



Housing Application and Contract Information

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Department of Residence Life

Mission Statement

UIS Department of Residence Life fosters an inclusive community environment strongly supportive of academic and personal growth among students through progressive, collaborative and intentional experiences. Residence Life strives to provide diverse and inclusive traditions, which enhance the development of the whole student, support a safe living-learning environment, and deliver excellent customer service.

Vision Statement

To be considered a premier residential program and innovative Residence Life team in the collegiate housing field, which challenges students to successfully lead, live, learn, and work in supportive, collaborative, and diverse learning communities.



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Follow Us: @UISResLife





Housing Options & Details

ABOUT THE DEPARTMENT

The Department of Residence Life (DRL) at UIS includes a wide variety of housing options, ranging from residence hall suites to four-bedroom apartments, from shared bedrooms to private bedrooms, to family housing. Students entering UIS as freshmen or sophomores should expect to be assigned to one of our residence halls in four-person 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 the complexes.

Free laundry facilities, exclusively for resident use, are located on each residence hall floor or in each court complex. Residents with vehicles are required to purchase a UIS parking hangtag specific to their residential area. Pets, other than fish, are not permitted in University housing. Requests for a service or emotional support animal should be directed to the [Office of Disability Services](#).

Each area of campus has one live-on professional staff member (Resident Directors - RD) and each court/residence hall wing has an assigned Resident Assistant (RA) student staff member. Each residence hall has a front desk to receive and distribute all mail and packages, which are staffed by our Desk Attendants. The Homer Butler Housing Commons (HCOM) has the package receiving and distribution center for all East and West Campus residents, also staffed by Desk Attendants. Most Residence Life staff is located in HCOM with the exception of the FRH and LRH Resident Directors, whose offices are located in their respective building.

APARTMENTS AND TOWNHOUSES

Most apartments and townhouses have carpeting in the living room and bedrooms. Some units have tiled or laminate flooring throughout the entire unit. Each apartment and townhouse is equipped with blinds, smoke detectors, and central air conditioning and heating. Kitchen appliances in most units include an energy-efficient stove, frost-free refrigerator, dishwasher and garbage disposal. Furnished apartments include a sofa, living room chairs, accent tables and a four-piece dining room set. Student furniture in apartment and townhouse bedrooms includes an adjustable bed, bookshelf, dresser, desk and chair. Each bedroom in every apartment and townhouse has a campus data/cable TV port.

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 townhouse. Four single students are housed in these units; all four have a private bedroom. Mailboxes for these units are attached to the laundry rooms in each court, listed by apartment number.

Bluebell and *Larkspur* courts are four-bedroom/ two-bathroom units are designed to house four single students each in a private bedroom, with two-bedrooms and a shared bathroom on each side of the shared living room and kitchen/dining area. *Clover Court* was remodeled to 1-2-bedroom apartments (Family Housing) and 3-4-bedroom townhouses serving largely single students, offering private bedrooms, with similar shared bathrooms, kitchen and living room spaces in each unit. *Bluebell*, *Larkspur* and *Clover* mailboxes are in the vestibule of HCOM.

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- or two-bedroom units only

LINCOLN (LRH) AND FOUNDERS (FRH) RESIDENCE HALLS

All First-Year Freshmen and Second-Year Sophomore students are required to live on-campus for four semesters beyond graduation from high school, unless exempted (see housing exemption policy for details). The housing needs of freshmen and sophomore students are ideally met by the design of our three-story suite-style residence halls. Students live in a four-person suite consisting of two double rooms with a shared semi-private bathroom. 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 equipped with comfy furniture and a large screen TV.

Buildings are secured with a card system that requires residents to have swipe access into the building and into each floor of the building, as well as the elevator. Residents are required to pick one of the three available meal plan options for the Academic Year, as there are no shared kitchens available in the Residence Halls.

LINCOLN RESIDENCE HALL (LRH), build in 2001, is home to freshmen students. Additionally, there are Capital Scholar Honors Program (CAP Honors) faculty offices located on the first floor of LRH. The common area amenities include a lounge and laundry room located at the end of each wing, a centralized lounge located on each floor, the LRH Great Room with multi-media capabilities, and a seminar room. These common/amenities spaces 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 (FRH), built in 2008, is home to freshmen and sophomore students. The suite-style living arrangements are very similar in design to those in LRH. Additionally, ADA private bedroom/private bathroom units are offered in FRH (limited availability). The

common area amenities include a centralized lounge and laundry room on each floor, a Learning Hub tutor room, and a centralized common area located outside of the Student Affairs suite. Additionally, two classrooms provide an in-house academic focus and face the courtyard created with LRH. Student Affairs Division offices located on the first-floor north wing of FRH, which house the Dean of Students and Vice Chancellor of Student Affairs.

LIVING LEARNING AND THEMED COMMUNITIES

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 themed residency options as a means of establishing connections to other students which enhance their overall living environment. Additionally, the Student Affairs Division is dedicated to providing learning opportunities outside of the classroom through UIS Star Map: The Student Affairs Curriculum. As a result of their experience at UIS, students will be leaders cultivating inclusive communities. Residents in Living Learning or thematic-based communities participate in several common academic programs, special activities and organized events. Specific communities are established according to student interests and department needs. Check the appropriate box on the housing application if you are interested in participation and residency in a Living Learning or Themed community currently offered. Current examples include:

Living Learning Communities:

- [Leadership for Life \(L4L\)](#) is a service and leadership program with a first-year living-learning community. 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. 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.
- [Students Transitioning for Academic Retention and Success \(STARS\)](#) is a living learning community specifically developed to provide increased academic support for 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.
- [The Pre-Nursing Pathway](#) is designed to offer students interested in pursuing a Nursing degree the opportunity to live with other incoming freshman students interested in nursing. This living learning community offers a residential space focused on academic achievement, career-centered programming, and intensive advising intended to help students successfully complete the pre-requisite courses required to apply for the Nursing Program offered through the University of Illinois Chicago, Springfield Regional Campus. Students participating in the Pre-Nursing Pathway LLC will have enhanced access to individualized academic advising in the residence hall, a wide variety of career-centered programming offered by the Nursing department staff, and supplemental instruction and tutoring focused on pre-requisite coursework.
- [Capital Scholars Honors Program \(CAP Honors\)](#) is a selective undergraduate academic program designed for the first and second year of the four-year experience. CAP Honors has a residency requirement that requires all honors students to live in a 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, and mentoring programs, as well as tutoring and academic studios. In addition, all offices for the CAP Honors academic staff and faculty are located in Lincoln Residence Hall.
- [Necessary Steps Mentoring Program \(NSMP\)](#) is a program for First-Generation college students, who are defined as students whose parents/guardians have not graduated from a four-year college or institution. Necessary Steps Mentoring Program is designed to assist in the transition from high school to college, as well as transforming our students into scholars. Through the program, students reside on the Necessary Steps Floor with other scholars. The program provides a designated computer room and supportive community that will help the student learn and grow.

Themed Communities

- **Second Year Residential Initiative (SYRI)** is a themed community where any second year returning residents live! Founders Residence Hall and Pennyroyal Court Townhouses are available for all pre-qualified second year student. SYRI is designed to assist students in:
 - Discovering themselves and developing their identity
 - Being involved members of the UIS community
 - Identify major and/or strengthening their commitment to a major
 - Exploring career interests and opportunities
 - Strengthening connections to the Springfield community

- [Gender Inclusive Housing](#) is for students who wish to live in a gender inclusive environment. Student applying for Gender Inclusive Housing will need to submit additional paperwork when submitting their application/contract.
- [Family Housing](#) is available for students with a domestic partner, spouse and/or children. Family Housing is in Sunflower Court. We offer one-bedroom furnished, two-bedroom furnished and two-bedroom unfurnished options. Rates and Virtual Tours for these units are listed on our website. Students applying for family housing need to provide additional paperwork when submitting their application/contract.
- **Graduate Housing** allows students seeking their Master's Degree via the UIS Graduate Program to live in a supportive and safe community with other Graduate Students. Open to Graduate students only.



This section 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 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.

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 9½-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 a 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 housing application is approved by DRL. 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 \$30 will be assessed for all returned checks. If UIS is not able to offer a housing space or other accommodations, a full refund of the deposit will be received. 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 the student's stay in campus housing. Security deposit balance is eligible for refund, in accordance with the Terms and Conditions.

If a resident decides to cancel their contract, they must meet one of the listed criteria via the [Terms and Conditions](#) and provide supporting documentation to be reviewed. Forfeiture of a deposit is probable when cancelling a contract after the listed deadlines within the Terms and Conditions, in addition to other cancellation fees. Students should not enter into another housing lease/contract prior to receiving approval for cancelling their contract with the Department of Residence Life.

ASSIGNMENT PROCESS

Early applicants are more likely to be offered their assignment preferences. A housing application/contract is processed independently of the admissions application to UIS. An incorrect or incomplete housing application/contract will delay its processing. It is in the student's best interest to check all items on the housing application/contract for accuracy and completeness prior to submission. When the housing application/contract has been completely processed, the student's name will be placed on the active list. When final assignments are made, the student 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.

The University of Illinois Springfield does not have any Greek Life affiliated housing options. Greek affiliated students may live with other Greek affiliated students if they are confirmed roommates and qualify to live in the same residential areas.

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 their 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.

Additionally, the Student Affairs Division provides transportation services for all students. A shopping shuttle is provided twice a week to take students to different shopping centers in Springfield. Residence Life provides shopping carts to be checked out at the HCOM package room and Founders Residence Hall. Additionally, free cab rides are offered at the beginning and end of each semester and extended break during the academic year. Free cab rides are also extended to any resident whom may need a ride to a hospital in case of a non-life threatening issue. For additional information, visit our [Transportation](#) website.

[UIS STAR MAP – STUDENT AFFAIRS CURRICULUM](#)

Each wing in the residence halls and each court has a Resident Assistant who provides community building and out of the classroom learning. The UIS Star Map is a division wide curriculum focused on providing an experience for UIS students that will allow them to become leaders cultivating inclusive communities. Residence Life processes and programs are focused on meeting the learning goals of the Star Map Curriculum.

HOUSING PAYMENTS

For current rates, please visit our [website](#). The UIS Board of Trustees determines the housing rates every year.

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. 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 (28th of each month). Payments are due as scheduled on the signed (including e-signatures) housing application/ contract even if the University does not forward a bill. When the student clicks the “I Agree” button, the student attaches their 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. Resident who fails to maintain a timely payment record, or incurs significant damage charges, may be denied future space in UIS housing.

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 meal plan each semester. The University I-Card also serves as a meal card.

- Each LRH, FRH, 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. Only a SYRI-designated apartment resident can choose a minimum Bronze- level meal plan each semester to satisfy this requirement. Except for those assigned to SYRI, other apartment/townhouse residents have the option to purchase any level of meal plan offered.
- 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 a requisite individual meal plan, the lowest-cost full meal plan for which resident is eligible will be selected for him/her as a default option.
- Non-UIS 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.

UIS offers several dining options in providing daily meals to residents. The Food Studio in the Student Union serves excellent meals at each station, including grill and deli items, as well as prepared entrees and vegetarian options. In addition, there is a Starbucks located on the second floor of the Student Union and 24/7 vending machines available in each residential area. Apartment residents may cook or grill-out at their apartment, per established policy. All residents may reserve and have access to the kitchen facilities at Housing Commons. Additional information can be found at the [I-Card website](#) and the [Food Services website](#).

TO APPLY FOR HOUSING

Complete the application on the last two pages of this document, or download an application/ contract form from our [website](#).

Before signing your Application/Contract, all students are encouraged to obtain more information, review the complete Terms and Conditions of the Application/Contract or the Community Handbook.

Make all checks payable to University of Illinois Springfield.

Credit Card authorization is on back of application/contract and/or linked on the How to Apply page to submit online.

Please keep in mind the Housing Application/Contract functions just like a lease, and is a legally binding contract for the entirety of the contract term. Please refer to the Terms and Conditions for full details.



UIS Application/Contract for Student Housing

General Student Information

(Please type or print legibly)

NAME: _____ GENDER IDENTITY: Female Male
Last Name/Family Name First Name/Given Name Middle initial Neutral Transgender

HOME ADDRESS: _____
Street Address City State/Province/Country Zip/Postal Code

BIRTHDATE: _____ CELL PHONE: _____ EMAIL: _____

UIN (if known): _____ STARTING SEMESTER: Fall 20 _____ Spring 20 _____ Summer 20 _____ Summer ONLY _____

UIS STATUS AT TIME OF OCCUPANCY (check all that apply) Freshman Transfer Freshman Transfer Sophomore Transfer Junior
Transfer Senior Graduate Student UIS Faculty/Staff Other (Specify) _____ Intern (Specify Home Campus) _____

I require ADA accommodations or equipment for mobility and/or hearing-impaired: No Yes Please specify accommodation(s) requested special physical needs, medical conditions or prescriptions, or other pertinent information, which you would like to disclose and make Residence Life staff aware of in order to better serve you: _____

Emergency Contact Information: The person you list below will be contacted in the event you should become injured or incapacitated.

NAME: _____ RELATIONSHIP: _____

ADDRESS: _____
Street Address City State/Province/Country Zip/Postal Code

TELEPHONE - DAY: _____ EVENING: _____ CELL: _____ EMAIL: _____

Missing Person Contact: The person I have indicated above may also be called should I be declared a "missing person" Yes No (If no, complete the section below for an alternate contact).

NAME: _____ RELATIONSHIP: _____

ADDRESS: _____
Street Address City State/Province/Country Zip/Postal Code

TELEPHONE - DAY: _____ EVENING: _____ CELL: _____ EMAIL: _____

SINGLE STUDENT HOUSING OPTIONS

A deposit of \$250 must accompany this application/contract in order to be processed and reserve a space in one of your preferred choices below. The deposit is your personal responsibility and cannot be paid via financial aid award. For current rates and virtual tours, please visit our [Housing Options](#) website.

Please indicate your housing assignment preferences below by listing a "1" by your first choice, "2" by your second, and "3" by your third selection. Residence Life works to honor preferences as best that we can, however, assignment decisions are based upon availability and occupancy demands at the time of the application/contract processing. Also, please keep in mind this is a legally binding document and preferences do not negate the nature of this obligation.

Residence Halls Lincoln Residence Hall(LRH) shared bedroom & bathroom/4-person suite Founders Residence Hall(FRH) shared bedroom & bathroom/4-person suite
Founders Residence Hall (FRH)/ private bedroom/shared bathroom (limited availability – ADA/ODS accommodations have first priority)

Apartments/Townhouses Standard Townhouse/ 4 person/ private bedroom/ 2-bathroom – West Campus (Marigold, Foxglove, Trillium, Pennyroyal)
 4 bedroom apt./ 4 person/ private bedroom/ 2 bathroom/ flat style – East Campus (Bluebell and Larkspur) 2 bedroom apt./ 4 person/ shared bedroom - Sunflower Court
 Premium Townhouse/ 4 person/ private bedroom/ 2 bathroom – East Campus (Clover 300-400) 2 bedroom apt./ 2 person/ private bedroom – Sunflower Court
 Standard Townhouse/2-3-4 person/ 2 bathroom - East Campus (Clover 100-200)

Living Learning Communities and Themed Areas (offered as demand exists; separate themed communities for residence hall wings/floors and apartment housing units, building or areas)

Necessary Steps Mentoring Program (NSMP) Pre-Nursing Pathways Graduate Housing (Graduate Students Only)
 Students Transitioning for Academic Retention and Success (STARS) Leadership for Life (L4L) UIC Nursing Student (Bluebell Court)
 Capital Scholars Honors Program (CAP Honors) Gender Inclusive Housing (additional paperwork required – visit [website](#)) Other: _____

Roommate Assignment Questions – Your candid and honest responses to the following questions will aid Residence Life staff in initially assigning roommates. While we cannot match roommates' interests in all cases, especially application/contracts submitted after initial assignments are made strong consideration is given to most preferences indicated. While we encourage discussion between you and your parent(s), STUDENTS should be completing this section themselves. Based on the *UIS Star Map*, after completing the questionnaire provided by the application/contract, students should be able to accurately describe themselves, and define terms and concepts related to inclusion and diversity (Learning Goals 1.1 and 3.1)

- UIS Campus is a Tobacco-Free environment Please review the UIS Tobacco-Free Campus Policy. I smoke tobacco products No Yes
 - I would have difficulty if a roommate smoked No Yes
- I am generally a quiet & reserved person outgoing & talkative somewhere in between
- I prefer to spend time with and expect the same level of interaction from roommate(s) some interaction little interaction no interaction

Roommate Assignment Questions Continued...

- 4. I normally keep my living space very neat & orderly casual & cluttered casual but neat
- 5. I normally clean my living space daily weekly twice weekly only when forced to
- 6. I like to entertain friends in my living space often occasionally rarely
- 7. My possessions are for my use only for roommate's use with permission for my roommate's use any time
- 8. For studying I like absolute quiet moderate quiet I don't need quiet
- 9. For studying each night I will need 1-3 hours 3-5 hours over 5 hours
- 10. The time I generally go to bed on school week nights _____ ; on weekends_____
- 11. I am openly receptive and preference to reside in a diverse living environment, including having a roommate from another state, different country, etc. No Yes
- 12. My major is, or will be: _____
- 13. From the word list, please mark three (3) that best describe you: Independent Energetic Humorous Studious Talkative Serious Social/Outgoing
 Athletic Cautious
- 14. Please list below a few hobbies/ interests/ leisure activities, which you enjoy (i.e. sports, music, reading, etc.) _____
- 15. Name(s) and UIN(s) of your preferred roommate(s) – each request must be mutually expressed in writing and on each individual's application/contract _____

Meal Plan Information - Students living in residence halls are required to choose a Signature, Gold or Silver residential meal plan. Sophomores living in campus apartments or townhouses must choose a Signature, Gold, Silver or Bronze residential meal plan. Apartment and townhouse residents who are not sophomores are not required to purchase a meal plan, but may purchase any residential (non-commuter) plan. Value on any plan carries over from fall to spring semester provided requirements are met as follows: Student with a meal plan are registered for classes; and residential students continue to reside on campus for the spring semester. Any value remaining on a student's meal plan at noon on commencement day of the spring semester (as specified in the UIS Catalog) is forfeited. Students who do not select a meal plan but are required to have a meal plan will be defaulted to the lowest applicable option. Please be sure to review the Meal Plan Terms and Conditions.

- Bronze Plan (\$375/semester) Silver Plan (\$1,150/semester) Gold Plan (\$1,675/semester) Signature Plan (\$2,100/semester) I do not wish to select a plan

FAMILY HOUSING: Please submit official copies of your marriage certificate or domestic partnership agreement, and each child's birth certificate/proof of guardianship must also accompany this application if your spouse/partner/children will be occupying your apartment. All supporting documents must be recorded prior to move in. Due to the size of the units, no more than 2 adults and 1 child may occupy 1 bedroom units. No more than 2 adults and 2 children or 1 adult and 3 children may occupy 2 bedroom units. All children must be under 18 during the term of residency. Family Housing option is only provided in 1 or 2 bedroom units.

Please check the website for current rates for the academic year. Please indicate your apartment preference below:

- One-bedroom furnished Two-bedroom unfurnished Two-bedroom furnished (limited availability)

List below the spouse/domestic partner and/or dependents (under age 18) who will actually live with you on a daily, full-time basis. **Criminal background checks will be conducted on all potential adult applicants (at Student's additional expense).**

Name _____ Relationship _____ Birthday _____

Name _____ Relationship _____ Birthday _____

Name _____ Relationship _____ Birthday _____

CRIMINAL HISTORY DISCLOSURE – The Department of Residence Life at the University of Illinois Springfield is committed to maintaining a safe environment for all members of the campus community. As such, the campus requires applicants who are currently charged with a crime or who have been convicted of a crime (other than a routine traffic offense or juvenile proceeding) to disclose this information as a mandatory step in the housing application process. A previous conviction or current indictment does not automatically bar residency at UIS, but does require review prior to granting housing. Complete information pertaining to criminal history should be disclosed and reported to the Director of Residence Life and sent via certified mail at the time of application for housing to the Director's attention: Department of Residence Life; One University Plaza, MS HBC 1; University of Illinois Springfield; Springfield, IL 62703-5407. Applicants are responsible for verifying receipt by UIS and for maintaining a copy of the receipt of submission. Applicants hereby grant permission to UIS for complete access to criminal records, if any are disclosed. All potential adult residents listed on this application will be subsequently compared against the statewide registered sex offender database. For further information on these requirements, call (217) 206-6190. It is the responsibility of the applicant to update any subsequent criminal history status not disclosed at the time of application/contract.

Acceptance - By signing this form, I certify that all information submitted on this application/contract is true and accurate. I further agree to thoroughly read and familiarize myself with the Department of Residence Life Terms and Conditions, the Residential Life Community Handbook, and the current edition of the UIS Student Handbook. I understand that financial implications will arise for early termination or cancellation of my Housing Application/Contract according to readily available web-based, printed or published version's deadlines, formats, or established criteria.

I hereby also certify that I understand that the document that I am signing is legally binding for the specified contract terms as outlined in the terms and conditions for the associated Academic Year.

Applicants Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

ONLY required if applicant is under 18 years of age at time of application/contract

Credit Card Authorization - I authorize UIS Residence Life to charge my credit card for the non-refundable processing fee (\$50) and inclusive security deposit (\$200).

Deposit Amount: \$250.00

Card Type: Master Card Visa Discover Amex CVN (3-digit code on back of card): _____ EXP DATE: _____

Card Number: _____ Signature: _____

Print Full Name on Card: _____

UIS Housing Contract Terms and Conditions

HOUSING CONTRACT

By entering into this Contract, I agree to be bound by all of its terms and conditions, as well as all rules and regulations of the University of Illinois Springfield (“University”) now or later to be in effect, including those relating to the Department of Residence Life operations. I understand that the Department of Residence Life (“DRL”) administers this Contract on behalf of the Board of Trustees of the University of Illinois and that all questions should be directed to DRL staff.

Policies and documents referenced in this Contract are subject to change, and such changes and additions will be emailed to the Contract holder’s University email account. I acknowledge that any changes or additions shall become effective and binding on the date of such email being sent.

1. ELIGIBILITY

I represent that I am a full-time student at the University of Illinois Springfield enrolled in a minimum of eight (8) credit hours. If at any time I fall below this standard, for whatever reason, I must immediately notify DRL in writing. I agree to vacate the premises within forty-eight (48) hours of the loss of eligibility unless alternative arrangements are approved in writing by DRL staff. I will be responsible for all applicable cancellation charges provided for in this Contract.

I understand that in its sole discretion, DRL may deny me placement in University housing as a result of my past or current behavior, including breach of contract, any criminal or disciplinary history indicating a possible risk to the security, safety, or health of any person or property, or the risk of disruption of University operations.

2. HOUSING ASSIGNMENT

2.1 Assignment

I understand that I am not entitled to a housing assignment and that my placement is contingent upon available space. If space is not available, the University will terminate this Contract and refund any advanced payment made by me, consistent with the terms of this Contract.

I agree to accept any space DRL assigns to me, including temporary space. DRL will make an initial space assignment approximately 30 to 45 calendar days prior to the start of the academic year, or as soon as practicable if my housing request is received by June 1 for fall term, November 15 for spring term, or April 15 for summer term.

I understand that I should not make other housing arrangements before confirming the status of my housing request, as I may not be eligible for cancellation of this Contract or a refund of my security deposit.

2.2 Reassignment & Vacancies

I may request a reassignment no earlier than two weeks after the start of the academic term. The University may approve or disapprove of such request in its sole discretion.



I understand that DRL may reassign me to another space at any time if DRL determines it to be in the University's best interests. Such interests include but are not limited to the more efficient use of space and conducting repairs or renovations. I agree to relocate to the new space within the time period requested, unless otherwise approved in writing by authorized DRL staff. I understand that if I fail to relocate as requested, I may be charged an increased rate (e.g., the rate for a single) and am responsible for any additional costs that the University incurs due to my non-compliance.

3. CONTRACT DURATION

I understand that the Contract term is for the entire academic year (Fall and Spring semesters), or the balance thereof if initially entering mid-year, but that the residence halls are closed during Thanksgiving Break, Winter Break, Spring Break, and the Summer Term. I must vacate the premises during these periods unless DRL has approved a petition to remain in the space and I have paid any applicable fees. Notice of exact term dates are published annually on the campus calendar on our [Important Dates and Deadlines](http://www.uis.edu/residencelife/importantdates/) webpage (www.uis.edu/residencelife/importantdates/).

4. OCCUPANCY; CONTRACT EXTENSIONS

4.1 Move-In

The specific dates of occupancy are posted on our [Important Dates and Deadlines](http://www.uis.edu/residencelife/importantdates/) webpage (www.uis.edu/residencelife/importantdates/). I must move into my assigned space by the end of the second day of the commencement of classes unless I have submitted a written request for late check-in and received DRL written approval. If I fail to occupy the space without notice, I will be considered a No Show and risk losing my assigned space. In the event that I am a No Show, I will not receive any refunds for the period the space is held unoccupied. I understand that my failure to occupy the assigned space does not cancel this Contract.

4.2 Early Arrival

I may request a Contract Extension to permit early arrival to participate in University-related groups or functions. If approved by DRL staff in writing, an occupancy fee of \$25 per night will be assessed. If I fail to make such a request and arrive early, I will be assessed an unauthorized occupancy fee of \$50 per night.

4.3 Break Period Extensions

I may request Break Period housing during periods when residence halls are closed, pursuant to the process communicated by DRL. I understand I must be registered for the upcoming semester to be considered for Break Housing. Granting a request for Break Period housing is at the sole discretion of the University.

4.4 Summer Housing Requests

In April, I may request Summer Housing if I am enrolled for summer or the upcoming fall semester, or if I have a local Internship over the summer. I understand that if my request is granted, charges will be posted to my University account based on a weekly rate. I understand DRL retains discretion to grant or deny my request and to determine which units and how many will be available for summer housing.

4.5 Move-Out

I will vacate my assigned space no later than forty-eight (48) hours after my last final examination of each term, the cessation of my academic eligibility, or the posted end of contract date; that which is earliest.

4.6 Late Departure

I may request a Contract Extension to permit late departure to participate in University-related groups or functions. If approved by DRL staff in writing, an occupancy fee of \$25 per night will be assessed. If I fail to make such a request and stay beyond my move-out date, I will be assessed an unauthorized occupancy fee of \$50 per night.

5. HOUSING CHARGES & PAYMENTS

5.1 Application Fee & Housing Security Deposit

I have paid a \$50 non-refundable application fee and a \$200 Housing Security Deposit. The deposit will be refunded, less any applicable charges or fees as provided in this Contract, within thirty (30) days of the termination of this Contract, or as otherwise provided by applicable law.

5.2 Room Rates

I agree to pay the University the applicable rate for the housing space assigned to me. [Room rates](#) for the applicable academic year can be found online at www.uis.edu/residencelife/livingatuis/rates/.

5.3 Meal Plans

I understand that I must purchase a meal plan offered by UIS Food Service as a condition to living in a residence hall or Second Year Residential Initiative (SYRI) designated apartment. Students living in non-SYRI designated apartments have the option, but are not required, to purchase a meal plan. If applicable, I agree to pay the University the rate for the meal plan I have selected. [Meal plan options](#) and rates can be found online at www.uis.edu/foodservice/mealplans/.

5.4 Damages

I agree to use my living unit and all University property and furnishings in a proper and responsible manner at all times; I agree to surrender the same in good repair and condition as normal use dictates. I will be financially responsible for all damage (including, but not limited to, repair and cleaning costs) to my living unit and/or University property and furnishings, including damage by my guests.

5.5 Payments

I agree to be billed for each semester of the academic year separately through University Student Financial Services & Cashier Operations (“USFCO”). I understand that I will be assessed a service charge on all unpaid monthly balances of University charges. I may refer to the [USFCO website](#) for billing information at www.paymybill.uillinois.edu.

6. EARLY TERMINATION

6.1 By University

The University reserves the right to cancel this Contract if I become delinquent on payments, breach any term of this Contract, or if it otherwise determines that my past or current behavior is such that

the interests of the University or its students, faculty, or staff would best be served by cancellation of this Contract. Such behavior includes, but is not limited to, endangering persons or property, failure to comply with the UIS Student Conduct Code or DRL Policies, and possession of prohibited items. I will remain responsible for the remaining 100% of my academic year room charges, and a \$350 breach of contract fee.

6.2 By Student

6.2.1 Request for Cancellation

I may request to cancel this Contract by submitting a written Contract Cancellation Request Form to DRL via fax, mail, or email. Forms are available at DRL or on our [website \(www.uis.edu/residencelife\)](http://www.uis.edu/residencelife). I understand that only written notification from DRL of a cancellation approval will terminate this Contract.

6.2.2 Grounds for Consideration

My request for cancellation will only be granted for the following reasons:

- Graduation at the end of the current term;
- Total academic withdrawal/non-registration from all UIS classes (including online courses) for the remainder of the contract period;
- Serious illness, medical or mental health condition which prevents me from attending class in-person;
- Participation in academic-related experiences/internships off-campus and further than 40 miles outside the greater Springfield area;
- Death in the immediate family;
- Call-up or induction into active military service;
- Academic suspension; or
- Marriage.

I understand that it is my sole responsibility to provide all necessary supporting documentation and sufficient verification of the respective rationale and circumstances to the satisfaction of DRL.

6.2.3 Effective Date

If cancellation is approved, the effective date is the date the Request for Cancellation is approved by DRL. I must promptly and properly vacate the premises within forty-eight (48) hours of this date.

6.3 Fees & Charges

I agree to the following fees & charges schedule in the event: that 1) my Request for Cancellation is received by the date noted below and approved in writing by DRL, or 2) if the University cancels pursuant to 6.1:

- A. No fee for cancellations on or before April 30 for the fall term (or on or before November 30 for spring term).
- B. A \$100 cancellation fee for cancellations between May 1 and May 31 (or between December 1 and December 15 for spring term).

- C. A \$250 cancellation fee for cancellations between June 1 and August 1 (or between December 16 and January 7 for spring term).
- D. A \$350 cancellation fee for cancellations between August 2 and the first day of class (or between January 8 and the first day of class for spring term).
- E. A \$350 cancellation fee plus 50% of the room charge for cancellations on or after the first possible day of occupancy through the 10th day of class for the semester.
- F. A \$350 cancellation fee plus 75% of the room charge for cancellations after the 10th day of classes for the semester.
- G. If I request cancellation due to induction into active military service, cancellation fees will be waived.
- H. If I request cancellation due to graduation, cancellation fees will be waived.
- I. If I vacate my assigned space before the end of the contract period without providing notice and receiving written approval for release, I will be held responsible for 100% of the contract balance.

7. HOUSING RULES & CONDITIONS

I agree to comply with all applicable local, state and federal laws and regulations, as well as all University and DRL policies applicable to students whether now in effect or later adopted and published by the University during the term of this Contract. Some relevant policies include but are not limited to:

UIS Alcoholic Beverages Policy (special attention to Article II):

<https://www.uis.edu/academicstaffhandbook/university-policies/alcoholic-beverages-policy/>

UIS Drug and Alcohol Policy:

<https://www.uis.edu/studentaffairs/policies/drugalcohol/>

UIS Student Conduct Code:

<https://www.uis.edu/studentaffairs/wp-content/uploads/sites/121/2013/05/STUDENT-CONDUCT-CODE-REVISION-7-6-2016.pdf>

UIS DRL Community Handbook:

<https://www.uis.edu/residencelife/residence-life-community-handbook/>

8. MISCELLANEOUS TERMS

8.1 Amendment

This Contract is a legal document binding upon me and upon my parents or guardian if I am under 18 years of age. No proposed amendment to this Contract shall be valid unless made in writing and properly signed by an authorized university contract signatory.



8.2 Severability

If any provision of this Contract is held to be unenforceable by a court of competent jurisdiction, the provisions shall be severed from this Contract so long as severance does not affect the enforceability or essential purpose of the remainder of the Contract.

8.3 Waiver

The failure of the University to enforce any provision of this Contract shall not waive the University's right to later enforce that or any provision of this Contract.

8.4 Choice of Law

This Contract shall be construed by application of Illinois law without regard to its conflict rules.

9. LIABILITY

The University does not provide security or protection services as part of this Contract. The University is not responsible for and will not reimburse resident for damage or loss of personal effects resulting from third-party conduct, weather-related disturbances, other natural conditions, or malfunctioning of plumbing, appliances, or other facility-related 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 sufficient coverage under a parent's applicable homeowner's or renter's policy. Such policy coverage should be in continuous effect during the full period of on-campus residency, including breaks when resident may not be physically on-campus. University parking facilities are used at resident or guest's own risk.

End of Document

