

2008-09

SAS

(SELF-ASSIGNMENT SYSTEM)



UNIVERSITY OF IOWA
RESIDENCE HALL REAPPLICATION

WANT YOUR OWN ROOM BACK FOR NEXT YEAR?

WANT TO SEARCH FOR A DIFFERENT ROOM?

HERE'S HOW . . .

DEAR STUDENT:

I HOPE YOU ENJOYED LIVING IN THE UNIVERSITY OF IOWA RESIDENCE HALLS THIS YEAR AND PLAN TO JOIN US AGAIN FOR THE 2008-09 ACADEMIC YEAR.

SELECTING YOUR ROOM AND MEAL PLAN FOR THE 2008-09 ACADEMIC YEAR IS EASY. BY USING THE COMPUTERIZED "SELF-ASSIGNMENT SYSTEM" (SAS), RETURNING RESIDENTS MAY CONFIRM THEIR CURRENT ROOM, OR SEARCH FOR AND CONFIRM A DIFFERENT ROOM.

WHEN YOU SIGN AND RETURN YOUR HOUSING APPLICATION/CONTRACT SIGNATURE FORM ALONG WITH A \$120 PAYMENT (\$100 ADVANCE PAYMENT AND \$20 NON-REFUNDABLE APPLICATION PROCESSING FEE), YOU WILL BEGIN THE PROCESS OF CHOOSING YOUR "HOME" FOR THE 2008-09 ACADEMIC YEAR.

I HOPE YOU DECIDE TO STAY WITH US AGAIN. AFTER ALL, WHY NOT LEAVE THE GROCERY SHOPPING, COOKING, AND DISHES TO US?

SINCERELY,

DICTA SCHOENFELDER
MANAGER, CONTRACTS & ASSIGNMENTS OFFICE

REASSIGNMENT IS EASY!

Choosing your room for next year is easy with the Self-Assignment System, **SAS**, for returning residents. This is available on the web from your personal computer or on any computer using your ISIS account.

Follow these steps if you want to continue living in the residence halls for the 2008-09 academic year. PLEASE NOTE that you can apply either on-line (A below) or by returning the signature card to the Contracts & Assignments Office (B below). **Whichever option you choose, the deadline is 5:00 p.m. on Tuesday, February 5, 2008.**

A. TO APPLY ON-LINE:

Read the booklet to learn how to Self-Assign, see what changes there will be in the buildings and in the self-assignment process, and what will be new for 2008-09.

- After reading the booklet, go back to: <http://housing.uiowa.edu/departments/housing/sas.htm>; and go to the "I'm Ready To Apply" section.
- Read the information and click on the "I Agree" button. This is your electronic signature. By clicking this button, you authorize University Housing to charge—to your March University bill—the \$100 advance payment and \$20 non-refundable application processing fee.
- You will be sent an email verifying that you have reapplied for housing.

B. TO APPLY ON PAPER

Return the enclosed Application/Contract Signature Form (see last page) and a \$120 payment—\$100 advance payment and \$20 non-refundable application/processing fee by **5:00 p.m. on Tuesday, February 5, 2008**. You may pay by check (one check for \$120), cash (exact amount, please), or University ID charge (must be done in person). We suggest that you hand deliver the form and your payment to the Contracts & Assignments Office, 17 Burge Hall, or use the U.S. Mail.

If you do not complete either A or B above by 5:00 p.m. Tuesday, February 5, 2008, you will not be able to return to the residence halls.

C. GENERAL INFORMATION

- In late February you will be sent a letter (not email) to your campus mailbox that gives you the time to access the on-line self-assignment system.

Students will be allowed to access the system according to the number of credit hours they will have as of May 2008. Students with 90 credit hours will have access before students with 60 semester hours. You will randomly be assigned an access time within your credit hours group (i.e., 61-90 credit hours). You will use your Hawk ID and Password and log on to ISIS/Student Records/Student Life Management/Housing Self-Assign System.

- On the system, your default housing assignment for fall 2008 will be your current meal plan and your current room, if available; however, you will need to confirm that assignment (by clicking the confirm button) or choose a different assignment and then confirm it. You will be notified if you cannot retain your current room for 2008-09 because of changes in space usage (see page #5).

REASSIGNMENT IS EASY! (CONT'D)

- You will need to access the self-assignment system to confirm your current assignment and meal plan, or search for a different room assignment and to change the meal plan if you want a different one next year. Each room contract includes \$200 Hawkeye Dollars (\$100 per semester)
Every returning resident, except those choosing Mayflower, Parklawn, or a room with a University-supplied kitchen, is required to have a meal plan.
 - Traditional 20—Three meals a day, excluding Sunday evening.
 - Any 14—Fourteen meals per week in the residence hall dining rooms.
 - Any 10—Ten meals per week in the residence hall dining rooms.
 - Any 5—Five meals per week in the residence hall dining rooms. Available only to residents of Mayflower, Parklawn, and rooms with a University-supplied kitchen.
- When you confirm an assignment, you will automatically receive an e-mail (to your U of I e-mail account) verifying your room and board choice for fall 2008.
- If you change your mind after choosing a room or a meal plan, you'll be able to return to SAS as often as you want after your first access time through 5:00 p.m., Friday, April 4, 2008. Access will not be permitted after that date. It's easy to search for a different room assignment—double, single, etc.—using the computerized self-assigning system. You'll be able to view information about your current assignment, request a specific room or room type, or view all available rooms.
- Keep in mind that other residents are choosing rooms too, and there will be fewer unassigned rooms each time you log on. Rooms may also become available as other residents change their minds. If you cannot find another room, your latest confirmed selection will stand. If you do select and confirm another room, your assignment will again be verified by e-mail to your University e-mail address.
- If you change your mind about your meal plan, you may make and confirm a different selection, and that selection will be confirmed by e-mail as well.
- **If you do not access SAS-online and CONFIRM an assignment by 5:00 p.m. Friday, April 4, 2008, your housing application will be cancelled and your \$100 advance payment will be refunded.**
- If you confirm a room for the 2008-09 academic year, you will be sent a Contract Acceptance and Notice of Room Assignment letter in early April. **The cost shown will be the proposed 2008-09 cost.** If your University bill is not paid at that time, you will not be sent a Contract Acceptance and Notice of Room Assignment letter.
- **Your residence hall contract becomes binding on Thursday, May 1, 2008. If you do not cancel by Thursday, May 1, 2008, and you are a registered student for the period of time covered by the contract, you will be unable to cancel your contract, and you will be billed for room and board regardless of whether or not you take occupancy or take advantage of services provided under the contract.**



CHANGES IN THE SYSTEM FOR 2008-09

Burge Changes

- Rooms 1101, 1103, 1105, 1107, 1109, 1111, and 1113 will only be available for students requiring special accommodations.
- Floors 1300 and 2300 will not be available for current resident reapplication.
- 1200s, 2200s, 3200s, and 4200s will be limited to the Men in Engineering Living-Learning Community. Residents who wish to return should contact the living-learning community sponsor regarding eligibility.

Currier Changes

- S023, S025, S027, and S029 will only be available for students requiring special accommodations.
- Rooms N008-N035 and N119-N135 will be limited to the Performing Arts Living-Learning Community. Residents who wish to return should contact the living-learning community sponsor regarding eligibility.
- Rooms E302-E348 will be limited to the Leadership Community in Business & Entrepreneurship Living-Learning Community. Residents who wish to return should contact the living-learning community sponsor regarding eligibility.
- Rooms E119 & E218 will become doubles with air-conditioning.

Daum Changes

- Daum will be the Honors Hall. Honors Learning Community residents who wish to return should contact LaShelle Christensen.

Hillcrest Changes

- Rooms G004-G050 will be limited to the Citizenship & Service Living-Learning Community. Residents who wish to return should contact the living-learning community sponsor regarding eligibility.
- Rooms E001-E016 and W002-W020 will be limited to the Science & Math Living-Learning Community. Residents who wish to return should contact the living-learning community sponsor regarding eligibility.
- Room S207 will become a double with air-conditioning.

More Changes on page #6

CHANGES IN THE SYSTEM FOR 2008-09 (CONT'D)

Mayflower Changes

- Room 100 will be shared with an RA. Two students may live there.
- The 8 C/D floor will be the International Crossroads Living-Learning Community. Students who wish to return to that living-learning community should contact the living-learning community advisor regarding eligibility.

Quad Changes

- Rooms 2251-2284 will not be available for current resident reapplication.
- Rooms 2201-2218 and 2301-2308 will not be available for current resident reapplication. Students currently in the Visual Arts Living-Learning Community who wish to return should contact the Community sponsor regarding eligibility.
- Rooms 1140-1147 will be available for current resident reapplication.

Rienow Changes

- 1st floor will not be available for current resident reapplication.
- 11th and 12th floors will not be available for current resident reapplication.
- Rooms 230, 330, 430, and 530 will no longer be student rooms due to restroom renovation.

Slater Changes

- 1st floor will not be available for current resident reapplication.
- 10th and 11th floors will not be available for current resident reapplication.

Stanley Changes

- Floors 1 & 2 will not be available for current resident reapplication.
- Floors 3 & 4—availability is limited to Women in Science and Engineering residents who wish to return to this community. Contact the learning community sponsor regarding eligibility.
- Rooms 918, 920, 921, 922, 928, 930, 931, 936, 1020, 1021, 1027, 1028, & 1031 will not be available for current resident reapplication.



Call Contracts & Assignments at 319/335-3009 or stop into their office at 17 Burge Hall

SPACE USAGE FOR 2008-09

Special Interest Areas/Living-Learning Communities

Accessible Housing For Students With Special Needs

Currier..... Rooms S023, S025, S027, & S029
 Burge 1100 floor and rooms 4127, & 4131
 Hillcrest Rooms N026, N163, & W311

Rienow Room 121
 Slater..... Rooms 121 & 414

Living-Learning Communities

Health Science Rienow 11th & 12th floors
 Healthy Living Slater 10th & 11th floors
 Honors Floors..... All of Daum
 International Crossroads
 Community Mayflower 8 C/D
 Iowa Writers Stanley 1st & 2nd floors
 Leadership Community
 in Business &
 Entrepreneurship..... Currier Rooms E302-E348
 Men in Engineering Burge 1200s, 2200s, 3200s, &
 4200s

Leadership &
 Citizenship/Service ... Hillcrest G004-G050
 Performing Arts Currier Rooms N008-N035 &
 N119-N135
 Science & Math Hillcrest E001-W020
 Visual Arts Quad Rooms 2201-2218 &
 2301-2308
 Women in Science
 & Engineering Stanley 3rd & 4th floors

Quiet House

Stanley 5th, 6th, 7th, 8th, 9th, & 10th floors
 Burge..... 2000s & 2100s
 Slater 12th floor

Hillcrest..... C501-C512, C402-C406, S401-S408,
 & N401-N408

Major Renovation Projects

Burge & Rienow

- This summer 2008, the restroom renovation projects for Burge and Rienow will be completed.
- University Housing began constructing a five-story addition on the northeast corner of Burge Hall in the fall of 2007. The project will continue through 2009.
- Construction will continue on upgrading Slater fire protection.

What's New For 2007-08?

- Burge—new bathroom/shower facilities in the 2000s, 2100s, & 2200s.
- Mayflower—new loftable beds, desks, and dressers in “A/B” rooms.
- Rienow—floors 2, 3, 4, & 5 will have renovated restrooms.

REMEMBER

Every returning resident is required to have a meal plan, except those living in Mayflower, Parklawn, or rooms with a University supplied kitchen. These students may choose a 5 meal per week plan as an alternative to the “Basic Fare” plans, cancel the meal plan, or purchase the 20 meal deal.

FAQ'S

Q: When do the residence halls open?

A: Your 2008-09 contract begins at 8:00 a.m. on Saturday, August 23, 2008. Early move-in begins at 8:00 a.m. Monday, August 18, 2008. There are no prior arrangements needed to move in early. If you move in before August 23, there will be a daily charge (assessed to your University bill), based on the room type (\$15.00 to \$35.00 per day). Standard approximate room rates are: double with air-conditioning, \$22.00; single, \$27.00; Mayflower double, \$25.00. You may eat meals at either Burge or Hillcrest Market Places Monday through Friday, August 18-22, 2008, by using Hawkeye Dollars, charging to your University account, or paying cash.

Q: How can I select a friend as my roommate?

A: Students will not be allowed access to SAS prior to their assigned access time. Roommates are processed according to the latest student's access date/time. If your requested roommate is eligible for SAS, you and your chosen roommate should select a room together once you are both eligible to access SAS. If your requested roommate will be a new student next fall, you should contact the Contracts & Assignments Office for further instruction. It is difficult to pair—as roommates—students who are not both returning residents.

Q: What's the likelihood that I will get the hall/room I want?

A: Many returning students receive their first or second hall/room choice. If the room you want is not available when you are first allowed access, keep trying. It might be available at a later date. You can change your room selection through 5:00 p.m., Friday, April 4, 2008.

Q: What are the chances of obtaining a single room?

A: The number of single rooms is limited. Some students with less than 60 semester hours may not get a single. Remember—you may access the system repeatedly to check for a room until 5:00 p.m. Friday, April 4, 2008.

Q: What if my requested roommate does not currently live in the residence halls?

A: You should contact the Contracts & Assignments Office to discuss your options.

Q: Any other questions?

A: Call us at 319/335-3009. Our office hours are Monday through Friday, 8:00 a.m. to 5:00 p.m.

PLEASE NOTE:
RAs And Other Hall Staff Are Not Trained To Answer
Assignment And Contract-Related Questions.

REAPPLICATION TIMELINE

January 28, 2008.....	Reapplication "SAS" booklets available on the web and at the Contracts & Assignments Office
February 5, 2008, 5:00 p.m.	Deadline for Application/Contract Signature card and \$120.00 to be turned in to the Contracts & Assignments Office, 17 Burge Hall or completed electronically
February 21, 2008	Letters mailed (not e-mail) giving students the date and time they may access SAS to select a room
February 26-March 5, 2008.....	Access times (priority based on number of hours student will have by May 2007)
April 4, 2008	Deadline to access SAS and select a room or change a room or meal plan choice
April 10, 2008	Assignment letters mailed to residence hall addresses
May 1, 2008	Contract binding date ; last day to cancel housing contract for 2008-09 academic year and receive refund of advance payment. Any cancellation after May 1, 2008 will be subject to the terms and conditions of the residence hall contract.

IF YOUR PLANS CHANGE AFTER THURSDAY, MAY 1, 2008 BUT BEFORE MOVING INTO THE RESIDENCE HALLS:

If you decide not to attend the University of Iowa, you may cancel your housing contract if you send a cancellation request in writing to the Contracts & Assignments Office, 17 Burge Hall, Iowa City, Iowa 52242-1298. Remember, if your cancel is postmarked by May 1, 2008, we will return your \$100.00 advance payment. After May 1, 2008, your advance payment will be forfeited. Be sure to read Section 6 of your contract Terms and Conditions (page 12) for details regarding cancellation prior to the beginning of the semester.

Thinking you would like to live off-campus? Your contract becomes binding on Thursday, May 1, 2008, and we cannot release you from your housing contract except as stated in Section 6 of your contract Terms and Conditions.

If you request to be released from your housing contract, you are still financially responsible for your contract until a decision regarding your request has been made. Be sure to read the Terms and Conditions under Section 6 (page 12) of your contract which explains our contract cancellation policies. Remember, contract releases are granted by the Contracts & Assignments Office according to the terms and conditions outlined in your contract.

Will you be getting married before the end of the contract term? If you are living with your spouse in the community and provide us with a copy of your marriage certificate, you may be released from your housing contract at the time of your marriage.

Graduating at semester?

If you do not register for classes at the University of Iowa for second semester due to mid-year graduation, you may be released from your housing contract. You must cancel in writing at the Contracts & Assignments Office, 17 Burge Hall, by December 1, 2008.

Are you participating in a Study Abroad, Work Co-op, or Student Teaching experience outside of the Iowa City area for second semester? You can be released from your housing contract if you provide supporting documentation to the Contracts & Assignments Office. You must cancel in writing at the Contracts & Assignments Office, 17 Burge Hall by December 1, 2008.

**IF YOU ARE UNSURE ABOUT YOUR HOUSING PLANS FOR NEXT YEAR,
CONTACT THE CONTRACTS & ASSIGNMENTS OFFICE BEFORE MAKING ANY DECISIONS**

If I Want:

Room Selection

Meal Plan

My own room back.

You are automatically assigned to your current room (if it is not in a learning community or an area being changed or held). See page #5.

You need to access SAS to confirm your assignment.

You need to access SAS to confirm one of the meal plans. *

My own room back, but I can't because of changes in the system. See page #5.

You will be notified if you may not return to your current room. You must access the system and choose a different room. You will have priority within your hours group.

You need to access SAS to confirm one of the meal plans. *

My own room back and a roommate who is not my current roommate but who currently lives in the residence halls.

You may select your own room and hope there is a space available when your requested roommate is allowed into the system. Or, both of you could access the system once you are both eligible and search for an open room. The student with a later time will not be allowed earlier access to the system.

You need to access SAS to confirm one of the meal plans. *

A different room/building.

You must access SAS after your designated date and time to search for a room.

You need to access SAS to confirm one of the meal plans. *

A room with a roommate who is not currently living in the residence halls.

This is a complicated situation. Come and talk to the Contracts & Assignments Office personnel and we will go over your options.

Roommates are paired according to the latest priority group or application date. You may:

- select a room and hope there is still a space available when your requested roommate is assigned by the Contracts & Assignments Office (this is not very likely).
- come and discuss your options with Contracts & Assignments Office personnel.

You need to access SAS to confirm one of the meal plans. *



* Only residents selecting a room in Mayflower, Parklawn, or a room with a University-supplied kitchen are eligible for the "any 5" meal plan option.

TERMS AND CONDITIONS FOR THE RESIDENCE HALLS APPLICATION AND CONTRACT

THE UNIVERSITY OF IOWA

Residence Hall Contract, Terms and Conditions, 2008-09

Please keep this copy of the contract for your records. Your signature (or electronic signature) on the application acknowledges that you have read and agree to the terms and conditions outlined in this contract.

1. Terms of Agreement

- A. This contract is an agreement between the student and the University, and governs the academic year or remainder thereof. Only properly registered University students may reside in the residence halls or occupy space. Space may not be sublet.
- B. The University's acceptance of this agreement (an assignment) guarantees a space in a residence hall, not in a specific building or room. This may be temporary housing.
- C. This agreement will immediately terminate in the event of student's suspension or dismissal from the residence hall or the University. The student agrees in any such instance to vacate the residence hall at the time set by the University, not to return without the express written approval of the University, or to return under the penalty of trespass.
- D. This agreement becomes binding upon the student 10 days after notice of acceptance of the contract and room assignment by the University, or when the contract holder takes possession of the room, whichever comes first.

2. Period of Occupancy

- A. Contract occupancy begins the Saturday prior to the first day of classes and ends 24 hours after the close of spring semester examinations or 24 hours after the contract holder's last final, whichever comes first. Graduating seniors will vacate their room by 5 p.m. on the day of that student's commencement.
- B. The contract period does not include Thanksgiving break, semester break, or spring break.
- C. Only residents of Hillcrest and Mayflower halls are allowed to reside in their residences during the semester break period. No services or meals are provided during these periods, and building facilities will be closed.
- D. Only contract residents are permitted in the residence halls during break periods.
- E. Residents can be housed during the interim between spring semester and summer session, and between summer session and fall semester. A daily rate will be charged for all accommodations.

3. Application

- A. This application and the required advance payment and nonrefundable application processing fee constitute an offer by the named student and/or student's guarantor to

contract for residence hall accommodations for the session requested.

- B. Any person under the age of 18 must have their application signed by a parent or guarantor. Parent or guarantor signature does not give any additional contractual rights or allow a parent or guarantor to receive any information protected by the Family Educational Rights and Privacy Act (FERPA).
- C. An application becomes a binding contract 10 days after notice of acceptance of the contract and room assignment by the University, or when the contract holder takes possession, whichever comes first. This application may be canceled by the student by notifying the Contracts & Assignments Office in writing at any time before it becomes a binding contract.
- D. In the case of cancellation prior to the contract binding date, refund of the advance payment will be made within 60 days from receipt of the written notice of cancellation. Refunds will not be made for cancellations received after the application becomes a binding contract.
- E. The services and products provided under this contract may not be sold or transferred to others by the named student and/or student's guarantor.
- F. Students who do not attend The University of Iowa and do not check in will automatically have their room and board contract canceled, but will forfeit the advance payment.
- G. Any student whose physical or mental health might jeopardize the safety or well-being of that individual or any other resident may be required to have an examination by a University physician or a consultation with a University counselor to determine if the student has the ability to live safely and independently in an unsupervised environment. Should the physician or counselor determine that a health or safety concern exists, the director of University Housing/designee may amend or suspend the student's housing contract.
- H. The University reserves the right, at its discretion, to determine that a student's medical condition, past behavior, and/or criminal activity is such that the best interests of the University, the student, and/or other students would be best served by alteration or cancellation of the housing contract. If the University becomes aware that a student has a record of criminal conviction(s) or other actions indicating behavior that could pose a risk to person or property and/or could be injurious or disruptive to the residence hall community or the living/learning environment, the University may not accept or may immediately terminate the contract. Registered sex offenders are not eligible for University housing.

4. Room Assignments, Changes, and Consolidations

- A. A student may occupy only his or her assigned room.
- B. The University reserves the right to make and/or change room/hall assignments and space allocations where roommate incompatibility problems are irresolvable by the occupants of a room.
- C. Nonoccupancy of residence hall space does not cancel the contractual obligation. Registered students who do not check in to their assigned rooms and who do not notify the Contracts & Assignments Office in writing by the first day of classes may lose their preference to the specific space assigned to them, but they will still be billed for room and board.
- D. The University does not discriminate in room assignments on the basis of race, color, creed, national origin, religion, age, disability, or associational preference.
- E. There may be a need to assign students to temporary housing to accommodate the number of requests for residence hall space. These students will receive permanent assignments as space becomes available. Temporary housing accommodations are provided at a reduced daily rate.
- F. If vacancies occur in rooms during the course of a semester, the remaining resident(s) must consolidate with another resident(s) in similar situation(s), or choose to pay the adjusted rate according to actual room occupancy. Available options depend upon occupancy at the time of vacancy. Refusal by the remaining resident(s) to consolidate will result in an increased rate for lower occupancy.

5. Costs

- A. Housing costs do not include early arrival, Thanksgiving, semester break, spring break, or interim.
- B. All room contracts include \$200 in Hawkeye Dollars (\$100/semester). This prepaid amount is credited to a special account, which is accessed by presenting the Iowa One Card (University ID). Hawkeye Dollars may be used for laundry and select vending machines in the residence halls, and at many on-campus food locations.
- C. At the beginning of each semester, room and board charges will be billed in full. Bills are paid at the University Billing Office, Calvin Hall. The \$100 advance payment will be credited to the contract holder's first bill of the second semester if occupancy conditions have been met.
- D. A student's failure to satisfy the financial responsibilities as part of this contract and in accordance with the payment schedule may result in the denial of meals or contract cancellation pursuant to University rules and regulations. Residents sent through eviction proceedings will be held financially responsible for residence hall charges and any applicable court or legal costs.
- E. The Board of Regents, State of Iowa, reserves the right to change the terms and conditions of the contract or to increase residence hall rates by giving 30 days notice in advance, and the student and/or his or her guarantor will have the option of electing either to accept the increased rate and enter into a new contract or to terminate the contract on the date of the increase.

6. Release From or Termination of Contract

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

- i. Not attending the University (graduation, withdrawal, transfer);
 - ii. Marriage, if living with spouse in the community (marriage certificate required for verification);
 - iii. Participation in an academically sponsored study abroad, co-op, student teaching, or internship program out of the Iowa City area;
 - iv. Called to active duty for military service;
 - v. 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 Contracts & Assignments Office; or
 - vi. Disciplinary eviction from the residence halls.
- B. Releases based on the criteria outlined in items I, ii, iii, and iv are granted upon verification and receipt of the student's written cancellation at the Contracts & Assignments Office. Release based on the criteria outlined in item v is a special circumstance and will require a petition for contract release to the Contracts & Assignments Office.
- C. In the event that a release is approved, the student is entitled to a refund of room and board charges in accordance with the refund policy. If any overpayment has occurred, the student's University bill will be credited on a pro rata basis according to the date of written cancellation or the date the room was vacated, whichever is later. Any credit will appear on the next month's University bill. No room and board credit will be given for cancellations effective two (2) weeks before the close of each final examination week. However, a debt service recovery charge may be assessed in lieu of holding the contract holder to the remainder of the contract; this charge is assessed to ensure that financial interests of the bondholders are met.
- D. If a contract release is not approved, the student is eligible to cancel his or her contract upon payment of 80 percent of the remaining room and board costs.
- E. A student who has a residence hall contract for the academic year and cancels his or her room and board contract due to not attending the University but subsequently registers for any part of the remainder of the academic year will be bound to the remainder of the contractual obligation.
- F. A student must vacate an assigned space within 24 hours after his or her withdrawal or eviction from the University/residence halls, or as directed by University Housing personnel.
- G. Students who leave the University at the end of the fall semester and notify the Contracts & Assignments Office by 5 p.m. on December 1, 2008, are entitled to a refund of the \$100 advance payment.
- H. A student who is evicted from the residence halls for disciplinary reasons will be assessed a debt service recovery charge in lieu of holding the contract holder to the remainder of the contract. This charge is assessed to ensure that financial interests of the bondholders are met.

7. Damages

- A. Residents of a room are held responsible for all associated costs related to damage beyond normal wear to the room or its furnishings.
- B. Residents may not change the residence hall facilities nor remove or replace furniture supplied with the room.
- C. Repair and maintenance issues are made only by University-authorized personnel. These individuals have access

to all rooms for health, safety, maintenance, and custodial purposes.

- D. Damages or excessive cleaning in public areas on the floor and stairwell (restrooms, lounges, study rooms) that are not attributable or chargeable to a specific individual or group shall be equally shared by the residents of the living area where those damages occur. The assessment of such damages is payable upon demand.
- E. Students are advised to purchase renter's insurance concerning personal coverage. The University is not responsible for any loss of or damage to the personal property of the student, nor will the University be responsible for any injury or damages to the student's person or property while the student is a resident.

8. Room Entry and Search

The rights of students to be secure in their residence hall rooms against unreasonable entry, searches, and seizures are assured. Entry, search, and seizure by civil officers are governed by the civil law. University officials may enter a student's room under the following circumstances:

- A. Maintenance and custodial services requested by the occupant(s) or University personnel is being performed.
- B. Routine inspection of rooms for safety, health, and general upkeep purposes or if maintenance is performed.
- C. There is perceived imminent risk to safety, health, and/or occupant(s) or institutional property.
- D. During announced break times.
- E. There is reasonable suspicion that a University policy is being violated.
- F. Turning off an alarm, loud stereo/music, or loud TV when residents are not present.
- G. There is a search warrant being carried out by a member of law enforcement.

It is a lawful request for a residence hall staff member to ask a student to open his or her room door. Failure to comply constitutes a policy violation and will result in disciplinary action.

9. Meal Plans

- A. All students living in the residence halls are required to subscribe to either a 10-, 14-, or 20-meals-per-week plan, with the following exceptions: students living in Mayflower and Parklawn halls, or in rooms with kitchen units as part of their University-supplied room furnishings have an additional option of subscribing to a 5-meals-per-week plan. Transfer or returning students who live in Mayflower and Parklawn halls or in rooms with kitchen units as part of their University-supplied room furnishings may choose to have no meal plan.
- B. Fall semester meal plans begin on the contract effective date and continue while classes are in session, but exclude Sunday evening meals. Spring semester meal plans begin the Monday after the contract effective date and continue while classes are in session, but exclude Sunday evening meals. Additional charges will be made for meals provided prior to the contract effective date.
- C. Meals missed because of late move-in, special diets, religious beliefs and activities, employment, or classes scheduled during the meal hours are not refundable.
- D. Board refunds will be made due to illness or accident to residents confined for a period of seven or more consecutive days to a hospital, or detained at home, provided that a doctor's statement is presented.

10. Liability

- A. The University assumes no liability for any loss or damage to the personal property of the resident, except as may be caused by negligent acts of its employees, and does not carry insurance on the personal property of the resident. Each resident should determine if his or her personal property is covered by parents' homeowner's policies or should purchase whatever personal property insurance is desired.
- B. In the event the premises or part thereof are destroyed or substantially damaged by fire or other unavoidable accident so as to render it unfit for student's use, the University shall not be obligated to rebuild said premises. If said premises shall remain unusable for a period in excess of 30 days, the student shall have the option of terminating this contract by giving written notice to the University or of reserving the right to occupy the premises when the same is rebuilt and becomes available. During the time the student is unable to use said premises or any part thereof, the student shall not be obligated to pay any portion of the rent, but the University shall not be liable to the student for loss of use of the premises, including the expense of alternate accommodations.
- C. The University is not responsible for injuries to the student or invitees which might result from the use of the premises.

11. General Conditions

- A. Students are expected to know and abide by federal and state law; policies and rules of the Board of Regents, State of Iowa (The University of Iowa Policies and Regulations Affecting Students; the Standards of Student Behavior for Residence Halls; the Residence Hall Guidebook); and the terms and conditions of the residence halls contract. Violations of these rules are handled through the disciplinary procedures of the residence halls and/or through the University.
- B. No resident is to use his or her room or permit it to be used for any commercial purposes, except for incidental commercial use such as receipt of telephone solicitations of sales orders. Commercial soliciting in the building or on the grounds is forbidden.
- C. No pets shall be permitted in the residence halls, with the exception of fish in an aquarium of approved size.
- D. Personal property left in student rooms at the end of an academic year (first semester if applicable) will be disposed of after 30 days at the discretion of the Department of University Housing.
- E. A student may, at the discretion of the Director of University Housing/designee, be prohibited from entering or being present in certain residence hall locations or the entire residence hall system.
- F. Residents are issued room and building entrance keys (or access cards) that are not to be transferred or duplicated, and students are responsible for the use and return of assigned keys (cards). Lost, stolen, or missing keys (cards) constitute a security risk and automatically result in rekeying a room lock at a cost to the student.

Nondiscrimination Policy

The University of Iowa prohibits discrimination in employment, educational programs and activities on the basis of race, national origin, color, creed, religion, sex, age, disability, veteran status, sexual orientation, gender identity, or associational preference. The University also affirms its commitment to providing equal opportunities and equal access to University facilities. For additional information, contact the Office of Equal Opportunity and Diversity, 319-335-0705 (voice) and 319-335-0697 (text), 202 Jessup Hall, The University of Iowa, Iowa City, IA 52242-1316.



For Office Use Only

HOUSING APPLICATION/CONTRACT SIGNATURE CARD

_____	_____	_____	_____
Last Name	First Name	M.I.	Student ID Number
_____	_____	_____	() -
_____	_____	_____	_____
Permanent Address	City	State	Zip
			Telephone Number

Read all the terms and conditions before signing this form!

Return this form by **5:00 p.m. Tuesday, February 5, 2008** with **\$120** (\$100 advance payment and \$20 non-refundable application processing fee) to:

**Contracts & Assignments Office
17 Burge Hall
Iowa City, IA 52242-1298**

Make checks payable to: University of Iowa

**We strongly recommend that you either hand-deliver this form to the
Contracts & Assignments Office or utilize U.S. Mail.**

I hereby agree to contract for housing accommodations for the period of time specified and at the rate established by the Board of Regents, State of Iowa, for the 2008-09 academic year, subject to the terms and conditions on the pages accompanying this offer.

Student's Signature

Age

Date

(Students under 18 years of age must also have the following guarantee signed by a parent, guardian, or person legally responsible.)
Contract Guarantee: For the value received and in consideration of the furnishing of accommodations by the University of Iowa to the above-named student, I hereby guarantee full and prompt payment of all sums payable by said student to the University under said contract and guarantee full and prompt performance of all terms and conditions of said contract to be performed by said student.

Guarantor Signature

Date

The University of Iowa requests this information for the purposes of processing your application for housing. Persons outside the University are not routinely provided this information except for directory information, such as name and local address. Although responses to items marked "optional" are optional, responses to all other items are required in order for us to take action.