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 residence 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 on your tuition. Cancellations of admission must be received in writing to the Admissions Office or through the online cancellation form: [www.uni.edu/forms/cancel-communication](http://www.uni.edu/forms/cancel-communication). Cancellation of the housing and dining contract only must be received by completing the Intent to Cancel form online at [http://www.uni.edu/dor/contracting-housing/housing-dining-contract](http://www.uni.edu/dor/contracting-housing/housing-dining-contract).

B. Space in a residence hall is reserved when both the signed contract and applicable fees 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.

C. **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.

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

F. The rates for housing and meals for the specified semester or session are posted online at [http://www.uni.edu/dor/rates](http://www.uni.edu/dor/rates). 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.

H. Full payment of housing and meal plan charges are required by the end of each semester. Failure to pay all charges assessed by due date may result in the inability to charge to the university bill or contract to live on campus.

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 providing they are an enrolled student or patron. Residents who are not registered for the next grading period, or are not otherwise eligible to
continue residency, must vacate their rooms by 7:00 pm on the Saturday following the last day of final exams; graduating students must vacate their rooms by 9:00 am on the Sunday 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.

8. 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.

C. Dining

1. Residents who live in University of Northern Iowa traditional residence halls must contract for a meal plan. All first year out-of-high-school residents must select an All Access meal plan option for the entire academic year (fall semester and spring semester) or the term that the resident 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 as appropriate. If prior to the meal plan change, more Dining Dollars are used then the new plan provides, the resident will be billed for the amount of Dining Dollars used above the level of the new plan.

3. A meal plan entitles the resident 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. 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 a resident cancels a meal plan or changes to a meal plan without Dining Dollars, they are billed for the Dining Dollars used in addition to the prorated weekly meal plan rate.

6. 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.

7. 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 residents to
meet special dietary needs. A resident with special dietary needs will be released from the meal plan requirement only if their documented, special dietary needs cannot be met.

8. Meal plans are effective during the defined academic year contract period and during normal operational periods. Refer to the Department of Residence website, http://www.uni.edu/dor/dining/hours, for hours of operation.

9. 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. The contract covers the entire academic year, unless the student begins classes during the spring semester. 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:**
Before May 1, 2017 $285 acceptance fee refunded.

May 1, 2017 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 weekly room and meal charges if the contract is canceled after the term begins.

**Returning resident cancellation:**
Upon agreement of terms and conditions 40% penalty is applied to the remainder of contract for students who remain enrolled at UNI, plus 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 without penalty only for the following reasons:
- Not attending the university (graduation, withdrawal, transfer);
- Marriage, if living with spouse in the community (marriage certificate required for verification);
- Participation in an academically sponsored study abroad, co-op, student teaching, or internship program out of the Cedar Falls area;
- Called to active duty for military service; or
- 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, 2017 to receive a $285 refund of the acceptance fee. Cancellations after November 1, 2017 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 weekly room and meal charges.

C. 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 by completing the Intent to Cancel form online at http://www.uni.edu/dor/contracting-housing/housing-dining-contract. For current residents, no refunds or credits will be made within the final six weeks of spring semester. No refunds or credits for any changes will be made without approval of the Department of Residence.

D. Residents requesting release from their contract, who do not meet the criteria stated above will only be considered for release from 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 resident.

E. When a resident’s occupancy of a residence hall room, suite, or apartment is involuntarily terminated as a result of university action, the resident will be penalized 40% of the unused portion of the contract period plus weekly room and meal charges until the move-out is complete.
F. If admission to UNI is withdrawn, no penalty will be applied to the contract. Weekly charges for room and meals will be assessed, and the prepayment refund policy will 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 stated identities within university policies.

Last Updated June 2016
The University of Northern Iowa has partnership agreements with Hawkeye Community College (HCC) and Allen College (Allen) that allow students taking classes at those institutions to contract with the Department of Residence at UNI. These students are referred to as Patrons of Residence. Patrons wishing to complete a housing and dining contract should contact the Department of Residence to have additional information sent to them, which includes a release form that needs to be returned to the Department of Residence. Once the release form is signed and sent back, access will be granted to begin a housing and dining contract with UNI.

Patrons live in the residence halls along with UNI students. The goal of these partnership programs is to assist and support students by providing a strong living and learning environment. With this goal in mind, the following expectations have been developed:

- **Enrolling in classes** – Patrons must be enrolled as “full-time” students. Full-time is defined as being enrolled and completing a minimum of 9 credit hours each semester during the academic year at their respective institutions.

- **Course registration verification** - A list of patrons will be sent to each partner institution at the beginning of each semester to verify full time enrollment. Patrons not meeting full time enrollment status are subject to having their housing and dining contract canceled.

- **Flexible patron status** – Students may transfer enrollment between UNI and HCC or Allen College without interruption of their housing and dining contract. Students must notify the Department of Residence immediately upon changing this enrollment status. If attending HCC, a release form must be completed in order for the contract to remain active and the patron to be allowed to continue living in the residence halls.

- **Financial deadline** – Fee payments at UNI, HCC and Allen are independent of each other. Patrons pay tuition and fees at their respective institution and pay room and board at UNI. Fees for requested services at UNI (Wellness Center, Parking Permit, etc.) are also billed and payable to UNI. Patrons are responsible for paying their bills at each institution in a timely manner. Payment in full is expected by the end of each semester a student lives on campus. Should a patron incur a past due balance at UNI, that patron is subject to cancellation of their housing and dining contract. Understanding that the financial aid disbursement schedule may not be the same as UNI’s, payment plans may be set up through the UNI Student Account’s Office.

- **Financial assistance** – Patrons are considered either HCC or Allen students for financial aid purposes. All financial aid is processed through the institution where the patron is enrolled for classes. Patrons applying for financial aid through the Free Application for Federal Student Aid (FAFSA) must enter either the HCC or Allen school code on the FAFSA. The patron should also select the on-campus housing option on the FAFSA if they are requesting aid for housing and dining. All financial aid is disbursed to first pay the bill at the institution the patron is enrolled. After that bill is paid, any excess funds are disbursed directly to the patron. The patron may use these funds to pay their bill at UNI. UNI accepts payment by check, e-check or cash at the Student Accounts Office in Gilchrist Hall.

- **Behavioral expectations** -
  - Residential – Patrons living in the UNI residence halls are expected to attend house meetings and activities throughout the year.
  - Incidents – Patrons living in the UNI residence halls are expected to maintain a good disciplinary record at both institution where they are enrolled as well as at UNI. Incidents occurring due to failure to follow University of Northern Iowa policies and procedures will be handled through the UNI conduct system.
  - Failure to comply – Failure to comply with conduct sanctions may result in cancellation of the housing and dining contract and/or removal from the residence halls.

- **Contact information requirement** – Patrons are expected to maintain up to date contact information with the Department of Residence.

- **Academic calendars** – The HCC and Allen academic year calendars generally follow the UNI calendar. When these calendars do not coincide, patrons will be required to notify hall staff that they will be in the building beyond the standard move out date. An extension to stay past the residence hall close date may also be required.

- **Terms and Conditions** - All contract terms and conditions apply, including cancellation dates and penalties.