need to be let into their room via a "pass key" will be charged for the pass key service according to the fee schedule below. Tampering with, propping or dismantling locks is not allowed.

8. MILDEW/ MOLD. Mildew and mold spores exist in the air around us, mildew and mold frequently grow in damp spaces. Students are responsible for reasonable care to decrease the growth of mold and mildew in their rooms/ suites with the following techniques: Leaving the bathroom door open after showering to prevent the buildup of condensation on the walls from warm showers, reporting leaks, overflows, dampness and malfunctioning vents via the online maintenance reporting system in a timely manner, as well as regularly cleaning their shower, tub, sinks and toilets.

9. CLEANLINESS. The student will maintain their assigned suite and bedroom areas in a manner that is clean and orderly and provides a safe, sanitary living environment. Failure to maintain the living environment (particularly in ways which may attract pests, create unsafe conditions, damage property or impact other student's living environments) may result in additional fees or referral within the student conduct accountability process. While the Office of Residential Life maintains the cleanliness of the commons areas of the halls, the student is responsible for the cleaning and upkeep of their room and suite.

10. DAMAGES. The student shall be responsible for any damages which occur in their suite during their time of residency that rise above the standard of regular use/ wear and tear. The

student is responsible for damages caused by their guests.

11. APPROVED USE. The provided suite and room space is designated for residential use only. Use of the facility for business or other non-residential purposes is not allowed. Students may not manage a business out of their room/ suite, rent said room/ suite or advertise the space as available for non-residential use.

12. DISPLAY. Students may not display (through any means) any items visible from the exterior of the hall from their windows.

13. COMMUNITY NOISE STANDARDS. Students must maintain a respectful noise level at all times for the best interest of the academic community living in Pontchartrain Halls. During the hours of 10 pm- 8 am daily, however, additional care is required to abide by quiet hours. These hours occur 24 hours a day during designated study and finals periods.

14. PARKING. Students' cost of their campus parking decal is included in the cost of housing. Students must register their car and receive a decal each semester of residence in Pontchartrain Halls. Failure to register and/or follow university parking guidelines may result in additional fees and/or parking tickets.

15. BICYCLES. Students must register their bicycle in the Office of Residential Life and maintain the decal in a visible location on their bicycle while the bicycle is located at the University of New Orleans. Students must leave their bicycle in designated bike storage racks and not under stairwells or affixed to other university property. Bicycles which are not properly registered, attached to unapproved property or abandoned will be removed and submitted to the Office of Property Control according to university policy.

16. PESTS. While many pests including roaches, gnats and mosquitos are native to Louisiana, students must maintain their room and suite in such a condition which would not attract and provide living environment conducive to pests. Bed bugs can be carried from place to place, typically when people travel/ reside overnight in different areas. Students living in an area with bed bugs may experience multiple bites during their sleep, sometimes with itchy red marks.

    If a student believes their room may have bed bugs, they should notify Office of Residential Life staff immediately. Proper treatment if bed bugs are identified may result in additional charges and potential relocation as needed. Students must follow Office of Residential Life protocol once bed bugs are identified to prevent the spread of the bugs.

Property and Liability

1. LIABILITY FOR DAMAGES OR LOSS. The student is liable and shall pay for any damages the student or student's guest(s) causes to University property. The University of New Orleans assumes no responsibility and shall not be liable for any loss of, or damage to, the student's personal property caused from burglary, theft, vandalism, fire, smoke, rain, flood, water leaks, hail, ice,

lighting, wind, explosions, utility surges or interruptions, except to the extent that such injury, damage, or loss is caused by gross negligence or willful misconduct on the part of the University of New Orleans.
The Office of Residential Life urges residents to obtain their own insurance for losses due to such causes.

2. UTILITIES/EQUIPMENT MALFUNCTIONS. In the event of a malfunction of mechanical equipment, including but not limited to, heating, air conditioning, water, gas, electricity, sewer, and garbage services, University personnel shall make an effort to restore operations promptly. Obligations of the student under this agreement shall not be affected by the failure of the University to provide utilities, nor shall any claim accrue by reason thereof. If suspension of service is prolonged, the Office of Residential Life, at its sole option, may terminate this agreement and refund the remaining part of the rent.

3. EMERGENCIES. In the event of any emergency or other event, that, in accordance with requirements set by the City of New Orleans, the State of Louisiana, or the policies and procedures of the University, requires evacuation or other action by Student, the student must immediately comply with such evacuation order or other requirement. Partial refunds of rent are not made unless any required evacuation is prolonged and the Office of Residential Life at its sole option terminates this agreement, in which event the remaining part of the semester housing fees will be refunded to the student.

Behavioral Considerations

1. SMOKING POLICY. Violation of the Louisiana Smoke-Free Air Act, which prohibits the use of all tobacco products, including but not limited to electronic cigarettes, electronic nicotine delivery systems, any inhaler meant to simulate and substitute for tobacco smoking in any form, and chewing tobacco in any University facility, on University grounds or in a private vehicle on University grounds. Smoking means inhaling, exhaling, burning, carrying, or possessing any lighted tobacco product, including cigarettes, cigars, pipe tobacco, and any other lighted combustible plant material. (see Tobacco Free Campus policy)

2. WEAPONS, EXPLOSIVES, AND INCENDIARY HAZARDOUS MATERIALS. Weapons including firearms, BB guns, pellet guns, air pistols, paint guns, prop guns and other toy weapons, knives with blades larger than 5 inches, explosives, and hazardous materials are NOT allowed in Pontchartrain Halls under any circumstances. Candles, incense, grills, lighter fluid or any other fire hazardous items are not allowed. Any violation of this provision may result in immediate termination of this agreement, referral to the Student Accountability and Advocacy Office, and the student shall not be entitled to any refund for rent or the Security Deposit Fee.

3. ILLEGAL DRUGS AND DRUG PARAPHERNALIA. Illegal drugs and/or drug paraphernalia are NOT allowed in Pontchartrain Halls under any circumstances. Any violation of this provision may result in immediate termination of this agreement, referral to student conduct accountability process and additional sanctions as determined by the Office for Student Accountability and Advocacy. The University of New Orleans does not recognize medical marijuana card associated benefits and privileges.

4. POSSESSION AND CONSUMPTION OF ALCOHOLIC BEVERAGES. Possession and consumption of alcoholic beverages in Pontchartrain Halls shall be in accordance with University of New Orleans, state, and federal regulations, statutes, and policies. Any violation of this provision may result in immediate termination of this agreement, referral to the student conduct accountability process, and the student shall not be entitled to any refund for rent or the Security Deposit Fee. "Of age" students with roommates under the age of 21 may not consume, store, distribute, etc. alcoholic beverage in commons areas of the unit.

5. PETS. Pets are NOT allowed in Pontchartrain Halls. Any violation of this provision may result in referral to the student conduct accountability process and/or possible termination of the housing agreement. Students with emotional support animals must contact the Office of Student Accountability and Disability Services for policy and procedure. Students with service animals are encouraged to contact the Office of Student Accountability and Disability Services for assistance.

6. VISITATION POLICY. A visitor (guest) is defined as any individual who does not live in Pontchartrain Halls in which they are attempting to enter. All visitors must be registered through the online Visitor Pass system in the Residential Life app. Residents may have guests visit according to the approved visitation policy; all roommates of the host resident must agree to the visitor. Day visitors are defined as visitors between 9 am- 9 pm; Overnight visitors are defined as visitors between 9 pm- 9:00 am.

   Visitors must be over 16 years of age; visitors under 18 years of age must comply with the "Minor as a Guest Policy" and have approved guest form signed by a parent/ guardian in order to visit Pontchartrain Halls. Visitors may stay no more than 2 days a week and 5 nights in a month. They must check in and check out with the Pontchartrain Halls Front Desk and be escorted by and remain in the presence of resident host during the length of their visit. All visitors are required to provide a state-issued identification such as a driver's license, state ID, passport or military ID. Additional visitation policy and Mardi Gras Visitation Fees apply during Mardi Gras Holiday Weekend. Violation of the Visitation Policy will result in disciplinary action up to and including possible removal from Pontchartrain Halls.

   MAXIMUM OCCUPANCY IN A SUITE
   • 4-Bedroom Suite: 8 persons is the maximum occupancy of a 4-bedroom suite.
   • 2- Bedroom Suites: 4 persons is the maximum occupancy of a 2-bedroom suite.
   • 1- Bedroom Suite: 3 persons is the maximum occupancy of a 1-bedroom suite.

   Guest parking is available for registered quests in the HPC Lot. Visitors will be issued a visitor parking pass at the Pontchartrain Halls front desk and will be required to submit license plate and driver's license information. Residents are responsible for the actions of their visitors. The University may adjust the visitation policies or place restrictions on visitor allowance as necessary in the University's sole discretion to preserve the health and safety of its students and the campus community.

7. STUDENT CONDUCT ACCOUNTABILITY. Student shall abide by the terms and conditions of the UNO Code of Student Conduct, the Pontchartrain Hall Resident Handbook, policies and procedures of the Office of Residential Life as stated in, but not necessarily limited to, the Pontchartrain Halls Policies and Procedures Handbook and the provisions of state and federal law. Copies of these documents are available on the UNO web site. By submitting this agreement, the student hereby agrees to these terms. The university reserves the right to charge students

for excess trash and or damages in a common space equally to all residents if individuals involved are not identified. (Reasonable attempts will be made to identify the individuals involved before a group billing process occurs). The university does not attempt to define appropriate behavior in every scenario. Students should use common sense and be sure that their conduct is, at all times, consistent with that expected of a mature, responsible individual who holds the high ethical standards of the University of New Orleans.

The University of New Orleans, at its sole option, may terminate this agreement for violation of the terms and conditions or for violations of Pontchartrain Hall Resident Handbook, the University of New Orleans Code Of Student Conduct, or the student's participation in any act, which endangers or compromises the health of other residents. The University of New Orleans shall have the right to evict the student upon termination in accordance with the provisions of Louisiana law. By signing this agreement, you hereby waive any and all notice(s) of eviction. Failure to strictly and promptly enforce any of the terms and conditions of this agreement by University of New Orleans shall not operate as a waiver of any of University of New Orleans' rights as provided herein. If the agreement is terminated for violations of the University Code of Student Conduct or the Resident Handbook, the student must properly check out of their suite within 48 hours of notice of agreement termination. Housing and Dining charges for the semester of termination will not be prorated nor removed.

8. COOKING EQUIPMENT. Shared Community Kitchens are available in both North and South Halls of Pontchartrain Hall. Students are also required to purchase a residential meal plan. Cooking equipment with exposed heating elements such as toasters, hot plates, etc. are not allowed in student rooms/ suites.

Payments and Eligible Refunds

1. HOUSING FEES. Payment for the entire semester shall be made or financial aid must be approved (or pending) in an amount sufficient to cover all tuition, fees, and housing prior to the student receiving his/her room and key. Students with prior semester debts of over $2,000 or more will not be allowed to enroll in the University of New Orleans or live on campus until such debts are paid. The University reserves the right to withhold grades, future registration, and transcripts until all outstanding debts are paid. The student's failure to pay housing fees as required will result in removal from Pontchartrain Halls. Outstanding debts are submitted to the State of Louisiana Attorney General's Office or other collection agency for debt collection service 3 months after the final due date. Students whose debts are submitted to the Attorney General for debt collection may accrue additional debt service, court costs and attorney's fees.

2. APPLICATION AND SECURITY DEPOSIT FEE. An application and security deposit fee shall be paid to the University of New Orleans when an application for housing Pontchartrain Halls is submitted. The application fee portion of this fee is non-refundable. The security deposit portion of this fee shall be refunded if all outstanding debt/balances with the University have been cleared, proper check out procedures have been followed, and your room has been left clean and in good order with normal wear and tear expected. If the student was not required to submit an application fee or security deposit as a part of their application (special application incentive), the student will not be eligible for a security deposit refund.

3. PONTCHARTRAIN HALLS RATES. The Pontchartrain Hall rates are published to the UNO Residential Life website upon annual approval from the University of Louisiana System Board. Rate Increases may occur with the approval of the University of Louisiana System Board. Please note that all rooms are assigned on a space availability basis only. These rates DO NOT include the mandatory meal plan amounts. A mandatory meal plan is required while residing in Pontchartrain Hall(s).

4. SECURITY DEPOSIT REFUNDS. The amount of the refund of the Security Deposit Fee, if any, associated with the cancellation or withdrawal shall be as follows:

    A. If the student has submitted all credentials necessary for consideration of his/her admission application and admission is denied, or if a student is academically ineligible to re-enroll, the Security Deposit Fee will be refunded.
    B. If the student resigns from the University of New Orleans or at the end of the semester, checks out properly, has no damages to his/her room, and no outstanding debt to the University, the Security Deposit Fee will be refunded.
    C. If the student moves out during the agreement term without resigning from the university, the Security Deposit Fee will be forfeited and the student will be responsible for the remainder of the lease.
    D. If the student is required to move out of Pontchartrain Hall as a result of disciplinary action, the Security Deposit Fee will be forfeited and the student will be responsible for the remainder of the lease.
    E. If the student is required to move out of Pontchartrain Hall for the convenience of the University, the Security Deposit Fee will be refunded.
    F. If a security deposit was not required at time of application, none shall be refunded to the student.

5. HOLDOVER. If the student occupies the room past the ending date of this agreement, the student will owe rent at the daily rate for the number of days he/she has occupied the room past the ending date of this Agreement. In addition, the student will be subject to eviction unless the student has received an Extended Stay Agreement in which case the student will owe rent in accordance therewith for the duration of such agreement. Students who complete an Extended Stay Agreement may be expected to move into another room space depending on security and facilities projects.

Housing Fee Schedule

2023-2024 Housing Rates listed below are charged per student

Unit	Full Year (includes Fall, Spring, and Summer)	Academic Year (Fall and Spring)	Fall Semester Only	Spring Semester Only	Summer Only

1-bedroom	$11,200	$8,870	$4,660	$4,660	$2,850
2-bedroom	$9,280	$7,600	$3,955	$3,955	$2,450
4-bedroom	$7,530	$6,160	$3,140	$3,140	$2,080

Potential Fees and Charges		
Application Fee	$100	Waived for Fall 2023 Applicants
Security Deposit	$250	Waived for Fall 2023 Applicants
Winter Break Interim Housing Fee	$300	All students approved to remain in suite for winter break in Pontchartrain Halls will be assessed this fee. Students who leave property in suite but do not physically remain in suite are not assessed this fee.
Cancellation Fee	$50 after July 1, 2023 $50 after December 15, 2023 for Spring applicants. $50 after May 1, 2024 for summer applicants.	Charged to any student who cancels their housing application after July 1, 2023 for Fall Only, Academic Year and Full Year Applications. Students who have moved into their assignments also incur Buy-Out fees and daily charges as per the terms above.
Buy- Out Fee	$750	Assessed to any student who terminates their housing agreement for the Spring term but remains enrolled in classes. Students who are required to fulfill a full academic year of occupancy will be charged the full spring housing costs.
Improper Check out Fee	$200	Assessed if student is not properly checked out by the final day of announced check out period. Student must complete a timely check-out including the removal of all of their property and return of issued keys to avoid an improper check out fee.
Holdover Charge	$250 for 10 + days between terms or Daily rate per room type depending on length of holdover.	Assessed for each day a student and/ or their belongings remain in a room past the last day of the previous term.

Student Belonging Storage/ Disposal Fee	$300	Items are stored for a maximum of 30 days. Property will be disposed of after 30 days.
Lock Change Fee	$100	$50 for Lock Change + $50 for new key
Lost Room Key	$50 per key	Assessed if a student does not return their key(s) upon check out.
Cleaning Fee	$50 per room	Assessed if student requests to move. Also assessed to students required to move for consolidation purposes if room space is not cleaned prior to check out.
Damages	Determined by Facility/ Residential Life Professional Staff	Assessed if damages are found in a room excluding normal wear.
Early arrival	Determined by date of early arrival	Less than one week early: daily room rate. More than one week early, the student is charged the $250 interim fee between semesters.
Propping of suite doors	$25	The student is issued a warning for their first un-propping of suite door, any additional un-propping of the suite doors will result in a fine.
Mardi Gras Visitor Fee	$50	Host fee if student hosts visitor for Mardi Gras. Mardi Gras visitor policy outlined in Pontchartrain Hall Resident Handbook
Late Registered Mardi Gras Visitor Fee	$75	Host fee if student hosts visitor for Mardi Gras and does not preregister them by the established deadline.