

## RESIDENCE HALL CONTRACT

**This is your copy of the Contract. Keep this for your records.**

### 1. ELIGIBILITY

By entering into this Residence Hall Contract (“Contract”), I represent that I am a student enrolled at the University of Illinois at Urbana-Champaign (“University”), and I acknowledge that I must remain enrolled as a student in order to live in the residence halls. I understand that I am required to live in certified housing as a first-year student. If I leave the University for any reason, including withdrawal, suspension, or expulsion, I must notify University Housing in writing no later than 10 days after either: (1) I am no longer enrolled at the University or (2) I move out of the residence halls, whichever occurs first. My failure to do so will constitute a breach of this Contract and may result in my contract being automatically cancelled.

### 2. ROOM ASSIGNMENT

#### 2.1 Assignment

As a new, first time-attending student, if I sign my Contract **before** the May 15 priority deadline, I may participate in the self-selection process in late May. I will receive an email with my random entry time to enter the housing portal to select from available housing spaces. I will receive a confirmation of my housing assignment and roommate information or notification of temporary housing no later than July 1.

As a new, first time-attending student, if I sign my Contract **after** the May 15 priority deadline, I will not be eligible to participate in the Self-Selection Process and will, instead, receive a housing assignment when one becomes available. My housing assignment will be determined by the University. I understand that the University will consider my preferences but cannot guarantee me a particular assignment.

I understand that I am not entitled to a housing assignment and that my placement in a residence hall is contingent upon available space. I will accept any accommodation the University assigns to me, including temporary space. I understand that I should not make other housing arrangements before checking with University Housing on the status of my room assignment. I may be able to cancel my assignment without incurring a cancellation fee as outlined in Section 9.4 of this Contract. I will not sublet my housing assignment to another individual and will not allow anyone to live in my room unless University Housing has assigned them to the room.

I will receive card and key access to my assigned residence hall upon completing the check-in process at my designated area desk or assigned residence hall. It is my responsibility to safeguard my card access to the residence hall and hard key access to my room.

Upon checking out of the residence hall, I will no longer have access to the residence hall through card or hard key access. If I do not check out of the residence hall property, I may be responsible for additional costs, which may include fees for changing the locks, damages, or improper check out, among others.

In the event of a student housing shortage, the University may increase the occupancy of residence hall rooms or assign me to other housing units, including large doubles or lounges at the University's sole and exclusive discretion.

In the event of a national or regional emergency, the University may move or reassign me to a different housing unit and increase the occupancy of rooms. The University also may implement a limited menu dining service and consolidate serving units.

## **2.2 Reassignment/Vacancies**

After I have moved into my room, I may request a room change through the MyHousing portal. The request is subject to approval from the Resident/Complex Director. Approved room changes will not occur until the third week of the semester. If a vacancy occurs in my room, University Housing may assign another student to my room. University Housing may consolidate vacancies, and I will move to another room at the University's direction.

The University may make assignments and reassignments of space at its sole discretion. If I am participating in the [Beckwith Residential Support Services Program](#), I may receive assignments based on my [Transitional Disability Management Plan](#). After occupancy, I may change rooms only with approval from my Resident/Complex Director.

## **3. CONTRACT DURATION**

If I am a new first-time attending student, my signed Contract is effective for the fall semester on May 15 of the current year. Occupancy begins the Thursday before the first day of fall semester classes. For the spring semester, my signed Contract is effective on December 1 of the current year. Occupancy begins the Sunday before the first day of spring semester classes. I understand that at the end of each semester, I am expected to depart 24 hours after my last final exam. For specific calendar dates, please click on the following link: [University Housing Calendar](#).

If I am a continuing resident who participates in the Housing Sign-Up process between October 5 and before April 15, my Contract is effective 30 days after signature. Occupancy begins the Thursday before the first day of fall semester classes and the Sunday before the first day of spring semester classes. I understand that at the end of each semester, I am expected to depart 24 hours after my last final exam. For specific calendar dates, please click on the following link: [University Housing Calendar](#).

If I am a continuing resident who does not sign a Contract during the Housing Sign-Up process and before April 15, I understand that my Contract is an immediately binding legal document. Occupancy begins the Thursday before the first day of fall semester classes and the Sunday before the first day of spring semester classes. I understand that at the end of each semester, I am expected to depart 24 hours after my last final exam. For specific calendar dates, please click on the following link: [University Housing Calendar](#).

## **4. DATES OF OCCUPANCY**

### **4.1 Move In**

I may move into my assigned room no earlier than the first move-in date listed in the Housing Calendar. The University will **not** hold my room for me **beyond the first day of classes** unless I notify the University in writing of my intention to occupy the room at a later date and the

University approves the alternate date. The University will not issue any refunds for the period the room is held unoccupied. **My failure to occupy the assigned room does not release me from the financial responsibilities of this Contract, including the forfeiture of the \$150 advance payment further described in Section 6.1.**

#### **4.2 Early Arrival**

At its sole discretion, the University may grant my request for occupancy prior to the move-in date. I will pay an additional daily fee for each night I occupy my room prior to the standard move-in date shown on the Housing Calendar.

#### **4.3 Move Out**

I will vacate my assigned room: (a) no later than 24 hours after my last final examination of each semester or (b) on or before the official closing time indicated in the Housing Calendar, whichever comes first. I must take all of my belongings with me when I move out.

#### **4.4 Late Departure**

To request a late departure, I must submit a late departure request to the Resident/Complex Director. If my request is approved, I will be assessed an additional daily fee for the duration of my extended stay, per the rates published on the Housing website.

### **5. BREAK HOUSING**

#### **5.1 Undergraduate Halls**

Undergraduate residence halls are closed during extended periods when classes are not in session, such as between semesters. My Contract does not include break periods, unless I am a Global Crossroads resident, and the University may use residence halls for other purposes during these breaks. If I wish to reside in a designated break residence hall during a break period, I must sign a separate Break Housing Contract. Additional fees will apply. If I access a building during a break period without being accompanied by a current resident of the building or without having entered into a Break Housing Contract, I will be assessed the full break housing charge, will be subject to the University Housing conduct process, and may be cited for trespassing by the University of Illinois Police Department.

#### **5.2 Graduate Upper-Division Halls**

Sherman and Daniels Halls do not close for fall break (November), winter break (December–January), or spring break (March). If I reside in one of these two halls for two semesters (three semesters under a 12-month contract), then my occupancy during the fall, winter, and spring breaks is at no additional charge. If the University releases me from my Contract and I do not complete both semesters, I will pay a retroactive daily rate for the time that I occupied a residence hall during semester breaks. If I cancel my Contract prior to semester breaks, but would like to remain in my room until approved departure date, I must request approval from the Housing Information Office and will be charged a daily rate for my actual dates of occupancy and the applicable cancellation fee, as identified in Section 9.

### **6. HOUSING CHARGES**

#### **6.1 Advance Payment and Non-Refundable Application Fee**

If I am a new student, I agree to pay a \$150 Advance Payment and a \$50 **non-refundable** application fee via the Online Housing Contract portal at the time I complete this Contract. My Advance Payment will be applied to my spring semester charge.

If I am a continuing resident who participates in Housing sign up, a \$150 Advance Payment will be billed to my student account prior to occupancy.

If I am a continuing resident who does not participate in Housing Sign-Up, I agree to pay a \$150 Advance Payment and a \$50 **non-refundable** application fee via the Online Housing Contract portal at the time I complete this Contract. My Advance Payment will be credited to my student account at the beginning of the spring semester.

## **6.2 Room and Meal Rates**

I will pay the University the applicable rates for the room assigned to me and for the meal plan I select. Fall semester charges will be billed each August and Spring semester charges will be billed each January. Room and meal rates are online at <https://housing.illinois.edu/resources/rates>. University Student Financial Services & Cashier Operations (“Cashier”) will bill me separately for each semester of the academic year. The Cashier website at <https://paymybill.uillinois.edu> provides billing information.

The University may, at its sole discretion and in accordance with University policies, withhold services from me or cancel this Contract if I fail to satisfy my financial obligations.

If I am a continuing resident to undergraduate residence halls, I may be eligible for a constant rate for up to four years in accordance with the [Constant Rate Program](#).

## **7.0 DINING SERVICES**

### **7.1 Undergraduate Halls**

The University Housing website at <https://housing.illinois.edu> describes the dining service options. Service continues through lunch on the last day of final examinations each semester. Meals are not served when the University is not in session or between semesters. Choosing a meal plan is mandatory for all undergraduate residence hall contracts. For more information, see [Meal Plan Options section of the MyHousing portal](#). The minimum plan for residents living in undergraduate residence halls is the 12 Classic Meals/15 Café Credit plan. I may change my meal plan selection only during the first four weeks of the Contract for the fall term and only during the first three weeks of the Contract for the spring term. After these periods, I cannot make changes.

### **7.2 Graduate Upper-Division Halls**

I may choose to add a meal plan if I reside in one of the Graduate Upper-Division Halls: Sherman Hall or Daniels Hall. I understand that purchasing a meal plan is not required.

## **8. EARLY TERMINATION BY UNIVERSITY**

If, after submitting my application to University Housing via this Contract, the University discovers information that I may represent a threat to the health or safety of others, including University students, faculty, staff, or guests, the University may cancel this Contract at any time.

**If the University dismisses me for disciplinary reasons, I will be responsible for the entire balance of my Contract as of the date of cancellation, regardless of move-in date.**

The University may, in its sole discretion and in accordance with University policies, withhold services from me or cancel this Contract by written notice if I fail to comply with any provision of this Contract or any University Housing policies.

## **9.0 CONTRACT CANCELLATION AND REFUNDS**

### **9.1 How to Cancel My Contract**

I may ask to cancel my Contract by submitting supporting documentation to University Housing in one of the following two ways: (a) via the [online cancellation form](#) found on the University Housing website, or (b) via delivering a letter to the Housing Information Office. **I understand that other University offices will not notify University Housing of my intended housing cancellation and that I must personally notify University Housing.**

### **9.2 Contract Cancellation Requests by New Housing Residents**

#### **A. Academic Year Contracts**

If I am a new first-time attending student and I cancel the Contract before May 15, I will not incur a cancellation fee and I will be refunded the \$150 advance payment.

If I am a new first-time attending student and I cancel the Contract after May 15, but before occupancy, I will incur a cancellation fee of 50% of the **room and board costs** for the period of the Contract, unless cancellation is in accordance with Section 9.4. I understand that I forfeit the \$150 advance payment.

If I am a new first-time attending student and I cancel the Contract after occupancy, I will incur a cancellation fee of 75% of the **room and board costs** for the period of the Contract, unless cancellation is in accordance with Section 9.4. I understand that I forfeit the \$150 advance payment.

#### **B. Annual (12-month) Contracts**

If I am a new first-time attending student and I cancel the Contract before April 15, I will not incur a cancellation fee and I will be refunded the \$150 advance payment.

If I am a new first-time attending student and I cancel the Contract after April 15, but before occupancy, I will incur a cancellation fee of 50% of the **room and board costs** for the period of the Contract, unless cancellation is in accordance with Section 9.4. I understand that I forfeit the \$150 advance payment.

If I am a new first-time attending student and I cancel the Contract after occupancy, I will incur a cancellation fee of 75% of the **room and board costs** for the period of the Contract, unless cancellation is in accordance with Section 9.4. I understand that I forfeit the \$150 advance payment.

### **C. Spring Only Contracts**

If I am a new first-time attending student and I cancel the Contract before December 1, I will not incur a cancellation fee and I will be refunded the \$150 advance payment.

If I am a new first-time attending student and I cancel the Contract after December 1, but before occupancy, I will incur a cancellation fee of 50% of the **room and board costs** for the period of the Contract, unless cancellation is in accordance with Section 9.4. I understand that I forfeit the \$150 advance payment.

If I am a new first-time attending student and I cancel the Contract after occupancy, I will incur a cancellation fee of 75% of the **room and board costs** for the period of the Contract, unless cancellation is in accordance with Section 9.4. I understand that I forfeit the \$150 advance payment.

## **9.3 Contract Cancellations by Returning or Continuing Residents**

### **A. Academic Contracts and Annual (12-month) Contracts**

If I cancel the Contract entered during the Housing sign-up period (October 5 – April 15) prior to the effective date specified in Section 3, I will not incur a cancellation fee. The \$150 advance payment, if paid, will be refunded.

If I cancel the Contract entered during the Housing sign-up period (October 5 – April 15) after the effective date specified in Section 3, and up to occupancy, I will incur a cancellation fee of 50% of the **room and board costs** for the period of the Contract, unless cancellation is in accordance with Section 9.4. I understand that I forfeit the \$150 advance payment.

If I cancel the Contract entered during the Housing sign-up period (October 5 – April 15) after occupancy, I will incur a cancellation fee of 75% of the **room and board costs** for the period of the Contract, unless cancellation is in accordance with Section 9.4. I understand that I forfeit the \$150 advance payment.

If I sign the Contract after April 15, I understand that there will be no cancellation period, as described in Section 3. I will incur a cancellation fee of up to 75% of the **room and board costs** for the period of the Contract, unless cancellation is in accordance with Section 9.4. I understand that I forfeit the \$150 advance payment.

### **B. Spring Only Contracts**

If I am a returning or continuing student and I cancel the Contract before December 1, I will not incur a cancellation fee and I will be refunded the \$150 advance payment.

If I am a returning or continuing student and I cancel the Contract after December 1, but before

occupancy, I will incur a cancellation fee of 50% of the **room and board costs** for the period of the Contract, unless cancellation is in accordance with Section 9.4. I understand that I forfeit the \$150 advance payment.

If I am a returning or continuing student and I cancel the Contract after occupancy, I will incur a cancellation fee of 75% of the **room and board costs** for the period of the Contract, unless cancellation is in accordance with Section 9.4. I understand that I forfeit the \$150 advance payment.

#### 9.4 Cancellation Fee Waivers

The University may waive the cancellation fee under the following circumstances, with appropriate documentation:

- A. I no longer attend the University.
- B. I graduate after signing the Contract, notify the residence hall office, and leave the residence hall before the beginning of the following semester. There is no refund if my graduation takes place earlier than the end of the semester.
- C. I marry after this Contract is signed and will reside with my spouse in the Champaign-Urbana area.
- D. I suffer a significant, unforeseen health ailment occurring after the Contract cancellation deadline that results in a **medical withdrawal from the University**. A request to cancel for this reason must be documented by me and reviewed and approved by the Director of Housing or designee.
- E. I continue enrollment at the University *in absentia* status approved by the Graduate College. I must register online using the Self-Service registration system by the 10th day of instruction to be considered for *in absentia*.
- F. I am approved by the University for reciprocity transfer. The University may, at its sole discretion, either approve or deny such transfer request. Conversely, if I am an undergraduate student who has a housing contract with any other University Certified Housing unit participating in the reciprocal program, I may cancel that Contract without penalty. I may qualify for reciprocity transfer if I am a:
  - a. **New undergraduate.** If I arrive on campus for the upcoming fall or spring semesters and have a Contract with the University undergraduate residence halls, I may cancel my Contract without penalty in order to enter into a contract with another University Certified Housing unit participating in the reciprocal program. The deadline for cancellation is Thursday before the start of the fall semester and November 15 for the upcoming spring semester, provided that I meet established criteria for waiver of cancellation fees outlined in this Section 9.4.
  - b. **Continuing undergraduate student on campus before the fall semester.** I may cancel my Contract without penalty so that I may move

to another University Certified Housing unit participating in the reciprocal program. The deadline for cancellation is May 15 for the upcoming fall semester, or November 15 for the upcoming spring semester, provided that I meet established criteria for waiver of cancellation fees outlined in this Section 9.4.

- G. I relocate to University-owned Family and Graduate Housing.
- H. I participate in study abroad, co-op, internship program, or student teaching more than 41 miles outside of the Champaign-Urbana area.
- I. I am called to active duty for military service.

If the University approves my request for early cancellation, the student account will be credited for the prorated semester room and board rate for my selected plan, based on a daily rate. Proration of the board rate is effective beginning the Sunday following the cancellation date. If cancellation of my Contract is effective after the 14th week of the semester, I will forfeit all sums paid and will not be entitled to a prorated credit. The University will credit my \$150 advance payment.

#### **9.5 Cancellation and Return to the University**

If I am either a new housing applicant or a returning/continuing student and I leave the University during the duration of this Contract, but register again during the same academic year, I must fulfill the terms of this Contract or be financially responsible for the Cancellation Fee.

#### **10. ABANDONMENT**

If I vacate my assigned room before the end of the Contract period without written notification to the residence hall office and without prior approval by the University, I will be held financially responsible for the entire Contract amount. Personal items left behind will be considered abandoned property. The University, in its sole discretion and without further notice, may dispose of the abandoned items as it deems appropriate and in accordance with any relevant policies.

#### **11. HALLMARKS – RESIDENCE HALL POLICIES**

I will comply with all University and residence hall policies governing the conduct of students whether now in effect or later adopted and published by the University during the term of this Contract. I may access all postings of University Housing policies in the Hallmarks section of the University Housing website at [www.housing.illinois.edu/hallmarks](http://www.housing.illinois.edu/hallmarks).

I am subject to the Student Code and may be required to move into another space or leave the residence halls in accordance with the University disciplinary system.

I understand that smoking, halogen lamps, cooking in rooms, storage of cooking equipment, gambling, controlled substances, firearms, weapons, fireworks, pets, laboratory animals, and commercial activity are prohibited in the residence halls. The prohibition on commercial activity does not apply to the Innovation LLC.

I agree to comply with all laws and University policies regarding alcoholic beverages.

I am responsible for the conduct of my guests, and I must obey all University visitation and guest

policies.

I understand and will comply with the state law that permits shared bathrooms to be locked only from inside the bathroom.

## **12. PROPERTY DAMAGE/LOSS**

I am responsible for maintaining my room in a reasonable condition at all times and will correct any deficiencies called to my attention by University representatives. **I will not remove or permit the removal of room furnishings without prior approval by the appropriate Resident Director/Area Coordinator.** I shall not move public area or lounge furnishings into my room at any time. I will be held financially responsible for all damage (including, but not limited to, repair and cleaning costs) to University property in my room, including damage by my guests, during my occupancy. **Housing representatives may enter my room at any time, including weekends, holidays, and vacation periods, for routine maintenance and building service work, life safety inspections, and for emergency purposes.**

### **12.1 Graduate Upper-Division Halls**

The microfridge (a combination refrigerator, freezer, and microwave) in my room is provided to me at no charge, is not optional, and must remain in my room. I must routinely clean and defrost the unit. Upon checking out of the residence hall, I will leave the unit cleaned, defrosted, and in good condition.

### **12.2 Loss of Property**

I am responsible for the security of my own property. The University will not be responsible for theft, damage, or other loss of my money, valuables, or personal effects in or on University premises, including storage areas. Any personal effects, valuables, or other property I leave in the residence halls or on the premises after termination of this Contract shall be considered abandoned property and handled by the University in accordance with state law and University policy.

I understand that, in order to protect myself from losses, **the University *strongly* encourages me to review my homeowner's policy or to purchase renter's insurance through a private insurance carrier licensed by the State of Illinois.**

## **13. MISCELLANEOUS TERMS**

### **13.1 Changes to Contract**

The University reserves the right to make changes to the "Residence Hall Contract" or the applicable rates during the term of this Contract with 30 days' written notice.

### **13.2 Legal Document/Amendment**

This Contract is a legal document binding upon me and upon my parents or guardian if I am under 18 years of age. No proposed amendment to this Contract shall be valid unless made in writing and signed by an authorized University contract signatory.

### **13.3 Severability**

If any provision of this Contract is held to be unenforceable by a court of competent jurisdiction, the provision shall be severed from this Contract so long as severance does not affect the enforceability or essential purpose of the remainder of the Contract.

#### **13.4 Waiver**

The failure of the University to enforce any provision of this Contract shall not waive the University's right to later enforce any provision of this Contract.

#### **13.5 Choice of Law**

This Contract shall be construed by application of Illinois law without regard to its conflicts rules.

#### **13.6 Ambiguities**

Any rule of construction that would resolve ambiguities against the drafting party shall not apply in interpreting this Contract.

#### **13.7 Integration**

This Contract with its attachments, amendments, and incorporated references constitutes the parties' entire agreement regarding the subject matter.

#### **13.8 Non-Discrimination**

The University of Illinois does not discriminate against any person on the basis of race, religion, color, national origin, sex, sexual orientation, gender identity, age, status as a protected veteran, or status as a qualified individual with a disability in its educational programs, activities, admissions, or employment. The University is committed to providing individuals equal access to its housing in compliance with federal and state law. Complaints of discrimination are to be resolved within existing University procedures. For additional information or assistance, please contact: Office for Access and Equity (Title IX, ADA, and 504 Coordinator), 1004 South Fourth Street, Champaign, Illinois 61820, (217) 333-0885.

#### **13.9 Notifications**

All questions concerning this Contract should be directed to the Housing Information Office:

##### **Housing Information Office**

University of Illinois at Urbana-Champaign  
Housing Information Office  
100 Clark Hall  
1203 S. Fourth Street  
Champaign, IL 61820-6982  
Phone: (217) 333-7111  
E-mail: [housing@illinois.edu](mailto:housing@illinois.edu)  
[www.housing.illinois.edu](http://www.housing.illinois.edu)

#### **13.10 Photo Release**

I understand that from time to time the University may photograph or record activities in which I may be participating in and around the residence halls. I consent to the University's photographing and recording of my image and voice and the University's use of such photographs and recordings for any lawful purpose, including but not limited to educational, fundraising, advertising, and publicity purposes. I waive all claims to compensation and damages based on the University's use of the photographs and recordings, and I waive all rights that I may have now or in the future to inspect or approve the finished photograph and recording, or the final publication.

If I do not consent to the University's use of such photographs and recordings including my image, I must notify Housing via email [housing@illinois.edu](mailto:housing@illinois.edu).