



# Huston-Tillotson University

Austin, Texas

## Housing Application for New Residents

Academic Year       Summer      Year \_\_\_\_\_

Last Name

Middle Initial

First Name

Gender

M    F

Social Security Number

Birth Date

Permanent Mailing Address

Street

Box

Apt.

City

State

Zip + 4

Home Telephone Number (Required)

**Classification:**

Freshman    Sophomore    Junior    Senior  
 Transfer

### Living Options

Community with Roommate  
 Suite with Roommate

Private Community  
 Private Suite

List Roommate Preferred

Your E-Mail Address (Required)

Unless otherwise indicated by marking the space below, the Department of Residence Life will supply your name, address, and telephone number to your roommate, so you may contact each other prior to your arrival.

I DO NOT want my name released to my future roommate.

### Housing Deposit

In order to receive a room assignment, applicants must submit application and \$150 deposit. This application is not complete without the \$150 (key deposit - \$25 / damage - \$125) deposit. Please limit your method of payment to check, money order, or charge card.

I am enclosing \$150  
 Check       Money Order       American Express       Discover       Mastercard       Visa  
 I will pay online

Account #

Date of Expiration

Cardholder's Signature

Mo.      Yr.

### For Office Use

Date Received: / /	Priority No.:	Student ID#:	Assignment:
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(see back for **Conditions for Room Occupancy**)

Please make checks payable to Huston-Tillotson University and return along with this form to:

### Residence Life Office

Huston-Tillotson University  
900 Chicon Street  
Austin, TX  
78702-2795

Fee may be paid online.

All new students with fewer than 60 credit hours are required to live in the residence halls, unless exempt for one or more of the following reasons: Currently living with parent in Austin area, 23 years of age or older, parent or guardian of children who lives with the student, two (2) or more years of military service, married and living with spouse, or own home in Austin area.

# Housing Application

## Conditions for Room Occupancy

1. Huston-Tillotson University (hereafter known as HT or the University) agrees to rent to the student named on this application and the student agrees to rent from the University, in campus accommodations a space for residential purposes only, in the residence halls located in Austin, Travis County, Texas for an academic year or the remainder thereof, beginning when residence halls open for student residents according to the calendar published by the University. This agreement ends 24 hours after the student's last final examination or on the last day the residence halls are open, whichever comes first. The residence halls will be closed and may not be occupied during Thanksgiving and Christmas vacations. Upon checking out of the residence hall, the student agrees to follow the checkout procedures as directed by the Residence Director and as provided in *The Residence Life Handbook*.)
2. The student agrees to pay to the University the rates established for room and board by the Board of Trustees.
3. Keys to assigned rooms will be issued conditionally, based upon the ability of the student to complete registration prior to the final date. Persons who do not complete registration must move from campus housing within 24 hours of that date. A daily rate of \$12 shall be billed for persons who do not complete registration.
4. The University reserves the right to make room assignments and re-assignment as considered necessary. The University may remove a student from the residence hall for a breach of this agreement or a violation of University policy. If for any reason, a student withdraws from the University or moves from the residence hall, the student is still responsible for the board (meal) charges for the entire semester. There will be no refund of board fees nor cancellation of board charges assessed.
5. The student shall permit any authorized official(s) of the University to enter the student's room at all reasonable times for the purpose of inspecting the room or for the purpose of enforcing reasonable rules and regulations ensuring the safety, welfare, and comfort of all students and that of the entire University community.
6. The University reserves the right to conduct an unannounced room search at any time, with or without the student's consent, if there is just cause for the search.
7. The student shall use reasonable diligence in the care of his or her room and common areas of the residence hall. The student may not make any alterations to University property without the written consent of the Residence Hall Director or his or her designee. The student agrees to pay for damages caused to University property as a result of negligence, carelessness, accident or abuse. Payment is due upon demand. In common areas, if the identity of the person responsible for damages to University property cannot be determined after diligent investigation, the appropriate Residence Hall Director may prorate the cost of repair or replacement among all or any portion of the residents of the hall as he or she may deem fair. A STUDENT WHO FAILS TO PAY FOR DAMAGE AS REQUIRED ABOVE WILL NOT BE PERMITTED TO REGISTER, GRADUATE, OR BE ISSUED AN OFFICIAL TRANSCRIPT UNTIL SUCH DAMAGE CHARGES ARE PAID.
8. The University shall not be liable for any damages or losses to person or property caused by other persons, theft, burglary, assault, vandalism or other crimes, fire, flood, water leaks, wind, rain, hail, ice, snow, smoke, explosions, interruptions of utilities, or other natural phenomena. The University strongly recommends that the student secure insurance to protect against loss from any of the above occurrences. The student agrees to hold blameless and indemnity the University for any claims of damages payable as a result of negligence on the part of the student.
9. The student agrees to participate in the Health, Safety and Community Standards meeting, and residence hall fire and emergency evacuation drills.
10. University housing reserves the right to assign applicants and students to available space and, in its sole discretion, change such assignment at any time. University housing also reserves the right to change an assignment or terminate the privilege of housing for anyone who: (1) in the opinion of the Dean of Student Affairs or his or her designee, has demonstrated behavior that significantly disrupts or poses a danger to the residence hall environment, or (2) has received such a sanction through the conduct process.
11. Any and all property of the student which may be left on University property after the termination of this agreement may be handled, removed, or disposed of at the risk and expense of the student, and the University shall in no event be responsible for any such property. HT does not provide storage of students' personal belongings at any time. Students are strongly encouraged to store items at an off-campus, reputable storage company. Off-campus storage is at the students' risk.
12. The University may terminate this agreement if the student: (a.) fails to pay room and/or board or other charges when due; (b) fails to be enrolled in the University, or (c) fails to obey the terms of this agreement, including University policies.
13. These conditions for room occupancy constitute the entire agreement between the student and the University. No oral agreements have been made. No amendments to this agreement are valid unless in writing and signed by both the student and the University.
14. All new students with fewer than 60 credit hours are required to live in the residence halls, unless exempt for one or more of the following reasons: Currently living with parent in Austin area, 23 years of age or older, parent or guardian of children who lives with the student, two (2) or more years of military service, married and living with spouse, or own home in Austin area.

I, \_\_\_\_\_, have read and understand the terms of the Conditions for Room occupancy for the residence halls at Huston-Tillotson University. I agree to adhere to the policies of the University as set down in *The Residence Life Handbook and Code of Conduct*.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

**This application is not complete without the \$150 deposit. Fee may be paid online.** (key deposit \$25, breakage/damage fee \$125).

**Room assignments are made in order of receipt date.**

**Mail application to:**  
Residence Life Office  
Huston-Tillotson University  
900 Chicon Street  
Austin, Texas  
78702-2795

**Web site address:**  
<http://www.htu.edu>

**E-Mail address:**  
[reslife@htu.edu](mailto:reslife@htu.edu)