

SOUTHERN ILLINOIS UNIVERSITY  
**EDWARDSVILLE**

UNIVERSITY HOUSING

**APPLICATION FOR FAMILY HOUSING**

SIUE agrees to furnish on-campus housing to the undersigned, as suitable space becomes available. Acceptance of this offer requires completion of the application, including signature and payment of a non-refundable \$25 application fee, and payment of a \$150 reservation deposit, which becomes a damage deposit when applicant becomes a resident of Cougar Village. **Application will not be accepted without the required \$175 payment.**

**ALL University Housing units are SMOKE FREE.**

If you are currently in University Housing, please contact the Central Housing Office, Rendleman Hall, Phone (618) 650-3931 before you return this application to the Bursar's Office.

**If your address or phone number changes, please contact the Central Housing Office with the new information.** Return Payment (payable to SIUE) and Application to:

*Bursar's Office, Box 1042, SIU Edwardsville, IL 62026-1042*

I am requesting housing beginning: (Insert year)			Date of Birth		
<b>Semester:</b> Fall 20____ Spring 20____ Summer 20____			____/____/____		
<b>Apartment Choice:</b>	<input type="checkbox"/> 2 Bedroom - unfurnished	<input type="checkbox"/> 2 Bedroom - furnished	<input type="checkbox"/> 3 Bedroom - unfurnished	<input type="checkbox"/> 3 Bedroom - furnished	
<b>* Minimum 2 children in 3 bedroom</b>					
Last Name:		First Name:		Middle:	Gender: M F
Address:			City:	State:	Zip:
SIUE ID #	Academic Status: FR SO JR SR GRAD			Daytime Phone: ( )	
<b>Ethnic Origin:</b> (optional)	<input type="checkbox"/> African - American	<input type="checkbox"/> Caucasian	<input type="checkbox"/> Asian/Pacific American		Does any member of your family smoke? <input type="checkbox"/> NO <input type="checkbox"/> YES
	<input type="checkbox"/> Hispanic - American	<input type="checkbox"/> International	<input type="checkbox"/> Other: _____		
Have you ever been convicted of a crime including, but not limited to, a felony or misdemeanor?					<input type="checkbox"/> NO <input type="checkbox"/> YES
Have you lived in SIUE University Housing before:					<input type="checkbox"/> NO <input type="checkbox"/> YES If YES, when: _____
Do you prefer a first floor unit because of physical condition(s)?					<input type="checkbox"/> NO <input type="checkbox"/> YES If YES, please describe: _____
E-mail Address: _____			Cell Phone # ( ) _____		
<b>Name(s) of Adult Residents</b> * Copy of marriage certificate or proof of domestic partnership is required for couples before you move in					
		<input type="checkbox"/> Male <input type="checkbox"/> Female	DOB		____/____/____
		<input type="checkbox"/> Male <input type="checkbox"/> Female	DOB		____/____/____
<b>Name(s) of Children</b> * Copy of birth certificate(s) required before you move in					
		<input type="checkbox"/> Male <input type="checkbox"/> Female	DOB		____/____/____
		<input type="checkbox"/> Male <input type="checkbox"/> Female	DOB		____/____/____
		<input type="checkbox"/> Male <input type="checkbox"/> Female	DOB		____/____/____
		<input type="checkbox"/> Male <input type="checkbox"/> Female	DOB		____/____/____

**Signature of Applicant:** \_\_\_\_\_  
*family housing app.xls*

**Date:** \_\_\_\_\_  
*Revised: 11/2/2007*

SOUTHERN ILLINOIS UNIVERSITY EDWARDSVILLE  
University Housing  
FAMILY STUDENT TERMS AND CONDITIONS  
SERIES XXIV

I. ASSIGNMENTS

A. Housing staff will make assignments in accordance with the following criteria:

1. There is a 2-child limit for a two-bedroom unit, and a 4-child limit for a three-bedroom unit.
2. Occupancy is restricted to spouse and/or children who are under age 7 and/or regularly attend elementary school, middle school, or high school. Other legal dependents may become legal occupants only with prior written approval of the Director of University Housing.
3. The resident must possess proof of marriage and/or birth certificates of children and make available such to the University upon request.
4. The University reserves the right to reassign residents as necessary. Approved voluntary assignment changes are allowed at a cost of \$25.00.
5. Exceptions to the above shall be considered on a case-by-case basis.

B. PERIOD OF OCCUPANCY

1. Period of occupancy is as indicated on the 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.
2. The resident will receive a maximum number of annual contracts, based on entering status, as follows:

Freshman	6	Senior	3
Sophomore	5	Graduate	4
Junior	4		
3. The resident may transfer the contract to a spouse only once during the period of occupancy.
4. A resident remaining in University Housing after the contract has expired, without prior approval from University Housing, will be charged \$50.00 per day until resident 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 graduate hours or nine 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 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.

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 \$25.00 non-refundable application fee is required before occupancy.

B. SECURITY DEPOSIT

1. Payment of a \$150.00 deposit is required before occupancy.
2. The deposit serves as a reservation deposit until the applicant becomes a resident of Cougar Village, 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 the full contract amount at the time of acceptance, by the due date as specified on the contract. OR
2. Pay the housing charges according to the University Installment Payment Program. AND
3. Pay a 1½% service charge on all unpaid monthly balances of University charges.
4. **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**

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**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 usage 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 will be placed on accounts receivable and are payable immediately. All transcripts and enrollment will be withheld until account is paid in full. The resident who has vacated has 90 days to appeal charges in writing to the Director of Housing.

G. RESTRICTIONS GOVERNING CONTRACT CANCELLATION – PRIOR TO CONTRACT PERIOD

1. A refund of the security deposit will be made according to the cancellation schedule of the Terms and 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. Possession is completing the check-in procedure or notifying the Central Housing Office in writing of a later check-in date.

H. RESTRICTION GOVERNING CONTRACT CANCELLATION – DURING CONTRACT PERIOD

1. A written Request for Cancellation of Contract must be received in the Central Housing Office, 0248 Rendleman Hall, Edwardsville, IL 62026-1056, at least 30 days prior to vacating. Forms are available in the Central Housing Office or online at [www.siu.edu/housing](http://www.siu.edu/housing).
2. Payments will be made for the 30-day period following receipt of the cancellation form or to the indicated date of cancellation, whichever is longer.
3. If a cancellation form is not received by the Central Housing Office, the 30-day period will begin the date the resident is discovered to have vacated or checked-out.

I. VACATING

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. A \$25.00 charge will be assessed for failure to check-out properly. Failure to check-out on or before the stated cancellation date may result in removal of personal property at the resident's expense and forfeiture of security deposit.

J. OTHER FINANCIAL RESPONSIBILITIES

The resident will be held financially responsible for costs not covered in these 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 the resident's possessions, legal fees, storage costs, or non-routine maintenance.

K. Dining Service – Apartment residents have the option to purchase an optional meal plan.

IV. LIABILITY – THE UNIVERSITY IS NOT LIABLE FOR LOSS OF, THEFT OF, OR DAMAGE TO PERSONAL PROPERTY OF 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 the resident 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 representative determines that the assigned apartment is uninhabitable, the resident will be offered alternative accommodations in University Housing on a space available basis. Payments will be adjusted when alternative 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 pro-rated to the last day of occupancy).

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- C. Personal effects left in units or public storage areas will be considered abandoned property and will be disposed of as such.

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 drugs, 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 is found of 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 University Housing staff will result in charges to restore the apartment to original condition or charges for resulting damage.
- B. University Housing is responsible for maintaining living units, ground, 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 APARTMENTS

- 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. Storage is restricted to the apartment or apartment storage closet. Items left in public areas will be removed by the University.
- 2. The University will treat each apartment 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 TO 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. 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, patios, grounds, or other public areas. Kegs are not allowed and will be confiscated, and possession of same will lead to termination of residency. (See SECTION V.F. above and the University Alcohol Policy).

E. PARKING/TRAFFIC

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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 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 Policies).

F. KEYS

Keys will be issued to each apartment and mailbox at check-in. Upon loss or theft of a key, the resident will be charged the cost of a recore. Keys will be issued to adults listed on application. Children 12 and older can be issued a key with proper permission.

G. PERSONAL PROPERTY

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

H. MAIL

Cougar Village Buildings 401-431 – Mail boxes are located in each building.

Cougar Village Buildings 501-531 – 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 apartments, 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 apartment 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 & Conditions of the resident's contract are contained in the University Housing Living Guide and apply to residency at 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.