I. Payments and Refunds

A. New resident applicants must submit the $320 acceptance fee for the specific term for which they are accepted. If a student changes their term of entry to a new academic year, this fee is assessed again. Of the total amount, $225 is applied toward the New Student Programs/Matriculation fee. The remaining $95 is an advance payment on your university bill. If you contract for housing in the residence halls, your $95 advance payment will be used to pay your non-refundable $25 residence hall application fee and $70 prepayment. If you cancel your admission, your $320 acceptance fee may be partially refundable, depending upon the date by which the Office of Admissions receives your notice of cancellation. If admission is offered after the deadline for cancellation, the $320 acceptance fee is non-refundable. If you choose to cancel housing but still plan to attend UNI, the remaining $70 will stay on your account as an advance payment. Cancellations of admission must be received in writing to the Admissions Office or through the online cancellation form: www.uni.edu/forms/cancel-communication. Cancellation of the housing and dining contract only must be received in writing to residence@uni.edu.

B. Returning students select their room and meal plan and accept the contract terms and conditions online. The contract becomes legally binding immediately upon agreeing to these terms and conditions.

C. Space in a residence hall is reserved when both the signed contract and $320 acceptance fee are received from the applicant and his/her admission to and enrollment in the university has been approved. Rooms will not be held past the first day of classes.

D. The university reserves the right to refuse to assign housing to an applicant, refund the $70 prepayment, and make all final decisions as to assignment for room and meals.

E. Responsibility for housing and meal charges becomes effective as per the Terms and Conditions, Section III, which refer to cancellation penalties if the contract is terminated.

F. The rates for housing and meals for the specified semester or session are available upon request from the Department of Residence. Billing is based upon the semester rate and billed as such at the beginning of each semester.

G. The Board of Regents, State of Iowa, determines the rate for housing and meals at the University of Northern Iowa, and reserves the right to change rates upon giving 30 days' notice. If the rates are increased during the term of the contract, the student has the option of accepting the new rates or terminating his/her contract when the rates become effective. Written notification is necessary to terminate the contract.

H. Refunds and credits will be made in accordance with Section III of this contract.

II. Conditions of the Contract

A. The housing and dining contract includes housing and meal service for the entire academic year (fall semester and spring semester), or the term that the student is enrolled. Room and meal plan charges will be adjusted for room and meals when the contract begins later than the start of the second week of classes.

B. Housing

1. The residence life coordinator reserves the right to reassign students who are without roommates, should they not find someone of their own choice. In all cases, final determination of room assignments rests with the university.

2. Rooms may be occupied by residents from the beginning to the end of any semester. Residents who are not registered for the next grading period, or are not otherwise eligible to continue residency, must vacate their rooms by the last day of final exams, except for graduating students who must vacate their rooms by 7:00 pm on the day following the last day of final exams. Failure to check out by the required date, including those who cancel their contract during the break period (but remain enrolled at the university), will result in a daily departure charge. Arriving prior to the date the contract begins will result in a daily early arrival charge.
3. Room space cannot be sublet nor can a contract be transferred, sold or assigned to another person; the contract is with the named parties only. Exchanges, transfers and vacating of rooms require the written permission from the Department of Residence.

4. The university, in order to maintain its regulations and property, reserves the right to have its authorized personnel enter and inspect residence hall rooms as it deems necessary.

5. Residents will be charged for university property missing from a resident’s room and for property damages beyond normal wear.

6. The university is not responsible for loss or damage of goods or personal property. Private insurance is encouraged for the student’s protection, since no exceptions are made.

7. Each resident agrees to abide by all current policies which have been established by the University of Northern Iowa, the residence hall staff and the residence halls student governments. Copies of all said policies shall be made available to the student online at https://www.uni.edu/deanofstudents/handbook, and upon request. Changes in policies occurring during the academic year shall be made known by posting said changes in each residence hall. Violation of any of the standing rules mentioned above, or any other conduct deemed to be such as to require the removal of a student from a residence hall for the best interests of the other residents, shall be grounds for termination of the contract by the university.

C. Dining

1. All students who live in University of Northern Iowa traditional residence halls must contract for a meal plan. All first year out-of-high-school students must select an All Access meal plan option for the entire academic year (fall semester and spring semester) or the term that the student is enrolled. A detailed list of plans can be found on the Department of Residence website, www.uni.edu/dor/dining/meal-plans.

2. Meal plans may be changed one time each semester prior to September 15 and February 1 for fall and spring semesters, respectively, and will result in a billing adjustment and a change in Dining Dollars.

3. A meal plan entitles the student to eat meals in the dining centers and use Dining Dollars in any Department of Residence dining and retail operation. Meal privileges are not transferable, negotiable or saleable to other individuals.

4. Dining Dollars are a pre-paid declining debit account which is part of most meals plans and can be used to purchase food, beverages or additional meals in Department of Residence dining facilities including dining centers, a food court, convenience stores, food carts and coffee shops. Dining Dollars are not transferable, saleable or refundable. If you cancel your meal plan, you will be charged for dining dollars you have used. Dining Dollar balances left at the end of the fall semester will carry over to spring semester. Dining Dollar balances left at the end of the spring semester will not carry over or be refunded.

5. If you cancel a meal plan or change to a meal plan without Dining Dollars, you are billed for the Dining Dollars used in addition to the weekly meal rate prorated for the time you had a meal plan.

6. If you change your meal plan, Dining Dollars change to the level provided on the new plan, but adjusted for any amount used prior to the change. If prior to the meal plan change, you used more Dining Dollars then the new plan provides, you will be billed for the amount of Dining Dollars used above the level of the new plan.

7. Refunds or credits will not be made for meals not eaten, except for confirmed cases of prolonged illness or other unavoidable absences in excess of seven consecutive calendar days. All requests for exceptions must be in writing to the Department of Residence. No refunds will be provided for Dining Dollars that are not used prior to whenever a contract is cancelled or at the end of an academic year.

8. Menus at the dining centers satisfy nutritional needs for the majority of medical dietary requirements and religious/lifestyle practices. Dining staff and/or our administrative dietitian are available to work with students to meet special dietary needs. A student with special dietary needs will be released from the meal plan requirement only if their documented, special dietary needs cannot be met.

9. Regular meal service begins with breakfast on the Friday before classes begin in August and with dinner on Sunday night before classes begin in January; meal service ends with the meal following each semester’s last university scheduled final examination. Meal plans are effective during normal operational periods. The dining centers are closed during the Thanksgiving, Semester and Spring Break periods.
10. Meals are provided according to the meal plan selected.

III. Termination of Contract and Meal and Room Charges

A. A housing and meal contract is for the entire academic year or for the period of time a student is enrolled during the academic year. If the contract covers the entire academic year, the services of this contract start on the Friday before classes begin. The contract is between the university and the named student and/or his/her guarantor, and is not saleable, transferable, or cancelable except only as follows:

   **Incoming student cancellation of a single year contract:**
   Before May 1, 2016 $285 acceptance fee refunded.
   May 1, 2016 and thereafter $320 acceptance fee forfeited; in addition, 40% penalty is applied to the remainder of contract for students who remain enrolled at UNI, plus inclusive weekly room and meal charges if the contract is canceled after the term begins.

   **Returning resident cancellation of a single year contract:**
   Upon agreement of terms and conditions 40% penalty is applied to the remainder of contract for students who remain enrolled at UNI, plus inclusive weekly room and meal charges if the contract is canceled after the term begins.

   **Returning resident cancellation of a 2-Year Advantage contract:**
   40% penalty is applied to the remainder of the 2-year contract for students who remain enrolled at UNI, plus inclusive weekly room and meal charges if the contract is canceled after the term begins.

Once the contract becomes binding, the student will be released from this contract only for the following reasons:

1. Not attending the university (graduation, withdrawal, transfer);
2. Marriage, if living with spouse in the community (marriage certificate required for verification);
3. Participation in an academically sponsored study abroad, co-op, student teaching, or internship program out of the Cedar Falls area;
4. Called to active duty for military service; or
5. Significant and unforeseen health or financial reason occurring after the contract binding date. A request for release for this reason must be documented by the student and reviewed and approved by the Contract Appeals Committee.

   **B.** Residents contracting for only spring semester must cancel by November 1, 2016 to receive a $285 refund of the acceptance fee. Cancellations after November 1, 2016 will result in full forfeiture of the $320 acceptance fee. After the first day of residency or the first day of classes for spring term, whichever comes first, cancellation of the contract by an enrolled university student will result in forfeiture of the $320 acceptance fee and a 40% penalty for the remainder of the contract period, plus inclusive weekly room and meal charges.

   **C.** No refunds or credits for any changes will be made without approval of the Department of Residence. Cancellations must be received in writing or through the online cancellation form: www.uni.edu/forms/cancel-communication. Cancellation of the housing and dining contract only must be received in writing to residence@uni.edu. For current residents, no refunds or credits will be made within the final six weeks of spring semester. Residents will only be considered for release from their contract by filing a “Residence Hall and Dining Contract Release Application.” This application is available in the residence hall office. An appeal committee will review the application and a decision in regard to the appeal will be submitted in writing to the student.

   **D.** When a student’s occupancy of a residence hall room, suite, or apartment is involuntarily terminated as a result of university action, the student will be penalized 40% of the unused portion of the contract period plus inclusive weekly room and meal charges until the move-out is complete.

   **E.** Individuals who pose a danger to themselves and/or other residents may not be eligible to live in university housing. Registered sex offenders and persons who should be registered as such are not eligible for university housing.

   **F.** If admission to UNI is withdrawn, no penalty will be applied to the contract. Inclusive weekly charges for room and meals would be assessed, and the prepayment refund policy would remain as stated above.
G. The student agrees that if the university uses legal counsel, a collection agent or other person to enforce this agreement, the student will pay the collection costs, attorney’s fees, court costs and other expenses incurred by the university in obtaining payment of amounts due under this agreement and/or enforcing this agreement, and interest at the highest rate allowed by law on any unpaid balance.

Non-Discrimination statement:

The University of Northern Iowa does not discriminate in employment or education. Visit uni.edu/policies/1303 for additional information.

Furthermore, the Department of Residence will not discriminate in room and/or hall assignments, room changes, or other processes involving housing assignments on the basis of any above stated identities.

Last Updated June 2015