



AURORA UNIVERSITY

RETURNING RESIDENT RESIDENCE HALL CONTRACT

Please return this completed contract and the receipt for the \$150 room reservation deposit to the Office of Residence Life according to the deadlines indicated.

Name: _____
Last First Middle

Home Address: _____
Street City State Zip

Home Phone: () _____ Cell Phone: () _____

Sex (circle one): M F Date of Birth: _____ College Standing (circle one): FR SO JR SR GR

Student ID Number: _____ Social Security Number: _____

Reservations for (check all that apply): _____ Fall Semester 200____ _____ Spring Semester 200____

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

Returning residents will have the ability to choose their own room via the Single Rooms and Deluxe Suites Priority Selection Process and the Standard Rooms Priority Selection Process if they meet the following criteria:

- ❖ Students must have a zero balance on their student account upon receipt of the housing contract by Residence Life;
- ❖ Students must have a minimum cumulative GPA of 2.00 upon receipt of the housing contract by Residence Life. This is based upon and verified by the Fall 2007 cumulative GPA as reported by the official records of the University; and
- ❖ Students must be in good disciplinary standing with the Office of Residence Life and Aurora University, defined as having less than two violations of the alcohol policy; no violations of the controlled substance policy; all sanctions complete for alcohol violations; and not currently on residence hall probation.
- ❖ Students must submit their residence hall contract and \$150 room reservation deposit by the indicated deadlines.

The Single Rooms and Deluxe Suites Priority Selection Process will take place at 2:00 PM on Tuesday, 2/26/2008 in the Perry Theater. The Standard Rooms Priority Selection Process will take place at 2:00 PM on Friday, 3/28/2008 in the Crimi Auditorium.

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

RESIDENCE HALL PREFERENCE INFORMATION

Building Preference (please indicate 1st, 2nd, and 3rd choice):

____ Davis ____ Jenks ____ Memorial ____ Watkins ____ Wilkinson

Room Type (Please indicate 1st, 2nd, and 3rd choice): ____ Single ____ Deluxe Suite ____ Standard Room

Roommate Preference/s (optional): _____
(Students wishing to room together must put each other's name on their corresponding contract for that request to be considered.)

MEAL PLAN CHOICE (Check one. If you do not select a meal plan, you will be charged the Premium meal plan rate).

____ Basic (9 meals/\$60) ____ Deluxe (14 meals/\$90) ____ Premium (19 meals/\$90) ____ Flexible (10 meals/\$360)

AFFIRMATIONS My signature below indicates my affirmation and understanding of 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; and
- ❖ 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) violation of any University or residence hall policy, (f) renovation of space, or (g) other valid reasons.
6. Housing will be assigned on a first-come, first-served basis. 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 \$150 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. If a student wishes to cancel their housing contract, he/she must submit a **written** request to the Office of Residence Life.
The \$100 damage deposit is refundable according to the following terms:
 - a. Contracts for Fall Semester must be cancelled on or before May 1st
 - b. Contracts for Spring Semester must be cancelled two (2) weeks prior to the start of Spring semester**The \$150 room reservation deposit (required of returning residents) is NON-REFUNDABLE.** It can be applied to fall tuition charges if the contract is cancelled on or before June 1st.
2. If a student decides to leave during a term, a **written** request must be submitted, but the student will forfeit his/her damage deposit.
3. In any situation, the student **must** complete formal check-out procedure with the Residence Life staff or face an improper check-out fee. The damage deposit will only be returned if the proper check-out procedures are followed and proper notice is given.
4. 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
6. Meal plans may be increased at any time during the semester; they may be decreased **only during the first week of the semester.**
7. Meal plan is pro-rated as of the Thursday following the last date of occupancy.

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 in order to reside in University housing during break periods.

INSURANCE

All residence hall students will be charged for Student Health Insurance unless proof of insurance with a signed insurance waiver is filled out with the Student Insurance Coordinator no later than the first Friday of the semester.

PHYSICAL EXAMINATION

All 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 school.