

2010-2011 Housing and Dining Contract

Revised: May 2009

Student Information - Please Print Clearly

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

Statement of Agreement - The **2010-2011 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 that I have read, understood and accept the **Terms** and all documents contained therein.

- I understand I am entering into a **LEGALLY BINDING** contract with the DOR for the entire 2010-2011 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 \$325.00 acceptance fee I paid to the Office of Admission.
- I understand this contract is for a *space* only. Assignments are made on a first-come, first-served basis, comparing my preferences to the available space. As such, an assignment within my preferences is not guaranteed. Priority is based on the date that my completed contract is received by the DOR. The DOR reserves the right to change assignments.
- 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 2010. Spring assignment notification begins January 2011.
- I understand, if I have an issue for which I require special housing accommodations, I must submit a Housing Accommodation Request Form (available online at <http://housing.iastate.edu/contracts/requests.html>) to the DOR. If I have a documented disability, it is my responsibility to contact the 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 CANCELATIONS ARE NOT ACCEPTED**. As is described in the Terms, should 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). 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. Cancellation deadlines are as follows:
 - Continuing ISU and APP Students - **March 1, 2010**
 - Newly Admitted ISU and APP Students - **May 1, 2010**.
 - All students with contracts starting Spring 2011 - **November 1, 2010**
- I understand if I am assigned to Buchanan Hall, Richardson Court or Union Drive I am required to have a meal plan. I will initially be assigned a Weekly 21 Meal Plan. I may change to any plan I am eligible for using AccessPlus during the designated change period. For fall 2010, the change period is June 1 – Aug. 27, 2010. For spring 2011, the change period is Dec. 1, 2010 – Jan. 14, 2011.
- I verify that the information I am providing on this contract is accurate.
- 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.
- I, the undersigned, guarantee payment of all approved rents and fees for the space assigned to me. The Board of Regents, State of Iowa, will approve room and board rates at its **April 2010** meeting. It is my responsibility to view the DOR Web site to review these rates (<http://housing.iastate.edu/rates/>).

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: _____

Release information to: _____

Student Signature: _____ Date: _____

Please return your **SIGNED**
and **COMPLETED** contract to:

Department of Residence
Mail: 2419 Freiley Hall
Ames, IA 50012

Phone: 515-294-2900
800-854-9050

Fax: 515-294-0623

E-mail: housing@iastate.edu

Academic Year Contract - Select **ONE** of the following options. When making your selection, please note the following:

- Fall semester only contracts are not available.
- Move-in / out dates will be posted on the DOR Web site in January 2010.

Fall 2010 and Spring 2011 (Aug. 2010 – May 2011)

Spring 2011 (Jan. 2011 – May 2011)

Summer Housing Contract – If selecting one of the below options, please note the following:

- Summer housing is not available in all areas. If you contract for summer housing and your spring assignment is in an area that is closed summer you will need to relocate. Generally, Buchanan Hall and some Frederiksen Court and SUV apartments are open for summer
- Summer move-in / out dates are posted on the DOR Web site the preceding February.

I am interested in on-campus housing for summer 2010 - the summer **before** this contract begins.

I would like to extend my Academic Year contract to include summer 2011 (May 2011 – Aug. 2011)

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

Yes – I am a smoker. Or, for SUV Family Housing, at least one member of my family smokes.

No – I do not smoke, but I will accept an assignment with a smoker

No – I do not smoke. Or, for SUV Family Housing, no one in my family smokes.

Schilletter and University Villages (SUV) Preferences

SUV Contract Type - see page 4 for eligibility requirements:

SINGLE Student Housing

FAMILY Student Housing – On page 3, list the names and birth dates of spouse/partner and/or children

Pet Apartment Request – A limited number of pet apartments are available at an additional cost. Please review the SUV Pet Policy on the DOR Web site (<http://housing.iastate.edu/forms/#3>). All pet apartments are unfurnished.

Yes - I request a pet apartment. I understand that, unless I have identified my own roommate, I will be required to contract for the apartment as **PRIVATE**. My pet is / will be (circle one): Bird Cat Dog Fish Other: _____

Furnished Apartment Request - A limited number of furnished apartments are available, at additional cost, for SINGLE students. Furnished apartments are not available for FAMILY housing. All pet apartments and all designated smoking apartments are unfurnished.

Yes - I am interested in a furnished apartment if one is available

SINGLE Student Roommate Preference - If I am assigned to a 2 bedroom apartment, my preference is for a:

PRIVATE Apartment = I **DO NOT WANT** a roommate. I understand I will pay 100% of the rent and utilities as outlined in the Housing Contract Terms and Conditions. If in the future, I wish to change to a Shared Apartment, I will need to find my own roommate before my rent and utility costs will be changed.

SHARED Apartment = I **DO WANT** a roommate. I understand I will pay 50% of the rent and utilities as outlined in the Housing Contract Terms and Conditions. If I have not indicated a roommate on page 3 of this contract, I am aware that the DOR will assign me a roommate. If I refuse to accept the roommate assigned to me, I may be required to pay full rent, retroactive to the start of this contract. If I have requested a **Pet Apartment**, I am aware that the **SHARED** option is only available if I have identified my own roommate.

How Assignments Are Made – Please refer to the DOR Web site, <http://housing.iastate.edu/contracts/contracting.html>, for more information.

The DOR begins accepting **NEW STUDENT** housing contracts on **July 1** of the prior year (i.e. July 1, 2009 for fall 2010). Your assignment priority is based on the date that your completed contract is received by the DOR. It is **STRONGLY SUGGESTED** that you submit your housing contract on-line using AccessPlus, <https://accessplus.iastate.edu>. Due to the unpredictability of delivery services, the DOR cannot accept responsibility for contracts delayed or lost in the mailing process.

Preferences are considered in the following order. Please remember that this contract is for a *space* only, and not for a particular building or assignment type. Specific assignments are made on a first-come, first-served basis, comparing preference requests to the space that is available. As such, an assignment within your preferences cannot be guaranteed. An assignment outside of your preferences is not a valid reason for contract cancellation.

1. **Learning Community (LC)** preferences are considered first. Most LCs have eligibility requirements you **MUST** meet to be considered. If you are not eligible for the LC you have selected or it is full when we make your assignment, we will use your preferences from page 4 to make your assignment. If you have selected an LC and indicated a roommate request, your roommate request can only be considered if space is available.
2. **Roommate Requests** are considered second and the earliest contract date determines priority for the pair / group. Roommate requests must be mutual (you must all have requested each other) and, if requesting upper-division assignments, you must all be eligible for the same type of housing. Roommate requests take priority over Room Preferences. We will use your Room Preferences to guide us in making your assignment, but your assignment may be anywhere your roommate request can be accommodated. If you preferred a Single Room you will only be considered for a single room if we can't accommodate your roommate request.
3. **Single Room** preferences are considered third. Requests for single rooms take priority over Room Preferences. We will use your Room Preferences to guide us in making your assignment, but your assignment may be to any single room in the Union Drive or Richardson Court neighborhoods. **PLEASE NOTE:** Single Rooms are very limited and not everyone who requests a single room can receive one.
4. **Room Preferences** are considered fourth. Please list all eight (8) preferences. If you list fewer than eight and we can't accommodate you in those preferences, we will have to make our best guess as to your assignment. **PLEASE NOTE:** While it varies from year to year, some of the more popular options, such as Eaton, Friley, Maple and Martin Halls, fill with early contract dates, often as early as two months after we begin accepting contracts. It is recommended that you consider preferencing at least one (1) option outside of these areas.

Learning Communities – optional - Please refer to the DOR Web site, <http://housing.iastate.edu/life/rlc-th.php>, for more information.

- Select only one (1) Learning Community option for which you are eligible. If the Learning Community you select has more than one location, please rank the locations with 1 being your first choice, 2 being your second choice, etc. Rank only locations for which you are eligible.
- Please be aware that some Learning Communities may be full by the time we receive your paper contract. For the most updated information and the best chance of joining the Learning Community of your choice, we suggest that you submit your Housing Contract on-line.

Freshmen Learning Communities – Unless otherwise specified, all assignments are to standard rooms.

Agricultural & Bio-Systems Engineering (ABE)	Maple Hall – Single Gender House, A/C, Substance Free (110, 115)	Design Exchange	Linden Hall – Single Gender House, No A/C, Plus Break (421, 426)
Agriculture Community Encourages Success(ACES)	Maple Hall – Single Gender House, A/C, Substance Free (130, 135)		Friley Hall – Single Gender House, A/C (420,425)
Air Force ROTC	Larch Hall – Coed House, A/C (510, 515)	Electrical Engineering	Friley Hall – Male Only House, A/C, Substance Free (656)
Army ROTC	Willow – Coed House, A/C (530, 535)		Friley Hall – Male Only House, A/C (655)
Biology Education Success Team (BEST)	Maple Hall – Single Gender House, A/C, Substance Free (230, 235)	Entrepreneurship and Innovation Learning Community (EILC)	Buchanan Hall – Coed House, A/C, <i>Double Suite</i> (180, 185)
Business Learning Team (BLT)	Elm Hall – Female Only Hall, No A/C (252)		Buchanan Hall – Coed House, A/C, <i>Single Suite</i> (181, 186)
	Welch Hall – Male Only Hall, No A/C (257)	Food Science & Human Nutrition	Eaton Hall – Coed House, A/C, Substance Free, <i>Suite</i> (450, 455)
Chemical Engineering	Friley Hall – Coed House, A/C (370, 375)	Leadership Engineering Academic Diversity (LEAD)	Friley Hall – Coed House, A/C (720, 725)
Common Threads	Maple Hall – Single Gender House, A/C, Substance Free (730, 735)	Multicultural Learning Community (MLC)	Maple Hall – Female Only House, A/C, Substance Free (680)
Community Learning for Undeclared Engineers (CLUE)	Friley Hall – Female Only House, A/C, Substance Free (610)		Maple Hall – Male Only House, A/C, Substance Free (685)
	Friley Hall – Male Only House, A/C (616)	Natural Resource Ecology & Management (NREM)	Willow Hall – Single Gender House, A/C (600, 605)
	Helser Hall – Male Only House, No A/C (617)	Preparing Tomorrow's Teachers (PTT)	Willow Hall – Female Only House, A/C (170)
	Willow – Male Only House, A/C (619)		Willow Hall – Coed House, A/C (175)
Computer Engineering	Friley Hall – Male Only House, A/C, Substance Free (356)	Women in Science & Engineering (WISE)	Eaton Hall – Female House, A/C, Substance Free, <i>Suite</i> (795)
	Friley Hall – Single Gender House, A/C (350, 355)		Friley Hall – Female House, No A/C (793)
Computer Science	Friley Hall – Female Only House, No A/C (390)		Friley Hall – Female House, No A/C, Substance Free (794)
	Friley Hall – Male Only House, A/C (395)		Friley Hall – Female House, A/C (799)
	Helser Hall – Male Only House, No A/C (396)		Friley Hall – Female House, A/C, Substance Free (798)
Cross Cultural	Linden Hall – Coed House, No A/C, Plus Break (620, 625)		Larch Hall – Coed House, A/C (792)
			Martin Hall – Female House, A/C, <i>Suite</i> (796)
			Oak & Elm Halls – Female Hall, No A/C (791)

Transfer Learning Communities

Agricultural & Bio-Systems Engineering (ABE)	Frederiksen Court - A/C, 4 Person, 2 Bedroom Male Apt. (117)	Women in Science & Engineering (WISE)	Frederiksen Court - A/C, 4 Person, 4 Bedroom Female Apt. (797)
Transport Learning Community	Frederiksen Court - A/C, 4 Person, 2 Bedroom Apt. (741, 746)		

Roommate Requests and Family Housing Occupant Listing

For **non-family housing**, please review the roommate request information on page 2 of this contract. **Please note:** If you are assigned to a multiple occupancy room and you do not list a roommate request, a roommate will be assigned to you. Additionally, if you are assigned to SUV and you do not request to keep the apartment to yourself, 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	ISU ID # or Birth Date	Relationship to Contractee
1.				
2.				
3.				
(SUV & Martin Hall lofted suites only) 4.				
(Martin Hall lofted suites only) 5.				

Neighborhood Eligibility Requirements

In order to be eligible to live in on-campus housing, individuals must be in good financial standing with ISU and must meet one of the following criteria:
 (1) the individual must be enrolled as a student at ISU; or
 (2) The individual must be registered and enrolled in the Admissions Partnership Program, offered through ISU and all Iowa Community Colleges.

Age eligibility is determined as of August 1, 2010 for contracts that begin fall and January 1, 2011 for contracts that begin spring. Additional eligibility requirements for specific neighborhoods are as follows:

◆ Union Drive and Richardson Court	Newly admitted, direct from high school students; transfer students 19 or younger; continuing undergraduate students.
◆ Buchanan and Wallace Halls ◆ Frederiksen Court Apts. ◆ University Village Apts. (Single Student Housing)	Newly admitted students 19 or older; transfer students; continuing students. <ul style="list-style-type: none"> Floors 8 and 9 of Buchanan Hall are reserved for graduate students and students 21 or older. Buchanan Hall also houses the EILC Learning Community.
◆ Schilletter Village Apts. (Family Housing)	Any student married or in a domestic partner relationship and/or with custody/visitation rights for dependent children; the student's spouse/domestic partner and/or dependent children

Room Preferences - Rank up to 8 choices below, from 1 – 8, with 1 as your first choice, 2 as your second choice, etc. Use each number only once.

- Rank only those options for which you are eligible, as described above.
- Unless otherwise specified, all buildings are coed.
- PLEASE LIST ALL 8 PREFERENCES!** Some of the more popular options (marked *) will fill with students who contract early (October 2010 or before). The more preferences you identify the more likely it is you will be assigned within your preferences. See page 2 for more information.

Richardson Court (RC) Neighborhood

* Maple Hall = Single Gender House, A/C, Substance Free, Room	MAP2
* Maple Hall = Single Gender House, A/C, Substance Free, Suite	MAP3
Freeman Hall = Male House, No A/C, Room	ST
Barton, Lyon, Freeman Halls = Coed House, No A/C, Room	STCO
Willow & Larch Halls = Coed House, A/C, Room	ACCO
Willow Hall = Single Gender House, A/C, Room	STAC
Linden Hall = Single Gender House, No A/C, Plus Break, Room	STPB
Oak & Elm Halls = All Female Hall, No A/C, Room	SG
Birch, Welch & Roberts Halls = All Male Hall, No A/C, Room	SG
Any Richardson Court Room or Suite	ANYR

Union Drive (UD) Neighborhood

* Friley Hall = Coed House, A/C, Room	ACCO
* Friley Hall = Single Gender House, A/C, Room	STAC
* Friley Hall = Single Gender House, A/C, Substance Free, Room	SFAC
Friley Hall = Single Gender House, No A/C, Room	FHST
Friley Hall = Female House, No A/C, Substance Free, Room	SFST
Helser Hall = Single Gender House, No A/C, Room	HHST
* Martin Hall = Single Gender House, A/C, Suite	STE
* Martin Hall = Coed House, A/C, Suite	COSTE
* Eaton Hall = Single Gender House, A/C, Substance Free, Suite	SFSTE
* Eaton Hall = Coed House, A/C, Substance Free, Suite	SFCO
Any Union Drive Room or Suite	ANYU

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

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

Single Rooms – A limited number of single rooms are available, at a higher cost, in Barton, Birch, Elm, Freeman, Friley, Linden, Lyon, Oak, Roberts, and Welch halls. Please check one of the options at right.

- No** - I am not interested in a single room.
- Yes** - I am interested in a single room if one is available.

Upgraded Suites – A very limited number of lofted suites and corner suites are available in Martin Hall at a higher cost. Please check one of the options at right.

- Each lofted suite has a second story common room. Some also have a third bedroom and a second bathroom on the loft level.
- Each corner suite has a large common room and larger bedrooms.

- No** - I am not interested in an upgraded suite
- Yes** - I am interested in only a lofted suite (two-story).
- Yes** - I am interested in only a corner suite (extra large living room).
- Yes** - I am interested in either a lofted suite or a corner suite.

Buchanan Hall - 19 or older

Coed House, A/C, Double Suite	CODST
Coed House, A/C, Single Suite	COSST
Coed House, A/C, Grad or 21+, Double Suite	CODST
Coed House, A/C, Grad or 21+, Single Suite	COSST

Wallace and Wilson Halls - 19 or older

Coed House, No A/C, Super Single Room	COSS
Single Gender House, No A/C, Super Single Room	SGSS

Single Student Apartments – Frederiksen Court - 19 or older

* 4 Person Apartment - 4 Bedroom	4BR
4 Person Apartment - 2 Bedroom	2BR
* 2 Person Apartment - 2 Bedroom	2BRSS

Single Student Apartments – University Village - 19 or older

* 2 Bedroom, 1 Level Apartment	U21
2 Bedroom, Townhouse	UTN

Family Housing Apartments – Schilletter Village

2 Bedroom, 1 Level Apartment	S21
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