

SAVANNAH STATE UNIVERSITY

Office of Residential Services & Programs

(A Unit of the Division of Student Affairs)



The Savannah State University Office of Residential Services & Programs is located in Adams Hall.

The mailing address is:

Savannah State University
Office of Residential Services & Programs
Box 20551 • Savannah, GA 31404

P: (912) 358-3132 F: (912) 358-3632 E-mail: housing@savannahstate.edu

PLEASE RETURN THE APPLICATION, CONTRACT, AND MENINGITIS FORM WITH YOUR \$50 NON-REFUNDABLE APPLICATION FEE TO THE OFFICE OF RESIDENTIAL SERVICES AND PROGRAMS

Message from the Residential Living Staff

Greetings from the Savannah State University Office of Residential Services & Programs. It is our sincere wish that you include Campus Housing as a part of your University experience. The Office of Residential Services & Programs strives to provide a living environment that is not only comfortable, safe and secure, but also conducive to the students' academic and personal growth. Living in a residence hall is a unique experience, because university residency is much more than a place to sleep, eat, and study. Living on-campus provides a wealth of opportunities for developing lasting friendships, participating in co-curricular social and educational activities, and sharing experiences with people from different backgrounds, interests, cultures, academic pursuits and aspirations. Residents often study together, participate in campus intramural sports and athletic teams, attend and participate in a wide variety of programs and activities offered in residence, or become involved in the various forms of student government. Being so conveniently located on the campus makes it easy to take advantage of many opportunities available right on your own doorsteps.

Residential Living Staff

Benefits of Living On-Campus

From what research tells us and from our own findings, the unique benefits attributed to living on-campus are as follows:

- Residential living appears to have a positive influence on persistence to graduation. In other words, there is a stronger relationship between living on-campus and eventually graduating than is the case for living off-campus;
- As a result of structured programs, students living on-campus tend to be more involved in various cultural, social, personal, academic, and other co-curricular experiences. This is particularly important in light of our understanding that students who are highly involved in campus programs are more likely to be satisfied with their collegiate experience and to graduate than students who are not involved in such opportunities.
- Students who reside on-campus tend to have significantly greater gains in areas of psychosocial development (e.g., intellectual orientation, autonomy, inner-directedness, and academic and social self-concepts) than their peers who reside off-campus and commute;
- There is some evidence that suggests that students living on-campus experience greater gains in aesthetic appreciation, cultural understandings, intellectual values, and political liberalism than their student counterparts off-campus; and
- In terms of personal development, students who reside on-campus typically are better adjusted, show more initiative, are more trusting, and are less likely to be overtly dependent on parents than students who live off-campus.

In sum, it is clear to us that compared to their peers who live off-campus, students residing on-campus experience certain student learning and development that is associated with the interpersonal and academic climate fostered in residence halls and on-campus apartments. Although the University does not have a residency requirement for students, we want all students to be successful and ultimately graduate – living on-campus greatly enhances these desired outcomes.

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Savannah State University

campus housing

Savannah State University + Box 20551 + Savannah, GA 31404 + 912.358.3132 + Fax 912.358.3632 + housing@savannahstate.edu

Check all that apply:

New – First time in College (FTIC)

DO NOT RETURN AGREEMENT UNTIL YOU HAVE BEEN OFFICIALLY ADMITTED TO THE 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 912.358.3115 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.

Housing Applications:

Academic Year (Fall & Spring)

Fall

Spring

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

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

Freshman Living Learning Center:

- 4 – Person Cluster
 Double room (Shared)
 Single in a double room (Private)
(If space is available)
- 2 - Person Cluster
Single (private)

- 8 – Person Cluster
 Double room (Shared)
 Single room (Private)
 Single in a double room (Private)
(If space is available)

Tiger Place & Tiger Court:

- 2 Bedroom, 1 Bathroom
Semi-Private Suite

- 1 Bedroom, 1 Bathroom
Private Suite

Traditional Facilities:

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)

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 2013 – 2014

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

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: <input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Other: _____
Contact's Home Phone: _____	Contact's Work 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; 147 Thompkins Road, Savannah, GA 31404; 4750 LaRoche Ave, 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 a full ("freshman") meal plan.

Earned Credit Hour Requirements for Room Assignments and Meal Plans:

All students (returning or transfer) with less than 31 'earned' credit hours must reside or remain assigned to a designated freshman housing facility until 31 credit hours have been earned. The Earned Credit Hour Requirements further requires for all students assigned to freshman housing to remain on the freshman meal plan (see paragraph 15 under "General Terms and Conditions" for additional information about meal plan assignments). NOTE: Camilla-Hubert is designated honors housing and therefore, has been reserved for honors housing with preference to freshman.

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 maintain nine (9) credit hours. A resident that drops classes below nine (9) credit hours status at any point during the Fall or Spring semester is subject to be removed from campus housing. (Excluding Summer semester in which a resident student must take a minimum of six (6) credit hours to maintain residency) unless verified by the Registrar's Office as a graduating student in that semester. Priority assignments in the Fall and Spring semesters for returning students will be given to those returning students that are making academic progress towards degree completion. 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 for residents' use within Residence Facilities.
4. As of the Fall Semester of 2010, land line telephone service will not be provided in any residence hall rooms, suites or apartments.

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 their assigned residential 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. Each RETURNING STUDENT who has not pre-registered (full-time status) for classes by July 31 2013 will forfeit their Fall 2013 room assignment and will be placed on the Waitlist. If the student attends SSU without canceling his/her room assignment ten business days or more prior to the opening day of housing, he/she will be held financially responsible per the following schedule:

- (1) 1 to 25 days -----50% adjustment
- (2) 26 to 50 days -----40% adjustment
- (3) 51 to 75 days -----30% adjustment
- (4) 76 to the end of the semester he/she will be financially responsible for the remaining of the semester.

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: 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.

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) 358-3129.

4. 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. ALL provisions, rules and regulations contained in the Student Handbook and Residential Living Handbook are hereby incorporated by reference and are considered to be a binding and agreed part of this contract.**

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.

A. Students suspended or expelled for disciplinary reasons are not entitled to a refund of any deposit or housing fees or room charges paid.

5. 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.

6. 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.

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

Non-Returning Student Cancellation Policy (Fall Semester)

Residents who complete a room and board contract for the academic year, and elect not to enroll at the University for the fall semester and fails to notify The Office of Residential Services and Programs prior to the move-in date will be held financial responsible for \$250.00.

Non-Returning Student Cancellation Policy (Spring Semester)

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 official date established by the University for the Residential Facilities to close. If a resident does not move out by this date he/she will be held financially responsible for \$250.00.

a. Administrative Withdrawals

Students suspended or expelled for disciplinary reasons are not entitled to a refund of any deposits or fees paid. Students who are asked to vacate their residence hall room as a result of disciplinary actions (but who are allowed to continue classes) are not eligible for a refund on any portion of any fee charged by the Office of Residence Services & Programs.

b. Cancellation Waitlist

In cases where applications exceed the number of bed spaces available and the Housing Coordinator calculates that a limited number of students can be released from their Agreements without resulting in empty beds during the applicable term, students may apply to be released without breach of agreement penalties, after the Binding Date on a first-come, first-served basis. These students may be placed on a cancellation waiting list until such time that the Housing Office determines whether or not projected occupancy warrants their release. Students who are placed on the cancellation waiting list should not assume that they will automatically be released or released without breach of agreement penalties. Students who have requested release and subsequently change their mind must notify Housing Office, in writing.

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. A notification will be sent to the e-mail address of record to apprise you of the space being taken because of not arriving by the time specified.

If student is deemed as a "no-show" and there is a paying applicant waitlisted to assume the "no-show" student's assigned space, the "no-show" student will automatically be released from their housing agreement.

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 per the schedule listed below, as well as the prorated amount of the board and unlimited laundry charges:

- (1) 1 to 25 days -----50% adjustment
- (2) 26 to 50 days -----40% adjustment
- (3) 51 to 75 days -----30% adjustment
- (4) 76 days to the end of the semester he/she will be financially responsible for the remainder of the semester.

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. SAVANNAH STATE UNIVERSITY'S RIGHT OF INSPECTION AND ENTRY:

Student/resident agrees that Savannah State University, or its agents or representatives, may enter the assigned space, Unit, or other Units at the University at reasonable hours for the purpose of making inspections and repairs or for the purpose of displaying the assigned space or Unit to prospective student/resident or purchasers. In an emergency situation, Savannah State University may enter at any time to protect life or prevent damage to the Assigned space or Unit. Student/resident by placing a work order for work to be performed authorizes Savannah State University or agent to enter dwelling unit for the purposes of completing that work order in a timely manner.

13. 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.

14. 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 charge for which the student will be required to pay the **current fee** upon notification of the key being lost.

15. Required Meal Plan

All students with less than 31 Earned Credit Hours must purchase a "freshman meal plan". The default freshman plan is 15 meals a week plus 200 dining dollars a semester. An optional freshman meal plan is the 20-meal-a-week plan. Students have the option to change their meal plan to the optional plan through 3:00 on the first Friday of the semester at the Auxiliary Services office. The initial cost of both freshman plans is the same. All undergraduate resident students with 31 or more Earned Credit Hours, aged 24 and under, must purchase at least an "upper-class meal plan", but may purchase a freshman plan. The default upper-class plan is 10 meals a week plus 200 dining dollars a semester. An optional upper-class meal plan is the 14-meal-a-week plan. Students have the option to change their meal plan to the optional plan through 3:00 on the first Friday of the semester at the Auxiliary Services office. The initial cost of both upper-class plans is the same. Resident students aged 25 and older, as well as graduate students, are exempt from the meal plan requirement. There is no refund for missed meals or carry-overs to another semester during the meal contract period. For a medical disability or an off-campus employment meal reduction, contact the Office of Auxiliary Services for required documentation. Special dietary needs will be considered. Resident meal plans are refunded on a prorated basis to students who do not stay in housing the entire semester, with the exception that students changing plans who have already used dining dollars will be charged for the dining dollars used at the time of the plan change. **Students leaving housing after the 9th week of the semester will not receive a refund for dining dollar plans.**

16. Student Identification Card

The University requires that all students carry their SSU ID card with them at all times when on campus. The ID card is required for meals, as well as for building access, and is not transferable. Other rules and conditions are found in the Cardholder Agreement signed when the ID card is issued.

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 _____

**Office Use Only
Date Received**

Parent's Signature _____

Date _____

Page 4 of 4

Required only if the student is under 18 years of age

*Please ensure that all pages have been initialed at the bottom and signed on page 4

***Student Initials _____



OFFICE OF RESIDENTIAL SERVICES & PROGRAMS

Box 20551
3219 College Street
Savannah, GA 31404
P: (912) 358-3132
F: (912) 358-3632

Savannah State University Hurricane Evacuation Plan for On Campus Students

Student Name: _____

Student ID Number: _____

On Campus Residential Facilities -Room/Apt: _____

Emergency Contacts Name: _____

Relationship: _____

Address: _____

Phone Numbers: _____

In case of mandatory evacuation of campus for pending hurricane:

- I will return to my permanent home as listed above by the following method:
OR

I will go to the following friend/ family's home :

- In my own car
 In a friend or family member's car
 By commercial train/ plane/bus

Name: _____

Address: _____

Phone Number: _____

I am a student who has no transportation or place to go in an evacuation and need to go with SSU staff on an SSU vehicle to an emergency shelter.

I am a physically disabled / medically fragile student who needs to go with SSU staff on an SSU vehicle to an emergency shelter.

Physician's name

Address

Phone Numbers _____

- I use a wheelchair.
 I have medication that needs refrigeration or medical equipment that requires electricity.
 I have medically necessary diet restrictions.

Please specify _____



**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)

Meal (Board) Plan Information for Resident Students 2013-2014

All resident students at Savannah State University are required to have a meal plan. Students who have less than 31 Earned Credit Hours must purchase a “freshman meal plan”. Students who have 31 or more Earned Credit Hours will be assigned the default “upperclass meal plan”, but may purchase a “freshman meal plan”. Resident students aged 25 and older, as well as graduate students, are exempt from the meal plan requirement. (Please notify Residential Services and Programs if you fall into one of those categories and do not wish to have a meal plan.)

Freshman Meal Plans

Freshman Dining Dollar Plan: 15 meals a week, plus \$200 dining dollars a semester (Default Meal Plan)

Freshman Regular Meal Plan: 20 meals a week

All freshmen will be assigned the Freshman Dining Dollar Plan as a default, but may choose the Regular Meal Plan by completing a form in the Auxiliary Services Office in King-Frazier Complex. This choice must be made by 3:00 p.m. the first Friday of classes. Both plans cost the same (\$1,943 per semester, pending approval by the Board of Regents).

Upperclass Meal Plans

Upperclass Dining Dollar Plan: 10 meals a week, plus \$200 dining dollars a semester (Default Meal Plan)

Upperclass Regular Meal Plan: 14 meals a week

All upperclass students will be assigned the Upperclass Dining Dollar Plan as a default, but may choose the Regular Meal Plan by completing a form in the Auxiliary Services Office in King-Frazier Complex. This choice must be made by 3:00 p.m. the first Friday of classes. Both plans cost the same (\$1,359 per semester, pending approval by the Board of Regents).

Please see important information regarding how meal plans work on the other side of this sheet.

Important information about how meal plans work.

- Students are automatically assigned by Residential Services and Programs to the default meal plan.
- Meal plan weeks begin on Monday and end on Sunday.
- Meal plan options (regular plans) must be chosen in the Auxiliary Services ID Card Office until 3:00 p.m. the first Friday of classes; otherwise, it will be necessary to wait until the next semester to change plans.
- There are no refunds for missed meals or unused dining dollars.
- Dining dollars may be used at any of the dining venues on campus, for the following:
 - In the dining hall when you have run out of meal swipes for the week (the casual rate will be charged)
 - Instead of a meal swipe at a retail venue (the total amount of the food purchased will be charged)
 - In addition to a meal swipe at a retail venue (the amount of the food purchased, less the meal equivalency, will be charged)
- Students who run out of dining dollars may purchase Flex Funds at the PHIL in King-Frazier or Student Union, which can be used in all of the dining venues, as well as other locations on campus.

Resident students are assigned a meal plan at the time housing is assigned, and the plan is charged to the student's account with the University. Since resident plans are assigned automatically, there is no need to fill out a meal plan application. Applications are available from the Auxiliary Services ID Card Office for meal plan changes and for upperclass students who wish to be on the 20-meals-a-week plan.

All meal plans end at the end of the semester; **there is no refund for missed meals or dining dollars.** Resident meal plans will be charged on a prorated basis if a student leaves resident housing during the semester, with the exception that students changing plans or leaving housing who have already used dining dollars will be charged for the dining dollars used at the time the plan ends. The plan will end the day of the meal plan change or, in the case of leaving housing, the day the student leaves housing, or the last day the meal plan is used, whichever is later.

Meal plan reductions are available for students with medical disabilities or off-campus employment. Students who qualify will be assigned a lower plan, based on the documents accompanying the application. Applications are available from the Auxiliary Services ID Card Office.

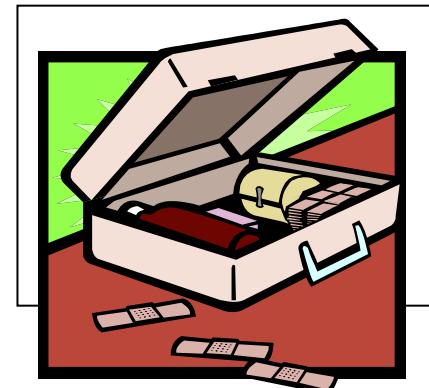
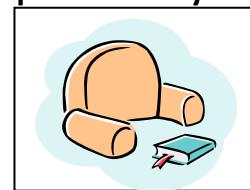
For additional information on meal plans, please contact the Auxiliary Services ID Card Office, King-Frazier Complex Room 127, 912-358-3110.



What You Can Bring And Cannot Bring To SSU Traditional/Apartment Styled Residence Halls.

Suggested personal Items to bring to the Traditional/Apartment Styled Residence Halls:

1. Pillows
2. Linens (extra-long twin size bed)
3. Hangers
4. Desk Lamp
5. Iron & Small Ironing Board
6. Toiletries
7. Laundry & Bath Basket
8. Broom /Dust Pan
9. Wastebasket
10. Fish are allowed
11. Refrigerator (Written Laboratory Approved, not to exceed 3.5 cubic feet and draw more than 1.5 running amps)
12. Alarm Clock
13. Bathroom Caddy
14. Cleaning supplies for room
15. First-Aid Kit
16. Mattress Pad (egg crate, etc.)
17. Personal Computer/Laptop
18. Power strip (UL approved)
19. Rug
20. Television
21. Stereo
22. Storage crates/plastic tubs



Personal Items not to bring to On-Campus Housing:

1. Alcohol
2. Microwaves & Toaster Ovens
3. Hot plates/"George Foreman " Grills
4. Charcoal, electric, and gas grills
5. Candles/Burning of Incense
6. Illicit drugs
7. Hookah Items
8. Bed Risers
9. Electric heaters/Portable A/C units
10. Fireworks or explosives
11. Extension cords
12. Halogen lights
13. Animals (Except service animals necessary to accommodate disability as approved by disability services)
14. Water beds or other water-filled furniture
15. Street Signs
16. Deep Fryers
17. Weapons (BB/Pellet guns, toys/water guns, knives, & etc.)
18. Combustible Materials (Lighter fluid, gasoline, etc.)





19. Weightlifting equipment