University of Northern Iowa Department of Residence
Housing and Dining Contract Terms and Conditions
and Addendum for Patrons of Residence
Academic Year 2018-2019

I. Eligibility

A. Housing and dining is available to admitted students and Patrons of Residence who are in good academic, financial, and disciplinary standing with the university. Housing and dining are also available to faculty and staff members and visiting scholars/researchers working at the university within their first year of employment/work at the university, and for no more than one calendar year from the date of occupancy. Any individual changing their status during the term of this contract, e.g., changing from a student to a university employee, must provide written notice of the change in status to the Department of Residence.

B. Housing and dining may be refused to any individual based on their current or past conduct, or if the individual may pose a safety or security risk to person or property. Registered sex offenders and persons who should be registered as such are not eligible to reside in university housing. Housing and dining may be refused to individuals who have outstanding debts to the university. Final decisions regarding eligibility lie with the Department of Residence.

C. The Department of Residence reserves the right to refuse to assign housing to an applicant, refund any prepayment, and make all final decisions as to assignment for room and meals.

D. Family Members of Eligible Contract Holders

1. Contract holders with minor child(ren) must provide the Department of Residence a valid copy of a birth certificate, proof of adoption, certification of guardianship or custody agreement establishing parentage, guardianship or custody for minor child(ren) residing in university housing with the eligible contract holder no later than check-in.

2. Contract holders with a married partner must provide the Department of Residence a valid copy of their marriage certificate no later than check-in. Contract holders with a domestic partner must complete a declaration of domestic partnership form (available from the Department of Residence) no later than check-in.

3. Contract holders must provide the Department of Residence with a list of all family members (noted in sections I.D.1. and 2. directly above) who may reside with the contract holder for the duration of their occupancy.

E. Loss of eligibility

1. If registration as a student is canceled or otherwise terminated, employment with the University of Northern Iowa is terminated or ended, or if participation in the Optional or Curricular Practical Training program is canceled or terminated, there is a loss of eligibility and this contract will be terminated.

2. Loss of eligibility due to circumstances within a contract holder’s control including but not limited to, choosing to not register for classes, failure to attend classes resulting in administrative withdrawal, or conduct violations will result in a penalty fee equal to 40% of the remainder of the contract.

3. The contract holder agrees to vacate within ten (10) days of the loss of eligibility regardless of circumstances.

II. Payment

A. New student applicants must pay the university admissions acceptance fee for the specific term for which they are accepted. A portion of the acceptance fee is applied to the housing and dining contract. Cancellation of the housing and dining contract must be made by completing the Intent to Cancel form available on the Department of Residence website. Cancellations of admission must be received in writing to the Admissions Office or through the online cancellation form. For detailed information refer to the Admissions website.
B. Space in campus housing is reserved when both the signed contract and applicable fees are received from the applicant and admission to and enrollment in the university has been approved. Rooms will not be held past the first day of classes.

C. A pre-payment is not required from returning students living in campus housing when completing a contract for the subsequent year. This contract becomes legally binding immediately upon agreeing to the terms and conditions.

D. Rates for housing and dining for the specified term are posted on the [Department of Residence website](http://www.departmentofresidence.edu). Billing is based upon the term rate for the type of housing and dining option(s) selected, and billed as such at the beginning of each term. Non-students pay a higher housing rate than students.

E. The Board of Regents, State of Iowa, determines the rate for housing and meal plans at the University of Northern Iowa, and reserves the right to change rates upon giving 30 day notice. If the rates are increased during the term of the contract, the contract holder has the option of accepting the new rates or terminating the contract when the rates become effective.

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

G. Section IV refers to cancellation penalties if the contract is terminated. Refunds and credits will be made in accordance with Section IV of this contract.

III. Conditions of the Contract

A. The contract includes housing and meal service for the entire academic year (fall semester and spring semester), and the summer term if selected, or the term that the student is enrolled in the university. The contract begins the Wednesday prior to the first day of fall semester classes for newly admitted freshmen and transfer students, and the Friday prior to the first day of fall semester classes for all other students. Room and meal plan charges will be adjusted on a prorated basis when a student contracts later than the tenth day of classes.

B. Housing

1. Rooms and apartments may be occupied by residents throughout the time period of their contract, providing they are enrolled students and contracted occupants of university housing. Residents who are not registered for the next grading period, or are not otherwise eligible to continue residency, must vacate their rooms by 5:00 p.m. on the Saturday following the last day of final exams. Graduating students must vacate their rooms by 10:00 a.m. on the Sunday following the last day of final exams. Failure to check out by the required date will result in a daily late departure charge.

2. Students who cancel their contracts during the break period but remain enrolled at the university will pay a contract cancellation fee equal to 40% of the remainder of the contract.

3. Students obtaining approval and arriving prior to the starting date of the contract will pay a daily early arrival charge.

4. The Department of Residence reserves the right to reassign rooms for 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 Department of Residence.

5. Room and apartment space cannot be sublet nor can a contract be transferred, sold, or assigned to another person. The contract is with the named party only. Exchanges, transfers, allowing others to reside in the space, and vacating the space requires written permission from the Department of Residence.

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

7. Personal items left behind upon departure will not be stored for retrieval. Items left behind will be removed and/or disposed of by the university without liability for doing so. Cost associated with removal of personal items will be billed to the vacating resident.
8. Residents will be charged for university property missing from a resident’s room and for property damages beyond normal wear, including but not limited to removing stains, odors, fleas, etc., caused by the resident, guests or family members of the resident, and/or animals. Residents will be charged for any expenses incurred by the university to repair or replace key cards, keys, locks, or other related items.

9. The university is not responsible for loss or damage of goods or personal property. Private insurance is encouraged for the student’s protection, as no exceptions will be made.

10. Each resident agrees to abide by all current policies which have been established by the University of Northern Iowa and the Department of Residence. Copies of all said policies are available on the UNI website or upon request. Changes in policies occurring during the academic year will be made known via university email. Violation of any of the policies referenced herein, or any other conduct requiring removal of a student from a campus residence for the best interests of the other residents, shall be grounds for termination of the contract by the university and a contract termination fee equal to 40% of the remainder of the contract.

11. Individuals who pose a danger to themselves and/or other residents may be subject to contact termination by the university and a contract termination fee equal to 40% of the remainder of the contract.

C. Dining

1. Meals are provided according to the meal plan selected. Meal Plan details can be found on the Department of Residence website.

2. Residents of UNI’s traditional and suite-style residence halls (vs. apartment style accommodations with kitchens), are required to have an All-Access meal plan for the entire academic year (fall and spring semesters) or the term that the resident is enrolled. Additional upgrades to the All-Access meal plan are optional.

3. Meal plans may be changed by the resident once 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 and guest passes as appropriate. If prior to the meal plan change, more Dining Dollars and guest passes are used than the new plan provides, the resident will be billed for the amount used above the amount provided by the new plan.

4. A meal plan entitles the resident to eat in the dining centers and use Dining Dollars in any Department of Residence dining and retail operations. Meal plans, including Dining Dollars, are not transferable or saleable to other individuals.

5. Dining Dollars are pre-paid declining debit funds included with most meal plans which can be used to purchase food, beverages, or additional meals in Department of Residence dining facilities including dining centers, food court, convenience stores, cafes 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 to fall semester or be refunded.

6. If a meal plan participant cancels a meal plan they will be billed for all Dining Dollars used in addition to a prorated weekly meal plan rate and 40% of the remaining contract.

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 canceled or at the end of the contract term.

8. Menus at the dining center satisfy nutritional needs for the majority of medical dietary requirements and faith-based lifestyle practices. Dining staff and/or an administrative dietitian are available to work with meal plan participants to meet specific dietary needs. A resident with special dietary needs will be released from the meal plan requirement only if, in the sole discretion of the administrative dietitian, their documented special dietary needs cannot be met.

9. Meal plans are effective during the defined contract period, as outlined in Section III.A. The dining centers may be closed or offer limited service during university breaks; however, retail outlets may be open during university breaks.
at which meal plan Dining Dollars, cash, credit/debit card, and U-bill charges are accepted. Break and holiday schedules are posted on the Department of Residence website and at all dining and retail locations.

IV. Termination of Contract

A. The housing and dining contract is for the entire academic year or for the period of time a student is enrolled. The contract is between the Department of Residence and the named student/resident and/or his/her guarantor, and is not saleable, transferable, or cancelable except as follows:

Incoming Student Cancellation:
Before May 1
Residence hall application fee forfeited. Refer to Admissions Acceptance Fee Policy statement for refund information.

May 1 and thereafter
Admissions acceptance and Residence hall application fees forfeited; in addition, a contract cancellation fee equal to 40% of the housing and dining contract is applied to the remainder of contract for students who remain enrolled at UNI.

Returning Resident Cancellation:
Upon agreement of terms and conditions
Contract cancellation fee equal to 40% of the housing and dining contract is applied to the remainder of contract for students who remain enrolled at UNI.

See section I.E. above for loss of eligibility provisions.

Student will be released from this contract without penalty upon receipt of appropriate documentation and only for the following reasons:

- Not attending the university due to an approved academic withdrawal or graduation;
- A new marriage during the term of the contract, if living with spouse (marriage certificate required for verification);
- Participating in a UNI academically sponsored program located out of the Cedar Falls area (e.g., study abroad, student teaching, internship);
- Called to active duty for military service;
- Significant and unforeseen health or financial reason occurring after the contract binding date. A request for contract release for this reason must be documented by the student and reviewed and approved by the Contract Release Appeals Committee.

B. Residents admitted to UNI for the spring term must cancel their admission by November 1. Cancellations of admission must be received in writing to the Admissions Office or through the online cancellation form. Cancellation of housing and dining contracts only by these students must be initiated by completing the Intent to Cancel form online. Cancellations received after November 1 will result in a contract cancellation fee equal to 40% of the housing and dining contract.

V. Financial Responsibility

A. Room and meal plan charges are billed through the university billing system and are billed by term. Fall term charges are billed August 1, spring term January 1, and summer term May 1. The Office of Business Operations-Student Accounts offers a deferred payment plan.

B. No refunds or credits will be made within the final six weeks of the final semester or term of the contract. No refunds or credits for any charges will be made without approval of the Department of Residence.

C. Residents requesting release from their contract, who do not meet the criteria stated above (for a release without penalty), will only be considered for release by completing and submitting a Housing and Dining Contract Release Application. This application is available in each residence hall office. An appeal committee will review the application and a decision regarding the appeal will be provided in writing to the resident.
D. When a resident's housing contract is involuntarily terminated as a result of university action, the resident will be penalized 40% of the unused portion of the contract period. If termination occurs after the term has begun, the bill will be pro-rated to charge for weekly room and meal plan charges until the move-out is complete.

E. If admission to the university is withdrawn, no penalty will be applied to the contract. Weekly room and meal charges will be assessed, and the prepayment refund policy will remain as stated above.

F. 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, plus interest at the highest rate allowed by law on any unpaid balance.

VI. Addendum for Patrons of Residence (not applicable to UNI students, faculty or staff members, or visiting scholars/researchers)

A. 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, or patrons. Patrons wishing to complete a housing and dining contract should contact the Department of Residence (319-273-2333) to secure additional information, including a release form which must be signed and returned to the Department of Residence. Once signed and returned, access will be granted to complete and submit an online housing and dining contract with UNI.

B. Patrons live in campus housing 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:

1. 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.

2. 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 cancellation of their housing and dining contract.

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

4. 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 housing and meal plan fees at UNI. Fees for requested services at UNI (Wellness Center, Parking Permit, etc.) are also billed by and payable to UNI. Payment of housing and meal plan fees are required as stated in the UNI Terms and Conditions of Financial Responsibility available on the UNI website. Should a patron incur a past due balance at UNI, that patron’s housing and dining contract is subject to cancellation and financial penalty. Payment plans may be arranged through the UNI Student Accounts Office, as the financial aid disbursement schedule at HCC and Allen may differ from UNI’s.

5. Financial assistance: Patrons are considered either HCC or Allen students for financial aid purposes. 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) should enter either the HCC or Allen school code on the FAFSA, as applicable. The patron should also select the on-campus housing option on the FAFSA if they are requesting aid for housing and dining. Financial aid is disbursed to first pay the bill at the institution where the patron is enrolled. Remaining funds are disbursed directly to the patron, which the patron may use to pay their bill at UNI. UNI accepts payment by check, e-check, money order, cashier’s check, or cash at the Student Accounts Office in Gilchrist Hall.

6. Behavioral expectations:
   a. Patrons living in campus housing are expected to attend house meetings and activities throughout the year.
b. Patrons living in campus housing are expected to maintain a good disciplinary record at both of the institutions where they are enrolled as well as at UNI. Incidents occurring due to failure to follow UNI policies and procedures will be handled through the UNI conduct system.

c. Failure to comply with conduct sanctions may result in cancellation of the housing and dining contract, removal from campus housing, and/or financial penalty.

7. Contact information requirement: Patrons are expected to maintain up to date contact information with the Department of Residence.

8. Academic calendars: The HCC and Allen academic year calendars generally coincide with the UNI calendar. When these calendars do not coincide, patrons must request and be granted from the Department of Residence an exception to stay before or after the regular UNI residence dates at a rate determined by the Department of Residence.

9. Terms and Conditions: All contract terms and conditions apply, including cancellation dates and penalties.

**Non-Discrimination Statement**
The University of Northern Iowa does not discriminate in employment or education. Additional information is available on the UNI website. 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.

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