



**Undergraduate Residence Halls  
Contract Form and Assignment Preference Application  
Spring Semester 2010**

See enclosed information and contract booklet for detailed instructions.

**General Information (Please type or print legibly.)**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_  
 University ID # (UIN) \_\_\_\_\_ College: \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Countr \_\_\_\_\_ y: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Area Code & Telephone Number: \_\_\_\_\_ Date \_\_\_\_\_ of Birth: \_\_\_\_\_  
 E-Mail Address: \_\_\_\_\_ Sex:  Female  Male

While there is no smoking permitted in the halls, we pair smokers with roommates who are smokers.

Please indicate:  Smoker  Non-Smoker

Status:  New Student  Transfer Student  Current URH Student  Continuing Student  Study Abroad/Exchange  Intern/Co-Op  
 Class \_\_\_\_\_ Standing: \_\_\_\_\_  
 (Spring 2010)  Freshman  Sophomore  Junior  Senior

Do you have any medical conditions that require special accommodations? If so, please describe.

(Requests for accommodation for medical reasons take priority over preferences listed on reverse side.)

**Roommate Information (optional)** Note: Mutual roommates must request each other in writing by December 15. Roommate assignments are based on the date of the earlier contract. Do not delay returning this contract while waiting for your roommate to do the same.

Preferred Roommate's Last name: \_\_\_\_\_ First \_\_\_\_\_ name: \_\_\_\_\_  
 Roommate's UIN: \_\_\_\_\_  
 Roommate's Street Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Dining Plans**

- 14 Classic:** Eat up to 14 meals per week, only one meal per period (i.e. 1 breakfast, 1 lunch, 1 dinner).
- 20 Classic:** Eat up to 20 meals per week, only one meal per period (i.e. 1 breakfast, 1 lunch, 1 dinner).
- 12 Classic meals/1500 Café Credits per week:** Eat up to 12 meals per week plus credits for a la carte dining.
- 10 Classic meals/4500 Café Credits per week:** Eat up to 10 meals per week plus credits for a la carte dining.
- 10 Classic meals/6000 Café Credits per week:** Eat up to 10 meals per week plus credits for a la carte dining.
- 11,500 Café Credits per week:** credits for a la carte dining.

**Contract Information (Read enclosed contract booklet and sign below.)**

I certify that I have read and understood the accompanying contract booklet and I hereby agree to be bound by the "Undergraduate Residence Halls Contract, Academic Year 2009-2010." I agree to pay the 2009-2010 rate established by the Board of Trustees of the University of Illinois for the type of room to which I am assigned and the dining plan selected. (Signature of parent or legal guardian required if Student is under eighteen.) If assigned to a living-learning community, I also agree to actively participate in program activities and support the mission of the community. **I understand this contract cannot be canceled after December 1, 2009. Failure to honor this contract will result in a settlement charge of up to \$2,000 (see Contract, Section 4).**

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature (Required if Student is under 18): \_\_\_\_\_ Date: \_\_\_\_\_

Return this **signed** Contract Form and Assignment Preference Application with your \$200 payment to the address listed below. The payment (\$50 non-refundable application fee and \$150 advance payment) should be made in the form of a check or money order drawn on a U.S. bank and payable to "University of Illinois".

▶ **Mail to:** Intensive English Institute, 1205 W. Nevada, Urbana, IL 61801

**Reminder: If you cancel this contract in writing by December 1, the \$150 Housing Advance Payment is fully refundable. Return your Contract Today! Assignments are made in the order contracts are received.**

Please turn over to other side to list hall and room type preferences ⇒



Room Type Preference – check your first choice only

Double (2 residents per room) Triple (3 residents per room)

Area/Community Preferences – USING THE ABBREVIATED CODES BELOW, list in priority order your top three preferences.

Changes to area/community or roommate preferences may be submitted in writing via mail, email, or fax through December 15. Area/Community preferences for mutual roommates must match (same choices/same order).

1st CHOICE 2nd CHOICE 3rd CHOICE

Table with columns for CODE, Living/Learning Communities, and descriptions for various residence halls like Global Crossroads, Health Professions, Intersections, LEADS, Unit One, Weston Exploration, and WIMSE.

Table with columns for CODE, Residence Halls, and descriptions for various residence halls like Busey & Evans Halls, Lincoln Avenue Residence Halls, Florida Avenue Residence Halls, Pennsylvania Avenue Residence Halls, Illinois Street Residence Halls, Peabody Drive Residence Halls, and Gregory Drive Residence Halls.

Table with columns for CODE, Special Living Options, and descriptions for Non-Visitation Segment, Substance-Free Hall, and Transfer Clusters.

\*PROGRAM FEES AND PERCENTAGES ARE APPROXIMATES

Second Roommate Preference (if triple requested)

Last Name: First: UIN: Street Address: City: State: Zip:

Preference Priority

Please help us by ranking your preferences in the order (1, 2, 3) of what is most important to you. We will do our best to honor your preferences. Please keep in mind that preferences are not guaranteed, as all assignments are ultimately based on availability and the date your contract was received – if you do not have a specific roommate preference, please list "Roommate" as your third ranking preference.

AREA ASSIGNMENT ROOM TYPE ROOMMATE

1. **General Conditions:** The Student agrees to pay the applicable rate for the space to which the student is assigned and the dining plan selected **for the entire academic year**. The Student agrees to assume all obligations provided for in this "Undergraduate Residence Halls Contract, Academic Year 2009-2010." The advance payment will be applied to the spring semester's charge.
2. **Payments:** The University agrees to provide housing accommodations and dining service for the Student subject to the following conditions:
  - a. Completion of the signed contract with a \$200 payment (\$150 advance payment and \$50 non-refundable application fee). Acceptance of the Contract is subject to available space. If space is not available, the Contract will not be accepted and the entire advance payment will be refunded. The Contract is for **Space Only**, and the Student agrees to accept any accommodations the University assigns. Non-payment does not void the contract.
  - b. After the \$150 advance payment is made, the amount due each semester is billed through University Student Financial Services & Cashier Operations. Please refer to the USFSCO e-bill website for billing information. <https://epay.uillinois.edu/ebills.html>
  - c. Student's failure to satisfy the financial obligations accrued under this Contract in accordance with the payment schedule outlined in Contract section 2b may result, at the sole option of the University, in the denial of further meals or contract cancellation pursuant to University rules and regulations.
3. **Duration of Contract: The Contract is binding upon the Student (or her/his parents if the Student is under eighteen years of age) for the entire academic year.** After signing a Contract for space in the University Residence Halls, the Student will be required to fulfill the Contract if the Student attends the University, unless a written request for release is received, postmarked before May 15 (March 3 Room Reassignment contracts or December 1 for a Student first entering into a Residence Hall Contract beginning the spring semester). If the Student leaves the University, but registers again during that academic year, the Student is obligated to fulfill the terms of the Contract.  
**The Contract cannot be canceled after May 15 (March 3 Room Reassignment contracts or December 1 for a Student first entering into a Residence Hall Contract beginning the spring semester) except as provided in section 4.**
4. **Release Provisions:** Beginning May 16 or March 4 for a student who has completed Room Reassignment for the Fall semester and December 2 for a Residence Hall Contract that first begins Spring semester, the Student will be released from this Contract only for the following reasons: **(See section 5 concerning advance payment forfeiture.)**
  - a. Not attending the University.
  - b. Marriage that occurs after this contract is signed and the student will reside with his or her spouse in the community.
  - c. Significant unforeseen health reason occurring **after** the contract cancellation deadline. A request for release for this reason must be documented by the Student and reviewed and approved by the Director of Housing.
  - d. **Reciprocity Transfer.** Any new undergraduate student assigned to a University Undergraduate Residence Hall is eligible once a year to transfer her/his contract without penalty to any other certified housing unit that participates in the reciprocal program. Residents may also transfer from a certified housing unit participating in the reciprocal program to a University Undergraduate Residence Hall. Before fall opening, a student may cancel per reciprocity by writing to the Housing Information Office stating that she/he requests cancellation of contract per reciprocity and stating where she/he will be living. After fall semester opening, a student wishing to transfer to another participating certified housing unit, should apply for this reciprocal transfer. The last day for a new student to cancel a Residence Hall Contract per reciprocity is September 1 for the fall semester (May 1 for 2008-2009 U of I registered students). A student requesting a move to a certified unit for Spring 2009 must file an application to transfer by November 14 to allow time for review. The Residence Hall Contract cannot be canceled until approval is received.
  - e. Participation in Study Abroad, Co-op, Internship Program, or Student Teaching out of the Champaign-Urbana area.
  - f. Called to active duty for military service.

- g. If Contract section 4 a, b, c, d, e, or f, above is not applicable and the Student desires release from the Contract, such release will be granted upon payment of \$2,000 prorated for the weeks remaining in the academic year, and the Contract charge will be reduced according to the credit percentages shown in section 6b.

5. **Refund of Advance Payment upon Release from Contract:**

The contract cannot be canceled after May 15 (March 3 Room Reassignment contracts or December 1 for a Student first entering into a Residence Hall Contract beginning the spring semester) except as provided in section 4.

- a. **Full Refund:** If the Student sends via fax, e-mail, or mail a written request for release from the Contract postmarked before midnight May 15 (March 3 Room Reassignment contracts or December 1 for a Student first entering into a Residence Hall Contract beginning the spring semester) to the address on page 6, **the full \$150 advance payment will be refunded. After May 15 (March 3 for a student who has completed Room Reassignment), a refund of the entire advance payment will be made only for the following reasons, provided notification of cancellation is received by Housing in writing with verification enclosed from a University department, or physician, or a copy of a marriage license:**
  - 1) Not admitted by the University, admission revoked, or dismissed for academic reasons.
  - 2) Personal illness resulting in withdrawal from the University.
  - 3) Graduation.
  - 4) Marriage that occurs after the Contract is signed and Student relocates to a University-owned Family & Graduate Housing unit.
  - 5) Reciprocity transfer (refer to section 4d).
  - 6) Participation in Study Abroad, Co-op, Internship Program, or Student Teaching out of the Champaign-Urbana area.
  - 7) Called to active duty for military service.
- b. **No Refund:** The entire \$150 advance payment is forfeited if a notice of cancellation is not postmarked before midnight May 15 (March 3 Room Reassignment contracts or December 1 for a Student first entering into a Residence Hall Contract beginning the spring semester) except for documented reasons in Contract section 5a. **An additional penalty also applies if the Student is enrolled, as noted in 4g.**

6. **Request for Release from Contract:**

- a. **Before Occupancy:** Written request for release within the time specified in section 3 must be sent to the Housing Information Office at the address on Page 2. **Indicate the reason for requesting cancellation and send the request only to the Housing Information Office. Do not include the request in mail sent to other University offices. Housing is not notified of any cancellations received by other offices of the University and must be notified separately.** See section 5, concerning advance payment forfeiture.
- b. **After Occupancy:** Request for release from the Contract after occupancy must be initiated with the Assistant Director of Housing for Business and Technology Services. Reasons considered for release are listed in section 4. These reasons must be documented by the Student and verified by appropriate University personnel. If a release is approved, the Student's account will be credited effective the week the Student cancels the Contract as follows: 90% if canceled during the first or second week of the contract, 80% the third week, 70% the fourth or fifth week, 60% the sixth or seventh week, 50% the eighth week, and 40% the ninth or tenth week. No credit will be given after the tenth week of the Contract either semester. The \$150 advance payment will be distributed as described in section 5. A Student vacating her/his assigned space before the end of the Contract period without written notification and approval of the release will be held responsible for the entire Contract charge.

7. **General Provisions:**

- a. A Student must be enrolled at the University of Illinois to live in the Undergraduate Residence Halls. The Student must notify the area office if she/he withdraws from the University and/or moves out of the Residence Hall.
- b. The Student agrees not to sell, sublease, or assign the Contract to anyone.
- c. The Student agrees to comply with the "Undergraduate Residence Halls Contract" and all other University and Undergraduate Residence Halls rules and regulations governing the conduct of students that are now in effect, those in *Hallmarks* (the handbook for residents), and any that may be adopted and published by the University during the term of the Contract.
- d. Students are responsible for the conduct of their guests, and the Student agrees to obey visitation and guest regulations.

- e. The University reserves the right to terminate the Contract by written notice if a Student fails to comply with any of the terms and conditions of this Contract and all other University and Undergraduate Residence Hall rules and regulations.
  - f. The University reserves the right not to enter into (and/or terminate) a residence hall contract for anyone who, in the judgment of the University, represents a threat to the health or safety of University students, employees, or other University constituents.
  - g. Smoking, halogen lamps, cooking in rooms on open element units, gambling, narcotics, controlled drugs, firearms, weapons, fireworks, commercial activity, and the housing of pets or laboratory specimens are prohibited in University Residence Halls. The Student agrees to comply with the state, University, and residence hall regulations regarding alcoholic beverages.
  - h. While every effort will be made to oblige Student preferences, full authority is reserved by the University to make assignments (and/or reassignments) of space in accordance with determinations made by the University.  
**The Student agrees to accept any accommodations she/he is assigned.**
  - i. Changes in room assignment may be made only with the prior approval of the Student's Resident Director.
  - j. In addition to the terms of this Contract, students are subject to the *Code on Campus Affairs and Handbook of Policies and Regulations Applying to All Students*, and may be required to move into other space or to leave the Residence Halls, pursuant to sanctions imposed under the University disciplinary system.
  - k. If one or more vacancies occur in multiple occupancy space, (i.e., doubles, triples, etc.) the remaining student(s) agrees to accept other roommates as assigned, move into other space if requested, or pay an increased Contract rate.
  - l. The University reserves the right to consolidate vacancies.
  - m. The University reserves the rights, 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 best be served by alteration or cancellation of a University of Illinois Housing Contract. If the University becomes aware that a resident has a record of criminal conviction(s) or other actions that could pose a risk to person or property and/or could be injurious or disruptive to the residence hall or apartment community environment, the University may not accept or may cancel the University of Illinois Contract.
8. **Dates of Occupancy:**
- a. The Student may move into the residence halls August 20, 2009, for fall semester and January 17, 2010 for spring semester. Students in approved groups may arrive early; **all applicable early arrival fees apply**. The academic year ends upon completion of your final examinations each semester. The Student is required to vacate the residence hall room within 12 hours after the Student's last final examination, or by the official closing time, whichever comes first.
  - b. A room assignment will not be held beyond the first day of classes unless the Student notifies the Housing Information Office in writing of the Student's intention to occupy the space at a later date. No refund will be given for the period the space is held unoccupied. **Failure to occupy the assigned space does not cancel the contract.**
  - c. The Residence Halls are closed during extended periods when classes are not in session and the period between semesters. These periods are not included in the Contract, and the right to use Residence Halls for University guests attending conferences or other educational meetings during these periods is reserved by the University.
9. **Dining Service:** Dining service begins August 20, 2009 for fall semester and January 17, 2010, for spring semester and 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. Dining service is included in all Contracts. There are six meal plan options to choose from. The deadline to change a meal plan for the fall semester is September 23, 2009, and February 3, 2010, for spring semester.
10. **Responsibility for Room and Furnishings:** The Student shall be responsible for maintaining her/his room in a reasonable condition at all times and to correct any abuse called to the Student's attention by University representatives. Room furnishings shall not be removed from student rooms without approval, and public area or lounge furnishings shall not be moved into the Student's room. The Student shall be responsible for all damage to University property in the Student's room during the term of occupancy. University Housing reserves the right to enter the Student's room at any time, including the weekends, holidays, and vacation periods, for routine maintenance and building service work, life safety inspections, and/or for emergency purposes.

11. **Loss of Property:** The Student shall be responsible for the security of her/his own property. The University shall accept no responsibility for the theft, damage, or other loss of money, valuables, or personal effects of the Student in or on University property, including storage areas. The Student agrees that any personal effects, valuables, or other property of the student left in the halls or on the premises after expiration of the current rental period shall be abandoned property and may be retained by the University as its property or may be disposed of by the University through sale, donation, or in such other manner as the University in its sole discretion may determine. Any proceeds derived from the sale or other disposition of such property shall be the property of the University.
12. **Telephone Service:** Toll calls placed from Residence Hall telephones will be billed directly to each Student. Students not wishing to accept responsibility for the payment of toll charges may cancel their ILLICALL long distance charge number.
13. **Changes to Contract:** The University reserves the right to make changes to the "Undergraduate Residence Hall Contract" or to the applicable rates during the term of the Contract with 30 days notice.
14. **Housing Shortage or Emergency:** In the event of a student housing shortage, the University reserves the right to increase the occupancy of residence hall rooms or to assign students to other housing units, particularly large doubles, triples, and lounges. In the event of a national or regional emergency, the University reserves the right to move and/or reassign a Student and to increase the occupancy of rooms. The University reserves the right to cut back to a limited menu dining service and/or consolidate serving units in the event of a work stoppage, fire, power outage, civil disobedience, riot, rebellion, acts of God, and similar occurrences.

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

**FOR MORE INFORMATION ON UNIVERSITY HOUSING CONTRACTS AND ASSIGNMENTS:**

**Housing Information Office**

University of Illinois at Urbana-Champaign  
100 Clark Hall  
1203 S. Fourth Street  
Champaign, IL 61820-6982  
Phone: (217) 333-7111  
Fax: (217) 244-7073  
e-mail: [housing@illinois.edu](mailto:housing@illinois.edu)  
[www.housing.illinois.edu](http://www.housing.illinois.edu)

Any questions concerning the provisions of this Contract should be directed only to the Housing Information Office. Other staff members are not trained to interpret the Housing Contract. The commitment of the University of Illinois to the most fundamental principles of academic freedom, equality of opportunity, and human dignity requires that decisions involving students and employees be based on individual merit and be free from invidious discrimination in all its forms.

It is the policy of the University of Illinois not to engage in discrimination or harassment against any person because of race, color, religion, sex, national origin, ancestry, age, marital status, disability, sexual orientation, unfavorable discharge from the military or status as a disabled veteran or a veteran of the Vietnam era and to comply with all federal and state nondiscrimination, equal opportunity and affirmative action laws, orders, and regulations. This nondiscrimination policy applies to admissions, employment, access to and treatment in each University program and activity. Complaints of invidious discrimination prohibited by University policy are to be resolved within existing University procedures.

For additional information or assistance on the equal opportunity, affirmative action and harassment policies of the University, please contact:

Director of Equal Opportunity and Access (Title IX, ADA and 504 Coordinator), 100 Swanlund Administration Building, 601 East John Street, Champaign, Illinois 61820, (217) 333-0885.

