DESCRIPTIONS AND FLOORPLANS FOR TYPES OF HOUSING

The Department of Residence Life (DRL) at UIS includes a wide variety of housing options, ranging from residence hall rooms to four bedroom townhouses, from shared bedrooms to private bedrooms, to family housing. Students entering UIS as freshmen or sophomores should expect to be assigned and to live in one of our residence halls in four person clusters or suites. A suite consists of two double bedrooms with a shared semi-private bath. Upper division single students share either two- or four-bedroom apartments and may request private or shared bedrooms. Units designed to meet the needs of students with disabilities are available in all of the complexes.

Each apartment is fully carpeted in the living room and bedrooms, and includes blinds or draperies, smoke detectors, and central air conditioning and heating. Kitchen appliances in most units include an energy-efficient stove, frost-free refrigerator and dishwasher/garbage disposal. Furnished apartments also include a sofa, living room chairs, accent tables, and a four-piece dining room set. Student furniture in apartment bedrooms and residence hall rooms includes an adjustable bed, bookshelf, desk, dresser, and desk chair for each resident. Each bedroom in every apartment and townhouse has a campus voice/data/TV port for one resident. An I-Card-operated laundry facility, exclusively for resident use, is located in each Court complex or residence hall floor. Residents with vehicles are required to purchase a UIS parking hang tag specific to their residential area. Pets other than fish are generally not permitted in University housing. Requests for assistance animals should be directed to the Office of Disability Services.

APARTMENTS & TOWNHOUSES

Pennyroyal, Marigold, Foxglove, and Trillium Courts are modern, four bedroom townhouse units featuring an open floor plan, spacious living areas, cathedral style ceilings, and full kitchen facilities. These four bedroom units were designed with two bedrooms and a shared bathroom on each level of the apartment. Four single students are housed in these units; all four have a private bedroom.

Bluebell, Larkspur, and Clover Courts have recently undergone extensive renovations. Roofs, exterior siding and decks, interior repainting and re-carpeting, kitchen and bathroom remodels, as well as furnishing and appliance upgrades (i.e. HVAC, water heaters, etc.) occurred in nine of eleven buildings. These units were designed with the needs of upper division and graduate students in mind. Bluebell and Larkspur four bedroom/two bath units are designed to house 4 single students each in a private bedroom, with 2 bedrooms and a shared bathroom on each side of the shared living room and kitchen/dining area. Clover Court was remodeled into 1-2-3-4-bedroom townhouse apartments serving largely single students, offering private bedrooms, with similar shared design of bathroom, kitchen, and living room spaces in each unit.

Sunflower Court was designed to primarily accommodate housing needs of graduate students, exchange faculty, and a very limited number of small families. One and two bedroom apartments contain one bathroom. Families are assigned to one and two bedroom units only. These units were also recently refurbished, with appliance upgrades. Each of these eight residential Courts is assigned Resident Assistant staff.

LINCOLN RESIDENCE HALL (LRH) & FOUNDERS RESIDENCE HALL (FRH)

All Freshmen and Sophomores are required to live on-campus for 4 semesters beyond graduation from high school, unless exempted per policy (see housing exemption policy for details). The housing needs of freshmen and sophomore students are ideally met by the design of our 3-story suite-style residence halls. Students live in a 4-person suite consisting of two double rooms with a shared semi-private bath. Each double room is provided with flexible furniture that can be configured with two beds, two desks and chairs, and two dressers. The modular furniture can be stacked as bunk beds or with beds above desks. Each room is provided with dual network/voice-data/cable TV outlets. Each wing is provided with a lounge and laundry facility, and is served by a Resident Assistant.

LINCOLN RESIDENCE HALL, built in 2001, is home to primarily freshman and sophomore students accepted to the Capital Scholars Honors Program. About 100 freshmen are admitted annually to this highly selective and competitive interdisciplinary living/learning Honors community. Honors students are required to live in LRH for their first two years. Each resident must also choose one of three available meal plan options. Other first and second-year students may also choose to live in LRH on a space-available basis. LRH is a state-of-the-art suite-style facility shared by 4 students/suite. The amenities wing at Lincoln Residence Hall features a Great Room with multi-media capabilities, fireplace, and adjacent seminar/meeting room. The Grab-n-Go is a small convenience store/ juice bar located in the lobby of LRH. These common/amenities spaces in LRH offer places to study and gather 24 hours a day while the building is open (campus activities are limited to courtesy hours only).

FOUNDERS RESIDENCE HALL, built in 2008, is home to primarily traditional freshmen and sophomore students. The suite-style living arrangements are very similar in design to those in LRH. The ground floor amenities wing of Founders Residence Hall has a commercial focus anchored by the UIS Bookstore and an upscale grill operated by Food Services, with outdoor seating. The Grille is open nightly and accepts only the I-Card for payment. Two classrooms provide an in-house academic focus and face the courtyard created with LRH.

LIVING/LEARNING COMMUNITIES

Revised: 2/2015
The DRL is dedicated to providing and fostering opportunities for students in residence halls, apartments, and townhouses to live in established living/learning communities or other thematic residency options as a means of establishing connections to other students which enhance their overall living environment. Research shows that these affiliations and connections afford greater pathways to retention and eventual graduation. Residents in living/learning or thematic-based communities participate in a number of common academic programs, special activities, and organized events. Specific communities are established according to student interests and departmental needs. For example, while both residence halls are “dry,” communities have been established which focus on Healthy Lifestyles, whereby residents commit to a community-based contract in which they pledge to their fellow residents that they will abstain from alcohol, tobacco, and controlled substances during the academic year. Residents have also established communities which promote sustainability perspectives, holistic wellness, or leadership from a business perspective. **Check the appropriate box on the housing application if you are interested in participation and residency in a particular living/learning or thematic community currently offered.** Examples include:

- **Capital Scholars Honors Program** (CSHP) is a selective undergraduate academic program designed for the first and second year of the four year experience. The CSHP has a residency requirement that requires all honors students to live in Lincoln Residence Hall for their first two years. This unique living learning community provides academic support and advising, collaborative course work, community building events, service learning opportunities, a faculty and residence series, mentoring programs, as well as tutoring and academic studies. In addition, some offices for CSHP academic staff and faculty are located in Lincoln Residence Hall. With exception of L4L, participation in CSHP cannot be combined with participation in other Living Learning Communities.

- **Leadership for Life Service Program** (L4L) is a service and leadership program with a first year living-learning community located in Lincoln Residence Hall. The purpose of the program is to provide a positive environment through which students can take the first steps toward a lifelong commitment to community involvement and engagement. First year students admitted to L4L live together, take a class together, and commit to doing service together. After the freshmen year, L4L members continue in the program and have opportunities to take leadership roles in creating and leading service projects. Both CSHP and academically-oriented traditional students can share the L4L lifestyle on this wing. **If you would like to be considered for “Leadership for Life” community, check that box on the UIS Housing Application/ Contract and complete the short online application at** [www.uis.edu/volunteer/servicewing](http://www.uis.edu/volunteer/servicewing).

- **Necessary Steps Mentoring Program** (NS) is a program for First-Generation college students whose parents/guardians have not graduated from a four year college or institution. Necessary Steps is designed to assist in the transition from high school to college, as well as transforming our students into scholars. Students will reside in Founders Residence Hall on the Necessary Steps Floor. The program provides a designated Computer Room and supportive community that will help students learn and grow. In addition, student will receive an upperclassman Mentor. In connection to the guidance of a Mentor, the program collaborates with a Peer Advisor who will assist with class scheduling and class requirements. The program offers academic counsel, social events on and off campus, group discussions, and activities that explore personal interests, educational goals and successes throughout the year. Participation in NS cannot be combined with participation in other Living Learning Communities. **If you would like to be considered for the “Necessary Steps” community, check that box on the UIS Housing application.**

- **Students Transitioning for Academic Retention and Success** (STARS) is a living learning community specifically developed to provide increased academic support for entering students seeking to achieve specific academic goals and ongoing academic success throughout college. Students live together, enjoy taking two courses together during the first year, and experience both a freshmen Summer Bridge prior to the start of classes, and a sophomore Summer Bridge during the week following the first year. Each of these components is designed to help students build a strong community, become engaged in campus activities, and achieve academic success. **Select students are invited to participate in STARS upon committing to UIS.** Participation in STARS cannot be combined with participation in other Living Learning Communities.

- **Second Year Residential Initiative** (SYRI) is a themed community primarily in the West Campus Townhouses for select second year/sophomores*. Residents living in SYRI will have the opportunity to explore the majors, resources, and student leadership positions UIS provides. SYRI will offer events for residents to mingle with faculty outside the classroom, learn and hone study skills, engage with study abroad programs, prep for internships and other career opportunities, and ensure a successful second year at UIS. **Select students are invited to participate in SYRI throughout the summer semester, based on established criteria and stakeholder input.**

- **Sporting the Outdoors** is a themed community in the West Campus Townhouses designed for students who enjoy participating in a wide range of sporting and outdoor activities. Residence Life will promote outdoor activities on campus as well as off campus options. Students can participate in a variety of activities, including hiking, camping, canoeing, rock climbing, kayaking, intramural sports, athletic team support, and more. **Students who are junior class status and above may indicate interest in this community by check that box on the UIS Housing application.**

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Revised: 2/2015
Homer L. Butler Housing Commons is the hub of Residence Life, where the Department’s central administrative office is located. It also serves as a social and community center for residents, and is the site of small social functions, meetings, and other group activities sponsored by Resident Assistants, student clubs, and campus organizations. Housing Commons includes a large, comfortable living room setting with a decorative fireplace, large screen TV with surround sound, and meeting room. Ping-Pong, billiards, and a variety of board games are also available here. The Housing Commons is open daily during the academic year, except some University-designated holidays and Breaks.
This fact sheet contains information necessary for completing your housing application/contract with the Department of Residence Life (DRL). Rates are established annually by the University of Illinois Board of Trustees. Your completed application/contract form and appropriate deposit payment should be returned (or submitted) to the DRL as directed. Remittance must be in the form of credit card, check, or money order payable to the University of Illinois Springfield. A completed application/contract and deposit places your name on the applicant list, based on date of receipt/processing of both items.

We are delighted that you are interested in joining one of our diverse communities and are confident that you will enjoy Residence Life as one of over 1100 campus residents. We assign, manage, and maintain all 206 university-owned apartment units for 720 residents, as well as both the 202-bed Lincoln Residence Hall and 220-bed Founders Residence Hall on our campus.

LENGTH OF CONTRACT
All residents must sign an Application/Contract in order to occupy the assigned space. Signature is considered valid when provided either by “wet” or electronic means. DRL 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 Housing Terms and Conditions regarding contract limitations, deposit policies, break periods and hall closures, and eligibility for summer housing.

DEPOSIT POLICY
A $250 deposit is required at the time of application, which serves as a reservation deposit until the application is approved by UIS Housing. Applications will not be processed without the accompanying deposit. The deposit cannot be waived for financial or other reasons. Financial Aid awards cannot be applied to pay for a deposit. Assignments are ultimately made by DRL staff based on the date of receipt of the application and deposit together.

A non-refundable one-time processing fee of $50 will be assessed against the deposit. A NSF (non-sufficient funds fee) of $25 will be assessed for all returned checks. If UIS is not able to offer you a housing space or other accommodations, you will receive a full refund of the deposit.

Once an application is approved, the remaining balance will serve as a security deposit against assessed charges and/or University accounts receivable for the duration of your stay in campus housing. Security deposit balance is eligible for refund, in accordance with the “Terms and Conditions.”

If applicant submits a request for cancellation to DRL on or before the approved cancellation deadline for the term, an additional $50 cancellation fee will be assessed. Deadlines for cancellation are May 15 for fall semester, November 15 for spring semester, and April 15 for summer term. Resident applicant-initiated cancellations received after the deadline date will result in forfeiture of the full deposit plus other applicable fees.

ASSIGNMENT PROCESS
Early applicants are more likely to be offered their assignment preferences. A Housing application/contract is processed independently of your admissions application to UIS. An incorrect or incomplete housing application/contract will delay its processing. It is in your best interest to check all items on the housing application/contract for accuracy and completeness prior to submission. When your housing application/contract has been completely processed, your name will be placed on the active list. When final assignments are made, you will receive written notification of placement indicating the associated rental amount and the type of accommodation offered. Failure to accept and return the application/contract within the stated time period may result in cancellation and forfeiture of deposit. New assignments are normally emailed approximately one month before the start of each semester.

HOUSING PAYMENTS
Housing rates include basic costs for water, sewer, trash removal, electricity/heat/air-conditioning, cable TV, and high-speed internet connectivity using the campus data network (see Housing Terms and Conditions.) Housing charges are posted and 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 (20th of each month). Payments are due as scheduled on the signed (including e-signatures) housing application/contract even if no bill is sent by the University. When you click the “I Agree” button, you attach your electronic signature to the application/contract and agree to the Terms and Conditions. Students are strongly encouraged to check their e-bill account on a regular basis. In case of 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 application/contract of any resident whose account is delinquent five days or more. Residents who fail to maintain a timely payment record, or incur significant damage charges, may be denied future space in UIS housing.

HOUSING RATES
For current rates, please see http://www.uis.edu/residencelife/

HOUSING SERVICES
Convenient parking is provided near each complex. Residents with cars are required to purchase and display a UIS parking hangtag/placard which is specific to one’s residential area. Residents must provide their own personal computer to access internet services. Network data access requirements can be found at: www.uis.edu/its/techsupport/recomendations.html.

STUDENT HOUSING OPTIONS

Revised: 2/2015
Rental costs vary according to the type, size and level of furnishings/appliances or 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.

**Residence Hall Housing (primarily freshmen / sophomore students):**
- 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)

**Apartment/Townhouse Housing (primarily junior / senior / graduate students):**
- 4 bedroom townhouse / 4 person / private bedroom (West campus)
- 4 bedroom renovated premium flat / 4 person / private bedroom (East campus)
- 2-3-5 bedroom standard townhouse / 2-5 person / private bedroom (East Campus-Clover Court)
- 2 bedroom standard flat / 4 persons/ shared bedroom (East Campus-Sunflower Court only)

**Non-Traditional Apartment Housing**
- Availability is limited to 1-2 bedroom units in the first housing units built on the UIS campus. Only 1-bedroom units are fully furnished; 2-bedroom units may be rented either partially furnished or unfurnished.
- Students who will be residing with their legal spouse, domestic partner, and/or legally dependent children under age 18 are eligible to apply for a limited number of family housing units in this area. **Official copies of your marriage certificate or domestic partnership agreement (with required accompanying documentation), and each child’s birth certificate/proof of guardianship must also be sent with application if your spouse/domestic partner/ children will be occupying your apartment. No assignment will be made until all required documentation is on file with the DRL.**
- All potential applicants, spouses and domestic partners are required to submit to a criminal background check as part of the application/contract process. Applicant's Banner student account will be assessed as the University's cost of this process.
- 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; no more than 5 unrelated adults may occupy two-bedroom units.

UIS operates the Cox 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. or [http://www.uis.edu/childcarecenter](http://www.uis.edu/childcarecenter).

**RESIDENTIAL MEAL PLANS, FOOD SERVICES & VENDING**

All students assigned to residence halls, or designated for placement in townhouse area as resident of the Second Year Residential Initiative (SYRI), are **required** to purchase a full meal plan each semester. The University I-Card also serves as a meal card.
- Each residence hall student or SYRI-designated apartment resident must complete and sign a meal plan agreement form selecting one of the designated meal plans available for their assigned residential area. Changes to initially selected individual meal plan may be made at end of first semester of residency to any available meal plan option.
- If student does not initially select requisite individual meal plan, the lowest-cost full meal plan will be selected for him/her as a default option.

Non-USIL students assigned to a residence hall may establish a Campus Cash account in an amount equivalent to one of the available meal plans as a part of their housing contract.

Except for those assigned to SYRI, apartment/townhouse residents have the option to purchase any level of meal plan offered.

UIS offers several dining options in providing daily meals to residents. The Food Emporium in the Public Affairs Center serves excellent meals at each station, including grill and deli items, as well as prepared entrees and vegetarian options. In addition, The Grille, located in Founders Residence Hall, serves grab-n-go snacks and sandwich items. Other food options include; Capitol Perks, LRH Grab-n-Go, Shop 24 convenience station, and vending machines located throughout campus. Apartment residents may cook or grill-out at their apartment. All residents have access to the kitchen facilities at Housing Commons. Additional information can be found at: [http://www.icard.uillinois.edu](http://www.icard.uillinois.edu) and [www.uis.edu/foodservice](http://www.uis.edu/foodservice).

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

Make all checks payable to University of Illinois Springfield.

Credit Card authorization is furnished on back of application/contract and/or within the online Student Housing Portal.

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Revised: 2/2015

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I. ASSIGNMENTS
A. All single freshman and sophomore students under age 21, not residing with parent(s) or legal guardian(s), and having earned fewer than 60 credit hours in two (2) full years after completing High School are required to live in UIS Housing.
B. Only Authorized Department of Residence Life (DRL) Staff will assign a resident to individual living units. UIS students have priority in assignment to campus residential space.
C. Students from other institutions of higher learning may be housed on a space-available basis, subject to the same expectations and identical financial contractual obligations as UIS students. Proof of academic registration, schedule and continuing student status must be submitted each semester or term.

D. Space Changes
1. Initial assignment is made approximately 30-45 days prior to the start of each academic term, with accompanying contract to be signed and returned to Housing prior to taking occupancy.
2. Requests for voluntary space changes will be allowed with the approval of DRL staff after the second week of each term subject to a $100 relocation fee.
3. The University reserves the right to reassign or consolidate any resident in an underutilized space as necessary in order to maintain efficient operations and effective space management.
4. The University may make temporary assignments or place extra residents in a unit to accommodate a maximum number of residents. As space becomes available, the extra resident must move to regular accommodations.
5. The University reserves the right to make space changes because of physical renovations, remodeling or other valid reasons as determined by the University.
6. All moves must be completed within 72 hours of initial email notification of approved space change by the DRL to the student. Failure to do so may incur additional daily relocation fee of $25 per day.

E. Period of Occupancy
Period of occupancy is clearly specified on the issued contract as the full Academic Year (2 semesters). Exceptions are noted for students entering as first-time residents Spring Semester and for applicable residential closures during the academic year or summer term. RESIDENCE HALLS WILL BE CLOSED DURING THANKSGIVING BREAK, SPRING BREAK, SEMESTER BREAKS, AND FOR THE SUMMER TERM. RESIDENTS MUST VACATE PREMISES DURING THESE EXTENDED PERIODS WHEN CLASSES ARE NOT IN SESSION, unless exempted by petition and payment of the associated Break Fee.
1. Resident must take possession of the assigned space by the end of the second scheduled day of classes of the term, unless notified the DRL in advance and in writing of a later check-in date. Otherwise, the resident will be declared a No Show and all applicable cancellation charges shall apply. Residents remaining in UIS Housing after the contract has expired, without prior approval from the DRL, will be charged an occupancy fee of $25 per day until the resident properly checks out.
2. Occupancy/Possession is defined as completing the check-in procedure and/or accepting key(s). If the resident is registered and enrolled for the term, including any online credits, the resident will continue to be charged for the space as if living there.
3. Resident will be given a unit inventory form at move-in. Resident will be given 72 hours to review and note any discrepancies, defects, or damages not listed on the inventory in writing (or email) to their respective Resident Director. Otherwise, the unit will be considered acceptable and in good working condition. The Resident will be held responsible for subsequent changes in unit condition as noted upon checkout.
4. Any resident occupying assigned space prior to contractual move-in dates will be considered an Early Arrival. An occupancy fee of $25/night for approved students will be assessed to student’s account. For those students not affiliated with an approved university-related group or function, the Early Arrival occupancy fee will be $50/night. Approved students hosting non-approved students will have Early Arrival fee recalculated at the higher nightly rate.
5. If resident is not enrolled at UIS, the student’s residency can be terminated, and deposit forfeited. A $250 liquidated damages charge will be assessed, and the space will be released for potential reassignment. The above referenced charge, due and payable by the resident, shall be payable, not as a penalty, but as liquidated damages representing an estimate of the damages likely to be sustained by the University of Illinois Springfield estimated at the time of execution of the Housing Contract.
6. The application/contract may be renewed at the sole discretion of the University if the resident meets the requirements for occupancy, has complied with Housing Terms and Conditions and UIS Community Handbook, has no outstanding University debts totaling more than $200, and has no record of significant damages or negative impact to the residential community.

II. ACADEMIC REQUIREMENTS
A. Academic Year (Fall and Spring Semesters)
The resident must register for and enroll in a minimum of eight (8) hours each semester of the Housing contract period. Graduate students may register for less than eight (8) credit hours, providing the resident is registered in a Masters or Doctorate program. Residents who attend an academic institution other than UIS must submit a copy of their class schedule each semester in residence. Interns must submit a letter from their sponsoring agency or business detailing the terms and length of the internship.
B. Summer Term
1. The continuing resident who successfully completes the previous academic year requirements, is enrolled for the subsequent Fall Semester, and signs a Contract for the following academic year, is not required to enroll in classes during the Summer term.
2. The continuing resident who is not returning to UIS Housing next Fall Semester is required to enroll in at least one course during the Summer term.
3. Summer term housing accommodations are provided in the Campus Apartments or Townhouses areas in alternate years.
4. Housing is generally not available during the Winter Break and Spring Break terms, nor during the Summer for Residence Hall residents. Exceptions must be authorized by the Director of the DRL or designee.
C. Eligibility
1. On-campus housing is provided to support the educational mission of UIS and to facilitate an academic environment conducive to academic pursuits.
2. Resident must immediately inform the DRL in writing, via mail, fax, or e-mail when academic eligibility for UIS Housing ceases.  
3. At its discretion, the University reserves the right to provide housing to persons other than regular students enrolled for eight (8) credit hours.  
4. Renewal of a Housing application/contract is at the sole discretion of the University.  
5. Taking a reduced credit load does not automatically exempt resident from continued residency and associated financial responsibilities during the contracted period.  

III. FINANCIAL RESPONSIBILITIES

A. Security Deposit  
1. Upon successful processing of application/contract, the reservation deposit balance will serve as a security deposit against assessed charges and/or University accounts receivable incurred as noted in Sections F and G below.  
2. If resident renews a contract and returns to UIS Housing for subsequent academic year, the deposit will serve as the reservation charge for the following term(s). The student will be billed separately for any cleaning/damage charge incurred at the end of the current academic year if the deposit is extended by renewal to the following academic year.  
3. Residents who stay for the duration of their current contract period, have no outstanding financial obligations against their university account, submit timely and appropriate documentation as required petitioning for contract release, and who vacate and properly check-out with designated DRL Staff may have their deposit refunded at the end of the contract period if all provisions of the contract have been met. The deposit, less applicable charges or fees, is refunded within 30 days after termination or cancellation of a contract is approved and resident vacates.  

B. Cancellation Fee  
There is a $50 cancellation fee charged for any written, resident/applicant-initiated cancellation request that is granted.  

C. Contract Payment  
Resident agrees, in consideration of the living unit assigned for use, to make timely payment to the campus University Student Financial Services & Cashier's Office as follows:  
1. Pay the full contract amount due at the time of billing or according to the University’s established due date,  
2. Pay a service charge on all unpaid monthly balances of University charges, and  
3. PAY ALL EXPENSES 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, INCLUDING ACTUAL ATTORNEY’S FEES, COURT COSTS, AND OTHER COLLECTION EXPENSES.  

D. Utilities  
1. Housing payments cover respective basic utility service charges for an active data jack, water, sewer, trash removal, cable television, and electricity/heat/air-conditioning.  
2. ENERGY, WATER, OR OTHER UTILITY CONSUMPTION DEEMED TO BE EXCESSIVE (+15% above the metered monthly average billed to the DRL for similar units in each court or hall), CAN INCUR A SEPARATE SURCHARGE TO A STUDENT’S ACCOUNT IN ADDITION TO ESTABLISHED RENTAL RATES. ANY SUCH SURCHARGE WILL BE IMPOSED AT THE DISCRETION OF THE UNIVERSITY AND ASSESSED ON A CUMULATIVE BASIS AT THE END OF EACH SEMESTER, OR WHEN A RESIDENT VACATES. Please refer to Community Handbook for additional details.  

E. Damages  
Resident agrees to use the premises, grounds, and all University-issued property and furnishings in a proper and responsible manner at all times. At the expiration of the contract, resident agrees to surrender same to the University in good repair and condition as normal use dictates. Resident will be charged for misuse or damage within the living unit or common area of the building, or Court, in which he/she lives, as determined by the Director of Residence Life or his/her representative. 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. Resident who has vacated has 30 days after termination or cancellation of a contract is approved and resident vacates.  

F. Provisions Governing Request for Application/Contract Cancellation – Before the Academic Year Contract Period Begins  
1. Students must submit a written Cancellation Request Form to the DRL, via fax, mail, or email. Forms are available at the DRL or online at www.uis.edu/housing. This form is simply an application for potential release from the academic year contractual requirement. Students should not assume that their request is approved until receiving subsequent written notification of such approval from DRL. Phone call requests for cancellation are not accepted.  
2. If the applicant/resident submits a cancellation request by May 15 for the full academic year, by November 15 for Spring term, or April 15 for Summer term, a full refund of the deposit minus the application and cancellation charges will be made to the resident.  
3. If the applicant/resident submits a cancellation request after these established cancellation dates noted directly above, and the cancellation is approved, the student will forfeit the remaining security deposit in full, will be assessed a $250 liquidated damages charge, and the space will be reassigned. The above referenced charge, due and payable by the resident, shall be payable, not as a penalty, but as liquidated damages representing an estimate of the damages likely to be sustained by the University of Illinois Springfield, estimated at the time of execution of the Contract.  

1. Students must submit a written Cancellation Request Form to the DRL, via fax, mail or email. Forms are available at the DRL or online at www.uis.edu/housing. Phone call requests for cancellation are not accepted. Submittal of Request forms should not be construed as approval, until Director has reviewed in full and written authorization is received by Resident from DRL staff.
2. Effective beginning of the academic year contract period, Contract Cancellation will be considered only in the following well-documented instances:
   Graduation; serious illness, medical or mental health condition which prevents resident from attending classes; death in the immediate family; academic suspension; marriage; academic-related experiences off-campus and outside of the greater Springfield area; complete academic withdrawal/non-registration from all classes for the remainder of the contract period (including all on-line courses); induction into active military service. It is resident’s sole responsibility to provide sufficient verification and all necessary supporting documentation of these circumstances to satisfaction of Director or designee.

3. The Application/Contract Cancellation date shall be either the date the Request for Cancellation is approved in the DRL Office or the official check out date, whichever is later. The resident must properly vacate by the end of finals or when academic eligibility ceases, whichever is earliest.

4. Approved application/contract cancellations - if the resident’s early cancellation request is approved:
   a. The $50 cancellation fee will be assessed, except cancellation requests for Fall Graduation received by November 15, or induction into active military service.
   b. For approved cancellations excluding Graduation and military cancellations as described above, from the first day of the contract period through 10th week of the semester, the resident must pay the room rent prorated through the end of the week according to the University schedule noted below, in addition to an assessed $250 liquidated damages charge. The above referenced charge, due and payable by the resident, shall be payable, not as a penalty, but as liquidated damages representing an estimate of the damages likely to be sustained by the University of Illinois Springfield, estimated at the time of execution of the Contract.
   c. For Applications/Contracts approved for early termination due to Resident’s withdrawal from all classes at UIS, prorated semester rental charges will be calculated from date of check-in through end of the week of classes in which check-out is completed, in accordance with schedule below:

<table>
<thead>
<tr>
<th>Period</th>
<th>Percentage of Semester Cost</th>
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<tbody>
<tr>
<td>Through end of week 1</td>
<td>10%</td>
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<tr>
<td>Through end of week 2</td>
<td>20%</td>
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<tr>
<td>Through end of week 3</td>
<td>30%</td>
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<tr>
<td>Through end of week 4</td>
<td>40%</td>
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<td>Through end of week 5</td>
<td>50%</td>
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<td>Through end of week 6</td>
<td>60%</td>
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<td>Through end of week 9</td>
<td>90%</td>
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<td>Through end of week 10</td>
<td>100%</td>
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</table>

   d. For Summer term (8 weeks), after the fifth day of the contract period, the full contract amount is due and payable.
   e. A deposit may also be forfeited by resident for failure to meet any of these obligations referenced above, if he/she does not vacate as instructed by the date noted, or as a consequence of fees assessed for damages, fines, or other contract violations. The DRL will deduct any unpaid rent, charges for cleaning, or damages assessed beyond normal wear and tear. If deposit is forfeited for valid administrative reasons, any outstanding amounts owed or assessed for damages or fines will be billed separately to the resident.

5. For cancellations that do not meet the criteria noted above, resident remains financially responsible for at least 50% of the remainder of the Academic Year contract period as well as the fees noted above.

6. Resident vacating his/her assigned space before the end of the contract period without giving written notice and receiving approval of the release will be held responsible for the entire contract charge whether the space is occupied or not.

H. Vacating
To ensure proper check-out, resident vacating housing must make a check-out appointment with appropriate staff at DRL Office or Front Desk at least 24 hours in advance of check-out. Failure to follow proper check-out process shall be considered an “Express Checkout” and will result in a $25 fee. Resident will be deemed to agree with the housing staff condition assessment and agrees to assume full financial responsibility for said charges.

I. Other Financial Responsibilities
Resident will be held financially responsible for costs not expressly referenced in this Terms and Conditions that are incurred by UIS in enforcement of this contract, including but not limited to cancellation fees, cleaning costs, the cost of moving a resident’s possessions, legal charges (including attorney’s fees), storage costs, or non-routine maintenance. Resident may also be held financially responsible for remediating damages or recovering non-insured costs to UIS property which may result from resident’s reckless, negligent, or improper use of premises. Billing for damages does not require immediate repair of same; repair is scheduled and conducted at the sole discretion of DRL.

IV. PERSONAL PROPERTY
   A. Resident is responsible for his/her personal effects. **It is strongly recommended that each resident secure renter’s insurance on their personal property and other valuable possessions.**
   B. Personal effects or belongings left behind anywhere in the unit (including common areas and closets), longer than 10 days from termination of contact or departure/vacated date, will be considered abandoned property and will be disposed of as such.

V. TERMINATION OF RESIDENCY BY THE UNIVERSITY OF ILLINOIS SPRINGFIELD
The University reserves the right to terminate residency for cause upon five (5) days written notice. In cases in which a resident’s behavior constitutes a significant threat to self, the safety of other residents, or to persons &/or property at the University, lesser or minimal notice may be given. The University chooses to hold all residents accountable (including contracted non-US students) to all applicable UIS rules, regulations, standards, and processes while residing in campus housing units. Conditions which may result in termination of residency include, but are not limited to, when resident:
   A. Becomes delinquent in contract payments, or abandons or vacates the premises.
   B. Performs an act of violence toward an individual or property, or commits theft, within the confines of residential areas or contiguous University property.
   C. Fails to comply with Terms and Conditions, valid requests from DRL staff, or any other approved DRL policy.
   D. Violates the UIS Student Conduct Code, or state or federal laws, including without limitation, illegally possessing, selling, or delivering narcotic drugs, or other materials proscribed by or controlled under state or federal laws.
   E. Fails to adjust to the group living environment or established educational standards within the residential community.
   F. Is in possession of a beer keg or other large-volume alcohol containers on University premises.

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G. Is in possession of firearms, fireworks, or other weapons.
H. Has tampered with smoke detectors, sprinklers, alarm pull stations, hoses, extinguishers, door closures, emergency exits, notification panels, etc., for other than actual emergency situations; is observed or found to have altered any fire prevention equipment just noted above which could interfere with normal operations; intentionally sets fires, or creates false fire alarms. Resident is subject to institutional student conduct proceedings, including possible dismissal from the University. In addition, resident may be referred to law enforcement officials for pursuit of appropriate criminal charges and could face a range of financial penalties.

I. In cases in which residency is terminated by UIS, resident remains financially responsible for at least 50% of remainder of academic year contract period to compensate UIS for the breach.

VI. REPAIRS AND MAINTENANCE
A. It is the resident’s responsibility to submit a Work Order requesting repairs in a timely manner.
B. Any decorating by the resident which is not approved by the DRL Staff and results in damage to the unit may result in damage or repair charges to restore the living unit to original or acceptable condition.
C. DRL is responsible for maintaining living units and interior public residential areas. DRL shares responsibility with other campus facilities units for ground, sidewalks, pathways and other exterior 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, time, parts or weather permit.
D. All repairs are to be completed by University staff or UIS-approved contractors. Repairs conducted by residents or other unauthorized persons will be redone and billed accordingly to the resident(s).
E. If, as a result of fire, flood, renovation, weather, or other substantial cause, the Director of Residence Life or his/her representative determines that the assigned living unit is uninhabitable, the resident will be offered alternative accommodations based on a space available basis. Payments may be adjusted when alternative accommodations are not equal to the original assignment. If space is unavailable, DRL staff will make reasonable efforts to help find off-campus housing and refund deposits as required (contract payments prorated to last day of campus occupancy).

VII. GENERAL CONDITIONS
A. ALCOHOLIC BEVERAGES
1. Alcoholic beverages and containers may be possessed and consumed only by persons of legal age in private living areas of the Campus Apartments or Townhouses (unless specified otherwise). Private living areas shall be defined as the living unit and do not include lounges, indoor recreation areas, hallways, multi-purpose rooms, laundry rooms, breezeways, balconies, patios, grounds, or other public areas.
2. Kegs, other large-volume containers, and alcohol dispensing equipment or devices are prohibited, and will be confiscated; possession of same can lead to termination of residency.
3. Alcohol-dispensing equipment can be defined as, but not limited to, “Kegerators”, revolving liquor dispensers, shot chillers and containers holding or dispensing more than 750ml of hard alcohol.
4. Alcoholic beverages and containers are prohibited at all times in Residence Halls or other residential areas as may be designated. Unauthorized alcohol containers can be confiscated by staff and their contents immediately drained or poured out.
5. Residents may also be referred to campus police or other appropriate state law enforcement authorities as may be determined.
6. Resident(s) may be asked to remove decorative food and/or alcohol containers determined to be excessive in number, which may contribute to fire hazards, pest control issues, or general clutter and housekeeping problems.

B. CLEANING AND SAFETY PROTOCOLS
1. Resident is responsible for maintaining a safe, healthy, and clean environment within his/her unit at all times. Resident is required to comply with scheduled cleaning and safety inspections, and remediate any resulting deficiencies cited in timely manner as indicated. If citations are not rectified as requested, a minimum cleaning charge of $250 may be assessed to engage an outsourced cleaning firm to accomplish requested standards. Each resident is individually and collectively responsible for the unit’s overall condition, residents of a unit should establish shared cleaning responsibilities and duties.
2. Storage is restricted to the living unit or apartment storage closet. Items left in public areas will be removed by the University, and relocation or removal expenses assessed to resident’s account after resident vacates.
3. Residents of a unit with vacant bedroom(s) are not authorized to have access to these unoccupied spaces. Residents will be charged additional rental fees if such space has been misappropriated or misused.
4. The University will treat each living unit for pests when determined necessary and upon request. Residents cannot opt out of spraying or other pest treatments once the DRL determines such action to be necessary. Repetitive treatments to resident’s or surrounding units may be billed to the resident(s). Resident acknowledges that pests can be introduced to a unit by improper food storage or deficient cleaning, or transported to unit through bedding, clothing or other personal items moved by residents or guest to the premises.

C. DRUGS
1. Resident or guest(s) are prohibited from possession, serving, storing, cultivating, manufacturing, selling, delivering, using, etc., any illegal controlled substance as defined under applicable state or federal laws.
2. Residents may also be subject to student conduct charges for the misuse of prescriptions and over the counter medications.
3. Residents may also be referred to campus police or other appropriate state law enforcement authorities as may be determined.
4. Suspected drugs or drug paraphernalia not confiscated by campus police may be disposed of by DRL staff.

D. ENTRY INTO LIVING UNITS
While the right to privacy is recognized as paramount, entry to personal living spaces by authorized University staff can be conducted under the following guidelines.
1. University Staff are authorized to enter living units without notice when they consider that there exists a potential threat to health, safety, or welfare of residents or University property. 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 when convenient to its staff and without notice to make timely repairs, conduct maintenance, or make alterations requested by the resident.

2. University personnel, including DRL staff, may enter resident unit/room at any time to investigate when there is reasonable cause to believe there may be a violation of applicable University regulations.

3. The University will attempt to give proper advance notice by e-mail on most occasions (up to 24 hour notice) for purposes of inspection or alteration of University property. Exceptions exist for staff searches for missing public space/community furniture items.

E. FIRESAMS AND AMMUNITION/COMBUSTIBLES

1. The DRL expressly prohibits all the following: firearms, pellet guns, BB guns, air guns, paint guns and associated ammunition for them; other projectile devices; fireworks; gasoline; hookahs, decorative candles (burnt wick or not), or other combustible items or materials identified as potentially hazardous (including space heaters and halogen lighting). Non-permitted items can be confiscated and held by DRL Staff until the end of semester of next academic Break, so that resident can take prohibited item home to their designated permanent residence.

2. State law requires that STUDENTS, FACULTY, AND STAFF MUST BE GRANTED WRITTEN PERMISSION FROM THE CAMPUS CHIEF OF POLICE BEFORE BRINGING FIREARMS OR AMMUNITION TO UNIVERSITY PROPERTIES. Any firearms and/or ammunition must be stored with the UIS Police Department on campus.

3. Those with authorized concealed carry permits are bound by the terms of the University Weapons Policy, found on the UIS Police web page, www.uis.edu/police (see link to Weapons Policy).

F. FURNITURE AND APPLIANCES

1. The resident may not move or disconnect University installed appliances. The University reserves the right to control the number, size, and general use of additional appliances and assess charges for installation as appropriate.

2. The University reserves the right to restrict the amount and use of resident-issued furniture, or size and number of additional furniture or other personal items imported to unit. Resident is not allowed to remove University-issued furnishings from the assigned premises.

3. Waterbeds and spas are not allowed in any campus unit.

4. Lofting is only allowed in the residences halls with lofting kits approved and provided by DRL staff.

5. Due to the community nature of residential living in academic environment, residents are not permitted to use amplified musical instruments or audio devices which produce excessive volume, including but not limited to subwoofer and surround-sound systems which can be heard or felt outside of the confines of an individual room.

G. GUESTS / RESIDENTIAL SAFETY AND SECURITY ISSUES

1. All individuals may be required to show their I-Card or State Issued ID at the front desk when entering any Residence Hall. All non-residents of the specific building must register at the front desk during normal desk operating hours or with the RA On-Duty (RAOD) if after desk hours.

2. Guests will be issued building-specific Guest Registration Card to be carried with them at all times in that building. Upon leaving, card shall be surrendered to appropriate desk staff or RAOD.

3. Guests are considered occasional visitors, who must be acceptable to all roommates in the unit at all times. DRL restricts the number of guests in living units, including overnight guests.

4. Resident is responsible for the behavior of his/her guests and any charges resulting from the guests’ actions or temporary residence.

5. Resident is not permitted to sublease or provide routine lodging to guests, nor displace an assigned resident. Long-term hosting of another person in a space will subject the resident(s) to an additional charge equal to 1/2 times the already assessed semester rent(s).

H. KEYS

1. Keys will be issued at check-in to each resident for his/her unit and mailbox. Residents are expected to securely carry unit keys at all times.

2. Resident is prohibited from tampering with any University locks or duplicating any residence hall or apartment keys. INSTALLATION OF ANY PRIVATE LOCKING MECHANISM ON ANY HOUSING DOOR IS STRICTLY PROHIBITED.

3. Upon loss or theft of a key, resident will be charged the current replacement cost of a re-core and new keys. Between 12:00 A.M. and 8:00 A.M., resident may incur a $20 charge for lockout service by DRL staff.

4. Requests for lockout service deemed to be repetitive or excessive (5 or more times in a semester) can result in resident being charged $50 for each additional lockout.

5. ANY LOCKOUT KEY ISSUED TEMPORARILY MUST BE RETURNED WITHIN AN HOUR OR INCur AN ADDITIONAL CHARGE OF $100.

I. MAIL

1. Mailboxes are labeled and maintained by U.S. Post Office and/or the University. Only current Residents’ names may appear on the designated mailbox.

2. Residents are responsible for arranging with the U.S. Post Office for the forwarding of mail upon vacating the living unit.

3. Mail or packages addressed to a non-resident will be returned to sender.

J. MEAL PLANS

1. Each UIS Residence Hall student or SYRI-designated apartment resident is required to buy a designated declining-balance meal plan offered by UIS Food Services each semester and administered through I-Card.

2. UIS student meal plan participants receive a discount on their purchases equal to the applicable state food and beverage tax rate, and may use their meal plan dollars at any campus Food Services location.

3. Non-US resident hall students should establish a Campus Cash Account in an amount equivalent to a designated meal plan each semester. No similar meal discount is available for Campus Cash Account purchases.

4. Non-SYRI apartment residents may select any meal plan option offered each semester, or pay-as-you-go where cash is accepted.

5. Additional details concerning individual meal plans offered purchase requirements; cancelations and refunds, lost or stolen cards, account balances, card holder liability, and other pertinent information can be found at: http://www.icard.uiillinois.edu.

K. NOISE

1. Resident or guest(s) engaging in persistent noise generation, which is loud, obnoxious or disruptive, threatens or disturbs the peaceful enjoyment of adjoining or surrounding units, is prohibited.
2. Residents have primary and predominate right to sleep and study free from undue noise or interference in their living spaces.
3. Resident has responsibility to comply immediately if receiving request from adjoining neighbor to moderate or reduce unacceptable noise levels.
4. Specific “study hours” are designated as non-disruptive time within residential areas each evening; however, “courtesy hours” are otherwise in effect at all times.

L. PARKING / TRAFFIC
1. A UIS residential area-specific parking hangtag is required to park in campus residential areas.
2. Residents are not permitted to park in DRL parking lot overnight, without prior approval from DRL staff.
3. Vehicles without current license plates, in obvious disrepair, or which otherwise appear abandoned will be considered derelict and may be towed at the owner's expense.
4. 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 as designated.
5. Access to the Fire Lanes (which is reserved for emergency vehicles) in Campus Apartment Courts is restricted. Temporary use of this area must be approved by DRL staff. Illegally parked vehicles may be towed without notice at the owner’s expense.

M. PETS / ANIMALS
1. Only fish living in aquariums smaller than 10 gallons may be housed or kept in campus units as pets. Otherwise, resident is not allowed to have pets.
2. Resident(s) hosting unauthorized animals, however temporary the visit, may incur a $100 Cleaning/Room Recovery charge per occasion, billed to resident's account.
3. Resident seeking to have service animals or emotional support animals in housing must submit an Animal Accommodation Request Form to the Office of Disability Services (ODS) for review and evaluation. ODS may require submission of additional documentation to process the request. ODS will inform DRL of student’s eligibility for requested assistance or accommodation.

N. SMOKING
1. As of July 1, 2015, per State law and campus policy, the UIS campus is officially designated a Smoke-Free Environment. Consequently, all smoking is expressly prohibited inside or outside all residential units at all times.
2. If resident or guest chooses to smoke (including e-cigarettes and e-inhalants), they may do so only in a moving vehicle traversing campus streets, or inside an enclosed vehicle (windows up) in a campus parking lot, according to applicable Illinois State Law.
3. Violations of any of these provisions can subject resident to student conduct proceedings, confiscation, or other disciplinary charges.
4. A $250 Cleaning/Room Recovery charge will be assessed to resident(s) account when staff observe, smell, or otherwise discover or determine there to be credible evidence of smoking within a room or unit.
5. As of July 1, 2016, per State law and campus policy, the UIS campus will be officially designated a Tobacco-Free and Smoke-Free Environment.

O. SOLICITATION / OPERATING A BUSINESS
1. The University reserves the right to limit those entities that request to solicit on UIS Housing premises.
2. Any interested party must receive a permit from the DRL Office, Homer Butler Commons, in order to gain permission to post, sell, or canvass within all residential areas.
3. Door to door sales and canvassing are not permitted in campus housing. Children of family residents may request approval for fundraising. Student Government Candidates are given specific campaign guidelines for campus housing.
4. Residents are strictly prohibited from operating or running any organized business from their living unit within any residential area. Mail addressed to a company or organization name cannot be received at a residential address, and advertisements or postings cannot be permitted. There are NO exceptions.

P. STUDENT CONDUCT
1. All residents are expected to conduct themselves as respectful and responsible community members.
2. When interpersonal conflict arises, which apparently cannot be productively resolved by direct and civil communication between residents themselves, DRL staff may intervene on behalf of resident(s) to assist in re-imposing more stable or viable community environments or neighborhood standards.
3. Remedial efforts may include, but are not limited to, conducting mandatory roommate/housemate mediation session(s), facilitating conflict resolution meetings, establishing room/house contracts amongst residents, or a range of other restorative justice options as may be determined and available.
4. Failure to reply or meet as directed may result in a finding of responsibility in your absence, &/or referral to another level of the student conduct process for further administrative review and possible action.

Q. WASTE AND TRASH REMOVAL
1. Each resident is responsible for regularly removing trash and garbage from his/her living unit to the waste containers provided by UIS Housing. From there, garbage and trash removal is provided by the University contractor.
2. Bags of trash left in front of unit or in doorways may be disposed of by DRL staff at resident’s subsequent expense.
3. Each resident is also expected to properly dispose of all recyclable materials in the appropriately marked containers.

VIII. OTHER POLICIES AND REGULATIONS
The terms and conditions of the resident’s contract are contained in the DRL Community Handbook, UIS Student Code, and apply to all on-campus residents while at UIS.

IX. NONWAIVER OF COVENANTS AND CONDITIONS
The failure of the University to insist upon strict performance of any of the covenants or conditions of this agreement, or to avail itself of any rights or privileges enumerated herein, in any one of more instances with any one or more students, shall not constitute a relinquishment for the future of such covenant, condition, right or privilege, but the same shall remain in full force and effect. The receipt by the University of any payment, with the knowledge of the breach of any covenant or condition hereof, shall not constitute a waiver of such breach, and no waiver by the University of any provision hereof shall be effective unless expressed in writing and signed by an authorized representative of the University.

X. UNIVERSITY REGULATIONS AND GOVERNMENTAL STATUTES

Revised: 2/2015
Residents shall observe University regulations and federal, state, or local laws. In addition to the provisions of the Housing Contract, violations may subject the violator to University disciplinary action and/or prosecution in the civil or criminal courts.

XI. LIABILITY

The University does not provide security or protection services as part of the Housing contract. The University is not responsible for and will not reimburse resident for damage or loss of personal effects resulting from third-party misconduct, weather-related disturbances, other natural conditions, or malfunction of plumbing or other facility systems. The University shall not be held responsible or liable for any personal injury, loss, theft, or damage incurred or sustained by residents or their guests. Each resident is responsible for insuring and securing their individual person and property, and is strongly encouraged to secure personal renter's insurance or coverage under a parent's applicable home/rental policy. University parking facilities are used at Resident's or guest's risk.