

# HOUSING FACTS AND INFORMATION

This fact sheet contains all information necessary for completing your Housing application. Fees, charges, and contract provisions are established annually by the University of Illinois Board of Trustees. Your completed application form and appropriate deposit payment should be returned to the Housing Office as directed. Remittance must be in the form of credit card, check, or money order payable to the University of Illinois at Springfield. A completed application and deposit places your name on the applicant list, based on date of receipt of both items. Application will not be processed without an accompanying deposit. Financial Aid awards cannot be applied to pay for a deposit.

We are delighted that you are interested in joining one of our diverse communities and are confident that you will enjoy Residential Life as one of our over 1100 campus residents. We assign, manage, and maintain all 212 university-owned apartment units for 730 residents, as well as both the 218-bed Lincoln Residence Hall, and 200-bed Founders Residence Hall on our campus.

## LENGTH OF CONTRACT

**All residents must sign a Housing Contract in order to occupy the assigned space. Campus Housing offers residential space in two contract periods: the 10 month academic year (August- May) and the summer term (June-July). Contracts are issued for the entire contract period, or for the remaining portion thereof. Prior to submitting your deposit, please refer to and review carefully the Terms and Conditions of Student Housing regarding contract limitations, deposit policies, break periods and hall closures, and eligibility for summer housing.**

## DEPOSIT POLICY

There is a non-refundable processing fee of \$25 taken from the deposit at the time an application is submitted. There is an additional \$25 cancellation fee for any written, applicant-initiated cancellation request received by the Housing Office on or before the approved cancellation deadline for the term. **These deadlines are June 30 for fall semester applicants, November 30 for spring semester applicants, and April 30 for summer term applicants.** Applicant-initiated cancellations received after the deadline date will result in forfeiture of the full deposit. If we are unable to offer you a housing contract, you receive a full refund (minus the processing fee).

If you are offered a contract for a space in housing during the academic year, the deposit will serve as your security deposit for the duration of your stay in campus housing. The security deposit will be refunded after check-out in accordance with the policies outlined in the "Terms and Conditions."

**No application can be processed without an accompanying deposit. The deposit cannot be waived for financial or other reasons.**

## ASSIGNMENT PROCESS

Early applicants are more likely to be offered their assignment preferences. A Housing application is processed independently of your admissions application to UIS. An incorrect or incomplete application will delay processing of your application. It is in your best interest to check all items on the application for accuracy and completeness prior to submission. When your application has been completely processed, your name will be placed on the active list. When final assignments are made, you will receive a housing contract indicating the rental amount and the type of accommodation offered. You will usually have no less than seven days from the postmark date on the contract to accept your assignment. Failure to return the contract within the stated time period may result in cancellation of the contract and forfeiture of deposit. **New assignments and contracts are normally mailed approximately one month before the start of each semester.**

## HOUSING PAYMENTS

Housing charges include all costs for water, sewer, trash removal, electricity, cable TV, local land-line telephone service, and high-speed internet connectivity using the campus data network. Long distance calls must be made via calling card or cell phone.

Housing charges are collected through "Banner," the University's centralized billing system. "Banner" automatically assesses a late charge on any past due balance at the end of each monthly billing cycle. Payments will be due as scheduled on the signed housing contract, even if no bill is sent by the University. Students are strongly encouraged to check their e-bill account on a regular basis. In case of a conflict between information on the bill and payment dates scheduled on the signed contract, the signed contract shall prevail as authoritative.

**The University has the right to terminate the contract of any resident whose account is delinquent five days or more.** Residents who fail to maintain a timely payment record may be denied future housing options.

## HOUSING SERVICES

Convenient parking is provided near each complex. Residents with cars are required to purchase and display both a UIS parking decal, and a separate Housing-issued parking permit (currently \$5).

UIS Housing policies expressly prohibit all of the following: pets, except for tropical fish and, with prior approval of the Housing Office, trained animals which aid residents with disabilities; waterbeds and spas; firearms; fireworks, candles, halogen lights, and other hazardous materials. **UIS Housing is a designated Smoke-Free Environment: Smoking is expressly prohibited inside all on-campus Housing units.** If you or your guests choose to smoke, they must do so at least 15' from any door, window, air intake, etc., according to applicable Illinois State Law.

Residents must provide their own telephone set and personal computer to access communication or internet services. Network data access requires a RJ 45 connecting cable. See [www.uis.edu/its/techsupport/recomendations.html](http://www.uis.edu/its/techsupport/recomendations.html).

## HOUSING RATES

For current rates, please see [www.uis.edu/housing](http://www.uis.edu/housing)

## SINGLE STUDENT HOUSING

A deposit of \$200 must accompany your application in order to reserve a space in one of your preferred choices. Single students are housed in fully-furnished apartments, LRH or FRH. Rental costs vary according to the type, size and level of privacy in each accommodation. The wide variety of living options and range of housing costs allows students to obtain the accommodation that best meets their personal and financial requirements.

### Apartment Housing:

- 4 bedroom flat / 4 person / private bedroom
- 2-3-5 bedroom renovated flat/ 2-5 person / private or shared bedroom
- 2 bedroom flat / 4 person / shared bedroom
- 4 bedroom townhouse/ 4 person / private bedroom

### Residence Hall Housing (primarily freshmen/sophomores):

- Lincoln Residence Hall / shared bedroom in 4-person suite (Primarily those accepted to the Honors Program)
- Founders Hall / shared bedroom in 4-person suite (some private bedrooms available at premium)

## DINING PLAN REQUEST

Residence Hall residents must purchase a meal plan each semester. Apartment residents may purchase a meal plan. For current levels and pricing, please see [www.uis.edu/foodservice](http://www.uis.edu/foodservice).

- Plan A
- Plan B
- Plan D (\$350/sem., available to apartment residents only)

## FAMILY HOUSING

A deposit of \$300 must accompany your application. Students who will be residing with their legal spouse, domestic partner, and/or legally dependent children under 18 are eligible to apply for a limited number of family housing units. Official copies of your marriage certificate or domestic partnership agreement, as well as each child's birth certificate/proof of guardianship must also be sent if your spouse/domestic partner/children will be occupying your apartment. Note that because of the size of the units, no more than two adults and one child may occupy one-bedroom units; no more than two adults and two children or one adult and three children may occupy two-bedroom units. UIS operates a child care center primarily for students with infants and children less than 6 years old. For additional information, contact the Cox Center at 206-6610, Monday through Friday, 7:30 A.M. to 5:30 P.M.

To download an application form, obtain more information, review the complete Terms and Conditions or Guide to Residential Living, please visit our website at [www.uis.edu/housing](http://www.uis.edu/housing)

Make all checks payable to UIS Housing.  
Credit Card authorization furnished on back of application.