



AURORA UNIVERSITY

# RETURNING STUDENT 2012-2013 RESIDENCE HALL CONTRACT

Please return this completed contract and the receipt for the \$100 room reservation deposit (returning residents) or \$100 damage deposit (new residents) to the Office of Residence Life by 4:00 PM on Tuesday, 2/14/2012 to take part in the priority housing processes.

Name: \_\_\_\_\_  
Last First Middle

Home Address: \_\_\_\_\_  
Street City State Zip

Home Phone: (\_\_\_\_) \_\_\_\_\_ Cell Phone: (\_\_\_\_) \_\_\_\_\_

Student ID Number: \_\_\_\_\_ Sex (circle one): M F Date of Birth: \_\_\_\_\_

Housing needed for:  Fall and Spring Semester 2012-2013  
 Fall Semester 2012 Only  Spring Semester 2013 Only

Physical or health conditions to be considered in room assignment (*must be accompanied by current doctor's note*):

**Returning students will be able to participate in the Single Rooms and Deluxe Suites Process or the Standard Rooms Process if they submit their housing contract and \$100 room reservation deposit by 4:00 PM on Tuesday, 2/14/2012.**

**The Single Rooms and Deluxe Suites Process will take place at 4:00 PM on Sun, 2/19/2012 in UBH.**  
**The Standard Rooms Process will take place at 6:00 PM on Sun, 2/26/2012 in UBH.**

Please refer to the supplemental housing information sheet for additional details about these processes.

### RESIDENCE HALL

There are two housing processes, singles/suites and standard room process. Please indicate the process you would like to attend:

Single and  Deluxe Suites Process  
(please select your preference of a single or suite)  
4:00 PM on Sun, 2/19/2012, UBH

Standard Room Process  
6:00 PM on Sun, 2/26/2012, UBH

(Students unable to select a single or deluxe suite during that process automatically will receive a ranking number for the Standard Room Process.)

### MEAL PLAN CHOICE

(Please check one. Note: If you do not select a meal plan, you will be charged the Premium meal plan rate).

- |  |   |
|--|---|
| <input type="checkbox"/> Premium (14 meals/week + \$275 in points) | <input type="checkbox"/> Block 175 (175 meals/semester + \$150 in points) |
| <input type="checkbox"/> Basic (9 meals/week + \$100 in points)    | <input type="checkbox"/> Block 125 (125 meals/semester + \$400 in points) |

### AFFIRMATIONS My signature below affirms that I agree to the following:

- I understand and agree to the terms and conditions listed on both sides of this contract.
- I will abide by the policies in the AU Student Handbook (A-Book) and the Residence Life Guidebook.
- I understand that Aurora University is an alcohol-free and smoke-free campus and will abide by this expectation.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR OFFICE USE ONLY**

Contract Date \_\_\_\_\_ Deposit Date \_\_\_\_\_ Room Assignment \_\_\_\_\_

## **ADDITIONAL TERMS AND CONDITIONS**

Your signature on the reverse side of this contract indicates that it is mutually agreed that all provisions from the A-Book, all provisions and policies of the Office of Student Life and the Office of Residence Life, all University regulations, and all federal, state, and local laws are binding upon this contract.

### **ASSIGNMENTS OF SPACE**

1. Every effort will be made to comply with a student's preference; however, the Office of Residence Life reserves the right to make assignments as it deems necessary.
2. Room assignments and changes to room assignments may only be made by and with the approval of the Office of Residence Life.
3. The Office of Residence Life reserves the right to move or reassign a resident during the contract period. If this occurs, a commensurate change in billing rate may apply.
4. The Office of Residence Life reserves the right to consolidate vacancies by relocating residents at any time during the contract period.
5. The Office of Residence Life further reserves the right to require a student to vacate the halls on a temporary or permanent basis for any of the following reasons: (a) failure to meet financial obligations to the University, (b) exhibiting behavior posing a threat or disruption to the community of the residence halls, (c) failure to remain in good standing with the University, (d) University academic breaks, (e) renovation of space, (f) lack of full-time status, or (g) other valid reasons.
6. Housing will be assigned on a first-come, first-served basis, as space is available. Both the contract and deposit need to be received in order for a space to be assigned. As occupancy begins to reach capacity, a housing waitpool may be established and students will be notified of their housing assignment as it is made.
7. All new residents must submit a \$100 damage deposit and a completed contract prior to a housing assignment being made. This will be held by the University throughout the student's on-campus residency.
8. All returning residents must submit a \$100 room reservation deposit, which acts as a pre-payment for the subsequent term housing charge, in addition to their completed contract, prior to a housing assignment being made. This deposit is non-refundable.

### **CANCELLATION OF CONTRACT AND REFUND OF DEPOSITS**

1. **The \$100 damage deposit is refundable according to the following terms:**
  - a. For current residents not returning to the residence halls, the damage deposit is refundable upon completion of all formal check-out procedures with a Residence Life Staff member to include: scheduling a check-out time with student's RA, or another member of the Residence Life staff, to complete room inspection and room condition report (RCR); return all keys to proper departments; and complete an exit survey in the Office of Residence Life. **All steps must be completed or the damage deposit is forfeited and an improper check-out fee will be applied to the student's account.**
  - b. All new contracts for fall semester must be cancelled in writing or via email to [reslife@aurora.edu](mailto:reslife@aurora.edu) on or before June 1st.
  - c. All new contracts for spring semester must be cancelled in writing or via email to [reslife@aurora.edu](mailto:reslife@aurora.edu) two (2) weeks prior to the start of spring semester.

**The \$100 room reservation deposit (required of returning residents) is NON-REFUNDABLE.** It can be applied to fall tuition charges if the contract is cancelled in writing or via email to [reslife@aurora.edu](mailto:reslife@aurora.edu) on or before June 1st.

2. Students who terminate occupancy during a term are eligible for a room refund according to the following: 100% during the first week, 90% during the second week, 50% during the third week, after the third week, students are responsible for the full term bill.
3. Meal plans can be changed only during the first 3 weeks of the semester, as described in the Residence Life Guidebook.
4. Meal plan is prorated as of the Thursday following the last date of occupancy (see Residence Life Guidebook for further details).

### **LIABILITY**

Aurora University assumes no responsibility or liability for the personal property of students. This includes damage, loss, water damage, fire, theft, flooding, etc. Students wanting this protection must make their own arrangements. Please consult an insurance company of your choice.

### **OCCUPANCY**

This contract is for academic periods only. Students wishing to occupy the halls during University breaks must submit a break housing contract, available from the Office of Residence Life. Charges for break periods are billed directly to the student's account, based on that contract. Students must have a zero balance and meet the other criteria listed on the break contract in order to reside in University housing during break periods.

### **INSURANCE**

All residence hall students will be charged for Student Health Insurance unless an online waiver providing proof of comparable insurance is completed at [www.gallagherkoster.com/aurora](http://www.gallagherkoster.com/aurora) by the posted deadlines on the Aurora University web page.

### **PHYSICAL EXAMINATION**

All new residence hall students must have a physical examination form on file with the Wellness Center. This must be done by the end of the second week of the semester when entering the residence halls.