

2013-2014 On-Campus Housing and Dining Contract

Revised May 2012

Student Information - Please Print Clearly

Last Name: _____ First Name: _____ Middle Name: _____
 ISU ID#: _____ Birth Date: _____ Gender: _____
 Address: _____ Apt. #: _____
 City: _____ State: _____ Zip Code: _____ Country: _____
 Phone #: _____ Current E-Mail: _____

Contract Term - Select **ONE** of the options at right. When making your selection, please note the following:
 ▪ All contracts that begin fall are for the entire academic year. Fall semester only contracts are not available.
 ▪ Move-in / out dates will be posted on the DOR Web site in January 2013.
 ▪ Summer Housing is a separate contract. Please review our website: <http://housing.iastate.edu/contracts/summer.html>.

Fall 2013 – Spring 2014 (Aug. 2013 – May 2014)
 Spring 2014 (Jan. 2014 – May 2014)

Contract Type - Select **ONE**. Single Student – housing for myself only. Family Contract – housing for myself and my spouse/partner and/or dependent children.

Accommodation Requests - If you have an issue for which you require special housing accommodations, you must submit a Housing Accommodation Request Form: <http://housing.iastate.edu/contracts/requests.html>. If you have a documented disability, it is your responsibility to contact the Student Disability Resources office (515-294-7220) for assistance with accommodations other than housing.

I DO NOT require a special housing accommodation.
 I DO require a special housing accommodation and I will submit a Housing Accommodation Form in addition to this contract.

Roommate Requests and Family Housing Occupant Listing

- For **single student housing**, if you are assigned to a multiple occupancy room and you do not request a roommate, a roommate will be assigned to you. Additionally, if you are assigned to SUV and you do not request to keep the apartment Private (page 2), a roommate will be assigned to you.
- For **family housing**, the number of occupants is limited to five, to include no more than two adults and no more than three school aged children.

	Last Name	First Name	Birth Date	Relationship to Contractee
1.				
2.				
3.				
(SUV & Martin Hall lofted suites only) 4.				
(Martin Hall lofted suites only) 5.				

Statement of Agreement - The **2013-2014 Housing Contract Terms and Conditions and ISU Dining Terms and Conditions** (Terms) are available on the DOR Web site at www.housing.iastate.edu/forms. By signing and submitting this contract I am stating I have read, understood and accept the **Terms** and all documents contained therein.

- I understand this is a **LEGALLY BINDING** contract with the DOR for the entire 2013-2014 academic year, both fall and spring semesters. I am aware that fall semester only contracts are not available.
- I understand all **newly admitted, undergraduate** students must submit a \$125.00 prepayment and a \$10.00 non-refundable processing fee. If I am a new student, this payment was included in the \$330.00 acceptance fee I paid to the Office of Admission.
- I understand this contract is for a *space* only and an assignment within my preferences **IS NOT** guaranteed. Assignments are made on a first-come, first-served basis. Priority is based on the date my completed contract is received by the DOR. **As such, we strongly encourage that all contracts be submitted on-line via AccessPlus.**
- I understand if I am a new student, I will not receive notification of my assignment until after the cancellation deadline has passed.
 - Fall assignment notification begins June 1, 2013. Spring assignment notification begins mid-December 2013.
- I understand, if I have an issue for which I require special housing accommodations, I must submit a Housing Accommodation Request Form: <http://housing.iastate.edu/contracts/requests.html>. If I have a documented disability, it is my responsibility to contact the Student Disability Resources office (515-294-7220) for assistance with accommodations other than housing.
- I am aware all contract cancellation requests **MUST BE DONE in ACCESSPLUS or in WRITING**, e-mail is acceptable, and must include my full name and University ID. **VERBAL CANCELLATIONS ARE NOT ACCEPTED.** As is described in the Terms, if I cancel after the cancellation deadline, I may be charged a cancellation penalty equal to 80% of the value of the Housing and Dining contract plus forfeiture of the prepayment (if applicable). This could be as high as \$9500 depending upon assignment and meal plan. Cancellation deadlines are as follows:
 - **March 1, 2013** = Continuing ISU and Continuing APP students with contracts starting fall 2013
 - **May 1, 2013** = Newly Admitted ISU and New APP students with contracts starting fall 2013
 - **November 1, 2013** = All students with contracts starting spring 2014.
 - If I submit my contract after the cancellation deadline has passed, I have seven (7) days from the date my contract is received by the DOR to cancel without penalty.
- I understand if I am assigned to Buchanan Hall, Richardson Court, Union Drive, Wallace Hall, or Wilson Hall I am required to have a meal plan. I will initially be assigned the default meal plan. I may change to any plan I am eligible for using AccessPlus during the designated change period.
- I authorize the DOR to access my student educational records maintained by Iowa State University for legitimate business purposes associated with my residing in University Housing. I also authorize the DOR to disclose my contact information to my assigned roommates.

Student Signature: _____ Date: _____
 Parent/Guardian Signature (if student is under 18): _____ Date: _____

FERPA Statement and Records Release – optional

Pursuant to the Family Educational Rights and Privacy Act (FERPA), the Iowa Fair Information Practices Act, Iowa Code, Section 22.11 (1987) and Iowa State University policy, the DOR does not release personally identifiable information and/or records to parents/guardians without the written permission of the student OR the parent/guardian providing a copy of the most recent tax return demonstrating the student is a financial dependent.

- By signature below I authorize the ISU DOR to release information in my student records to the individuals identified below.
- I understand that this authorization shall remain in effect until revoked by me in AccessPlus or in writing to the DOR.

Release information to: 1. _____ 2. _____
 Student Signature: _____ Date: _____

Residential Learning Community (RLC) Preference – OPTIONAL <ul style="list-style-type: none"> RLCs are small groups of students who live together in designated residence hall locations and who share academic interests and classes as part of a cooperative learning program. Please refer to the DOR Web site, http://housing.iastate.edu/life/rlc-th.php, for more information. Due to specific eligibility requirements and space availability, if you are interested in joining an RLC, you are strongly encouraged to submit your contract on-line. Otherwise, please indicate your RLC preference at right: 	My RLC preference is: Requests submitted via this paper contract cannot be guaranteed.
---	--

Assignment Preferences – REQUIRED <ul style="list-style-type: none"> Rank 8 choices below, from 1 – 8, with 1 as your first choice, 2 as your second choice, etc. Use each number only once. PLEASE LIST ALL 8 PREFERENCES! <ul style="list-style-type: none"> This contract is for a space only and an assignment within your preferences IS NOT guaranteed. Some options (marked *) will fill with students who contract October 2012 or earlier. Assignments are made on a first-come, first-served basis. Priority is based on the date your completed contract is received by the DOR. Rank only those options for which you are eligible, as described below. <ul style="list-style-type: none"> Age eligibility is determined as of September 1, 2013 for contracts that begin fall and February 1, 2014 for contracts that begin spring Unless otherwise specified, all buildings are coed with men and women living in separate floors, wings, or sections.

RESIDENCE HALLS
Options marked * are very limited and may fill with students who contract before October 2012.

Richardson Court (RC), Union Drive (UD), Wallace and Wilson Halls (WW) - RC and UD are primarily available to newly admitted, direct from high school students. Other students will be considered for these areas if space permits. WW is available to all students.

Rank	Building(s)	Bldg. Gen.	Style	A/C	Plus Break	Sub. Free	Code
	RC - Barton, Lyon, Freeman	Coed	Room	No	No	No	STCO
	RC - Birch, Welch, Roberts	Male	Room	No	No	No	SG
	RC - Oak, Elm	Female	Room	No	No	No	SG
	RC - Linden	Coed	Room	No	Yes	No	STPB
	RC - Maple	Coed	Room	Yes	No	Yes	MAP2
	RC - * Maple	Coed	Suite	Yes	No	Yes	MAP3
	RC - Willow, Larch	Coed	Room	Yes	No	No	STAC
	RC - Any RC assignment	-	-	No	No	No	ANYR
	UD - Friley	Coed	Room	Yes	No	No	ACCO
	UD - * Friley	Coed	Room	Yes	No	Yes	SFAC
	UD - Friley	Coed	Room	No	No	No	FHST
	UD - * Friley (female option only)	Coed	Room	No	No	Yes	SFST
	UD - Helser	Coed	Room	No	No	No	HHST
	UD - * Eaton	Coed	Suite	Yes	No	Yes	SFCO
	UD - * Martin	Coed	Suite	Yes	No	No	COSTE
	UD - Any UD assignment	-	-	No	No	No	ANYU
	WW - Wallace, Wilson	Coed	Room	No	Yes	No	STCO

Buchanan Hall (BH) – Available to students who are at least 19 years old and/or who are minimally in their second year of college.

Rank	Building(s)	Bldg. Gen.	Style	A/C	Plus Break	Sub. Free	Code
	BH – Buchanan Double	Coed	Suite	Yes	Yes	No	CODST
	BH – Buchanan Single	Coed	Suite	Yes	Yes	No	COSST
	BH – Buchanan 21+ Double	Coed	Suite	Yes	Yes	No	CODST
	BH – Buchanan 21+ Single	Coed	Suite	Yes	Yes	No	COSST

SINGLE STUDENT APARTMENTS – Available to students who are at least 19 years old and/or who are minimally in their second year of college. Options marked * are very limited and may fill with students who contract before October 2012.

Frederiksen Court – all apartments are single gender within unit.

Rank	Style	A/C	Furnished	Plus Break	Code
	* 4 Person Apartment - 4 Bedroom	Yes	Yes	Yes	4BR
	4 Person Apartment - 2 Bedroom	Yes	Yes	Yes	2BR
	* 2 Person Apartment - 2 Bedroom	Yes	Yes	Yes	2BRSS

University Village (UV) – all apartments are single gender within unit unless a specific roommate of the opposite gender is requested. The request must be mutual.

Rank	Style	A/C	Furnished	Plus Break	Code
	* 2 Bedroom, 1 Level	Yes	No	Yes	U21
	2 Bedroom, Townhouse	Yes	No	Yes	UTN
	* 2 Bedroom, Townhouse, furnished	Yes	Yes	Yes	UTNF
	* 2 Bedroom, Townhouse, pet-friendly	Yes	No	Yes	UTNP

SCHILLETTER VILLAGE (SV) FAMILY HOUSING STUDENT APARTMENTS - Available to students married or in domestic partner relationships and/or with custody/visitation rights for dependent children. Options marked * are very limited and may fill with students who contract before October 2012.

Rank	Style	A/C	Furnished	Plus Break	Code
	2 Bedroom, 1 Level	Yes	No	Yes	S21
	* 2 Bedroom, 1 Level, pet-friendly	Yes	No	Yes	S21P

ADDITIONAL OPTIONS / INFORMATION – Please answer the following questions.

Smoking Preference – in accordance with Iowa law, smoking is prohibited on the Iowa State University campus.	<input type="checkbox"/> No (default) - I do not smoke.
	<input type="checkbox"/> No - I do not smoke, but I will live with a smoker.
	<input type="checkbox"/> Yes - I do smoke.

Single Rooms – A limited number of single rooms are available, at a higher cost, in Barton, Birch, Elm, Freeman, Friley, Linden, Lyon, Oak, Roberts, Wallace, Welch, and Wilson halls.

- We will use your Room Preferences to guide us in making your assignment, but your assignment may be to any single room.

<input type="checkbox"/> No (default) - I am not interested in a single room.
<input type="checkbox"/> Yes - I am interested in a single room if one is available.

Triple Rooms – A limited number of triple rooms are available, at a lower cost, in Barton, Birch, Friley, Helser, Linden and Welch halls.

- We will use your Room Preferences to guide us in making your assignment, but your assignment may be to any triple room.

<input type="checkbox"/> No (default) - I am not interested in a triple room.
<input type="checkbox"/> Yes - I am interested in a triple room if one is available.

Upgraded Suites – A limited number of Lofted and Corner suites are available in Martin Hall at a higher cost. Lofted suites have a second story common room, some with a third bedroom and a second bathroom on the loft level. Corner suites have larger bedrooms and a large common room.

<input type="checkbox"/> No (default) - I am not interested in an upgraded suite
<input type="checkbox"/> Yes - I am interested in only a lofted (two-story) suite.
<input type="checkbox"/> Yes - I am interested in only a corner suite.
<input type="checkbox"/> Yes - I am interested in either a lofted (two-story) suite or a corner suite.

SUV APARTMENTS – Please answer the following only if you have preferred a SUV assignment.

Billing – SUV residents can opt to be billed for apartment rent on a semester or monthly basis. (Gas and electric usage are billed monthly.)

- You may request to change by the following dates: **July 15** for fall semester, **Dec. 15** for spring semester. After these deadlines, change is not permitted for that semester.
- Residents with poor payment history may be prohibited from selecting monthly billing.

<input type="checkbox"/> Semester (default) - I wish to be billed apartment rent 2 times each academic year.
<input type="checkbox"/> Monthly - I wish to be billed apartment rent 10 times each academic year.

University Village Private / Shared – In UV, residents of two bedroom apartments can take the apartment as Private or Shared.

- Private** = you pay 100% of the rent and utilities. You may request to change from Private to Shared by the following dates: **July 15** for fall semester, **Dec. 15** for spring semester.
 - After these deadlines, you may change only if you find your own roommate. Once the roommate moves in, rent and utility costs will be adjusted.
- Shared** = you pay 50% of the rent and utilities (100% of utilities if no roommate). If you do not request a specific roommate, we will assign one. Refusal to accept a roommate will result in conversion of the apartment to Private retroactive to the start of the contract.
 - You may request to change from Shared to Private any time prior to being assigned a roommate. Rent and utility costs will be adjusted immediately.

<input type="checkbox"/> Shared (default) - I DO WANT a roommate.
<input type="checkbox"/> Private - I DO NOT WANT a roommate.

Pet-Friendly Information – If you have preferred a pet-friendly apartment, please review the Pet Policy online (<http://housing.iastate.edu/forms>).

- Pet-friendly apartments are limited and an assignment to one cannot be guaranteed. Please check availability before contracting.
- All pet-friendly apartments occupied by one contract holder are designated Private, regardless of pet ownership.
- In Shared pet-friendly apartments, if one resident vacates, the apartment reverts to Private until the remaining resident locates a new roommate.

<input type="checkbox"/> Bird	<input type="checkbox"/> Cat	<input type="checkbox"/> Dog	<input type="checkbox"/> Other:
-------------------------------	------------------------------	------------------------------	---------------------------------