

Upper Iowa University
RESIDENCE HALL ROOM & BOARD CONTRACT

Please read both sides, complete, and sign this contact.

Name *(please print)* _____ Sex Male Female

For *(check appropriate boxes)*:

ACADEMIC YEAR:

Academic Year 2009-2010

First Semester 2009

Term 1 *

Term 2 **

Second Semester 2010

Term 1 *

Term 2 ** * Only available to students graduating at the end of Term 1.

Interim *** ** Only available to students enrolling at the beginning of Term 2.

*** Only available to students enrolled in May Interim.

TYPE OF OCCUPANCY:

Garbee Double Room

Garbee Single Room

Lee/Hofmaster Double Room

Lee/Hofmaster Single Room

MEAL PLAN:

19 Meals per week (best value)

14 Meals per week

7 Meals per week *

* *(Only available to Hofmaster Apartment or Lee Tower residents)*

180 Meal Block Plan

PARTIES: This agreement by and between Upper Iowa University, hereinafter called "University," and the undersigned student, hereinafter called "Resident," is for a room accommodation and dining hall food service in the facilities of the University, as requested above.

TERMS: The Residence Hall Room & Board Contract consists of room and board and is available only on a combined basis. This contract is the resident's official record of residence hall room and meal plan selection for the academic year. This contract is binding for the full academic year (Fall and Spring semester), except for the resident who has selected and been approved for a shortened enrollment period.

HOUSING DEPOSIT: A \$150 housing deposit is required for all new residents. No housing assignments will be made until the deposit, the contract and the Housing Reservation Form are received. The deposit will be refunded when the student permanently leaves the residence halls if: 1) there is no vandalism or damage to the room or community living area and 2) an outstanding balance is not recorded on the student's account in the Business Office. The housing deposit for new students is refundable up until March 15, 2009. For students approved for off-campus residency, the housing deposit will be transferred to a security deposit which will be refunded when the student officially leaves the University.

CANCELLATION OF THE CONTRACT: Any resident student requesting off-campus status must apply to the Office of Student Development in writing 30 days prior to the first day of the semester. Only approved requests will release the student from this contract.

RELEASE FROM THE CONTRACT: When a student is officially released from the Residence Hall Room & Board Contract, he/she must vacate the room within 24 hours and complete check-out procedures outlined on the reverse side of the contract. Students will be charged for room and board until the check-out is completed.

- Failure to check into a residence hall, reside in the assigned room, accept a student ID card, eat meals, or pay room and board charges does not release a student from the obligations of this contract. Except for those enrolled students released from this contract, students who fail to move into their assigned room will be billed for room and board charges for any enrollment period.
- Students who have occupied a room and then move out without being officially released from this contract or unofficially withdraw from the University, will continue to be billed room and board charges for any enrollment period.
- Non-enrolled students will be released from this contract.

AGREEMENT: I hereby contract for room and board accommodations, for the contract period specified, subject to the terms and conditions printed on both sides of this contract. I hereby guarantee full and prompt payment of all sums due to the University. I have read and understand all information on the back of this form. I further agree to abide by all campus regulations as outlined in the Upper Iowa Student Handbook recognizing the fact my Residence Hall Room & Board Contract may be cancelled at any time should my actions be deemed inappropriate by Upper Iowa University.

Resident's Signature _____ Age _____ Date _____
(Single students under the age of 18 must have this contract signed by a parent, guardian or other person legally responsible.)

Guarantor's Signature _____ Date _____

Please keep the pink copy. Return the white and yellow copy of this contract to:

Office of Student Development, Upper Iowa University, PO Box 1857, Fayette, IA 52142-1857.

RESIDENCE HALL CONTRACT TERMS AND CONDITIONS

Please read and understand all of the terms of this contract prior to completion.

This contract highlights some, but not all, of the policies regarding the residence halls.

All residents will be expected to abide by policies outlined in the Upper Iowa University Student Handbook.

ROOM ASSIGNMENTS: The University will make assignments without regard to ethnic background, age, religion or sexual orientation. The University reserves the right to make all final decisions as to hall/room assignments.

ROOM POLICY: All men and women resident students are required to live in a residence hall, unless permission is granted by the Associate Dean of Student Services. Residents must complete the proper off-campus request form and return it to the Office of Student Development 30 days prior to subsequent enrollment periods.

ROOM CONSOLIDATION: If vacancies occur in double rooms, it is the responsibility of the remaining student to work with the Office of Residence Life in selecting a new roommate. Students who have contracted for a double room will be notified regarding consolidation. The student is to contact the residence life staff who will provide a list of possible roommates. It is the responsibility of the student to accept a roommate whether selected by the student or by the residence life staff in order to maintain the double room rate. If the student fails to contact the residence life staff or accept a roommate, the student will be charged the single room rate effective with the following term or semester. If the student elects to maintain a single room, the student will be directed to complete a Single Room Request Form, which overrides the original contract. Payment is due at that time.

OCCUPANCY: The residency period for all semesters begins one day prior to the start of classes and extends through the last day of the student's final exams. All residents are assigned to double occupancy rooms on a semester basis. If space is available, residents may request single rooms and pay the additional charge for single occupancy. Occupancy of a room is limited to properly assigned residents by the Office of Residence Life and for the period that room rent has been paid. Rooms are assigned for the academic year. Any changes in room assignments must be cleared and approved in advance by the Office of Residence Life.

OCCUPANCY RESTRICTIONS: Only enrolled students may reside in the student residence halls. Residents must occupy their assigned rooms. Exchanges, transfers and vacating of rooms require permission in writing from the Office of Residence Life. In all cases, when vacating a room permanently, the resident is to check out through the Office of Residence Life and the Office of Student Development.

KEYS: Room keys are issued to residents when they are checked into the residence hall by the Residence Life Staff. A resident may not possess any other University keys to other residents' rooms, residence hall facilities, or other University buildings or facilities. Any key(s) that is found and is not the legitimate property of the holder must be turned in immediately to the Residence Area Coordinator. Students are responsible for replacement costs of a lost key or damaged key/key lock.

VALUABLES: The University assumes no liability for loss or damage from any cause to personal property and does not carry insurance on the personal property of residents. Residents should purchase whatever personal property insurance is desired or consult with parents.

FOOD SERVICE: ALL STUDENTS LIVING IN THE RESIDENCE HALLS ARE REQUIRED TO PARTICIPATE IN THE UNIVERSITY BOARD PLAN. Residents of Garbee Hall Complex have the option of choosing the 19-meals or 14-meals per week plan. Residents of Hofmaster Apartments or Lee Tower have the option of choosing the 19-meals, 14-meals, or 7-meals per week plan. Additional boarding charges are assessed for short terms or summer sessions apart from the regular two-semester academic year. No food service is available during Thanksgiving, Spring Break, and the Easter holiday. Changes in board plan selection must be made prior to the first day of classes each semester.

START AND END OF BOARD PLAN: Food service for the Fall Semester begins with breakfast on the first day of class and ends with the evening meal on the last day of the resident's final exams. Food service for the Spring Semester begins the first day of classes and ends with the evening meal on the last day of the resident's final exams.

VACATION PERIODS: Residence halls and food service will be available during Fall Break and between the Spring Semester and Interim (two meals a day). Only residence hall occupancy will be available during Thanksgiving, Spring Break, and the Easter holiday. No food service will be available during this period. To be eligible to stay over these vacation periods, the Resident must register with the Office of Student Development one week prior to the vacation. Residence halls and food services are closed over the Winter Break.

SIGNIFICANT DATES: Students are expected to leave campus by 7 p.m. the day of their last final examination. The residence halls are closed during the winter break.

- December 17 Residence Halls close for Winter Break
- January 10 Residence Halls re-open after Winter Break
- May 28 Residence Halls close for Summer Break

PAYMENTS: The contract sum for room and board for each semester is due and payable at the Business Office five days before the start of the semester.

REFUND POLICY: Residents who voluntarily and officially withdraw from the University after the first day of classes may apply for a refund of the room and board charge on a prorated basis as stated in the University Bulletin. Students who are removed from the residence hall for disciplinary reasons are not eligible for a refund.

CHECK OUT: Residents must check out of the residence halls with a Residence Life Staff member within 24 hours after withdrawal from the University or by 7 p.m. on the day of their last final examination. The residence halls close to all students the day before graduation, except for those approved for participation in graduation or staying for the summer. When leaving at any time of the year, all students must complete the following procedures in order for their room to be considered vacated:

1. Remove all personal belongings, refuse and discarded material and leave the room/suite as clean as it was at check-in.
2. Return all issued residence hall keys and complete appropriate forms.
3. Make an appointment to check out with your Resident Assistant 24 hours in advance of vacating room.
4. Failure to check out properly with a Residence Life staff member will result in a \$25 improper check out charge.

RIGHT OF ENTRY: The University reserves the right of entry to any rooms for the purposes of ascertaining any breach of the terms of this contract. The purpose of such entry would include but not be limited to inspection, cleaning, repairs, assessment of damages, policy violations and security of persons and property.

MENTAL HEALTH & SUBSTANCE ABUSE: The University promotes a safe and healthy living environment for all residents. In the event that a resident requires medical care and treatment for a mental health and/or substance abuse issue, the University will request a release from the resident's physician, counselor, or other health care provider certifying that the resident is able to return to the residence life environment prior to the resident's return to the residence hall. **Therefore, residents must sign an Authorization for Release of Information, which will be maintained by the University and shall not expire for a period of one year.** Revocation of an Authorization for Release of Information will be considered a breach of this contract and may result in removal of the resident. All mental health and/or substance abuse information shall be kept confidential.

CARE OF ROOMS: Nothing may be fastened to or hung from walls, doors, windows, or drapes that will result in damage to or defacement of same. Rooms will be checked for furnishings and damages at the beginning, during, and at the end of occupancy. Residents will be assessed for damages and missing room furnishings if warranted.

ALCOHOLIC BEVERAGES & DRUGS: The possession or use of alcoholic beverages such as liquor and beer are permitted in the rooms of students 21 years of age or older on a personal basis. The use of alcoholic beverages in public areas of the residence halls is prohibited. In compliance with state and federal laws, the unauthorized possession, use or sale of controlled substances is prohibited in residence halls.

FIREARMS & EXPLOSIVES: No firearms or explosives of any kind are allowed in the residence halls.

FIRE EQUIPMENT: Turning in a false fire alarm is against state and federal laws and will result in disciplinary action. Tampering or removing fire extinguisher equipment or smoke detectors without legitimate cause will result in disciplinary suspension from the University.

GUEST POLICY: Residents are responsible for the conduct of their guests. Guests must be escorted when the main floor access doors are locked, 12 a.m. (midnight) to 8 a.m. Guests of a resident may stay within the halls for a maximum of two days and nights unless special permission is granted by the Director of Residence Life.