Iowa State University
Department of Residence (DOR)

2017-2018 On-Campus Housing and Dining Contract

Revised: April 2016

Student Information - *Please Print Clearly*

Last Name: _____ First Name: _____ Preferred Name: _____

ISU ID#: _____ Birth Date: _____ Gender: _____

Address: _____ Apt. #: _____

City: _____ State: _____ Zip Code: _____ Country: _____

Cell 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 2017.
- Summer Housing is a separate contract. Please review our website: http://housing.iastate.edu/contracts/summer.html.

☐ Fall 2017 – Spring 2018 (Aug. 2017 – May 2018)

☐ Spring 2018 (Jan. 2018 – May 2018)

Contract Type - Select **ONE**. ☐ Single Student – housing for myself only. ☐ Family Contract – housing for myself and my family members – Schilletter Village only.

Qualified ADA Housing Requests - If you qualify for a reasonable accommodation under the Americans with Disabilities Act (ADA) and you would like to be considered for a specific type of assignment, you must submit a Housing Accommodation Request Form (http://housing.iastate.edu/contracts/requests.html) and appropriate documentation to Student Disability Resources (515-294-7220) prior to May 1, 2017.

☐ I DO NOT qualify for accommodation under the ADA.

☐ I DO qualify for accommodation under the ADA. I will submit a Housing Accommodation Form in addition to this contract.

Roommate Requests and Family Housing Occupant Listing

	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 **2017-2018 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.

- This is a **LEGALLY BINDING** contract with the DOR for the entire 2017-2018 academic year, both fall and spring semesters. I am aware that fall semester only contracts are not available.
- 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.
- 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.**
- 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 early June 2017. Spring assignment notification begins mid-December 2017.
- 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.
- 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 50% of the value of the Housing and Dining contract plus forfeiture of the prepayment (if applicable). This could be as high as (or higher than) $9500 depending upon assignment and meal plan. Cancellation deadlines are as follows:
  - **March 1, 2017 =** Continuing ISU and Continuing APP students with contracts starting fall 2017
  - **May 1, 2017 =** Newly Admitted ISU and New APP students with contracts starting fall 2017
  - **November 1, 2017 =** All students with contracts starting spring 2018
  - If I submit my contract after the cancellation deadline has passed, I have 14 days from the date my contract is received by the DOR to cancel without penalty.
- If I am assigned to Buchanan Hall, the New Residence Hall, Richardson Court, or Union Drive, 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: _____

Please return your **COMPLETED** contract to:
Mail: Department of Residence, 2419 Friley Hall, Ames, IA 50012
Phone: 515-294-2900 **Fax:** 515-294-0623
E-mail: housing@iastate.edu **Twitter:** @ISUDOR
Web: http://housing.iastate.edu/ **Facebook:** http://www.facebook.com/ISUDOR

Smoking Preference – in accordance with Iowa law, smoking is prohibited on the Iowa State University campus.

☐ **No** (default) - I do not smoke.	☐ **No** - I do not smoke, but I will live with a smoker.	☐ **Yes** - I do smoke.

Residential Learning Community (RLC) Preference – ***OPTIONAL***

- RLCs are 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. 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:
- Please visit http://housing.iastate.edu/life/rlc-th.php for more information.

My RLC preference is:

Requests submitted via this contract are not guaranteed.

Assignment Preferences – ***REQUIRED***

- Rank 12 choices below, from 1 –12, with 1 as your first choice, 2 as your second choice, etc. Use each number only once. **PLEASE LIST ALL 12 PREFERENCES!**
  - This contract is for a *space* only and an assignment within your preferences **IS NOT** guaranteed.
  - 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.**
  - Age eligibility is determined as of September 1, 2017 for contracts that begin fall and February 1, 2018 for contracts that begin spring
- Unless otherwise specified, all buildings are coed with men and women living in separate rooms, floors, wings, or sections.
- # – Indicates a limited option that may fill with students who contract before October 2016. $ – Corner and lofted suites in Martin have the highest cost of all on-campus options.

RESIDENCE HALLS

Richardson Court (RC), Union Drive (UD), Buchanan Hall (BH), Wallace and Wilson Halls (WW) These areas are first made available to newly admitted freshmen who are 19 and younger and 18 year old newly admitted transfer students. Other students will be considered for these areas only if space permits.

Rank	Building(s)	Bldg. Gen.	A/C	Plus Break	Sub. Free	Code
	RC – Barton, Lyon, Freeman, Linden – Double Room	Coed	No	No	No	STCO
	RC – Birch, Welch, Roberts – Double Room	Male	No	No	No	SG
	RC – Oak, Elm – Double Room	Female	No	No	No	SG
	RC – Maple – Double Room #	Coed	Yes	No	Yes	MAP2
	RC – Maple – Triple Suite #	Coed	Yes	No	Yes	MAP3
	RC – Willow, Larch – Double Room	Coed	Yes	No	No	STAC
	RC – Barton, Lyon, Freeman, Linden – Single Room	Coed	No	No	No	BLSFN
	RC – Birch, Welch, Roberts – Single Room	Male	No	No	No	SGSN
	RC – Oak, Elm – Single Room	Female	No	No	No	SGSN
	RC – Any RC assignment	-	-	-	-	ANYR
	UD – Friley – Double Room #	Coed	Yes	No	No	ACCO
	UD – Friley – Double Room #	Coed	Yes	No	Yes	SFAC
	UD – Friley – Double Room #	Coed	No	No	No	FHST
	UD – Friley (female only) – Double Room #	Coed	No	No	Yes	SFST
	UD – Helser – Double Room	Coed	No	No	No	HHST

Rank	Building(s)	Bldg. Gen.	A/C	Plus Break	Sub. Free	Code
	UD – Eaton – Double Suite #	Coed	Yes	No	Yes	SFCO
	UD – Martin – Double Suite #	Coed	Yes	No	No	COSTE
	UD – Friley – Single Room #	Coed	Yes	No	No	FSNAC
	UD – Friley – Single Room #	Coed	No	No	No	FSN
	UD – Martin – Corner Suite # $	Coed	Yes	No	No	CRNR
	UD – Martin – Lofted Suite # $	Coed	Yes	No	No	LOFT
	UD – Any UD assignment	-	-	-	-	ANYU
	WW – Wallace, Wilson – Double Room	Coed	No	Yes	No	CODBL
	WW – Wallace, Wilson – Single Room	Coed	No	Yes	No	WWSN
	BH – Buchanan – Double Suite	Coed	Yes	Yes	No	CODST
	BH – Buchanan – Single Suite	Coed	Yes	Yes	No	COSST
	BH – Geoffroy – Double Room	Coed	Yes	Yes	No	COST
	BH – Memorial Union - Double Room	Coed	Yes	Yes	No	COST
	BH – Memorial Union - Single Room	Coed	Yes	Yes	No	COSN

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 Residence Hall Preferences (above) to guide us in making your assignment, but your assignment may be to any triple room.

☐ **No** (default) - I am not interested in a triple room.	☐ **Yes** - I am interested in a triple room if one is available.

SINGLE STUDENT APARTMENTS

Available to students who are at least 19 years old or in their second year of college (or higher).

Frederiksen Court – all apartments are single gender within unit and all utilities are included

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

Legacy (LT) and ISU West (IW) Apartments – all apartments are single gender within unit and all utilities are included. These leased buildings are 100% ISU students and are staffed and operated as on-campus housing. When this contract was published, the 2017-17 leases were not yet signed. ***If you preference this area, please also preference other locations.***

Rank	Style	A/C	Furnished	Plus Break	Code
	Legacy – 1 Bedroom	Yes	Yes	Yes	1BR
	Legacy – 2 Bedroom	Yes	Yes	Yes	2BR
	Legacy – 3 Bedroom	Yes	Yes	Yes	3BR
	Legacy – 4 Bedroom	Yes	Yes	Yes	4BR
	Legacy – 5 Bedroom	Yes	Yes	Yes	5BR
	ISU West – 1 Bedroom	Yes	Yes	Yes	1BR
	ISU West – 2 Bedroom	Yes	Yes	Yes	2BR
	ISU West – 3 Bedroom	Yes	Yes	Yes	3BR
	ISU West – 4 Bedroom	Yes	Yes	Yes	4BR

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. Includes all utilities except gas.

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

FAMILY HOUSING STUDENT APARTMENTS

Available to students with a spouse, partner, and/or with custody/visitation rights for dependent children. One contract permitted per apartment.

SCHILLETTER VILLAGE (SV) FAMILY HOUSING STUDENT APARTMENTS – apartments include all utilities except gas.

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

* - *

University Village Private / Shared – In UV, residents of two bedroom apartments may be able to have the apartment as Private if space permits. Please review the Terms for more information.

- **Private** = you pay 100% of the rent and utilities.
  - **During times of high occupancy, this option may not be available.**
  - You may request to change from Private to Shared by the following dates:
    - **July 15** for fall semester
    - **Dec. 15** for spring semester
  - All pet-friendly apartments occupied by one contract holder are designated Private, regardless of pet ownership.
- **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.
  - In Shared pet-friendly apartments, if one resident vacates, the apartment reverts to Private until the remaining resident locates a new roommate.

☐ **Shared** (default) - I **DO WANT** a roommate.

☐ **Private** - I **DO NOT WANT** a roommate.

* If you preference a pet-friendly apartment, please review the Animals in Residence Policy at http://housing.iastate.edu/forms.

Rank	Building(s)	Bldg. Gen.	A/C	Plus Break	Sub. Free	Code
	BH – Buchanan – Double Suite	Coed	Yes	Yes	No	CODST
	BH – Buchanan – Single Suite	Coed	Yes	Yes	No	COSST
	BH – Buchanan 2 – Double Room	Coed	Yes	Yes	No	COST
	BH – Memorial Union - Double Room	Coed	Yes	Yes	No	COST
	BH – Memorial Union - Single Room	Coed	Yes	Yes	No	COSN
	BH – New Residence Hall – Double Room	Coed	Yes	Yes	No	
	RC – Any RC assignment	-	-	-	-	ANYR
	RC – Barton, Lyon, Freeman, Linden – Double Room	Coed	No	No	No	STCO
	RC – Barton, Lyon, Freeman, Linden – Single Room	Coed	No	No	No	BLSFN
	RC – Birch, Welch, Roberts – Double Room	Male	No	No	No	SG
	RC – Birch, Welch, Roberts – Single Room	Male	No	No	No	SGSN
	RC – Maple – Double Room #	Coed	Yes	No	Yes	MAP2
	RC – Maple – Triple Suite #	Coed	Yes	No	Yes	MAP3
	RC – Oak, Elm – Double Room	Female	No	No	No	SG
	RC – Oak, Elm – Single Room	Female	No	No	No	SGSN
	RC – Willow, Larch – Double Room	Coed	Yes	No	No	STAC
	UD – Any UD assignment	-	-	-	-	ANYU
	UD – Eaton – Double Suite #	Coed	Yes	No	Yes	SFCO
	UD – Friley – Double Room #	Coed	Yes	No	Yes	SFAC
	UD – Friley – Double Room #	Coed	Yes	No	No	ACCO
	UD – Friley – Double Room #	Coed	No	No	No	FHST
	UD – Friley – Single Room #	Coed	Yes	No	No	FSNAC
	UD – Friley – Single Room #	Coed	No	No	No	FSN
	UD – Friley (female only) – Double Room #	Coed	No	No	Yes	SFST
	UD – Helser – Double Room	Coed	No	No	No	HHST
	UD – Martin – Corner Suite # $	Coed	Yes	No	No	CRNR
	UD – Martin – Double Suite #	Coed	Yes	No	No	COSTE
	UD – Martin – Lofted Suite # $	Coed	Yes	No	No	LOFT
	WW – Wallace, Wilson – Double Room	Coed	No	Yes	No	CODBL
	WW – Wallace, Wilson – Single Room	Coed	No	Yes	No	WWSN