



These Terms & Conditions are part of the Housing Contract granting a license to use University Housing.

I. ASSIGNMENTS

A. Housing staff will assign a resident to cooperative living units.

1. If the preferred or requested space is unavailable, Housing staff reserves the right to reassign the student.
2. If a Private or Deluxe Private is unavailable at Cougar Village Apts., the student may be assigned to a Shared Bedroom.
3. If a space in Evergreen Hall is unavailable, the student may be assigned to Cougar Village Apts.
4. If a Deluxe Private is unavailable in Bluff, Prairie or Woodland Halls, the student may be assigned to a Shared Bedroom.

B. Space Changes

1. Voluntary space changes will be allowed with the approval of University Housing staff at a cost of \$10.
2. Voluntary space changes from a Deluxe Private Bedroom to a Shared Bedroom will only be approved before August 10 for Fall Semester, January 3 for Spring Semester and May 1 for Summer term.
3. The University reserves the right to reassign a resident as deemed necessary by the University.
4. The University reserves the right to consolidate residents in order to maintain efficient operations.
5. The University may make temporary assignments, placing extra residents in a unit, to accommodate a maximum number of residents. As space becomes available, the resident must move to regular accommodations.
6. The University reserves the right to make space changes because of counseling concerns.
7. Exceptions to the above shall be considered on a case by case basis.

C. Period of Occupancy

Period of occupancy is as indicated on the application/contract. The contract will be renewed if the resident meets the requirements for occupancy, has complied with Terms and Conditions and University Housing Living Guide, and has no outstanding University debts. Bluff, Prairie, and Woodland Halls will be closed during Thanksgiving break, spring break, semester breaks and for the Summer term. Accommodations for residents wishing to reside on campus during breaks and prior to the start of a contract period may be made at Cougar Village Apartments for a minimal charge, if space is available. Students remaining in University Housing after the contract has expired, without prior approval from University Housing, will be charged \$50 per day until student properly checks out.

II. ACADEMIC REQUIREMENTS

A. Academic Year (Fall and Spring)

The resident must register for, enroll in, and pass an average of six (6) graduate hours or nine (9) undergraduate hours each semester of the contract period.

B. Summer Term

1. The continuing resident who successfully completes

the previous academic year requirements, enrolls for the Fall Semester, and signs a housing contract for the Fall Semester, is not required to enroll in classes during the summer term.

2. The continuing resident who is not returning to University Housing Fall Semester is required to enroll in and pass at least one course during the summer term.
3. The resident entering Summer Term must register for, enroll in, and pass at least one course during the summer term.
4. Summer term housing accommodations are provided in Cougar Village Apartments and Evergreen Hall.
5. Housing is not available during the semester break between Spring and Summer for Bluff, Prairie, and Woodland Hall Residents.

C. Eligibility

The resident must inform the Central Housing Office in writing, via mail, fax, or e-mail immediately when academic eligibility for Housing ceases. A copy of the suspension letter will be required.

III. FINANCIAL RESPONSIBILITIES

A. Application Fee

Payment of a \$25 non-refundable application fee is required before occupancy.

B. Security/Reservation Deposit

1. Payment of a \$75 deposit is required before occupancy.
2. The deposit serves as a reservation deposit until the applicant becomes a resident of University Housing, at which time it also serves as a security deposit against assessed charges and/or University accounts receivable upon check-out.

C. Contract Payment

The resident agrees, in consideration of the living unit assigned for use, to make payment to the Bursar's Office of the University as follows:

1. Pay a \$200 advance payment (which is part of the total contract amount) AND pay the full contract amount at the time of acceptance, OR
2. Pay the housing charges according to the University's Installment Payment Program AND Pay a 1 ½ % service charge on all unpaid monthly balances of University charges.
3. IN THE EVENT IT BECOMES NECESSARY FOR THE UNIVERSITY TO ENFORCE THE TERMS OF THIS AGREEMENT BY LEGAL MEANS OR USE OF A COLLECTION AGENCY, PAY ALL EXPENSES, INCLUDING ACTUAL ATTORNEY'S FEES, COURT COSTS, AND UP TO 50% OF OUTSTANDING BALANCE ASSESSED BY COLLECTION AGENCY RELATED TO THE COLLECTION OF MONIES OWED.

D. Campus Housing Activity Fee

A non-refundable activity fee is collected from and administered for the benefit of all University Housing residents. The proceeds shall be deposited in a University restricted account to be disbursed by authority of its fiscal officer in accordance with University policy.

E. Utilities

1. Housing payments include an active telephone jack, data jack, gas, water, sewer, cable television connection, and an average utility allotment for electric.
2. Utility usage exceeding the average utility allotment will result in charges assessed to the resident's University account.

F. Damages

The resident agrees to use the grounds, premises, and University property and furnishings in a proper and responsible manner and, at the expiration of the contract, to surrender same to the University in good repair and condition as normal use dictates. The resident will be charged for misuse or damage within the living unit or common area of the building in which he/she lives. Any charges assessed during the year under these Terms and Conditions shall be placed on accounts receivable and shall be payable immediately. All transcripts and enrollment will be withheld until accounts are paid in full. A resident who has vacated has 90 days to appeal charges in writing to the Director of Housing.

G. Restrictions Governing Contract Cancellation – Before the Contract Period

1. A refund of advance payment and/or security deposit will be made according to the cancellation schedule of the Terms & Conditions. Cancellations must be requested in writing by the resident and received in the Central Housing Office, 0248 Rendleman Hall, Edwardsville, IL 62026-1056.
2. The resident must take possession of the assigned space by the third scheduled day of classes of the term or the student will be declared a No Show. Possession is completing the check-in procedure or notifying the Central Housing Office in writing of a later check-in date. If the student is enrolled for the term, the student will continue to be charged for the space as if living there. If the student is not enrolled, the student's residency will be terminated and charged a \$250 cancellation fee and two weeks prorated room use fee.
3. Fall Semester – For the resident entering University Housing beginning Fall Semester:
 - a. Resident canceling on or before May 1, \$275 is refunded, if there is not an outstanding balance on the student's account.
 - b. Resident canceling after May 1 and before August 1, \$200 advance payment and \$75 deposit is forfeited.
 - c. Resident canceling on or after August 1 and before the first day of the contract period, a written Request for Contract Cancellation must be received in the Central Housing Office, 0248 Rendleman Hall. Forms are available at the Central Housing Office in Rendleman Hall or online at www.siu.edu/housing.
 - d. Effective August 1, contract cancellation will be considered for approval only in the following instances: serious illness, graduation, death in the immediate family, academic suspension, marriage, withdrawal from SIUE for the

remainder of the contract period, induction into active military service, or counseling considerations. The resident will be required to provide verification of these circumstances.

- e. If the cancellation is approved, the resident will forfeit \$200 advanced payment and \$75 security deposit.
4. Spring Semester – For the resident entering University Housing beginning Spring Semester:
 - a. Resident canceling on or before December 1, \$275 is refunded, if there is not an outstanding balance on the student's account.
 - b. Resident canceling after December 1 and before the first day of contract period, \$200 advance payment and \$75 deposit is forfeited.
5. Summer Term – For cancellations requested on the last business day and before the first day of the contract period, the full contract amount is refunded, if there is not an outstanding balance on the student's account.

H. Restrictions Governing Contract Cancellation – During Contract Period

1. Effective the beginning of the academic year, contract cancellation will be considered for approval only in the following instances: serious illness, graduation, death in the immediate family, academic suspension, marriage, withdrawal from SIUE from the remainder of the contract period, induction into active military service, or counseling considerations. The resident will be required to provide verification of these circumstances. The resident must properly vacate University Housing by the end of finals or when academic eligibility ceases, whichever is earliest.
2. A written Request for Contract Cancellation must be received in the Central Housing Office, 0248 Rendleman Hall, Edwardsville, IL 62026-1056. Forms are available at the Central Housing Office in Rendleman Hall or online at www.siu.edu/housing.
3. Contract cancellation date shall be either the date the Request for Contract Cancellation is received in the Central Housing Office or official check out date, whichever is later.
4. Fall Semester approved cancellations – If the cancellation is approved, a resident entering University Housing beginning Fall Semester who cancels:
 - a. From the first day of the contract period through December 1, the resident must pay the room use fee prorated through the end of the week of official check-out in addition to a \$250 contract cancellation fee.
 - b. After the December 1 deadline and before the beginning of the Spring Semester check-in, must pay the entire Fall semester housing room use fee in addition to a \$300 contract cancellation fee.
 - c. From the first day of Spring Semester check-in to the last day of the contract period, must pay room use fee prorated through the end of the week of official check-out in addition to a \$250 contract cancellation fee.



- d. For approved cancellations for graduation received prior to December 1, the cancellation fee is waived.
5. Spring Semester approved cancellations – if the cancellation is approved, a resident entering University Housing beginning Spring Semester who cancels:
 - a. From the first day of the contract period and through the last day of the contract period, must pay the room use fee prorated through the end of the week of official check-out in addition to a \$250 contract cancellation fee. The resident must properly vacate University Housing by the end of finals or when academic eligibility ceases, whichever is earliest.
 - b. For approved cancellations due to academic suspension, must pay the \$75 deposit and room use fee prorated through the end of the week of official checkout. Residents not checked out by the end of the second week of the Semester must pay the additional \$250 cancellation fee.
6. Summer Term approved cancellations –
 - a. Resident canceling on or after the first day of the contract period, the full contract amount is paid.
 - b. For approved cancellations due to academic suspension, must pay \$75 deposit and room use fee prorated through the end of the week of official check-out. Residents not checked out by the end of the second week of Summer Term will be charged an additional \$250 cancellation fee.
7. Non-approved cancellations - The resident must pay for the full contract period.

I. Vacating

1. To ensure a proper check-out, the resident vacating University Housing must make a check-out appointment with a Resident Assistant (RA) at least 24 hours in advance of check-out.
2. A \$25 charge will be assessed for failure to check out properly.
3. All Bluff, Prairie and Woodland Hall residents must vacate University Housing at the end of the Fall & Spring terms within 24 hours of their last final examination. All Cougar Village & Evergreen Hall residents must vacate University Housing at the end of the Spring term within 24 hours of their last final examination.

J. Other Financial Responsibilities

The resident will be held financially responsible for costs not covered in the Terms and Conditions that are incurred by University Housing in enforcement of this contract including but not limited to cleaning costs, the cost of moving a resident's possessions, legal fees, storage costs, or non-routine maintenance.

K. Dining Service

Bluff, Prairie and Woodland Hall residents are required to purchase a meal plan as part of their Housing contract. Cougar Village and Evergreen Hall residents have the option to purchase any of the five meal plans. The student ID card serves as a meal card. Changes to the residence hall meal plans can be made only during the first two weeks of each semester. A refund of the remaining balance will be issued if there is no outstanding balance on the student's account.

IV. LIABILITY – THE UNIVERSITY IS NOT LIABLE FOR LOSS OF, THEFT OF, OR DAMAGE TO PERSONAL PROPERTY OF THE RESIDENTS.

- A. The resident is responsible for personal effects. The University will not reimburse the resident for damage or loss of personal effects resulting from natural conditions or malfunction of plumbing or other systems. It is strongly recommended that residents secure insurance on their personal property and other valuable possessions.
- B. If, as a result of fire, flood, renovation, or other substantial cause, the Director of University Housing or his representative determines that the assigned living unit is uninhabitable, the resident will be offered alternative accommodations in University Housing on a space available basis. Payments will be adjusted when accommodations are not equal to the original assignment. If space is unavailable, University Housing will make reasonable efforts to help find off-campus housing and refund prepaid payments and deposits as required (contract payments will be prorated to the last day of occupancy).
- C. Personal effects left in units or public storage areas will be considered abandoned property and will be disposed after official check-out.

V. TERMINATION OF RESIDENCY

The University reserves the right to terminate residency for cause upon three (3) days written notice. In cases in which a resident's behavior constitutes a significant threat to the safety of residents or other persons or to property of others or the University, a maximum of 24 hours notice may be given. Other conditions which may result in termination of residency include but are not limited to:

- A. The resident becomes delinquent in contract payments, or abandons or vacates the premises.
- B. The resident performs an act of violence toward an individual or property, or theft of property within the confines of University Housing.
- C. The resident fails to comply with Terms and Conditions, or any other approved Housing policy.
- D. The resident violates the SIUE Student Conduct Code or state or federal laws, including without limitation illegally possessing, selling, or delivering narcotic drug, or other materials prescribed by state or federal laws.
- E. The resident fails to adjust to the group living environment.
- F. The resident is in possession of a beer keg on University Housing premises.
- G. The resident is in possession of firearms or other weapons.
- H. The resident found tampering with fire equipment (alarms, hoses, extinguishers, smoke detectors, sprinklers, door closures, emergency exits, fire alarm pull stations, etc.) for other than actual emergency situations or intentionally setting false fire alarms faces a jail sentence, fines up to \$10,000, and expulsion from the University. In cases in which residency is terminated, the resident remains financially responsible for 50% of the remainder of the contract period.

VI. REPAIRS AND MAINTENANCE

- A. Any decorating by the resident which is not approved by the University Housing staff will result in charges to restore the living unit to original condition or charges for resulting damage.
- B. University Housing is responsible for maintaining living units, grounds, and public areas. Basic service for heat, lighting, and water will be maintained on a priority basis. Other necessary repairs will be completed as availability of staff and parts permits.

VII. GENERAL CONDITIONS

A. Entry Into Living Units

- 1. University staff are authorized to enter living units without notice when they consider there exists a potential threat to health, safety, or welfare of the residents. Such entry will be in the presence of the resident except when circumstances of an emergency nature make such presence impractical. The University reserves the right to enter living units without notice to make timely inspections, repairs, additions, or alterations requested by the resident.
- 2. PRIVATE LOCKING MECHANISMS ON DOORS ARE STRICTLY PROHIBITED.

B. Health and Safety

- 1. The resident is responsible for maintaining a safe, healthy environment within his/her unit. The resident is required to comply with scheduled safety and cleaning inspections. The resident of a unit may establish shared cleaning responsibilities; otherwise each resident is responsible for the unit. Storage is restricted to the living unit or apartment storage closet. Items left in public areas will be removed by the University.
- 2. The University will treat each living unit for pests at least once each term and upon request.

C. Firearms and Ammunition

Firearms, pellet guns, BB guns, air guns, paint guns, firecrackers, or gasoline or other combustible items are not permitted in University Housing. State law requires that STUDENTS, FACULTY, AND STAFF MUST BE GRANTED WRITTEN PERMISSION FROM THE SIUE CHIEF OF POLICE BEFORE BRINGING FIREARMS OR AMMUNITION ON UNIVERSITY PROPERTIES. Any firearms and/or ammunition must be stored with the SIUE Police Department on campus. 24-hour accessibility is provided by the SIUE Police.

D. Alcoholic Beverages

Alcoholic beverages may be possessed and consumed by persons of legal age in private living areas of Cougar Village and Evergreen Hall. Private living areas shall be defined as the living unit and do not include lounges, indoor recreation areas, hallways, breezeways, multi-purpose rooms, laundry rooms, balconies, patios, grounds, and other public areas. Kegs are not allowed, and will be confiscated. Possession of same will lead to termination of residency. (See Section V. F. above and University Alcohol Policy). Alcoholic beverages are prohibited at all times in Bluff, Prairie, and Woodland Halls.

E. Parking/Traffic

Vehicles without current license plates, in obvious disrepair or which otherwise appear abandoned will be considered derelict and towed at the owner's expense. Owners of illegally parked cars that hinder other residents' safety or convenience are subject to disciplinary action. Vehicular traffic is restricted to parking lots and roadways. Access to Cougar Village apartment building clusters must be approved by University Housing staff and is restricted to the wide service emergency drives. Illegally parked vehicles may be towed without notice at the owner's expense. (See Motor Vehicle Regulatory Policy).

F. Keys

Keys will be issued only to contract holder of each unit and mailbox at check-in. Upon loss or theft of a key, the resident will be charged the cost of a recore.

G. Personal Property

The University reserves the right to restrict the amount and use of the resident's furniture. Waterbeds and lofting are not allowed. The resident is not allowed to remove University furnishings.

H. Mail

Residence Halls – Mail boxes are located on the first floor.
Cougar Village – Mail boxes are located in the Commons Building.

I. Pets

Pets are prohibited with the exception of fish in proper aquariums.

J. Guests

The University restricts the number of guests in living units, including overnight guests. The resident is responsible for the behavior of his/her guests and any charges resulting from the guests' actions or temporary residence. The resident is not permitted to sublease or provide routine lodging to guests. (See University Housing Living Guide).

K. Solicitation

Door-to-door salespeople or solicitors are not permitted on University Housing premises.

L. Trash Removal

Garbage and trash removal is provided by the University. The resident is responsible for removing trash and garbage from his/her living unit to the containers provided by University Housing.

M. Appliances

The University reserves the right to control the use of appliances and assess fees for installation. The resident may not move or disconnect University installed appliances.

VIII. OTHER POLICIES GOVERNING THE TERMS AND CONDITIONS OF THE RESIDENT'S CONTRACT ARE CONTAINED IN THE UNIVERSITY HOUSING LIVING GUIDE AND APPLY TO RESIDENCY IN UNIVERSITY HOUSING, SIUE.

EXCEPTIONS – Requests for exceptions or exemptions from the provisions of these Terms and Conditions must be submitted in writing to the Director of Housing and will be effective only if approved in writing by the Director.