Summer Session 2017 Housing and Residential Services Contract

By signing this document, I am agreeing to all aspects of this contract for room and technology charges with Housing and Residential Services at Northern Illinois University for Summer Session 2017 or the balance thereof as indicated on this contract, and hereby assume responsibility for payment at the rates established by the University. I hereby agree to the terms and conditions as defined in this document and to all rules and regulations of the University now or later to be in effect relative to Residence Hall and Campus Dining Services operations. It is expressly provided that this contract may not be canceled by me during Summer Session 2017 as long as I am enrolled as a student at Northern Illinois University.

Residence halls open for Summer Session on Sunday, June 18, 2017. I understand that when I enter into a contract for any of the transition housing periods before or after classes begin, I have agreed to the financial and behavioral terms of this contract even though I am not engaged in academic classes during these times.

I understand that if I am not prepared to commit to live on campus for the full Summer Session and/or transition period for which I apply, I should not sign a contract at this time. Students are not typically released from their contract to commute from home, move in with a friend, or change to off-campus housing once a contract is signed. I have a maximum of three business days after initiating this Housing and Residential Services contract to submit written verification of my wish to nullify it. I will refer to the appropriate section for dates and conditions of contract cancellation for withdrawal from the University or other exceptional circumstances.

Duration of Contract (check all that apply)

- Spring Transition housing: Saturday, May 13 - Tuesday, May 16 (students with current Spring 2017 contracts only) [Move from Spring room to Summer assignment, Tuesday, May 16 10 am - 3 pm]
- Session 1: Tuesday, May 16 - Sunday, June 18 (from end of Spring semester until beginning of Summer Session)
- Session 2: Sunday, June 18 [check-in 9 am - 3 pm] - Saturday, August 12 [move out by 3 pm] (Summer Session)

Sessions 3 and 4 are only available for residents who have signed a Fall 2017 residence hall contract. All other summer residents are required to completely vacate their rooms no later than 3 pm on Saturday, August 12, 2017.

- Session 3: Saturday, August 12 - Friday, August 18 [move to Fall assignment Friday 8/18 noon-5 pm] (end of Summer - Fall 2017 transition housing period)
- Session 4: Friday, August 18 - Friday, August 25 Early Arrival Week

GENERAL TERMS AND CONDITIONS OF THE CONTRACT

This contract is not intended to provide detailed residence hall information. Guide Post, the residence hall handbook, is posted on the Housing and Residential Services website, www.housing.niu.edu. Printed copies are available upon request from area residence hall staff. University regulations and policies affecting residence hall contracts are subject to changes and additions. Such changes and additions shall be officially announced and/or posted in each residence hall and this shall constitute actual notice to residents. Changes and additions shall become effective and binding 48 hours after such posting or official announcement. Failure to observe University regulations or Federal, State, or local laws subjects the violator to University disciplinary action and/or prosecution in the civil courts, and/or remedial action under the terms of this contract including the authority to assess fines administratively according to a published schedule in Guide Post for contractual violations. Also refer to University publications: Student Code of Conduct and Student Handbook. The University assumes no responsibility or liability for personal property of students. This includes damage, loss, fire, theft, flooding, etc. Students desiring this kind of protection must make their own arrangements for insurance. Residence halls are the property of the University, under the control of the NIU Board of Trustees, and in certain instances have been pledged under Illinois law to secure funds used to defray the cost of their construction. A room key and/or card shall be issued to each student. The key/card shall remain University property, loaned or licensed to the student only so long as the student may rightfully occupy the residence hall room to which the key/card provides access. The student shall not deliver, surrender, or otherwise relinquish possession of the key/card to another person without the consent of an authorized University official, nor shall the student duplicate or modify the key/card or cause or permit the key/card to be duplicated or modified. Responsibility for immediate supervision of residence halls lies with Northern Illinois University and requires the reservation of a reasonable right to entry into student rooms.

PAYMENT

Room and board charges are added to the student’s account with the University and are subject to settlement in accordance with the terms and conditions of the NIU Bursar’s billing system, which is provided in the Undergraduate and Graduate Catalogs. Periodic statements will be posted on the student’s MyNIU page, showing the amount due the University and the payment due date. Details of this plan may be obtained from the NIU Bursar. A student whose account is delinquent will be subject to the penalties provided in the plan. Checks returned to the University for insufficient funds or any other reason will be assessed a service charge at the then prevailing rate. Within seven days after a bill is rendered, students must pay for assessments for damages to their room, attributed public area damage, and/or for a pro-rated share of damages to areas of their residence hall which are not assignable to an individual, including damage attributed to activation of smoke detectors and sprinkler heads.
Contract Agreement: By signing below, I acknowledge agreement with terms and conditions of this contract for room and board at Northern Illinois University for Summer Session 2017 and the rules and regulations set forth in the Guide Post, located on the Housing and Residential Services website: go.niu.edu/housing-handbook. This contract is made and entered into by and between Northern Illinois University and the undersigned student and/or parent guardian (when the student is under 18) for room and board for the entire Summer Session 2017. It is agreed and understood that the student may not cancel this contract so long as s/he is enrolled at the university at any time during the contract period. It is further agreed that this contract constitutes a license and does not create any express or implied rights of tenancy.

Print Student Name  First Middle Last  Z ID  Date  

Signature  Date  

Parent’s or Legal Guardian’s Signature (student was under 18 on signing date*)  Date  
*When a contract is submitted by a student less than 18 years of age on the day the contract is dated, and the parent/guardian signature is not included, Housing and Residential Services will hold the contract for 14 days. If parent/guardian verification is not received at the Residential Administration office by that date, the original contract may be canceled, nullifying the student’s priority room selection status. The Housing and Residential Services contract fee will be forfeited. Failure to submit a parent/legal guardian signature or reactivate the contract process does not exempt the student from the University Residency Requirement for freshmen students.

Executive Director or Designee, Housing and Residential Services  Date  

Room  Roommate Request  

ELIGIBILITY  
In order to be eligible for Summer Session housing, new students to the University must be admitted to NIU and be enrolled for Summer Session 2017. Currently enrolled students who are applying for Summer Session housing must be enrolled for either the 2017 Spring Semester or the 2017 Fall Semester. Students with current Spring 2017 housing contracts are eligible for transition housing May 13-16 in their Spring room. Those students will move to their summer assignment Tuesday May 16, 10 am - 3 pm. Students without current Spring 2017 housing contracts are eligible for summer housing beginning Tuesday, May 16, 2017.

Summer Session Room Sign-Up Process  
Currently enrolled students who have Spring 2017 Housing and Residential Services contracts will be eligible to submit a contract and select a room at the Residential Administration office in East Neptune Hall Room 101 from 8:30 am - 4 pm Monday – Friday, beginning Tuesday, April 18, 2017. Current off-campus students and newly admitted students must have submitted a contract and made a $150 payment for Fall 2017 housing, otherwise they will be required to pay a $25 non-refundable processing fee in order to obtain housing for the Summer Session only.

ASSIGNMENT POLICY  
The University reserves the right to: assign space; authorize or deny room and roommate changes; and require a student to move from one room to another. Assignments are made without regard to race, color, religion, national origin, or sex. Students of the opposite sex will not be assigned to, nor may they occupy, a room together. Students who are not checked in to their residence hall room by the third day of classes at the beginning of the contract period and who do not notify Housing and Residential Services in writing of a late arrival, may be reassigned to another room on a space-available basis. A resident shall not: sublet, allow anyone to live in his/her room who is not assigned to it by Housing and Residential Services, or assign this contract to any other person. Residents who allow their room to be used in violation of this provision are subject to a penalty charge not to exceed the full room charge for each violation for the full contract period. Residents may not have visitors stay for longer than 72 hours in any 7-day period. Residents may not have overnight guests in their residence hall room without the advance permission of their roommate(s).

CAMPUS DINING SERVICES  
There is no required meal plan during transition housing or during Summer Session.

NIU WITHDRAWAL/CONTRACT CANCELLATION NOTIFICATION DEADLINES  
Students may only cancel their residence hall contract or refuse a residence hall contract if they will not be attending Northern Illinois University during the contract period. Such cancellations must be made in writing (delivered in person, by U.S. mail, by fax or by using their NIU zID student email account) to the Residential Administration office in East Neptune Hall, Room 101. In the event of a legitimate cancellation of a housing contract by the student, release from the contract by the university, and/or non-acceptance of a contract, the refund/charge policy is as follows.

Summer Session:  
New applicants: $100 of the contract pre-payment is refunded to new applicants when the cancellation is received by May 1; $75 of the contract pre-payment is refunded to new applicants if the cancellation is received between May 2 and June 10; after June 10 the payment is not refundable to new applicants. Once the student has checked in to the hall, no refund will be given and the student will be billed the room fee from the summer hall opening date (or the date of their first transition housing period) through the end of the Summer Session, or the date of their hall check-out (check out with a hall staff member and return the room key to the hall Main Desk) if they withdraw from the university during the Summer Session and check-out with a hall staff member as directed.
**Returning residents:** No charge is made when the cancellation is received by May 1; a $50 charge is assessed to current residents if the cancellation is received between May 2 and June 10; there is an additional $100 contract severance charge for cancellations/release requests submitted after June 10. Once the student has checked in to the hall they will be billed their room fee from the Summer hall opening date (or the date of their first transition housing period) through the end of Summer Session, or the date of their hall check-out (check out with a hall staff member and return the room key to the hall Main Desk) if they withdraw from the university during Summer Session and check out with a hall staff member as directed.

**All residents**
Housing and Residential Services typically processes requests to be released from a residence hall contract within 15 working days after the completed request and any required documentation is received in the Residential Administration office. The date the written request is received at Residential Administration is the date used for comparison to deadlines for refunds/charges. Only fully-documented and completed requests will be considered.

**PART-TIME STUDENT STATUS and NO SUMMER ENROLLMENT**
Students living in the residence halls are generally expected to maintain full-time student status. During Summer Session, students who were enrolled at NIU during the previous Spring semester may request summer housing while not being enrolled for the Summer Session or while in part-time status. Summer residents who are not enrolled or are assuming part-time status may submit a written request to continue their residence hall contract. The University may deny a contract to or cancel a part-time student’s residence hall contract or a non-enrolled resident’s contract. In this case, his/her refund will be made on the same basis as if s/he had withdrawn from the University as of the date of the cancellation.

**UNIVERSITY WITHDRAWAL**
Students must notify Housing and Residential Services in writing as soon as they withdraw from the University. Students are expected to vacate their residence hall room within 24 hours of their university withdrawal. A resident may request an extension to this deadline by contacting their residence hall Chief Clerk. Extensions may only be given through the first Sunday evening following the university withdrawal date. Extensions do no exempt the resident from the established schedule for refunds/charges. Students need to process their academic university withdrawal separately through the department office of their major. Student without a declared major should contact the Academic Advising Center.

**Room check-out requirements**
Students are not considered withdrawn from the residence hall in computing the amount of any refund or charges until all personal possessions have been removed, they have checked out with a hall staff member, and their room key has been returned to the residence hall Main Desk. Students are assessed $50 for not officially checking out of the residence hall, plus the cost to replace all room and associated locks if the room key is not returned at check-out.